

Barren County Severe Storm/Tornado Shelter Guide

Before severe weather issued:

- NOAA weather radios are located in the HANDS worker hallway and downstairs in the Staff Kitchen/Break room.
- Tune into a local radio or TV station for further updates.
- Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado (may sound like a freight train) may alert you.

When a Severe Storm/Tornado Watch has been issued:

- Listen for the NOAA weather radio for alerts for current conditions. The COWS (Community Outdoor Warning System) can usually be heard inside the building.
- Tune into a local radio channel for local updates.
- The Center Coordinator or Office Manager will determine if sheltering of staff and patients are necessary at the current state.

When a Tornado Warning has been issued:

- Once a Tornado Warning has been issued, all staff should take shelter in the appropriate areas. The best shelter area in the health department is in the staff kitchen/break room in the bottom floor. If extra space is needed the long hallway beside the kitchen is could be utilized.
- The employee that hears the warning issued for the area has the responsibility for alerting the entire building of the need to take shelter. The alert should be made via intercom.
- It is the staff's responsibility to direct patients and visitors to the designated area. All supervisors should check all rooms to make sure everyone in the building is in the proper area. After supervisors check each room, the door to that room should be closed to help contain flying debris.
- All staff and patients should take cover by lying low to the ground with their hands covering the back of their heads.
- Everyone should stay in the designated area until the Center Coordinator or Office Manager has given the all clear signal.

Barren County Building Evacuation Guide

The intercom announcement of “Code Red” will be the signal for fire evacuation.

The announcement should be made on the intercom system as soon as a fire is discovered. As soon as you have announced a “Code Red”, help evacuate the area around you.

You should not attempt to fight a fire unless the fire is minimal. Fire extinguishers are located throughout the facility

Each employee is responsible to evacuate yourself and patients in your area. The fire evacuation routes are posted throughout the building.

DO NOT USE THE ELEVATOR TO EVACUATE. When the fire is announced, the elevator will be locked on the first floor by Housekeeping, the Office Manager, or the Center Coordinator. If staff or patients are not ambulatory, staff members who are trained in non-ambulatory evacuation techniques will be assigned to assist in evacuating those individuals.

Supervisory staff should secure the building. All offices/patient rooms should be cleared of staff and patients and the door to each room should be closed, signaling that room has been cleared.

Staff and patients should gather in the parking lot at the front entrance of the building.

DO NOT BLOCK AREAS THAT EMERGENCY VEHICLES MAY USE.

Supervisors should determine if anyone is missing or could possibly still be in the building. Staff and patients should be asked to remain in the parking until the “all-clear” verbal signal has been given. Staff will not be responsible for patients who choose to leave the premises.

THE ALL-CLEAR SIGNAL MUST BE GIVEN BEFORE STAFF/PATIENTS RE-ENTER THE BUILDING.

The following people can give the all-clear signal:

- Preferred/Primary: Fire Department Personnel
- Secondary: Center Coordinator
- Tertiary: Office Manager

These instructions are for fire or other evacuations in which the building is to be evacuated and does not apply to tornadoes, severe storms, or earthquakes.

Responsibilities:

Housekeeping, the Office Manager, or the Center Coordinator staff are to lock the elevator on the first floor as soon as the fire alarm is sounded.

