

COMMUNITY TORNADO SHELTER OPERATION PLAN

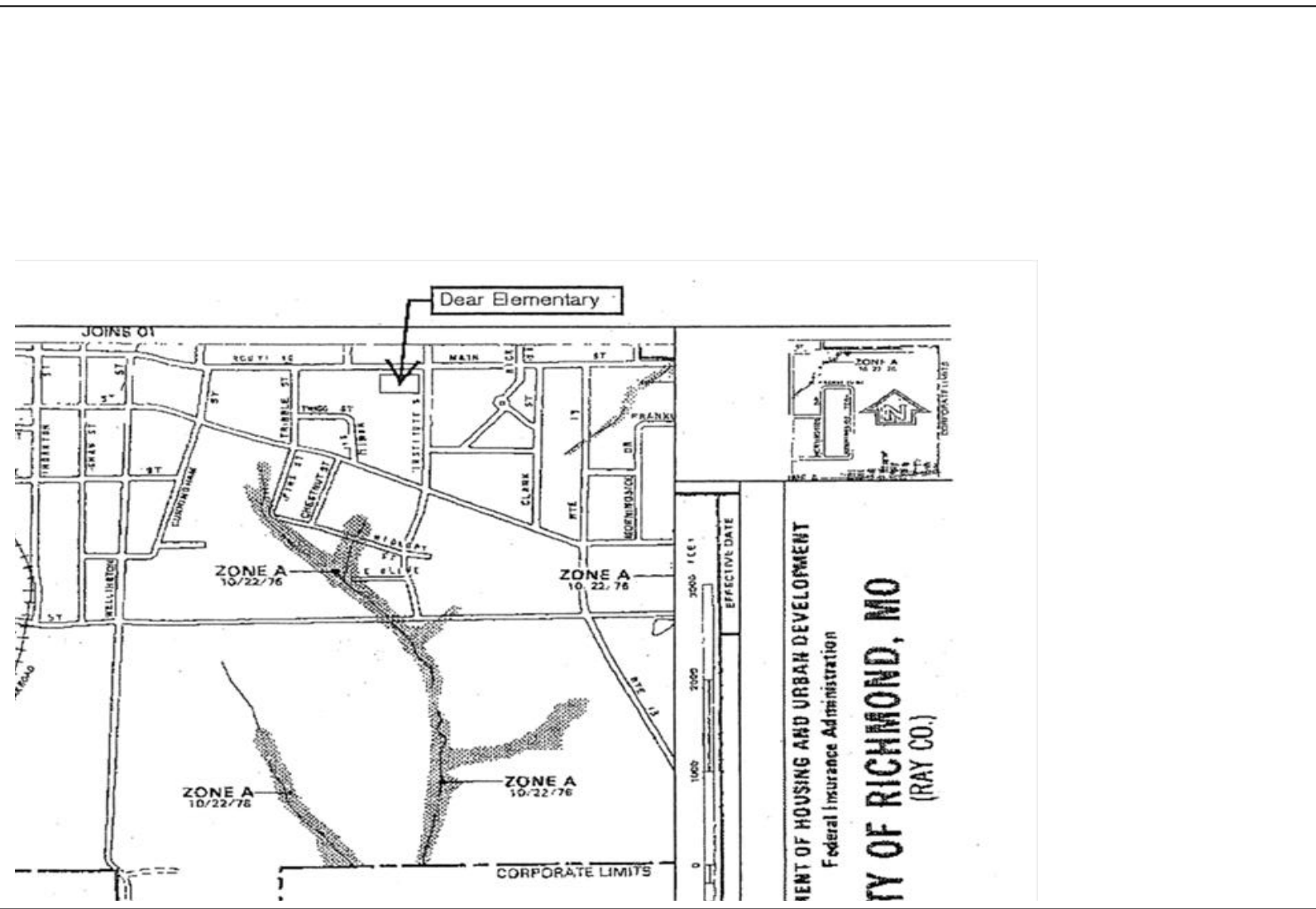
AT

DEAR ELEMENTARY 701 EAST MAIN STREET, RICHMOND MO

The tornado shelter is owned by the Richmond R-XVI School District and its first function is to provide protection for the Dear Elementary students and staff during tornado and extreme high wind events. During school hours (8:00 AM – 3:00 PM) .

The tornado shelter will also be available for residents in the community that do not have basements or other safe rooms that live within what we refer to as the “Tornado Protection Zone” (TPZ).

