**Tornado/Severe Storm Evacuation Plan**

**In the event of an impending tornado/severe storm:**

**PROCEDURE;**

The Elementary Building/Preschool staff with the consultation of local professionals will complete tornado/severe storm evacuation plans for individual centers and update annually. They will include but are not limited to the following:

In the event of a tornado/severe storm watch

\*explain to the other adults what procedures to follow if a warning does occur. \*Give a brief explanation to the children.

In the event of a tornado/severe storm warning:

\*Be prepared to move children and volunteers to the hall way.

\*Use when a tornado warning is issued by the National Weather Service.

When a tornado/severe storm is imminent:

 \*Calmly explain to the children what is taking place.

\*Take the children and volunteers as well as the **daily attendance sheet, white cards, battery operated radio, first aid kit, and medications** into the hallway across from their cubbies. Children will sit facing the wall with their head tucked and hands behind their head.

\*The teacher will be the last person to exit the classroom shutting the door on the way out. He/She will make a thorough check of the classroom, including the closets, kitchen, and bathrooms to ensure that all children, volunteers and staff have been evacuated.

\*The teacher will take attendance to ensure that all children, volunteers and staff are present.

When the crisis is over:

\* The staff will follow the direction of the principal/building administration to ensure the safety of all children, volunteers and staff.