

## Electric Cooperatives Building Tornado Shelter Plan

**Tornadoes can happen anytime, anywhere, with little or no warning. Knowing what to do when seconds count can save lives.**

### **Definitions:**

NOAA – (National Oceanographic and Atmospheric Administration) federal agency which includes the National Weather Service.

Occupants – Employees of ODEC and the VMDAEC, tenants, and visitors of the Electric Cooperatives Building.

Tornado Watch - A tornado watch means that conditions are favorable for a tornado and that tornadoes are possible.

Tornado Warning - A tornado warning means that a tornado has been sighted or has been indicated by National Weather Service Doppler radar and might be headed your way. When a warning is issued, take cover immediately.

S.A.M.E. - (Specific Area Message Encoding). Technology employed by some weather/emergency alert radios that allows the radio to be programmed to sound an alert only when weather and other emergencies threaten the selected county (or counties). This technology eliminates all other alerts which are only intended for locations outside the selected area. Weather and other emergencies can occur at any time, day or night. Without S.A.M.E., you could be unnecessarily alerted at any hour for an emergency as far as 100 miles away.

Shelter Locations – Designated assembly areas on the first floor of the Electric Cooperatives Building used during a Tornado Warning.

### **Procedure:**

NOAA weather radios equipped with S.A.M.E. technology will be placed in the Environmental, Health and Safety Department (EHS) and at the Executive Secretary's desk on the third floor. The radios will be monitored during normal business hours. The radio will be checked weekly for proper operation and battery function by the EHS Department or a designee when EHS staff is unavailable.

Upon the receipt of a broadcast that the Electric Cooperatives Building is covered by an official NOAA-issued Tornado Warning, the Receptionist will be contacted by the Executive Secretary or a member of EHS and directed to broadcast the following (or similar) public address announcement: **“A tornado warning has been issued in our area that includes the Electric Cooperatives Building. Please proceed immediately to the first floor shelter areas.”** (Repeat the message when possible.) The Receptionist will then notify any tenants in the building via a designated main telephone contact in each tenant office suite.

Attached is a building drawing of the first floor that shows the locations of the shelter areas. All building Occupants should proceed by stairway to the first floor Shelter Locations as quickly and

orderly as possible. Elevators shall not be used to access the first floor in the event of an emergency situation.

Once an employee/tenant reaches a designated shelter area, he/she should protect his/her body from flying debris by sitting against a wall with head down and protected by the hands and arms.

### **Designated Tornado Shelter Area Floor Plan (Attachment 1)**

VMDAEC: Storage Room next to entrance by men's room. These areas are denoted by Blue on the attached Floor Plan.

ODEC and Tenants: First floor hallways, restrooms, stairwell, Board Room Kitchen and entrance area to Main Board Room. Shelter in areas away from doors, windows, and external walls. These areas are denoted by Red and Green on the attached Floor Plan.

Secondary: If there is no time to reach the designated shelter areas listed above, employees/tenants should immediately seek shelter in a hallway, restroom, or other interior room away from windows. If there is no time to go anywhere else, shelter should be taken under the employee or tenants' desk or in an interior room away from windows.

The threat will have passed once the official Tornado Warning has expired, or it is determined with certainty by other means that the threat has expired. Once the threat of a tornado has passed, employees/tenants who sheltered on the first floor will be asked to return to their offices by a member of Senior Management, the Property Manager, or by the EHS staff. The Receptionist will also make a public address announcement and call the main tenant contacts at the conclusion of the threat in the event that workers had to shelter in place.

If an Occupant or Occupants are seriously injured or the building receives damage from an actual tornado or severe storm, 911 shall be dialed immediately by the Property Manager, an EHS staff member or other Department Director/Manager. Employees and tenants shall remain in the shelter areas until emergency services have arrived or the Property Manager or someone from EHS has determined it is safe to move. If moving away from the shelter areas becomes necessary, then employees and tenants shall collect at the fire muster location in the front parking lot to be counted as present.

Employees may assist in aiding injured employees or tenants until emergency personnel arrive.

The ODEC Business Continuity Plans will be activated if necessary.

### **Drills**

Drills will be announced and coordinated with the Statewide Tornado Drill conducted by the Virginia Department of Emergency Services. For tornado safety information see:

<https://www.weather.gov/safety/tornado-during>

Each drill will be evaluated to determine if changes need to be made to the plan or additional employee/tenant training is needed. The drills will be recorded and retained for 5 years (see Drill Log).

These procedures will be provided to the tenants that occupy the Electric Cooperatives Building and stored in ODOC and on the EHS Department intranet Shared Documents page. The EHS Department will maintain these procedures and ensure that employees and tenants are notified of any subsequent revisions.

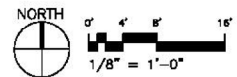
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# Attachment 1 Designated Tornado Shelter Areas

- ODEC Employees & Tenants
- VMDAEC Employees
- VANHA Staff



1 FIRST FLOOR PLAN  
1/8" = 1'-0"



## **Tornado Drill or Event Log**

1. Date performed or occurred:\_\_\_\_\_
2. Drill or actual emergency?:\_\_\_\_\_ - \_\_\_\_\_
3. Individual(s) conducting drill:\_\_\_\_\_ - \_\_\_\_\_
4. Time of drill or emergency:\_\_\_\_\_ - \_\_\_\_\_
5. Weather conditions:\_\_\_\_\_
6. Notification method used:\_\_\_\_\_
7. Description of notification method:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Special conditions simulated:\_\_\_\_\_  
\_\_\_\_\_
9. Staff members on duty and who participated:\_\_\_\_\_  
\_\_\_\_\_
10. Number of occupants injured:\_\_\_\_\_
11. Total time required to muster in shelter area:\_\_\_\_\_
12. Problems encountered/lessons learned:\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Schedule for implementation of corrective actions:\_\_\_\_\_  
\_\_\_\_\_

Retain this form for a minimum of 5 years.