

**COMMUNITY SHELTER OPERATIONS PLAN**  
**FOR**  
**SENECA SCHOOL DISTRICT**



*May 10, 2008 Tornado  
18 people killed in Seneca area*

**Prepared by: Patterson/Latimer/Jones/Brannon/Denham, Architects**  
**303 S. Main**  
**Joplin, MO**

**bookman**

***Be it now resolved by the members of the Seneca R-7 Board of Education that on the 21<sup>st</sup> day of October, 2008, the Seneca Board of Education dedicates the FEMA Safe Room, in appreciation of the Emergency Responders, Firefighters, Storm Spotters, members of Law Enforcement and Emergency Management, and to the families who lost loved ones on May 10, 2008***

# **SENECA R-7 SCHOOLS - COMMUNITY SHELTER OPERATIONS PLAN (CSOP)**

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## **SENECA R-7 SCHOOL DISTRICT** **COMMUNITY SHELTER OPERATIONS PLAN**

The following Tornado Operations Plan was developed for the express purpose of defining the duties and responsibilities of the individuals identified below should a severe weather event be anticipated in the greater Seneca area.

### **DEFINITIONS OF TORNADO WATCHES/WARNINGS**

**TORNADO WARNING** - A tornado warning is an announcement issued by the National Weather Service (NWS) to local offices indicating that a tornado is either imminent or has been reported. A warning indicates the need to take action to protect life and property: 30-60 minutes duration.

**WATCH** – An announcement indicating that conditions for the formation of a tornado are more favorable than usual for its occurrence. A watch is a recommendation for planning, preparation, and increased awareness (i.e., to be alert for changing weather, listen for further information, and be prepared should danger materialize); 3-6 hours duration.

**PRIMARY SHELTER AREA (FEMA)** - A room designed to meet all Federal Emergency Management Agency specifications for severe weather and high wind events.

# **PERSONS RESPONSIBLE FOR THE IMPLEMENTATION OF THE TORNADO SHELTER PLAN.**

## **Shelter Operations Team**

Titles, contact information, and responsibilities for the implementation of The Community Shelter Operations Plan (CSOP) are:

### **SITE COORDINATOR**

Position: Superintendent, Seneca R-7  
Landline Phone: (417) 776-3426

### **CONSULTANT:**

Name: Gary Roark  
Position: Emergency Preparedness Director, Newton County  
Cell Phone: (417) 438-8543

### **ASSISTANT SITE COORDINATOR:**

Name: Travis VanWagner  
Position: Maintenance Director, Seneca R-7  
Landline phone: (417) 776-3392  
Cell phone: (417) 389-4925

Duties and responsibilities of the Site Coordinator and/or Assistant Site Coordinator include:

- Organizing/coordinating the CSOP.
- Ensuring that personnel are in place to facilitate the CSOP.
- Ensuring that all aspects of the CSOP are implemented.
- Developing community education (newsletters and other media).
- Coordinating shelter evacuation practice drills (at least 2 times per year) and determining the number of drills necessary to prepare for a real event
- Ensuring that the community Shelter Operations Plan is periodically reviewed and updated.

Assistant Site Coordinator's responsibilities include performing duties of the Site Coordinator when necessary.

### **EQUIPMENT MANAGER**

Name: Travis VanWagner

Position: Maintenance Director, Seneca R-7

Landline Phone: (417) 776-3392

Cell Phone: (417) 389-4925

### **ASSISTANT EQUIPMENT MANAGER**

Name: Nathan Manley

Position: Intermediate School Principal

Landline Phone: (417) 776-7962

Cell Phone: (417) 529-6708

Duties and responsibilities of the Equipment Manager and/or Assistant Equipment Manager include:

- Understanding and operating all equipment including communication, lighting, safety equipment, and shelter doors.
- Maintaining and updating as necessary, the Shelter Maintenance Plan.
- Ensuring that equipment is maintained year-round, and working properly.
- Purchasing supplies, maintaining storage, keeping inventory, and replacing outdated supplies.
- Replenishing supplies to pre-established levels following shelter usage.
- Monitoring/providing radio information to shelter occupants during a high-wind event.
- Determining time to safely leave the shelter after a high-wind event.

**NOTE:** Nathan Manley and Shanna Hight will be responsible for securing all openings to FEMA shelter when the building is in use, including kitchen areas. Kitchen tray areas will be open only during student breakfast/lunch hours.

