



I. Purpose To provide a Tornado **Warning** escape plan for Office of Purchasing personnel and visitors in the Purchasing Office area and Conference Room 11.407.

II. Scope This procedure applies to all Office of Purchasing personnel and visitors.

III. Responsibility

This Tornado **Warning** escape plan as not necessarily “all inclusive”; does not preclude anyone from using common sense and their best judgment in an emergency.

A. Prior to the Tornado **Warning** escape:

1. All Office of Purchasing Personnel are to familiarize themselves with the “Second Floor Key Plan” Form OF0155 (see MLB Firescape plan.pdf) to identify the nearest safe exits or alternative safe exits available to them in case of fire escape necessity. In the case of a Tornado **Warning** everyone shall proceed to the Second Floor Connector Hallway.
2. The receptionist shall maintain the “Fire Escape/Tornado Warning Roster Sheet” Form OF0135 for the Office of Purchasing Staff at the reception desk.
 - a. Whomever makes appointments for or schedules Conference Room 11.407 shall advise guests and visitors of how the “Conference Room 11.407 Sign-in Sheet In Case of Fire Evacuation/Tornado Warning” Form OF0145 is to be used to account for attendees in case a fire escape or tornado **Warning** is necessary.
 - b. Any Office of Purchasing staff who is conducting a meeting in Room 11.407 shall be responsible to have the Conference Room 11.407 Sign-In Sheet in Case of Fire Evacuation/Tornado Warning” Form OF0145 filled out by meeting attendees.

B. During a Tornado **Warning**:

Evacuate the building upon notification by the receptionist. This will occur once she hears the warning signal from the weather radio advising of a tornado **warning**. She will call everyone on that day’s attendance sheet and they will immediately proceed to the designated area. Those assigned cell phones shall carry those with them. Then she will carry the weather radio and immediately proceed to the Second Floor Connector Hallway.



1. The receptionist shall bring the "Fire Escape/Tornado Warning Roster Sheet" Form OF0135 for the Office of Purchasing staff to the designated area.
2. Any staff member conducting a meeting in room 11.407 shall bring the "Conference Room Sign-In Sheet In Case of Fire Evacuation/Tornado Warning" Form OF145 to the designated area.
3. All staff and visitors shall go to the designated area as possible and stay there.
4. Supervisors are to account for their staff and visitors; and, assist non-departmental staff and visitors using Conference Room 11.407 to account for those attendees.

All Office of Purchasing staff shall:

Assist staff and visitors requiring additional help. Check restrooms Go to the designated area and check in with the receptionist.

- a. Assist staff or visitors requiring additional help. Get HELP if necessary.
 - b. Alert responsible staff or emergency personnel if county personnel or visitors are still in the building for whatever reason and where they are.
 - c. Stay in designated area until authorized to return to the building or go elsewhere by responsible management and/or emergency personnel.
 - d. Follow instructions. Assist staff and visitors requiring additional help. Get HELP if necessary.
5. DONT'S
- a. Do not panic.
 - b. Do not go back to your desk or into the building to retrieve personal belongings.
 - c. Do not use elevators
 - d. Do not go anywhere there is SMOKE if it can be avoided.
 - e. Do not leave the designated area unless instructed to do so by responsible authority.
 - f. Do not forget where you were when you were notified and who else was there (are they accounted for?).
 - g. Do not ASSUME that it is just a drill, treat all alarms as real and act accordingly.