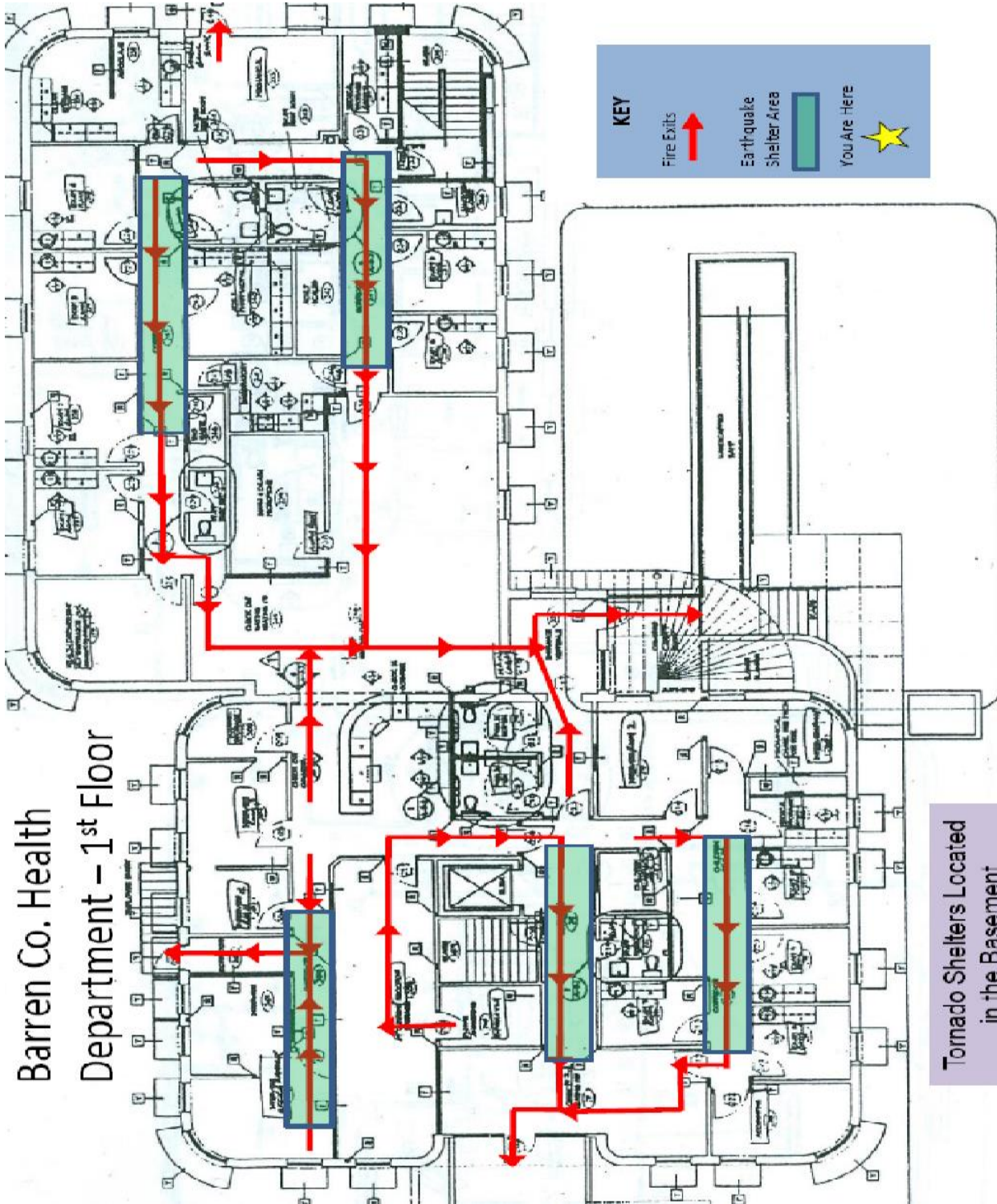
Supervisory staff should go from door-to-door to assure all patients and staff has evacuated the building. Once outside, supervisors should:

- Assure patients/staff have congregated in the parking lot at the front entrance of the building and determine if anyone is missing.
- Assure people are not blocking areas that may be utilized by emergency vehicles.
- Assure no one re-enters the building until the all-clear signal has been given.




The Center Coordinator should work with fire personnel to assure the all clear signal is given.