### **SIGNAGE MANAGER**

Name: Lyla Getchell  
Position: Assistant to the Superintendent  
Landline Phone: (417) 776-3426  
Cell Phone: (417) 439-6992

### **ASSISTANT SIGNAGE MANAGER**

Name: Nathan Manley  
Position: Intermediate School Principal  
Landline Phone: (417) 776-7962  
Cell Phone: (417-529-6708)

Duties and responsibilities of the Signage Manager and/or Assistant Signage Manager include:

- Ensuring that signage complies with ADA requirements including those for the blind.
- Collaborating with Equipment Manager to ensure signage is illuminated or luminescent after dark and all lighting is operational in the event of a power outage.
- Periodically checking signage for theft, defacement, or deterioration and repairing or replacing signs when necessary.
- Ensuring that each outside entry to the building will be marked with appropriate sign. Also, providing signage inside each shelter door with directions regarding securing doors from inside the building.

**NOTIFICATION MANAGER**

Name: Officer on Duty  
Position: Seneca Police Dept.  
Landline Phone: (417-776-8158)

Duties include:

- Notifying Darren King, Fire Chief, who will activate siren

**FIELD MANAGER**

Name: Dr. Laura Weaver  
Position: Special Services Director, Seneca R-7  
Landline Phone: (417) 776-4109  
Cell Phone: (417) 850-3220

**ASSISTANT FIELD MANAGER**

Name: Lori Onstot  
Position: Assistant High School Principal  
Landline Phone: 776-3926  
Cell Phone: (417) 439-0713

Duties and responsibilities of the Field Manager and/or Assistant Field Manager include:

- Ensuring that shelter occupants enter in an orderly fashion.
- Pre-identifying shelter occupants with special needs such as those who are disabled or who have serious medical problems.
- Arranging assistance for the shelter occupants who need help in getting to the shelter. Note: The Field Manager is responsible for arranging necessary assistance for members of the student body with special needs. Members of the general public within the target area with special needs will be identified via response from the initial shelter notification letters.



## **ACTIVATING THE SHELTER OPERATIONS TEAM AND IMPLEMENTING THE SHELTER OPERATIONS PLAN FOR EVACUATING STUDENTS TO THE TORNADO SHELTER.**

During normal school hours (8:00 AM-3:45 PM) when the National Weather Service issues a tornado **watch** for this area of Newton County, the Seneca R-7 Superintendent will notify the Administration Office, the High School, Junior High School, Intermediate, Elementary Principals and Early Childhood Director that the R-7 Schools are under a tornado **watch** and that the Tornado Shelter may soon be opened and should be prepared for students and the general public in the Tornado Protection Zone. The Shelter Operations Team will be notified and put on alert for instructions to evacuate the students to the shelter.

During normal school hours (8:00 AM-3:45 PM) when the National Weather Service issues a **tornado warning** for this area of Newton County, tornado sirens are activated by the **SENECA FIRE DEPARTMENT, OR 911 DISPATCH CENTER**. District students will be instructed to evacuate their current classrooms/locations and proceed to the tornado shelter along the routes described below and illustrated on the attached Floor Plan Evacuation Route maps. Room evacuation route maps to the shelter are also posted on the inside wall near the door of each classroom and distributed to each teacher. Should other activities such as school athletic events be in progress inside the safe room, they will be cancelled immediately. All equipment, etc., will be properly stored so as not to impede the proper use of the saferoom.

Shelter doors will be closed and secured, but not locked, based upon confirmation of all students being accounted for in the shelter and/or when no more citizens are seen coming to the shelter. Numbers of evacuees will be monitored by site coordinator.

**WEATHER RADIOS INSIDE THE SHELTER WILL  
BE TUNED TO:**

CHEROKEE COUNTY, KS

OTTAWA COUNTY, OK

NEWTON COUNTY, MO

Should an emergency situation (watch/warning) develop, standard operating procedure for Seneca Police Department officers will be to move to a possible sight of an event, and work as spotters. If a severe storm develops they will contact the Seneca Fire Department officials who activate sirens in the Seneca community. At that time the School Resource Officer (SRO), Jeremy Clogston, who serves as the building liaison with community and emergency personnel, will move to the FEMA shelter and remain there for the duration of the storm. He will be on duty during school hours and also after hours/weekends to direct and support the Volunteer team. He will be in radio communication with weather service, Seneca police and fire departments, and the Highway Patrol. Through radio communication he also has the ability to activate sirens if necessary.

