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| SUBJECT: TORNADO SAFETY AWARENESS | | | | NO. | |
| City of Prophetstown/Winning Wheels – WARNING SIGNALS:  Tornado – Severe Weather – WATCH  This means that there is a good chance of dangerous winds, maybe a tornado. Persons should be prepared to go to a place of safety.  SIGNAL – The Director of Safety, Facility Administrator, or a designee will notify staff to be prepared for severe weather or a tornado situation.  Tornado – WARNING  This means that a tornado has been sighed in the area. Go to a place of safety immediately.  SIGNAL – THREE MINUTE steady blast on warning siren. When this happens, the Safety Director, Administrator or a designee will initiate facility wide Tornado Procedures.  All Clear – Tornado Warning Cancelled  SIGNAL – The "All Clear" will be given by the Safety Director, Administrator, or a designee such as the D.O.N or Charge Nurse.  The tornado warning will be sounded the first Tuesday of each month at 10:00 a.m. The Prophetstown Warning Siren is located directly behind the City Hall on Washington Street. Persons having questions concerning the warning may call 537-5471. | | | | | |
| Approved: | Effective  Date: | Revision  Date: | Change No.: | | Page:  **1 of 3** |

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| SUBJECT: TORNADO SAFETY AWARENESS, continued | | | | NO. | |
| During a Tornado Warning (or drill), the Safety Director or assigned Maintenance personnel will sound the air horn with one steady blast and/or announce over the PA system for staff and residents to initiate Severe Weather or Tornado Emergency Procedures.  All staff will go to the appropriate wing (see Department Location Assignment below) to assist in getting residents out of their rooms and into the hallway behind the fire doors, shut the residents’ doors, and close the curtains (time permitting). Residents who are bedridden: It is best for residents who are bedridden to stay in their rooms. Move all bedridden residents as far away from the window as possible, close all window curtains/blinds, pull all privacy curtains and cover the resident with blankets for added protection. Move all residents who are up and mobile, move into hallways behind fire doors, away from windows.  ***C-wing Residents***: Residents who are mobile, should be evacuated to their bathroom, pulling all blinds and shower curtains. Bedridden residents will follow the same procedure as the other wings. Chart racks should be moved behind fire doors with residents.  **Weather Radios and flashlights are kept in the desk area at each station.**  It is safe to return residents to their rooms and then return to your station when an “all clear” is announced over the intercom, or the Safety Director, Maintenance Personnel, Administrator, Charge Nurse gives a verbal “all clear”.  Keep radio and/or television turned on and listen for latest advisories.  Take all fire precautions.  Place as many records as possible in a safe place.  Secure outdoor objects (such as garbage cans, garden tools, outdoor furniture, etc.) to prevent them from becoming missiles in high winds.  Maintenance will shut off the gas and electricity if they are on the premises. If they are not, the nurse on duty will be responsible.  Social Services will count residents. As Social Services staff are calling off names, other staff need to assist in verifying/locating residents. The nurses need to report to Social Services, any residents out of the building (i.e. Dr’s appointments, uptown, etc.). This task is completed by the Wing Nurse when SS/TR is off duty.  Department heads will account for all staff in their department.  Front office staff will notify the kitchen, back office and laundry of the warning siren, either by phone, or by walking back to that area to inform them.  Dietary staff will assist residents out of the dining room and to the appropriate wings.  Medical Records Coordinator will check the van reservation list to see who is out of the building; this information will be reported to the Social Services staff. | | | | | |
| Approved: | Effective  Date: | Revision  Date: | Change No.: | | Page:  **2 of 3** |

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| SUBJECT: TORNADO SAFETY AWARENESS, continued | | | | NO. | |
| Department Location Assignment A Wing B and C Wings  Dietary Housekeeping  SS/TR Transportation  Restorative Nurse Medical Records  Human Resources D.O.N.  PT/OT Office Manager  Wound Nurse Restorative Aides  Admissions/Marketing SS/TR    Nurses will account for their assigned wings – Maintenance will split between the two wings.  AFTER TORNADO PASSES   1. Restore calm to residents. 2. Check all residents for injuries and other ill effects. 3. Check for fires throughout the facility. 4. Maintenance Director or Charge Nurse is responsible for shutting off all gas, electricity, and water at main controls until the building is inspected for damage. 5. If off duty hours, inform the Administrator of the situation. Call 1-815-213-0059. 6. Inform the Emergency Service and Disaster Agency of the situation. Call 537-2386. 7. If no structural or minimal structural damage has occurred, the Maintenance Director or Charge Nurse will turn on the utilities, one at a time, and check the building to see if utility is operating properly. 8. If major structural damage has occurred, evacuate residents from the damaged area. 9. If major structural damage has occurred, the Maintenance Director will have the building inspected. | | | | | |
| Approved: | Effective  Date: | Revision  Date: | Change No.: | | Page:  **3 of 3** |