

SEVERE WEATHER OPERATING GUIDELINES



FOR SPECIAL FACILITIES WITHIN DU PAGE COUNTY

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SEVERE WEATHER OPERATING PROCEDURES

For Special Facilities Within DuPage County

The procedures outlined on the following pages are written with the assumption that a certain degree of pre-planning has been done by the facility. It is stressed that it is the responsibility of each facility to develop operating procedures that are tailored to the facility. Each facility is different, and procedures written for one facility may not be appropriate for other facilities.

At a minimum, the following issues should be addressed by the facility:

- It is imperative that each facility identify a way to receive severe weather information. Whether by tone-activated warning radio, two-way radio, telephone call tree, or other method, each facility must assume responsibility to pre-plan for the receipt of this critical information.
- Each facility should train some of their personnel in severe weather spotting procedures. Following the implementation of CONDITION GREEN procedures, local spotters supplement information provided by the National Weather Service, and can provide a first alert of the occurrence of a severe weather event.
- Each facility should pre-designate storm shelter areas. These shelter areas should be marked and employees and visitors should be made aware of their locations.



SEVERE WEATHER OPERATING PROCEDURES

For Special Facilities Within DuPage County

CONDITION BLUE - SEVERE WEATHER OUTLOOK

The National Weather Service, Chicago Forecast Office will issue a "SEVERE WEATHER OUTLOOK" statement around 6:00 am on mornings when there is a potential for severe weather during that day. This OUTLOOK statement is updated at approximately 4:00 pm daily. A *CONDITION BLUE* will be initiated when there is a moderate or higher risk of severe weather.

Each municipality will be notified of the *CONDITION BLUE* via a telefax sent from the DuPage County EOC and via a broadcast on the DCERN radio.

Each municipality should provide notification to special facilities within the corporate limits of the municipality.

Once notified that *CONDITION BLUE* procedures should be implemented, facilities should take a few minutes to take the following actions.

- * Notify key officials that the potential for severe weather exists later in the day.
- * Notify special facilities (school buildings, nursing homes, day care centers, parks and recreation areas, etc.) that there is a potential for severe weather and that they should take a few minutes and review their severe weather procedures.
- * Notify employees, especially those with jobs that require outside activity, that severe weather is possible and that employees should be alert for the formation of severe weather.
- * Review internal severe weather procedures, and make sure that all employees are familiar with what to do, and where to go if severe weather occurs.
- * Review daily program schedule to ensure that someone is aware of any special events, or large groups who may be located in a facility during the day. Ensure that someone has been assigned the responsibility for warning each group if severe weather develops.



SEVERE WEATHER OPERATING PROCEDURES

For Special Facilities Within DuPage County

- * Monitor sources of weather information and be prepared to initiate further actions if necessary.
 - * NOAA Weather Radio
 - * DuPage county Emergency Alert System
 - * The Weather Channel
 - * Commercial radio and / or television



SEVERE WEATHER OPERATING PROCEDURES

For Special Facilities Within DuPage County

CONDITION GREEN - SEVERE WEATHER WATCH

The Storm Prediction Center in Norman Oklahoma will issue a "SEVERE WEATHER WATCH" (either thunderstorm or tornado) when conditions are favorable for the formation of severe weather.

A weather WATCH is usually issued for a period of 6 hours.

Each municipality will receive a **CONDITION GREEN** notification via telefax from the DuPage County EOC. Additionally, the notification will be broadcast via the DCERN radio system.

Each municipality should provide notification to special facilities within the corporate limits of the municipality.

Once notified that **CONDITION GREEN** procedures should be implemented, facilities should take a few minutes to take the following actions.

- * Notify key officials that there is a significant potential for severe weather during the time period identified in the watch.
- * Notify special facilities (school buildings, nursing homes, day care centers, parks and recreation areas, etc.) that a watch has been issued, and that they should be prepared to take immediate protective actions if weather conditions warrant.
- * Notify employees, especially those with jobs that require outside activity. Advise these employees to immediately report any suspicious weather activity, and be prepared to take immediate protective actions if necessary.
- * Alert key staff personnel at any large civic gatherings or activities to ensure the safety of those attending.
- * Review internal operating plans for the activation of facility warning systems. Make sure you know who has the responsibility for authorizing their activation if necessary. Further, make sure you know when and under what conditions those systems are activated.
- * Make sure that you know how to report severe weather.



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 - * The Weather Channel
 - * Commercial radio and / or television



SEVERE WEATHER OPERATING PROCEDURES

For Special Facilities Within DuPage County

CONDITION YELLOW - SEVERE WEATHER ALERT

A "SEVERE WEATHER ALERT" will be issued when a county detects the formation of a potentially violent storm, which has not yet reached the levels to warrant the issuance of a WARNING.

Municipalities will be notified of a ***CONDITION YELLOW*** via the DCERN radio only.

Each municipality should provide notification to special facilities within the corporate limits of the municipality.

Once notified that ***CONDITION YELLOW*** procedures have been implemented, facilities should take a few minutes to take the following actions.

- * Notify facility officials that a storm that appears to have severe potential is developing near the community.
- * Notify special facilities (school buildings, nursing homes, day care centers, parks and recreation areas, etc.) that a storm is rapidly developing and that preliminary protective actions should be implemented. Immediate actions necessary to protect employees and visitors may be needed at a moments notice. If not already activated, the facility should deploy its own weather spotters at this time.
- * Notify employees, especially those with jobs that require outside activity. Advise these employees to immediately report any suspicious weather activity, and be prepared to take immediate protective actions if necessary.
- * Alert key staff personnel at any large civic gatherings or activities to begin implementing protective actions. Consideration should be given to shutting down areas with large groups that will require time for evacuation.
- * Increase communications center staffing to ensure that adequate staff personnel are available to deal with weather related calls.
- * Be prepared to activate facility warning systems if weather conditions warrant, in accordance with your operating procedures.



SEVERE WEATHER OPERATING PROCEDURES

For Special Facilities Within DuPage County

- * Report the occurrence of severe weather directly to the municipality in which the facility is located or to the DuPage County EOC.
- * Monitor sources of weather information and be prepared to initiate further actions if necessary.
 - * NOAA Weather Radio
 - * DuPage county Emergency Alert System
 - * The Weather Channel
 - * Commercial radio and / or television



SEVERE WEATHER OPERATING PROCEDURES

For Special Facilities Within DuPage County

CONDITION RED - SEVERE WEATHER WARNING

A "WARNING" will be issued by the National Weather Service following the detection, by radar or trained weather spotter, of a severe thunderstorm or tornado on the ground. A warning may also be issued for a verified report of funnel cloud aloft.

A "WARNING" is usually issued for a period of ½ hour to 1 hour.

Municipalities will be notified of a ***CONDITION RED*** via DCERN radio only.

Each municipality should provide notification to special facilities within the corporate limits of the municipality

Once notified that ***CONDITION RED*** procedures have been implemented, municipalities should immediately take the following actions.

- * If time permits, notify key officials.
- * Notify special facilities, employees, and visitors to take immediate protective actions.
- * Alert key staff personnel at any large civic gatherings or activities to take immediate protective actions, if not already completed.
- * Activate facility warning systems if weather conditions warrant, in accordance with the facility's operating procedures. (See Guidelines for the activation of outdoor warning systems - Page 6)
- * Forward any reports of severe weather sightings to the municipality in which the facility is located or to the DuPage County Emergency Operating Center, for relay to the weather service.
- * Monitor sources of weather information and be prepared to initiate emergency response activities if the storm impacts the community.