After an event, police officers will become coordinators of search and rescue efforts, and emergency needs such as utility services, etc. A mobile command post will be implemented for two-way communications between the Safe Room and the State/County Emergency Operations Center. Police officers will be directed to drive by the shelter during an emergency, as often as possible, to ensure needs there are being met and that all procedures are in place.

**THE TORNADO SIGNAL WILL BE ACTIVATED BY THE SENECA FIRE DEPARTMENT.** If electricity is off, and the city siren cannot be activated, a megaphone will be used by the principal to alert school population. With either of these signals the evacuation will be according to the following instructions:

## **SCHOOL EVACUATION ROUTES/MAPS**

### **EVACUATION ROUTES FOR K-3 ELEMENTARY SCHOOL**

- Students and staff in **music and art** classes will exit to main hallway inside building, south then east, to gym through south exit door to enter **Shelter door 5.**
- Students and staff in **Math and Computer labs, first grade** classrooms will travel south down main hallway to east/west hall, to gym through south exit door to enter **Shelter door 5.**
- Students and staff in **kindergarten, Title 1, Special Ed, ESL speech, Nurse's and Social Worker's offices** will travel south down hallway to east/west hall, then east to gym, through south exit to enter **Shelter door 4.**
- Students and staff in **2<sup>nd</sup> and 3<sup>rd</sup> grade** classes will travel south to east/west hall, then east to cafeteria, using the south exit to enter **Shelter door 3.**
- Students and staff in **Special Education offices, Library, counselor's office** will exit to east/west hallway, then east to gym, through south exit to enter **Shelter door 4.**
- Students and staff in the **cafeteria, kitchen, and on the stage area** will travel south through kitchen exit to enter **Shelter door 3.**
- **Principal, office staff, teacher's lounge** will travel east down east/west hall then south through kitchen exit to enter **Shelter door 3.**
- **Students and staff in gym** will exit through south door to enter **Shelter door 4.**

## **EVACUATION ROUTES FOR INTERMEDIATE SCHOOL**

- Students and staff in **6<sup>th</sup> grade** classrooms, **computer labs**, **SpEd** and **Library** will exit to the north/south hallway moving south to library, then west down east/west hallway to enter FEMA **Shelter door 6.**
- Students and staff in **4<sup>th</sup>/5<sup>th</sup> grade, SpEd**, classrooms will exit to north/south hallway north to library, then west down hallway to enter FEMA **Shelter door 7.**
- Students and staff in **art and music** classes will exit their rooms to main east/west hallway west to enter FEMA **Shelter door 6.**
- Staff and students in **kitchen area** will remain in FEMA shelter.
- Staff and students in **office area, counselor's office, lounge, and nurse's office** will cross hallway to enter FEMA **Shelter door 7.**

## **EVACUATION ROUTES FOR JUNIOR HIGH SCHOOL**

- Students and staff in the **Junior High School** will remain in the building and take cover in the basement unless there is enough time to evacuate to the FEMA shelter.

If time permits:

- **Students and staff in rooms 20-29** (top floor of building) will exit the east stairway down to main hall, west past office area, then south through front door of school.
- **Students and staff in gym, lunch room, kitchen, library, and rooms 40-46** will exit through commons area door (handicapped accessible) east of main front door on south side of building.
- **Students and staff in room 10 (basement classroom)** will ascend stairway to first floor, join students in rooms 11-17, move to main hallway east to office area exiting through front door of school.
- **Principal, Counselor and office staff** will travel west through hallway to main entrance then south through main entrance of school.
- **Junior High students and staff** will then cross Oneida Street directly in front of Junior High traveling south. They will use pathway across railroad tracks to Seneca Avenue following Seneca Avenue south to the High School football field, circle the field, follow Seneca Avenue to the Elementary playground and **enter FEMA Shelter doors 1 and 2.**

## **EVACUATION ROUTES FOR HIGH SCHOOL**

- Students and staff in the **High School** building will remain in the building and take cover in the locker rooms unless there is ample advance warning of severe weather.

