

## **Tornado watch/warning plan of action**

When an alert is sent out that there is a tornado watch or warning, the following procedures will be followed:

1. The office person will put the telephone tree into operation, by calling the emergency contact person for each program. The office person will then send out a StoryPark message or email to advise parents to expect a call from the emergency contact person.
2. The teachers will gather each child's outdoor clothing and prepare them for their parent's arrival.
3. Children should be kept calm and occupied while they await the arrival of their parents.
4. Once all the children have been picked up, the teachers may leave and the office person will file a serious occurrence report.