

**VILLAGE OF BLOOMINGDALE  
IN PLACE SHELTERING  
SEVERE WEATHER/TORNADO PROTOCOL**

I. **PURPOSE:** To guide employees to safety during a severe weather/tornado event or tornado warning and to establish protocol for conducting severe weather/tornado drills.

II. **PRE-NOTIFICATION:** Weather radios have been installed in village facilities; to help employees self monitor tornado and other severe weather situations. Both the Village Hall and Public Works facilities will be posted and temporarily locked five minutes before a severe weather/tornado drill.

III. **NOTIFICATION**

A. Both a severe weather/tornado event and drill will commence by verbal announcement transmitted over the Police, Village Hall and Public Works intercom systems, as well as over the Police and Public Works radio channels.

B. During an actual event, programmed cell phones and the Weather radio will indicate advisory levels, and will sound when a severe weather/tornado warning has been issued.

C. During an event, employees working in the field are further instructed to follow these procedures in the event that the Village's severe weather/tornado siren is activated, for purposes other than a test. Note: tornado sirens are tested at 10:00 a.m. on the first Tuesday of every month).

D. During either an actual event or a drill, following notification, all employees and their company are to proceed to their designated shelter area, as noted in area fire and tornado routes postings. (See Appendix M)

E. During an actual event, upon arrival to the designated shelter employees should lay face down, with knees drawn up, and hands folded behind their heads. Employees in the field should vacate their vehicle, and lay face down with hands over their head in a nearby low-lying area such as a ditch/ravine away from other parked vehicles.

IV. **POST-EVENT/DRILL**

A. Direct supervisors will account for their In-house employees, and for their field personnel as follows:

1. Building, Zoning and Engineering employees in the field during the drill shall notify their supervisor, via cell phone or CB radios of their status.
2. Public Works Maintenance and Utilities personnel in the field shall notify their supervisor, via cellphone or CB radio who will in turn notify the Director of Public Works..
3. Police Department employees working in the field must notify Police Dispatch, via Police portable radio or by MDC of their status.

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- B.** All Village supervisors are responsible for confirming the status of their personnel and transmitting a final status report to their Department Director, via phone or radio..
- C.** Should there be a concern regarding the status of an employee, said concern should be transmitted to the appropriate Department Director.
- D.** Should an employee need emergency assistance, please call 911.
- E.** Weather radios should be used by employees in the shelter area to monitor storm conditions, and to identify when the warning has been lifted.