If time permits:

students will walk following the bus lane to St. Anne Street, turn right on St. Eugene Street, cross parking lot to FEMA shelter and enter through **Shelter doors 1 and 2.**

## **EVACUATION ROUTES FOR EARLY CHILDHOOD STUDENTS AND STAFF**

- Students and staff in **Early Childhood** building will shelter on-site in the Occupational Therapy and Speech rooms, both of which are located in the interior of the building with no exterior walls.

## **STAFFING AND OPERATING THE SHELTER DURING NON-SCHOOL HOURS.**

During non-school hours (before 8:00 AM and after 3:45 PM) the operation of the shelter will depend on assistance from community personnel as outlined below:

When the National Weather Service issues a tornado watch for Newton County that includes the City of Seneca, the City Police dispatch will closely monitor the path of the storm system by National Weather Service radar. The weather will be continually monitored and the shelter will remain in use until severe weather has abated and the National Weather Service has canceled watches and warnings impacting this area of Newton County.

The following procedure is to be followed by the **CITIZEN VOLUNTARY SHELTER OPERATIONS TEAM** who will be trained to take the place of the Seneca R-7 Shelter Operations Team when necessary. Team members will be recognized wearing **“FEMA STAFF”** vests.

The Volunteer Team consists of:

### **Field Manager:**

**Jeremy Clogston** (School Resource Officer—SRO) **417-540-9711**

**Rob Orcutt**—Assistant---**417-776-3011 (h)**    **417-850-4647 (c)**

**Max Roark**—Assistant----**417-776-3849**

**Rob Wolfenbarger**—Assistant----**417-529-713**

**Travis VanWagner**, Assistant Site Coordinator.

Each volunteer lives near the shelter, has entry keys, and is prepared to open and secure all openings to the shelter in case of an emergency. A strobe light will be activated when appropriate, indicating the building is open. In addition, the SRO will be stationed at the shelter.

During non-school hours, weekends, during the summer, Christmas and Spring Break, observed holidays, etc., the “Citizen Voluntary Shelter Operations Team” will be activated when a tornado watch for the Seneca area has been issued by the National Weather Service. They are to have a NOAA weather radio at their place of residence which should be turned on during severe weather forecasts.

The SRO or member of the Citizen Team will contact the R-7 Superintendent to advise that a volunteer is present and the shelter is on “standby” open status. The Seneca Police Department Dispatch will aid in notifying and instructing remaining team members to be prepared to come to the shelter should a tornado warning be issued.

Members of the Citizen Voluntary Shelter Operations Team will be supported by other volunteers but will be in charge of operating the shelter until such time that a ranking member of the Seneca R-7 Shelter Operations Team (the Assistant Site Coordinator) arrives on the scene.

**DUTIES AND RESPONSIBILITIES OF THE CITIZEN SHELTER OPERATIONS TEAM FIELD MANAGER (JEREMY CLOGSTON) INCLUDE:**

- Being familiar with the operation of all equipment including communication, lighting, safety equipment and closures for shelter openings.
- Ensuring that shelter occupants enter the shelter in an orderly fashion, including pre-identified shelter occupants with special needs such as those who are disabled or who have serious medical problems.
- Providing information to shelter occupants during a high-wind event, and notifying them when it is safe to leave.

## **CLEAN-UP AND RESTOCKING THE SHELTER**

Clean up of the shelter and restocking of any consumed supplies will take place after the event is over and all persons have left the shelter. (Please see list on page 21). The district's janitorial staff as well as the identified responsible Shelter Operations Team members will ensure that the shelter is prepared for the next hazardous weather event. Duties of the Shelter Operations Team will include, but not be limited to, the following:

1. Clean up shelter area (Equipment Manager, Janitorial Staff, Shelter Operations Team members present)
2. Inspect all shelter signage: replace if damaged or missing (Signage Manager)
3. Inventory all equipment and supplies: replace, repair and restock as required (Equipment Manager)
4. Debrief Shelter Management Team (Site Coordinator)
5. Conduct an evaluation after a drill, exercise, or actual occurrence of an emergency situation in order to determine the adequacy and effectiveness of the plan and the appropriateness of the response by the team members. (Shelter Operations Team)
6. Journal recording of weather event (Site Coordinator), to include:
  - Reasons for shelter use:
  - Date and time of event:
  - Comments regarding the weather event and Operations of plan:



## **EVACUEES WITH AID ANIMALS.**

Evacuees requiring aid animals will be allowed to bring the animal into the tornado shelter. **The evacuee must keep the aid animal on a leash and the animal is to be kept under the owner's control at all times.**

