

Tornado Procedures
Sigsbee Charter School
939 Felton Road
Key West, FL 33040



Tornado Watch:

- **Tornado Watch** is issued by the National Weather Service when severe weather conditions and possible tornados could occur in the area.
- **Staff** will be notified and asked to be prepared to respond if conditions worsen.

Tornado Warning:

- **Tornado Warning** is issued when a tornado has been sighted or indicated by weather radar. If a tornado warning is issued, staff should move children to previously designated sheltering area.
 - **J Wing:** interior hallway walls to the right of your classroom
 - **D Wing:** interior hallway walls to the left and right of the classrooms
 - **Rooms 10-16:** Interior wall (door side), away from windows; stay within classrooms

Positions:

- When the students are in place, have students assume the “duck and cover” position, with heads along the wall. Be sure children are NOT near windows, mirrors or glass. Tell students they are to remain in the “duck and cover” position until they hear the message, “All Clear”.
- Close blinds, drapes, and stay away from windows, mirrors, glass and unsecured objects such as filing cabinets.
- If high winds or tornadoes strike the building, shout “duck and cover” and assume the position yourself. Remain in the “duck and cover” position until you hear the “All Clear” announced.
- Assess the situation with respect to injuries or building damage and if conditions are safe, contact the main office through the telephone system. In the event that your phone is not functional, remain in place until you are given the “All Clear”.
- Render first aid to those who are injured until medical help arrives.
- Take attendance and account for all children in your supervision.
- Keep children from leaving the area until emergency crews arrive unless there is an imminent hazard in the area. If the building is significantly damaged, stay away from hazards such as exposed electrical wires, sharp or falling debris, etc.
- Do not dismiss students unless directed by the school administrator/principal.

Tornado DRILL procedure:

- Have students sit in your designated area
- Model the “duck and cover” procedure
- Tell students they are to remain in the “duck and cover” position until they hear the “All Clear”
- Close blinds and windows
- Wait for an office staff member to approve your class.