

Warren County/District Severe Storm/Tornado Shelter Guide

Before severe weather issued:

- NOAA weather radios are located at the front desk, downstairs in Purchasing, upstairs in the Warren County Center Coordinators office and outside the District Director's office. CALVES (Community Activated Lifesaving Voice Emergency System) is also located at the front desk.
- Tune into a local radio or TV station for further updates.
- Be alert to changing weather conditions. Blowing debris or the sound of an approaching tornado (may sound like a freight train) may alert you.

When a Severe Storm/Tornado Watch has been issued:

- Listen for the NOAA weather radio and the CALVES system to alert to current conditions. The COWS (Community Outdoor Warning System) can usually be heard inside the building.
- Tune into a local radio channel for local updates.
- The District Director, Director of Nursing, or a Disaster Response Coordinator will determine if sheltering of staff and patients are necessary at the current state.

When a Tornado Warning has been issued:

- Once a Tornado Warning has been issued, all staff should take shelter in the appropriate areas.
- The front desk employee or any employee that hears the warning issued for the area has the responsibility for alerting the entire building of the need to take shelter. The alert should be made via intercom to both the first (includes the basement) and second floors.
- Supervisors on the first and second floor should help direct patients to the appropriate sheltering areas.
- The NOAA radio should be disconnected and taken to the designated shelter area.
- It is the staff's responsibility to direct patients and visitors to the designated area. All supervisors should check all rooms to make sure everyone in the building is in the proper area, if there is time. After supervisors check each room, the door to that room should be closed to help contain flying debris.
- All staff and patients should take cover by lying low to the ground with their hands covering the back of their heads.
- Everyone should stay in the designated area until the District Director, Director of Nursing or a Disaster Response Coordinator has given the all clear signal.

Basement/Purchasing Shelter Areas: This is the preferred shelter area for everyone.

- The ramp off of Medical Records for staff only

- The ramp leading to the dental storage area for patients and staff

First Floor Shelter Areas: If there is not time to get to the basement.

- Hallway to the left of the elevator (near Payroll office) near rooms 269, 270 and rest rooms.
- Administration hallway (near Personnel Director's office).
- Back hallway (near Community Health Promotion Team) and side hallway (near Health Information Team offices).

Second Floor Shelter Areas: If there is not time to get to the basement.

- All staff and patients should be directed down the stairs to the basement. If there is not time, they should be directed to the first floor and enter the last hallway on the left past the elevator (near Planning, Quality and Communication Team offices and Community Health Promotion Team offices).
- The Center Coordinator, Office Manager, or Clinic Manager should assure that every patient and staff member has vacated the second floor before sheltering on the first floor. (If there is time)

Warren County & District Building Evacuation Guide

These instructions are for fire or other evacuations in which the building is to be evacuated and does not apply to tornadoes, severe storms, or earthquakes.

Fire Preparedness

Ten (10) Warren County employees and five (5) district employees will be established as a Fire Response Team. The fifteen (15) employees will be trained to assist in the evacuation of patients and staff (to include non-ambulatory persons) and how to properly use a fire extinguisher.

You should not attempt to fight a fire unless the fire is minimal. Fire extinguishers are located throughout the facility.

Signal for Fire Evacuation

The fire alarm should be pulled if you discover a fire – simply use the pull station nearest you. As soon as you have pulled the fire alarm, help evacuate the area around you.

The fire alarm will be the signal for fire evacuation. The intercom is no longer used for fire alarm drills or actual fires.

Calling 9-1-1

The person who spotted the fire must find an Exchange member after exiting the building and report what they found. The Exchange member is then responsible for calling and reporting the information to 9-1-1.

If an Exchange member is not available, the person who spotted the fire is responsible for contacting 9-1-1 to report all details regarding the alarm.

Evacuation

The Senior Support Associate Supervisor should gather the appointment list to assist with patient accountability. In the absence of the Senior Support Associate Supervisor, the Warren County Center Coordinator will be responsible for collecting the appointment list.

Each employee is responsible to evacuate yourself and patients in your area. The fire evacuation routes are posted throughout the building. Employees and patients who are able should use the stairs to exit the building.

Supervisory staff should secure the building. All offices/patient rooms should be cleared and the door to each room should be closed, signaling that room has been cleared.

The Fire Response Team will use the elevator to assist in evacuating non-ambulatory persons. Only those persons that cannot easily exit the building via the stairs will be allowed on the elevator.

After all non-ambulatory persons have been moved to the main floor, the Fire Response Team will assure that the elevator is locked on the first floor.

- In the event the elevator is not functioning, non-ambulatory patients should be directed by the Fire Response Team to the stairwell landing near the Environmental offices. If the Environmental stairwell is not accessible, non-ambulatory persons should be directed to the stairwell landing by the nurses' offices.
- The Bowling Green Fire Department will be responsible for entering the building and evacuating all non-ambulatory persons.

Meeting Place After Evacuating

Staff and patients should gather in parking lot behind the building near the fence.

To get to the parking lot, use the sidewalk and avoid walking near the building. If you exit the doors near the church or State Street, you will need to walk around the block to avoid the main entrance, the alley, or other areas used by emergency vehicles.

Do not block areas that emergency vehicles may use, including the main entrance (under the canopy) and the alley way.

Accounting for Staff and Patients

Supervisors should account for their respective staff. The Senior Support Associate Supervisor and/or the Center Coordinator should use the patient sign-in-sheets to account for patients.

Any person that is determined missing should be reported to the fire department immediately.