Aid animal needs such as water, food, and cleaning supplies are to be provided by the owner. The owner is responsible for the actions of the aid animal. **NOTE: COMPANION ANIMALS AND OTHER HOUSE PETS OR ANIMALS ARE NOT ALLOWED IN THE SHELTER AREA DUE TO SPACE AND SAFETY RESTRICTIONS.**

## **NOTIFICATION OF SHELTER AVAILABILITY TO BUSINESSES AND FAMILIES RESIDING IN THE TORNADO SHELTER PROTECTION ZONE**

It is the Site Coordinator's responsibility to develop community education by preparing and distributing information to area residents inside the 2 mile radius protection zone, regarding the availability and use of the tornado shelter.

The tornado shelter protection letter and special needs form regarding the operation of the tornado shelter are posted on the district's website for the benefit of the general public, as well as those in the protection zone. The following letters will be made available to local residents, businesses and parents in the shelter protection zone to keep citizens aware of the availability and use of the shelter:

Seneca R-7 School District  
14 Frisco Street  
Seneca, MO 64865

Dear Parent or Guardian

The Seneca R-7 School District has made many preparations to effectively handle emergency weather situations that could occur in or around the district, both during the school day and during after-hours activities. While we hope that natural disasters or other serious incidents never occur, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect students, staff and guests from harm.

In order for our emergency response plans to be effective, we depend on the cooperation and assistance of many people, such as the police, fire, and sheriff departments. We also depend on you, as parents, to support our disaster-response efforts. Your cooperation is vital in helping us protect the safety and welfare of all children and school employees. Therefore, we ask parents to observe the following procedures during emergency situations:

- Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications;
- Do not come to the school until instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. You will be notified through media bulletins when it is safe for you to come to the school.
- Make sure we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency;
- Our school emergency plan includes evacuation procedures to our FEMA Shelter/Safe Room. When appropriate and safe, students may be released to the parents/guardians from this location. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick up each child. When arriving to pick up your children, please make sure that you have proper photo identification;
- Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that to a great extent, determines the children's response.
- Carefully read all information you receive from the school; you may receive updates about our safety procedures from time to time.

We are proud that our district is a safe learning environment, and we are doing everything possible to keep it that way. We appreciate your cooperation and support. If you have any questions about this letter or other district safety procedures, please contact me at 417.776.3426.

Sincerely,  
Superintendent, R-7 School District

Seneca R-7 School District  
914 Frisco Street  
Seneca, MO 64865

RE: Seneca R-7 Community Tornado Shelter

Dear Friend and Neighbor of Seneca R-7 Schools:

This letter is to inform you that the Seneca R-7 Community Tornado Shelter is accessible during tornados and dangerous high wind events. The tornado shelter is located on the south side of the Seneca Elementary campus and north/west side of Seneca Intermediate, on St. Eugene Street.

The tornado shelter is owned by the Seneca R-7 School District and was constructed to provide protection for the students and staff during tornados and extreme high wind events. The shelter will also be available for residents in the community who do not have basements or other safe rooms.

Due to estimated time necessary to reach the shelter after a warning has been given, and the maximum capacity of 2,711 persons including the student body and staff, it is not recommended that persons having to drive more than 2 miles plan to take shelter in the building. Patrons may be more protected and safe by seeking cover in or near their home.

Attached is a Functional Needs Form (physical impairments, special medical alerts, aid animal instructions, etc.) to be completed and returned to the R-7 School District within one week from receipt of this letter. **NOTE: COMPANION ANIMALS AND OTHER HOUSE PETS OR ANIMALS ARE NOT ALLOWED IN THE SHELTER AREA DUE TO SPACE AND SAFETY RESTRICTIONS.** If you have any questions please do not hesitate to contact the Seneca School Administration Office at 417-776-3426. You can also access the district's website at: [www.seneca.k12.mo.us](http://www.seneca.k12.mo.us) and click on the Tornado Shelter link for more information.

