

# **Madison Municipal Building Tornado Plan**

## **BASIC INFORMATION ON TORNADO WATCHES AND WARNINGS**

The National Weather Service offers, when applicable, four levels of warning for severe weather:

1. Severe Thunderstorm Watch: a severe storm with high winds and possible hail is possible anywhere in a designated area during a designated period of time.
2. Severe Thunderstorm Warning: a severe storm is occurring and will continue to affect a more narrowly defined area during the following designated period of time.
3. Tornado Watch: conditions are ripe for a tornado anywhere in the designated area during the designated period.
4. Tornado Warning: a tornado has occurred and is likely to continue through a designated area during a designated time.

## **ALERTING BUILDING EMPLOYEES**

Sightings of a tornado funnel cloud or a tornado touchdown or if you hear the City's outdoor warning siren.

1. These should be relayed to the Madison Municipal Building Maintenance Office (266-4366) or the Building Inspection receptionist (266-4551).
2. Maintenance staff or receptionist will give all building personnel a voice message over our PA system. The building PA can be heard in nearly every corner of the building. Arrangements should be made for getting the message to those areas that the PA system doesn't cover. This TORNADO WARNING message will be announced over our PA system whenever it clearly involves Madison.

When you hear the building alarm message, follow direction below.

## **ACTION TO BE TAKEN BY ALL PERSONNEL AND VISITORS**

Provide flashlights for every office beforehand. This would be vital for offices on second and third floor only. First and basement floors have a battery light back-up system if power is interrupted.

If a tornado strikes the Municipal Building without sufficient warning to allow evacuation to inner corridors and rooms, make the best possible use of heavy furniture nearby.

Aid all visitors and handicapped individuals in reaching adequate shelter.

Do not use elevator. It could stall if the power fails.

The last person to leave the room should (second and third floor only):

1. If time allows, open the windows a crack on the side away from the storm to equalize air pressure. This would probably mean the east and north sides in the spring, the east side later, and the east and south in mid-summer.
2. Close the outer door to each room abandoned to reduce the hazard of flying objects.

## **FINDING SHELTER**

### **Definition**

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Good tornado shelter space is composed of separation from the external winds by one or more solid walls and by one or more solid floors above. It also requires freedom from flying objects through windows, doorways, or any sudden separations of normal barriers.

### **Comment**

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The amount of good shelter space in the Madison Municipal Building is more than adequate for the normal or anticipated building population. The problem is insuring that most of the people will leave their normal work location to sensibly seek out the nearest adequate location.

### **Floor by Floor Suggestions**

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1. Occupants on the ground level: Use ground floor restrooms or hallway. The area by the vending machines is not a good shelter area.
2. Occupants on first floor Post Office area only: Use restrooms in Postal work area.
3. Occupants on first floor except Postal employees: Use first floor restrooms. If a large meeting is in progress, some personnel may have to use ground floor hall. First floor lobby area is not a good shelter area.
4. Occupants on the second and third floors: Proceed to ground floor hall. If time doesn't permit you to leave your floor, stay in hallway on your floor away from office doors.
5. Wait patiently for an all-clear over the building PA system. The outdoor warning sirens do not sound an all-clear.

Be ready to take a protective posture at the slightest hint of wind, flying objects, or breakage.