Re-Entering the Building / All-Clear Signal

Staff and patients should be asked to remain in the parking lot until the “all-clear” verbal signal has been given. Staff will not be responsible for patients who choose to leave the premises. The all-clear signal must be given before staff / patients re-enter the building.

The following people are authorized to give the all-clear signal:

- Preferred/Primary: Fire Department Personnel
- Secondary: Exchange Member
- Tertiary: Maintenance

Responsibilities

An Exchange member, after notification from the person who spotted the fire, or the person who spotted the fire shall call 9-1-1 to provide a report to the dispatcher.

The Fire Response Team will:


- Assist persons in exiting the building.
- Utilize the elevator to assist in evacuating non-ambulatory patients.
- After all persons are evacuated, lock the elevator on the first floor.

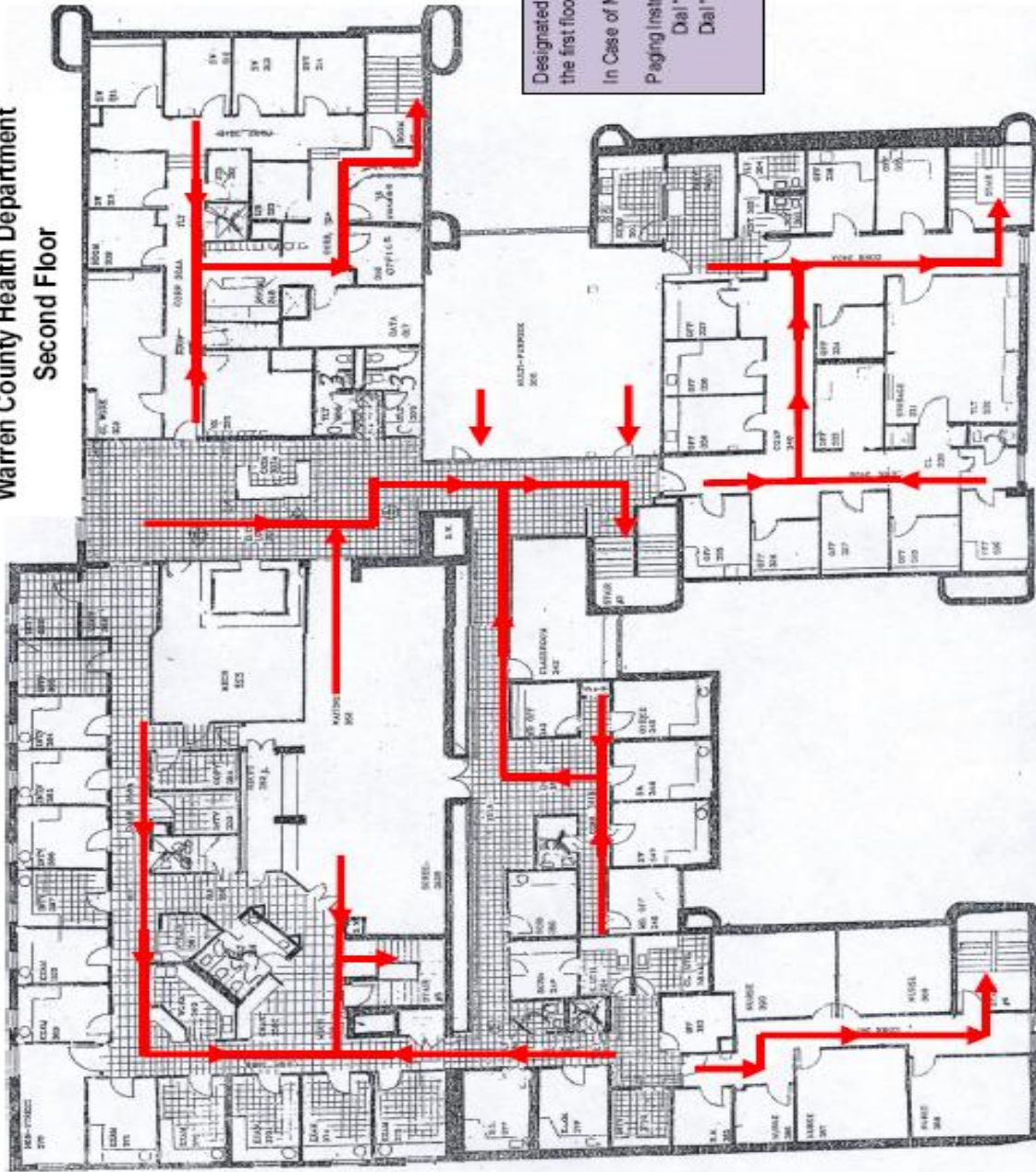
The Senior Support Associate Supervisor or the Center Coordinator should gather the appointment list to assist with patient accountability.

All supervisory staff should go from door-to-door, closing the doors after checking, to assure all patients and staff has evacuated the building if it is safe to do so. Once outside, supervisors should:

- Assure patients/staff have congregated in parking lot B and determine if anyone is missing. Report missing person(s) immediately to the fire department.
- Assure people are not blocking areas that may be utilized by emergency vehicles.
- Assure no one re-enters the building until the all-clear signal has been given.

**Warren County Health Department
Second Floor**

KEY
 Fire Exits 
 You Are Here 



Designated Tornado Shelter Areas are on the first floor.
 In Case of Medical Emergency Dial 911.
 Paging Instructions for the Second Floor:
 Dial "81" to page the 2nd floor
 Dial "85" to page the 1st floor