Sincerely,

Superintendent, Seneca R-7 School District/Tornado Shelter Site Coordinator

Attachment: Special Needs Form

**SENECA R-7 COMMUNITY TORNADO SHELTER**  
**FUNCTIONAL NEEDS FORM**

If there are persons in your family with functional needs, and you plan in the event of severe weather to come to the Seneca R-7 Community Tornado Shelter, please complete this form and mail or bring to:

Superintendent, Seneca R-7 School District  
 914 Frisco Street  
 Seneca, MO 64865  
 (417) 776-3426

The R-7 District will accommodate to the best of our ability your functional needs after you have arrived at the shelter. We cannot provide any services to you that are required off campus such as transportation to and from the shelter.

Name	Street Address	Phone	Email
(Please print) Functional Needs (Medical alert, wheel chair or walking aid required, electrical outlet, etc. Please explain briefly)			
Note: <u>There are ADA restrooms located in the shelter and ADA parking is available on the south side of the shelter.</u>			

**If you require the aid of an animal such as a Seeing Eye Dog and want to bring it to the shelter with you, please circle the appropriate response:**

**I require an aid animal**

**N/A**

**The aid animal must remain leashed or harnessed. You should prepare an evacuation kit for your aid animal and bring it with you.**

**Items to include in Animal Emergency Evacuation Kit:**

- **Animal Identification (tag on collar/harness, microchip)**
- **Water and drinking bowl if desired.**
- **Cleaning supplies for animal waste (wipes, disinfectant, garbage bag)**
- **Leash, collar or harness**
- **Medications (if animal is on medication)**

**NOTE: You will be responsible for the actions of your aid animal.**

## **SHELTER MAINTENANCE PLAN**

The Shelter Manager and Equipment Manager shall ensure that the shelter and its equipment are clean and functional at all times, and that the shelter is cleaned and restocked as soon as possible after each severe weather event requiring shelter usage. Communication equipment and emergency lighting must be checked and certified consistently to ensure they are working properly. Any problems are to be reported to the Shelter Manager or other administrative staff responsible for the overall performance of the building. A Shelter Inspection Certification Form shall be signed and dated after each inspection by the Equipment Manager.

## **TORNADO SHELTER EQUIPMENT AND SUPPLIES LIST TO BE POSTED IN SHELTER OFFICE**

An inventory of the following supplies must be made after every severe weather event when the shelter is placed in active service and used by the public.

### ***The following items **MUST** be kept within the shelter area:***

#### **COMMUNICATION EQUIPMENT** (To be kept in the shelter office)

- 1 NOAA Weather receiver (battery powered continually recharging)
- 1 AM-FM Radio (wind-up/battery powered)
- 1 Cell phone (may not operate during a severe weather event inside the FEMA Safe Room)
- 2 Hard Copies of the Shelter Operations Plan

#### **EMERGENCY EQUIPMENT**

- Flashlights – 10 (continually recharging to be located in the shelter office)
- Fire extinguishers ABC 2

#### **FIRST-AID SUPPLIES** (Basic first aid kits are required and to be kept in the shelter office)

- First-aid handbooks
- Non-Prescription drugs such as aspirin/non-aspirin pain relievers
- Adhesive tape and bandages in assorted sizes
- Scissors, tweezers and safety pins in assorted sizes
- Latex gloves
- Antiseptic solutions and antibiotic ointments

#### **WATER**

- Water will be available from drinking fountains within the shelter

## **EMERGENCY POWER**

The tornado shelter is equipped with an emergency back-up gas-powered electric generator that will supply the shelter area with emergency electrical service for approximately 24 hours. The district's Buildings and Grounds Supervisor, Travis VanWagner, will be responsible for the routine maintenance and inspection of the generator. Scheduled inspections of the generator will be performed on a monthly basis throughout the year to ensure the generator will be ready and functional in time of emergency.

## **SENECA R-7 TORNADO SHELTER INSPECTION CERTIFICATION FORM**

The Tornado Shelter building, and shelter related equipment as posted in the Shelter Manager's office, is to be inspected on a routine basis and/or after every tornado event when the shelter was in use and emergency shelter supplies were consumed. Please respond to the following:

Item	Yes	No	Action needed -- concern resolved	Name/date
1 NOAA Weather radio is plugged in, working and turned to the alert position. (Extra batteries located in office desk)				
1 AM-FM Radio (wind-up/battery powered) working.				
10 Continually Recharging Flashlights working.				
2 Fire extinguishers ABC with inspection current as required by fire code.				
First Aid supplies as listed on the Tornado Shelter Equipment and Supplies List - stocked and stored properly.				
Other:				

