

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-004

SUBJECT: Severe Weather/Tornado Safety &
Evac-Day Procedure

EFFECTIVE DATE: May 1988

Policy:

It is the policy of Cottonwood, Inc. to provide a safe working environment for employees and consumers. If severe weather or a tornado would occur all workers must move to safety in a swift yet orderly manner.

Procedures:

1. Key Cottonwood, Inc. staff will maintain a weather alert system via email or cell phone notification. If a "take cover" warning is issued, a verbal warning will be issued over the paging system for everyone to take cover. A weather alert radio will be maintained in the "Grab-n-Go" bag for use during power outages.
2. All staff members and workers must quickly proceed to the nearest designated tornado shelter. Diagrams of tornado shelters approved by the Douglas County Emergency Preparedness office are posted in each work area.

Building I

- A. Men and women's restrooms.
- B. Any interior space including offices, restrooms, copy rooms, and hallways that do not contain glass windows.

Building II

- A. Interior men and women's restrooms
- B. Any interior space including offices, restrooms, copy rooms, and hallways that do not contain glass windows.
- C. Nurses Sick Bay and Restroom

Building III

- A. Men and women's restrooms.

3. Remain calm at all times---no running, pushing or shouting will be permitted.
4. If time allows, Unit Emergency Coordinators (UEC) will check his/her area to make sure all persons are evacuated to shelters and close all doors. Staff responsible for persons served will perform a head count to ensure all are accounted for.

5. Front office staff will post a sign on the front door informing visitors that a shelter in place is in effect. A small portable camera will be set up to help monitor the front entrance from a shelter location. Front office staff and a designated IT person will shelter in the CDDO director's office for monitoring purposes (the designated shelter space nearest the front entrance).
6. All persons must remain in sheltered areas until the Site Emergency Director (SED) gives all clear.
7. If one or all the buildings is damaged to the extent that it is dangerous to remain in, the workers will be escorted to one of Cottonwood Inc.'s other buildings or to our partnering facility, River City Church.
8. Tornado drills must be conducted MONTHLY April through September at each Cottonwood, Inc. owned or leased building by a staff person appointed by the department director. Staff are reminded that a drill is not a break and staff are accountable for their workers. (no smoking is permitted during drills). When evaluations are conducted, an Evacuation Drill Report Form must be completed and routed to the department director, Administrator of Services, and the CEO. The routed original will be returned to the Safety Committee co-Chairperson.
9. At the next monthly meetings drill results will be reviewed with workers.
10. The Safety Committee will provide an annual in-service training for staff and consumers on Severe Weather and Tornado Safety.
11. As part of its overall safety and emergency planning program, Cottonwood, Inc. has plans and procedures documented in "The Business Survival Plan" notebook.