

[AGENCY NAME]

SEVERE WEATHER EMERGENCY PLAN

Tornado/Severe weather:

Watch:

- Alert all staff in the home/program that a watch is in effect

Warning:

- Alert all staff in the home /program there is a weather warning.
- If it is a tornado warning, all staff and clients should seek shelter in designated areas till warning is over.
- Stay away from windows

Flooding:

- Notify building/ home supervisor ASAP if water enters Home/program
- Move essential supplies to dry place or facility if needed. (food, Medications, records, etc.)
- If need be, evacuate all clients and staff to a safe area. Proceed to emergency shelter plan.

Earthquake:

- Stay put and remain calm
- Seek shelter from objects
- Survey for hazards/damage/injury.
- Report to supervisor.
- If fire results
 - Call 911
 - Evacuate clients from building
 - Proceed to emergency shelter plan.
- Notify Program / Home Supervisor of the situation.