Barren Co. Health

Department – 1st Floor



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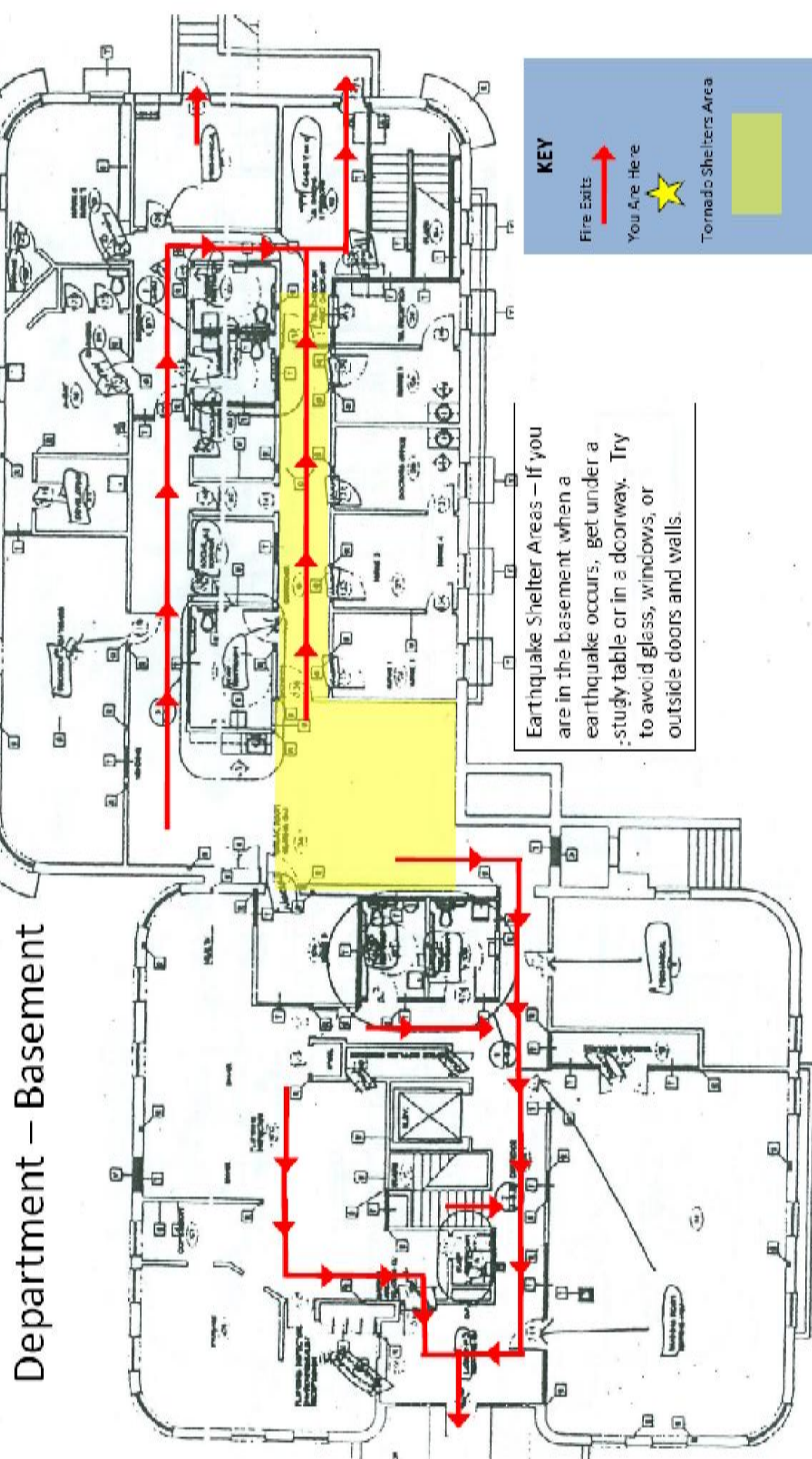
- Fire Exits 
- Earthquake Shelter Area 
- You Are Here 

Tornado Shelters Located in the Basement

Updated May 2010

Barren County Fire Exit/Tornado Shelter Map

Department – Basement



Updated May 2010

