

Basic Items to Include in a Severe Weather Safety Plan

Getting Your Warning:

- Identify how you will receive severe weather information (More than one way is encouraged):
 - Examples: NOAA Weather Radio, Voice Alert Radio, Text Messaging Service
 - Douglas County offers a free service called IRIS. See more here: <http://bit.ly/IRISInfo>
- Designate at least one main person and a back up to receive the notification
 - Multiple shifts/sites: Be sure to include both for each shift/site
- Identify ways to continue to receive updates while taking shelter
 - NOAA Weather Radio and/or AM/FM Radio

Notifying Employees and Visitors:

- Define the process for notifying all employees and visitors
 - When to notify: severe thunderstorm or tornado watch or warning
 - How will you notify employees and visitors?
 - How will you account for both if you take shelter?

Designating a Shelter:

- Underground such as a basement
- Lowest level of the building, in an interior room, with no windows
- Be sure you label your shelter(s) with some kind of signage

Training and Exercise:

- Determine a regular time to go over your plan with employees
- Determine a regular time to conduct a test of your plan with employees

Basic Preparedness Kit:

We recommend having some basic supplies in your designated shelter.

- Snacks
- Water
- Flashlight w/ extra batteries
- Basic First Aid Kit
- NOAA WX Radio and/or AM/FM Radio
- **List of employees and their contact information in case of an emergency

Additional Items to Consider:

- Identify a way to back up your files off site.
- Consider developing a COOP plan for your business.