



# **POLICIES & PROCEDURES**

## **CITY OF FLINT, MICHIGAN**

### **SEVERE WEATHER CONDITIONS**

**PURPOSE:** Occasionally, weather conditions develop which require employees to take shelter. It is important that a Floor Warden and alternate be designated for each area who will be responsible for ensuring that the area has been evacuated and all employees accounted for. In order to assist the Floor Warden, all areas should prepare and maintain a checklist of all employees working within the area. In addition, a designated meeting site has been established for the shelter area. It is imperative that all employees familiarize themselves with the Tornado exit routes and shelter locations. The employees in the 911 Center have the responsibility of monitoring the National Weather Service scanner. Whenever a Tornado Warning (a tornado has been sighted) is issued by the U.S. Weather Service that will affect City facilities the 911 Center will contact the designated central alert area and Fire Administration.

The central alert area will activate the Tornado Warning System. DPW, Parks and Recreation, Police and Fire will contact remote employees via radio communications and instruct them to take immediate shelter. Upon notification of a Tornado Warning all individuals should proceed immediately to their assigned Tornado Shelter via their designated Tornado exit route. (See attached Evacuation Route).

**PROCEDURES:** The following procedures should be adhered to during a Tornado Warning:

1. Notify fellow employees and visitors of the evacuation. The Floor Warden is responsible for ensuring that all employees and visitors evacuate the area immediately.
2. If conditions permit, place all daily work in the vault or locking file and turn off all equipment.
3. Leave the area, closing all doors and windows behind you.
4. Do not prop open any doors.
5. Remain calm, proceed to your shelter area in an orderly fashion.

Direct all employees and visitors to the nearest Tornado Evacuation stairwell

- A. Do not use elevators.

## **SEVERE WEATHER CONDITIONS continued**

- B. Handicapped individuals should be assisted by employees down any stairs and to the shelter area.
- 7. Proceed to your predetermined shelter area.
- 8. If you are not in your normal work area and are unfamiliar with the Tornado exit route in your current location you should:
  - A. Immediately move to interior hallways away from windows to avoid injury due to breaking glass.
  - B. Proceed to the lowest building level available.
  - C. Avoid exterior walls, in particular, south facing exterior walls
- 9. The Floor Warden should use the employee checklist to ensure that all persons are present.
  - A. Add the names of any visitors to the list.
  - B. Be sure to note anyone known to be off duty at the time of the incident.
    - 1. Do not mark someone off duty unless you are absolutely sure they were not at work.
- 10. If the building is damaged and an Employee is missing, contact rescue personnel after the all clear has been given.
  - A. Inform the Rescue Professional of the missing individual and the location of your work area.
- 11. Do not re-enter your work area for any reason until instructed to do so.

### **If Outdoors During a Tornado Warning:**

- 1. If possible get inside a building.
- 2. If shelter is not available, lie in a ditch or low-lying area or crouch near the North or East wall of a strong building. Be aware of the potential for flooding.
- 3. Use arms to protect your head and neck.

### **If in car During a Tornado Warning:**

- 1. Get out of the car immediately and take shelter in a nearby building if possible.
- 2. Never try to outdrive a tornado. They can change direction quickly and can lift a

## **SEVERE WEATHER CONDITIONS continued**

vehicle and toss it through the air.

3. If there is no time to get indoors, lie in a ditch or low-lying area away from the vehicle. Be aware of the potential for flooding.
4. Do not use a highway overpass as protection.
5. Use arms to protect your head and neck.

## **CITY OF FLINT**

### **EVACUATION ROUTES FOR TORNADO WARNING**

#### **CITY HALL**

##### 3rd Floor

- = Council Chamber, City Council and Legal Department: use stairs next to elevator, go down to garage and proceed to designated area at South end of garage.
- = Purchasing, Civil Service and Budget: use North stairs down to the garage and proceed to designated area at North end of garage.

##### 2nd Floor

- = Finance: Use North stairs to the garage, proceed to designated area at North end of garage.
- = City Clerk, Assessments, and City Council: use stairs next to the elevator down to the garage and proceed to designated area at South end of garage.

