

**SUBJECT: ALL HAZARD EVACUATION AND IN-PLACE SHELTER
PROCEDURES FOR CITY FACILITIES AND WORKSITES**

Introduction: Emergencies and disasters are unpredictable and can strike without warning. An effective response requires good planning, training and testing of emergency plans. Failure of emergency preparation in advance may result in death and injury to personnel, loss or damage to facilities, and a reduction in our ability to serve and protect the public.

Department and division heads are charged with ensuring that personnel under their supervision are aware of the following procedures and for developing site-specific facility plans.

Fire: Upon Hearing an Alarm (loud repeating sound):

1. Close the door of your office as you leave. Do not return for coats, purses, etc. Secure any cash registers.
2. Keep calm. Proceed in single file.
3. Leave building immediately via nearest stairway. Use hand rails. Stay to the right. Aid all visitors in leaving the building. Staff shall escort both visitors and/or employees with disabilities who are in need of assistance to either: a) the nearest accessible entrance; b) the nearest designated stairway landing; or c) a pre-designated safe area. Staff are to remain with the visitors/employees until police and/or fire personnel arrive to lend appropriate assistance.
4. **DO NOT USE ELEVATORS.**
5. If caught in heavy smoke, take short breaths; breathe through your nose. Stay low, crawl if necessary, there will be less smoke near the floor.
6. When you exit the building, please proceed to the opposite side of the street. Return when the “all clear” signal is given by emergency personnel.

Upon Discovery of a Fire:

1. Pull nearest alarm pull station.
2. **Dial 9-1-1** and provide the following information:
 - a. Identify yourself.
 - b. Building where fire is located.
 - c. Floor and room where fire is located.
 - d. Details of fire emergency.
 - e. Extinguish a fire, if possible, without endangering yourself or others.

Tornadoes:

BACKGROUND: Tornadoes, nature's most violent storms, have struck Dane County more often than any other county in Wisconsin. Tornadoes have occurred in all areas of the county, including the Madison metropolitan area. Because of the devastating effects a tornado could have, the City is concerned for the safety of its employees, including those whose responsibilities would take them into stricken areas.

POLICY: It is the City of Madison's desire and intent to ensure that City residents receive safe and efficient City services and that all City employees are provided a safe work environment. In order to achieve this, it is City policy to:

1. ensure that employees have access to information about tornadoes and tornado safety;
2. ensure that the workplace environment has designated and labeled Tornado Safety Areas identified in accordance with recommendations promulgated by the Federal Emergency Management Agency (FEMA);
3. ensure that all City facilities have written procedures and appropriate mechanisms for enabling employees and citizens to receive tornado watch and warning information, to quickly access Tornado Safety Areas and to continue to receive information essential for making appropriate safety decisions after taking shelter;
4. ensure that appropriate Tornado Safety Procedures and mechanisms exist for field employees, who should proceed to safe destinations as designated by their agencies; and
5. encourage employees to seek whatever additional training and information they may need to effectively serve the needs of City residents affected by a tornado, and to ensure the safety of their own family members.

Definitions:

TORNADO WATCH: A Tornado Watch means that conditions are favorable for the development of severe thunderstorms with the potential of tornadoes.

TORNADO WARNING: A Tornado Warning means a tornado has been sighted or detected on radar that could affect the area.

Tornado Protection Guidelines:

INSIDE:

Best Areas:

- ! Basements
- ! Small interior rooms with no windows
- ! Locker rooms and lavatories
- ! Hallways away from doors and windows and not open to direction of tornado (**usually** from southwest to northeast)

- ! Rooms constructed of reinforced concrete, brick or block with no windows, and a heavy concrete floor or roof system overhead
- ! Any protected area away from doors and windows

Worst Areas:

- ! Gymnasiums and auditoriums (long span rooms)
- ! Hallways exposed to direction of tornado
- ! Rooms with large windows and doors
- ! Rooms near chimneys or other large obstructions
- ! Rooms or buildings where chemicals are stored

OUTSIDE

Best Area:

- ! Ditch, gully or low spot in the ground - culvert

Worst Areas:

- ! In or under vehicle
- ! Manufactured housing/mobile homes
- ! Tree or grove of trees

Procedures: If you have a hard hat, take it with you and wear it. If a tornado is imminent, squat with your back as close as possible to a wall. Tip your head toward your knees and clasp your hands firmly over the back of your head. Stay in the secured area until the storm has passed or you receive notice of an "all clear," then return to work.

