

# **FIRE**

**Listen for all announcements made over the PA system and follow the instructions.**

Turn off all the equipment you are operating before leaving. Evacuate the building by going away from the fire to the next available EXIT. Once outside, find your department and stay together so your supervisor can get an accurate attendance count. Stay away from propane and CNG storage and refueling areas, flammables, electric sub stations, and paint and chemical storage areas.

**DO NOT RE-ENTER THE BUILDING OR LEAVE THE AREA UNTIL YOU ARE NOTIFIED TO DO SO.**

# **TORNADO**

**Listen for all announcements made over the PA system and follow the instructions.**

**When a tornado watch is posted.** Supervisors will monitor local radio and internet for updated weather conditions.

**When a tornado warning is posted.** Supervisors will post an outside observer to monitor area conditions.

**When a tornado is sited in the area.** All employees will go to the nearest tornado shelter, restroom or office designated as a shelter. Stay away from all windows.

**Do not leave the area until you are notified to do so.**