TPZ in which you are located is the intended tornado protection zone during normal school hours (8:00 AM – 3:00 PM Monday through Friday) during the school year. Due to estimated time necessary to reach the shelter after a warning has been given and the maximum capacity of 849 persons, including the student body and staff, the tornado shelter cannot provide shelter for those beyond the protection zone.



SHORT-FUSE WARNING- A warning by the National Weather Service for a local weather hazard of relatively short period of time. Short-fuse warnings include tornado warnings, severe thunderstorm warnings and flash flood warnings. Tornado and severe thunderstorm warnings typically are issued for periods of an hour or less, flash flood warnings are typically for three hours or less.

PRIMARY SHELTER AREA (FEMA) – A room designed to meet all Federal Emergency Management Agency specifications for severe weather and high wind events

Activating the Shelter Operation Team and implementing the Shelter operation Plan for evacuating students to the Tornado Shelter

During normal school hours (8:00 AM – 3:00 PM) when a **TORNADO WATCH** is issued for Ray County, the Richmond R-XVI Director of Support Services, Jeff Southwick, will notify the Dear Elementary Principal that Ray County and the Richmond R-XVI School District is under a **TORNADO WATCH** and that the **TORNADO SHELTER** will be open and made ready for students and the general public in the **TORNADO PROTECTION ZONE A** to occupy the shelter. The Shelter Operation Team will be notified and put on alert for instruction to evacuate the students to shelter. Our **SPARTAN ALERT** parent and patron notification system will be used when possible.

During normal school hours (8:00 AM – 3:00 PM) when a **TORNADO WARNING** is issued (tornado sirens activated) by the City's Emergency Management Director or Ray County's 911 Director, the Dear Elementary students will be instructed to evacuate their current classrooms and locations and proceed to the Dear Elementary **TORNADO SHELTER** along the prescribed routes described below and illustrated on the floor plan evacuation route maps. Room evacuation route maps to the shelter are also posted on the inside wall by the door of each classroom of the school buildings and distributed to each teacher. Our **SPARTAN ALERT** parent and patron notification system will be used when possible.

Evacuation routes for Dear Elementary

THE TORNADO SIGNAL WILL BE ONE LONG CONTINUOUS BELL

With this signal the evacuation will follow this schedule unless otherwise instructed by intercom.

Students and staff on the ground floor will follow these procedures:

Rooms 1, 2, 3, 4, 5, and 6 will exit their rooms to the left and proceed down the hallway and enter the FEMA storm shelter through the left door.

Rooms 7, 8, 9, 10, 11, and 12 will exit their rooms to the right and proceed down the left side of the hallway and enter the FEMA storm shelter through the right door.

Rooms 42, 43, 44, 45, 46, 47, 48, 49, 50, and 51 will exit into the west hallway, turn right, traveling on the left side in direct route to the FEMA storm shelter and enter through the left door.

Rooms 13 and 41 will exit into the west hallway; turn right, traveling on the right side in direct route to the FEMA storm shelter and enter through the right door.

Physical Education will remain in shelter or enter as quickly as possible if outside or using the cafeteria for gym use.

The Office Area (conference room, counselor, nurse, social worker, principal, and secretary) will exit the south door of the office area and proceed directly into the FEMA storm shelter.

Students and Staff on the second floor will follow these procedures:

Rooms 26, 25, 24, 23, 22, and 21 will exit their rooms to the left and proceed down the hallway to the east stairwell. Proceed down the left side of the stairwell, turn right on the ground floor and proceed to the FEMA storm shelter and enter through the left door.

Rooms 35, 34, 33, 28, 29, 30, 31, and 32 will exit their rooms to the right and proceed down the hallway to the east stairwell. Proceed down the hallway to the east stairwell. Proceed down the right side of

the stairwell, turn right on the ground floor and proceed to the FEMA storm shelter and enter through the right door.

Special Services: Rooms 42, 43, 44, 45, 46, and 47 will exit their rooms through the east and north doors and proceed down the left side of the hallway, turn right and remain on the left side of the hallway directly to the FEMA storm shelter and enter through the left door.

Evacuees with aid animals:

Evacuees requiring aid animals will be allowed to bring the aid animal in the tornado shelter. The evacuee must keep the aid animal on a leash and is to be kept under the owner's control at all times. Aid animal needs such as water, food, cleaning supplies are to be provided by the owner. The owner is responsible for the actions of the aid animal. **NOTE:** Companion animals and other house pets or animals are not allowed in the shelter area due to the space the pets will require which will reduce the amount of space for humans.