

SEVERE WEATHER

Preparation before the employee training:

Review your Evacuation / Shelter maps with Regional Director

Make sure the maps are posted at every egress door, the main bulletin board, and lunch room.

****Shelter area should be an interior room with no windows**

Assign responsibility to the office manager or office personnel to monitor weather during a Watch.

Understand Watch vs. Warning

Watch = Be prepared

Severe weather is possible in and near the Watch region which typically covers a large area

Check supplies in the first responders bags.

Monitor weather radio and websites.

Discuss the Watch with your employees, let them know we are monitoring, and remind them of the signal and shelter area.

Warning = Take Action!

Severe weather has been sighted or indicated by radar. A warning signifies imminent danger to life and property.

Signal for all employees to gather in the shelter area.

Take the first responders bag to the shelter area.

Take attendance to make sure everyone is account for.

Employee Training:

Point out the maps throughout the DC.

Inform all employees both warehouse and office of the shelter area.

Explain specifically and demonstrate how you (or person in charge in your absence) will signal a weather emergency.

As an example: a certain number of blasts of an air horn in a specific pattern, repeat.

The signal for severe weather must be clearly different than that of the signal for fire evacuation

Let employees know that the next time they hear the signal they need to immediately move to the shelter area.

****Obtain signatures of all full time and temporary employees – Scan into file****

Weather Drill:

Complete a drill within a day or two after this training.

Do not announce the drill, but feel free to start early on the day of the drill to make sure you have time to conduct it without affecting customers.

Signal the weather emergency.

Don't forget to bring the first responders bag.

Take attendance

Record how long it takes for everyone to reach the shelter.

DATE performed _____

Time to reach shelter _____

Manager signature _____

Fill in date and time it took to for all employees to respond and get to the shelter area. Scan into file