

**Aurora Public Schools
Facilities Department
Tornado Plan**

A tornado **WATCH** means a tornado is possible in your area.

A tornado **WARNING** means a tornado has been sighted and may be headed for your area. Go to safety immediately.

When a tornado WATCH is issued:

Facilities Dispatch will listen to local radio and TV stations for updates.

When a tornado WARNING is issued:

The city of Aurora will sound the outdoor warning sirens. The sirens will sound in a three minute wailing tone. When you hear these sirens, seek shelter immediately.

Facilities dispatch and/or APS security will make an announcement that there is a tornado warning. After such warning staff should report to ***one of seven** shelter areas. The announcement will be made via the intercom system, facilities channel 2, and Connect Ed.

When possible, the APS security or communications office will communicate to district sites severe weather conditions. This will be communicated via email or phone based on available time and circumstances.

Facilities dispatch will call APS security at extension 28484 to inform them that our site is responding to a tornado warning.

For those inside the building, go to the pre-selected locations which will protect you from glass and other flying objects.

For those outside and/or in Facilities complex mobiles, proceed directly to one of three buildings; M & O, Construction or Warehouse as quickly as possible.

Take your two-way radio, cell phone, laptop, or net book (if applicable) to the shelter area. A designated Maintenance and Operations supervisor will take the weather radio to the shelter area.

Do not open windows.

If it is not possible to enter the building, lie flat in a nearby ditch or depression and cover your head with your hands. It is not recommended to get under an overpass or bridge. Also, do not try to outrun a tornado in a car or truck. Instead, leave the vehicle immediately for safe shelter.

After the tornado passes:

Only leave the shelter area after notification that all is safe.

Watch out for any fallen power lines and stay away from damaged areas.

Listen to the two way radio and/or cell phone calls from the IRT for additional direction for the safety of staff members.

Account for all staff members and visitors.

***Designated shelter areas:**

Maintenance and Operations building

Main conference room

Archive room

Sign Shop

Facilities Warehouse

Office area

Construction Management and Support building

Main conference room

Archive room

NOTES:

If the media arrives, do not allow them into the building and do not make any statements. Please refer them to the district Communication Department. This team will establish a briefing center and the media will be directed to that area.

The district Crisis Response Team is on call to assist with any counseling needed for staff concerning emergency situations.