##### 1st Floor

- = Customer Service Monitor will direct citizens to use stairs next to the elevator, down to the garage.
- = Treasurer's Office employees use the North stairs down to the garage and proceed to designated area at North end of garage.
- = Human Relations Commission - use the stairs next to the elevators, go down to the garage and proceed to designated area at South end of garage.
- = Mayor's Office - use South stairs down to the garage and proceed to designated area at South end of garage.

##### Basement

## **SEVERE WEATHER CONDITIONS continued**

- = Personnel, Maintenance and Stockroom employees - use the North stairs at the end of the hall, go down to the garage and proceed to designated shelter at North end.
- = Risk Management, Labor Relations, Cafeteria, and visitors of Personnel - use the stairs next to the elevator, go down to the garage and proceed to designated area at South end of garage.
- = Information Services and Income Tax - use South stairs at the South end of the hall, go down to the garage and proceed to designated area at South end of garage.

## **SOUTH COMPLEX & DOME AUDITORIUM**

### 2nd Floor

- = Building Department - use stairs at East end of building down to the lower level, follow hall to the stairs to the garage and proceed to designated area at South end of garage.
- = DPW Administration - use the rear exit door down to the lower level. Follow the hall to the stairs that leads to the garage and proceed to designated area at South end of garage.

### 1<sup>st</sup> Floor

- = Dome occupants and all others of the lower level, follow the hallway to the West, use the stairs down to the garage and proceed to designated area at South end of garage.

## **NORTH BUILDING**

### 2nd Floor

- = Parks and Recreation and all others - use center and North stairways down to the basement level and proceed to the North end of the inner hallway.

### 1st Floor

- = DCD - use North stairs down to the basement level and proceed to the North end of the inner hallway.

### Basement

## **SEVERE WEATHER CONDITIONS continued**

- = EEO, Mayor's Office on Neighborhoods and Union Offices proceed to North end of inner hallway.

## **POLICE DEPARTMENT**

### 1st and 2nd Floor

- = Follow stairs leading to the basement level, proceed to the East end of the inner hallway.

### Basement

- = Enter inner hallway and proceed to the East end of the hallway.

***(Close all doors behind you!)***

## ***DO NOT USE ELEVATOR DURING TORNADO/FIRE ALARMS***

### 1<sup>st</sup> Floor

- = All Dome visitors use the main exit leading to the east parking lot.
- = Inspectors and Clinic employees use the exit doors at the east end of the building leading into the east parking lot.
- = All other employees use the east exit leading into the parking lot. ***(Meet in the parking lot, handicapped parking area.)***

## **NORTH BUILDING**

### 2nd Floor

- = Use the main exit at the north of the complex leading to the first floor exit. ***(Meet at the corner of Saginaw and Fifth.)***

### 1st Floor

- = All use the main door at the north of the complex. ***(Meet east of the corner of Saginaw and Fifth, across from the county motorpool building.)***

### Basement

- = All use the exit behind the Mayor=s Office on Neighborhoods. ***(Meet on the sidewalk at Fifth Street in the front of the police station.)***

**SEVERE WEATHER CONDITIONS continued**  
**POLICE DEPARTMENT**

2nd Floor

- = Use the stairs at the east end of the floor by the Detective Bureau and exit the building at the main entrance located across from the Sergeant=s Desk. (*Meet east at Fire Station #1*)

1st Floor

- = Use the main entrance located at the east end of the floor across from the Sergeant=s Desk. (*Meet east at Fire Station #1*)

Basement

- = Use the main entrance across from Special Operations. (*Meet east at Fire Station #1.*)  
Close all windows and doors behind you while exiting.

Do not return until the all clear is given by the fire officials.

***DO NOT USE ELEVATORS IN CASE OF FIRE.***

ISSUED: March 8, 2002

DEPARTMENT: Risk Management

LAST REVISED:

**SEVERE WEATHER CONDITIONS** *continued*

**SEVERE WEATHER CONDITIONS continued**