

HORIZONS TRAINING CENTRE SOCIETY
OCCUPATIONAL HEALTH AND SAFETY
Extreme Wind-Tornado Safety Plan

Weather Watch vs. Weather Warning

Environment Canada issues weather watches or weather warnings, should severe weather be imminent. The following outlines the differences between the two alerts:

- *Weather Watches*: are issued to alert the public about weather conditions that are favourable for a storm or severe weather, which could cause safety concerns.
- *Weather Warnings*: are issued to alert the public that severe weather is either occurring or will occur. These are issued when the certainty of the path and strength of a storm system is determined by Environment Canada.

In the event that Environment Canada issues a Tornado Watch:

- Management will monitor via media.
- Keep watch of the sky.
- Management will radio/phone individuals at outside sites alerting them to keep listen/watch. If at another building/site, they will be asked to follow procedure for that building. All parties will remain in close contact. If outside (e.g., paper delivery), C.S.W. will monitor the sky.

In the event that Environment Canada issues a Tornado Warning, the following steps will be followed for those IN THE BUILDING:

- Only employees, individuals who have a safe and fast means of transportation home may be asked or allowed to leave. Employees/individuals who walk or bike, may be encouraged to remain on the premises until the severe weather or tornado warning has passed. If any employees/individuals stay on the premises, a member of the management team must stay with them.

Management will monitor the sky and determine if following action needs to take place:

- If a tornado is spotted, an announcement will be made to get to the safe wind zone areas.
- Clients and staff will quickly and calmly move to the pre designated areas in the building (the interior away from outside windows and doors) see map for areas. Please note: *Large Boardroom is first location, other indicated areas are backup if space is needed.* People will crouch down if possible and protect their heads.
- Connecting hallway doors will be closed.
- The Scheduler or designate will take the schedule with the Client /Guardian Contact Information List.
- Employees will notify Management of any missing clients/co-workers.
- Receptionist or designate will take the visitor sign in/out roster.
- Portable radios, extra flashlights will be available, along with extra batteries.
- Management will listen to all weather reports for updates. Individuals will remain in safe area until tornado has dissipated and when it is deemed safe to do so.
- Residences and caregivers will be notified and transportation arranged (if necessary).
- If disaster occurs and extended period of isolation is necessary, utilize the emergency preparedness kit and supplies.

In the event that Environment Canada issues a Tornado Warning, the following steps will be followed for those OFF SITE:

- Management will radio/phone individuals at outside sites alerting them to keep listen/watch.
- If outside (e.g., paper delivery), C.S.W. will monitor the sky.
- If at another building/site, they will be asked to follow procedure for that building.
- All parties will remain in close contact.
- If tornado is spotted:
 - Take shelter immediately – preferably in the lower level of the closest sturdy building.
 - Stay away from all windows, doors and exterior walls, in particular those facing the storm, and avoid buildings with large, unsupported roofs such as arenas, supermarkets, and barns.
 - Once safe to do so, notify Management of your location.
 - In the event that you cannot get to safety and are caught outdoors with a tornado approaching, lie flat in a ditch, ravine or other low lying area and shield your head with your arms.
 - Do not leave the shelter until it has been deemed safe to do so.