

SEVERE WEATHER EMERGENCY PLAN QUICK REFERENCE GUIDE



Designed for quick-reference after reviewing the school's S.W.E.P.
Concept and Design by Sharyl Wood, Nassau County Florida School Board, 2009

SCHOOL: _____

A. Severe Weather Team

Coordinator _____
Assistant Coordinator(s) _____
Other Trained Staff _____

B. Designated Tornado and High Wind Safety Zones: For each area of the school, designate the safe shelter area. Each shelter area will be prominently marked as a shelter.

Area of School	Safe Shelter Area
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. Receiving Weather Information

Locations of NOAA Weather Radios: Give building/room number and name of individual (or position) monitoring the radio.

1. _____
2. _____
3. _____

Alternative Methods of Receiving NWS warnings:

1. _____
2. _____

D. Alerting Faculty and Students

Faculty and students will be alerted when warnings and watches affect the school area by:

Are there any remote areas of the school that will be notified in a different manner than above, and if so, how?

If the electricity is off, what alternative means of alerting faculty and students will be used?

Are there any handicapped students who will need special attention such as partners to assist them in moving to safe shelter? If so, describe.

E. Alerting Parents: In the event of a tornado warning or weather emergency that will cause a delay in school dismissal, or if buses are held due to weather reasons, the school will use the parent notification system to broadcast an alert to the students' parents notifying them of the situation.

F. SWEP Activation

The Severe Weather Emergency Plan will be activated in the following conditions:

- 1. General Thunderstorm Threats Including Lightning:** When outdoor activities are held, the supervising staff member will check the daily weather forecast to see if thunderstorms are in the forecast. When outdoors, the supervising staff member will periodically scan the sky for signs of developing convection. If signs of convection are seen, students, faculty and spectators will be moved indoors. If thunder is heard and/or lightning is seen, outdoor activities will be delayed immediately and all students, faculty and spectators will be moved. In addition, the 30/30 Rule for Lightning Safety will be observed.
- 2. Severe Thunderstorm or Tornado Watch:** Outdoor activities will be postponed. Weather conditions will be monitored using spotters and NOAA Weather Radios/Alternative Methods. Portable buildings will be evacuated and students moved into safe areas. All faculty and students will be prepared to move if conditions deteriorate.
- 3. Severe Thunderstorm Warning:** All actions above, plus students will be moved away from windows and skylights that could be damaged by hail.
- 4. Tornado Warning:** The tornado alarm (short blasts of the intercom bell or alternate means in case of power outage) will be sounded. All faculty and students will move to safe shelter areas and implement tornado protection procedures (drop and cover). Spotters will be assigned to monitor conditions and to continue to monitor NOAA Weather Radios/Alternative Methods.
- 5. Sudden Unannounced Tornado:** If the classic "freight train" noise is heard, students and faculty will drop to the floor under desks and take the drop and cover position.
- 6. Flooding:** If the school has areas that are vulnerable to or affected by flood waters, these areas will be avoided until the flood threat has ended. Alternative routes/activities will be announced via intercom or by alternate means in the case of power outage. In addition, the parent notification system and/or public media will be used to announce alternative routes/activities when needed.

G. Return to Normal Activities

When the weather condition/emergency has passed, students and teachers will be notified by the following means:

- 1. **General Thunderstorms/Lightning, Severe Thunderstorm/Tornado Watch, Severe Thunderstorms** – Same methods as listed above for alerting faculty and students.
- 2. **Tornado Warning** – A verbal “all clear” or one long blast of the intercom bell.

H. Holding School Buses: The School Principal/Designee will communicate with the Director of Transportation (###-###-####) regarding holding buses if severe weather is approaching. If on a field trip, the bus driver will be asked to radio the Transportation Office for instructions.

I. Excessive Heat: Students will be kept out of the sun. Strenuous activities will be reduced or eliminated. Students will be encouraged to drink water and wear light-colored clothing.

J. Extreme Cold: The importance of proper clothing will be stressed to students. Outdoor activities will be rescheduled or postponed.

K. Periodic Drills and Severe Weather Safety Instruction: The school will comply with the district schedule for evacuation drills, including those for weather. Two tornado drills will be held per year including one during the statewide severe weather awareness month (February). Following each drill, the procedures used will be assessed to determine the effectiveness of the alert, the amount of time needed to move to safe shelter areas, and whether the safe shelter areas were able to accommodate all faculty and students.

L. Daily Forecasts: The daily NWS weather forecast will be disseminated to the school by the following means (list at least one).

M. Athletic and Other Outdoor Events: The school will use, if available, a portable lightning detector during outdoor events. In addition, if available, the school will use a portable SAME Alert capable NWRAH receiver at events with a large number of participants/spectators present. If no lightning detector is available, athletic coaches, P.E. personnel, and/or other trained staff will periodically scan the sky for developing convection. The students, faculty, and spectators will be moved if signs of convection are seen or if thunder/lightning occur. The 30/30 Rule for Lightning Safety will be observed. In hot weather months, athletic coaches and P.E. personnel will observe the protocol for excessive heat.

Outdoor Area

Safe Shelter Area