Information excerpted, in part, from Tornado Protection TR-83B/Federal Emergency Management Agency/June 1990.

City of Madison Tornado Spotter Procedures: The National Weather Service is the only agency authorized to issue severe weather advisories, including watches and warnings. The procedure described below is intended to ensure that advisories issued for the City of Madison are effectively interpreted by City employees during business hours. It is consistent with the City's desire and intent to ensure safe and efficient services and employee safety.

If the National Weather Service (NWS) issues a Severe Thunderstorm Watch or a Tornado Watch for an area that includes the City of Madison, City employees will be notified through various communications systems. Supervisory field employees trained by the NWS as Tornado Spotters will begin to monitor weather conditions. Field personnel will review Tornado Safety Procedures, including identifying the nearest shelter areas.

If the NWS issues a Severe Thunderstorm Warning or a Tornado Warning for an area that includes the City of Madison or any part thereof, City employees will be notified through various communications systems. Spotters will initiate regular (quarter-hour) reports of their observations to their communications base personnel.

If any City spotter observes any of the severe weather criteria listed on the spotter's card, they will advise field workers to take cover. They will report findings to communications base as soon as possible after taking cover. Communications base personnel will assure rapid dissemination of the spotter's observations to appropriate agencies.

Bomb Threat:

IN THE EVENT OF A BOMB THREAT:

1. *If you are notified directly of a bomb threat, contact 9-1-1 immediately.*
2. *If an order to evacuate a building is given, take the following steps:*
 - a. Leave the building via the nearest stairway. Do not use elevators. Staff shall escort both visitors and/or employees with disabilities who are in need of assistance to either: 1) the nearest accessible entrance; 2) the nearest designated stairway landing; or 3) a pre-designated safe area. Staff are to remain with the visitors/employees until police and/or fire personnel arrive to lend appropriate assistance.
 - b. Close the door of your office as you leave. Take coats, purses, etc. with you on the way out. Secure any cash registers.
 - c. Keep calm. Proceed in single file. Use hand rails. Stay to the right. Aid all visitors in leaving the building.
 - d. When you exit the building, please proceed to the opposite side of the street.
3. Return when "all clear" signal is given by emergency personnel.

THIS IS WHAT HAPPENS NEXT:

1. Explosive ordnance squad from the Dane County Sheriff's Department is notified by **9-1-1 ONLY**.
2. Decision to evacuate the building or threatened area will be made by person in charge of the building after consultation with the Madison Police Department.
3. The Madison Police Department will respond to coordinate searches of the area as determined necessary.

Toxic Release: The determination regarding evacuation or shelter-in-place will be made by the ranking Madison Fire Department officer on the scene. **Shelter-in-place** is an active protective response to a **Hazardous Material** or toxic release incident when evacuation is not indicated. Protective measures for shelter-in-place may include any or all of the following:

1. Close and locking all doors and windows.
2. Turn off all air circulation systems (heating, air conditioning, clothes dryer, vent fans, fireplaces, etc.).
3. Seal gaps or cracks around doors, windows, air conditioners, vents, etc.
4. Cover windows by pulling shades, curtains or drapes if there is an explosion hazard.
5. Breathe through a wet cloth over nose and mouth if fumes have penetrated.
6. Tune to the local Emergency Broadcast System (EBS) through radio and television broadcasts.


Paul R. Soglin
Mayor

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