

COMMUNITY STORM SHELTER

GUIDELINES AND PROCEDURES

COMMUNITY Storm Shelter PURPOSE

A Community Storm Shelter is intended to save lives by providing a safe space that has been designed and constructed to resist the wind forces and debris impacts from a storm or event.

Community Storm Shelters are generally intended to operate for a very limited time. In a scenario involving a tornado, a Community Storm Shelter may function for only a matter of hours. In most instances, evacuees should be able to return to their homes within a short time, or relocate to other housing. These Community Storm Shelters are not intended to be used as long-term storm shelters. (Ex providing more considerable mass care-meals, showers, and cots to displaced families). A first aid kit, though, will be available in each Storm Shelter for minor injuries. If more extensive medical needs arise Emergency Medical Services will be called.

COMMUNITY Storm Shelter LOCATIONS

Neodesha USD #461 has 3 Community Storm Shelters available to staff and students during school hours, and to the Community of Neodesha during non-school hours. The three locations are:

*Heller Elementary School	415 S 8 th
*North Lawn Elementary School	620 Granby
*High School/Middle School	1001 8 th

AUTHORIZATION OF Storm Shelter USE

Local Emergency Services will contact the Superintendent and the District Storm Shelter Coordinator that an impending storm is within 50 miles.

At that time, if during school hours, students and staff will be advised to seek shelter in the Storm Shelter within 5 minutes of the alarm.

If after school hours, Authorized School Personnel/Storm Shelter Supervisor will be notified to open the storm shelters.

DURING SCHOOL HOURS:

STORM SHELTERMANAGER/BUILDING PRINCIPAL RESPONSIBILITIES

The Storm Shelter Manager(Building Principal Or designee) will ensure students enter and exit the Storm Shelter in a safe, orderly manner.

The Storm Shelter Manager will provide training(refer to training section below for more details) for staff and students on how to enter/exit storm shelter, duck and tuck position while in the room and other procedures.

After a drill or actual emergency the Storm Shelter Manager will conduct a brief evaluation to determine effectiveness of the plan.

The Storm Shelter Manager will record drill dates and times on the Emergency Drill Report Form.

If the Storm Shelter is used for an actual weather event the Storm Shelter Manager will log in the following information.

- Date and time.

- Reasons for shelter use (tornado warning).

- Time the shelter was locked down and unlocked.

- Comments regarding the weather event and operation of the plan.

TRAINING

The Storm Shelter Manager/Building Principal will conduct a minimum of three (3) tornado drills a year. Each drill will be recorded for each building on an Emergency Drill Report Form. When the building principals execute a tornado drill they will start with setting off the school's tornado warning alarm system. This alerts all students and staff to proceed to their designated area. Once inside the storm shelter, teachers will take roll to ensure all students are accounted for. Teachers will use red and green cards signaling to notify the principal as to the status of their class. Students are shown the proper position to be in while in the Storm Shelter(duck and tuck). Students will remain in this position until the all clear is given.

PROCEDURES FOR DURING SCHOOL HOURS:

Once the School's storm siren is sounded all staff and students will report to the storm shelter. As soon as all are in the Storm Shelter the door will be closed and will not reopen until the all clear signal is given.

Once in the Storm Shelter the teachers will take attendance and use the red and green cards signaling the principal about the status of their class.

When the all clear signal is given by the Storm Shelter Manager (building principal) then all students may return to class. If the building has been damaged an alternative location will be sought for student reunification with parent. (Refer to the Student Reunification Section in the Crisis Handbook).

*When the storm siren is sounded all staff will be going to the storm shelter. No one will be admitted into the school through the front entrance or Storm Shelter doors during this time, for any reason, for the safety of our staff and students.

NON-SCHOOL HOURS USE :

COMMUNITY NOTIFICATION OF STORM SHELTER ACCESS

The Storm Shelter will be open for community use during non-school hours (evenings and weekends). The community will be notified in the following ways that the Storm Shelter is open:

Neodesha USD 461-Facebook Page
Neodesha Police Department- Nixel Alert System
Neodesha Police Department- Facebook Page/Twitter
Neodesha Police Department-Next Door Neighbor
Neodesha Fire Department- Facebook Page/Twitter

*Please do not wait until you hear a tornado siren to travel to a storm shelter, or to another safe location. At that time you should shelter in place. Traveling during this time could put you in harm's way.

COMMUNITY SUPERVISION

All community members please enter each school through the following doors:

Heller Elementary- Enter through main entrance
North Lawn Elementary- Enter through main entrance
High School/Middle School- Enter through the 8th Street gym doors.

The Storm Shelter Supervisor will be located at the entrance of the building to help get community members into the Storm Shelter in a safe and orderly manner.

They will instruct community members on where to assemble within the Storm Shelter as they arrive.

Profanity, disorderly conduct, or disruptive behavior will not be allowed. The Storm Shelter Supervisor will monitor this and report to the necessary authorities, if needed.

They will ensure that Community Storm Shelter occupants are receiving updated information about the storm, as they are able to get it.

The Storm Shelter Supervisor will make sure the Storm Shelter doors are secured closed at such time it's deemed necessary for the safety of the occupants. The doors cannot be reopened for any reason once they are shut until the all clear is given.

The Storm Shelter Supervisor/Authorized School Personnel will be in contact with the Local Emergency Services and will give the all clear to the community members when it is safe to leave. They will open the doors at that time.

NOTE: The fact that the sirens have stopped sounding is not an indication that the warning has ended. Sirens may sound several times based on the threat.

STORM SHELTER RULES:

- During school hours, students and staff have priority for Storm Shelter room occupancy.
- The Storm Shelter will open to the public after school hours when an official alert is initiated by Neodesha Emergency Services or Neodesha USD 461.
- During school hours, Authorized School Personnel will be in charge and will be on duty to maintain the facility and to close it after the severe weather is no longer a threat to our area.
- After school hours Authorized School Personnel will be in charge. Please follow their directions at all times while in the storm shelter.
- Weapons are prohibited in the storm shelters and on all school property.
- Smoking or the use of tobacco in any form is prohibited in storm shelters and on all school property.
- Alcohol and drugs (other than those prescribed by a doctor) are prohibited in storm shelters and on all school property.
- No profanity, disorderly conduct, or disruptive behavior will be allowed in the Storm Shelter rooms.
- As per FEMA guidelines, no pets are allowed in Community Storm Shelters.
- Radios or music devices may be used only with individual earphones.
- Storm Shelter doors must be closed at all times. Once you enter you must stay until the alert for our area has been lifted.