



Date Created:	8.25.2009
Category:	Weather
Revised:	6.23.2010
Approved by COO:	9.15.2010

**Subject: Severe Weather
Tornados, Earthquake, Lightning, Floods**

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Purpose: To ensure that all UPI employees know what to do in case of a tornado, earthquake, lightning or flood.

Policy: **WATCH / WARNING**
These terms have specific meanings when advisories are provided by the National Weather Service (NWS).

A **WATCH** indicates that a particular hazard is possible, i.e. that conditions are more favorable than usual for its occurrence. A WATCH is a recommendation for planning, preparation, and increased awareness.

A **WARNING** indicates that a particular weather hazard is either imminent or has been reported. A WARNING indicates the need to take action to protect life and property.

WATCHES and WARNINGS are given for tornadoes, winter weather, and other severe weather conditions. Normally, the NWS will issue these advisories for certain specific areas (such as cities or counties). DO NOT assume that areas not listed in the advisory are safe. For more information, visit the National Weather Service website at www.nws.noaa.gov

Note: If the facility is damaged, evacuate after the storm passes and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks.

Procedures: **TORNADO PROCEDURES**
By definition, a tornado warning is an alert by the national weather service confirming a tornado sighting and location. The weather service will announce the approximate time of detection and direction of movement. Wind will be 75 miles per hour or greater. Warnings will be broadcast by radio, television, or five minute steady blasts of sirens by the Municipal defense warning system.

What to do:

- Move away from the perimeter of the building and exterior glass.
- Leave your exterior office and close the door.
- Go to the elevator lobbies, restrooms or stairwells, sit down and protect yourself by putting your head as close to your lap as possible or kneel protecting your head.



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- The stairwells are safe. If crowded, move down to a lower level of shelter.
 - DO NOT USE THE ELEVATORS.
 - DO NOT go to the first floor lobby or outside of the building.
 - If you are trapped in an outside office, seek protection under a desk.
 - KEEP CALM.
 - Keep radio or television set tuned to a local station for information.
 - DO NOT USE THE TELEPHONE TO GET INFORMATION OR ADVICE.

EARTHQUAKE PROCEDURES

Precautions to take during an Earthquake

- Try to remain calm and reassure others.
- Do not run for exits, since the stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and leave calmly if evacuation is necessary.
- Do not be surprised if the electricity goes out or if elevator, fire and burglar alarms start ringing, or if sprinkler systems go off. Expect to hear noise from breaking glass, cracks in walls and falling objects.
- Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. This phenomenon is merely the arrival of different seismic waves from the same earthquake. Also after-shocks may occur. These are separate quakes, which follow the main shock.

Precautions to Take after an Earthquake

When the shaking stops, there may be considerable damage and people maybe injured. It is especially important that everyone remains calm and begins the task of taking care of one another. The first concern is for those who are hurt and the next concern is to prevent fires. After that, damage can be assessed and the remedial measures begin.

- Remain calm and take time to assess your situation.
- Help anyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who need it.



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LIGHTNING

Whenever lightning is severe, avoid leaving the building.

FLOODS

During periods of heavy rain, do not attempt to leave building until the rains have subsided and you have received a report of safe driving conditions. Be cautious of low-lying areas that may have flash flood conditions. Floods are usually accompanied by other severe weather conditions.

Renewal/Review: This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.

Governance: Property Manager is responsible for adoption and/or implementation of this policy.