

*Hamilton-Jefferson
Regional Office of Education
1714 Broadway
Mount Vernon, IL 62864*

SAFETY PROCEDURES

***FIRE
EARTHQUAKES
TORNADOES
SEVERE WEATHER***

Fire or Other Disaster Requiring Evacuation

In the event of a fire the building should be evacuated as quickly and orderly as possible using the nearest exit door.

911 should be called to report the problem.

If the occupants use several different doors to exit the building, they should regroup in the parking lot on the north side of the building remaining at least 500 feet from the building until the police or fire department have determined it is safe to reenter.

Natural Disasters

A natural disaster would include, but is not limited to, severe weather situations, hazardous material accidents, floods, and earthquakes. Disaster implies great or sudden misfortune that results in loss of life, property, or serious injury.

Earthquakes

When an earthquake strikes, the earth may pitch and roll, like the deck of a ship, for a minute or two. The motion is very frightening, but, unless it shakes something down on you, it is harmless. The best way to deal with an earthquake is to stay calm and ride it out.

In the event

If in a meeting room:

1. Take cover under a sturdy piece of furniture such as a table or desk.
2. Hold onto the desk or table. If it moves, move with it.
3. Stay under cover until the shaking stops.
4. Be prepared to leave the building when the shaking stops.
5. Stay out of the building until the proper authorities have determined its structural integrity.

If not in a meeting room:

1. Avoid windows, bookcases, file cabinets, heavy mirrors, hanging plants, glass doors, and other heavy objects that could fall.
2. Protect your head and body from falling or flying objects such as plaster or ceiling tiles.
3. Lie, kneel, or sit near a structurally sound interior wall or corner away from windows, glass walls, etc.
4. Remain where you are until the shaking stops.

If outside:

1. Get into an open area away from trees, buildings, walls, and power lines.
2. Lie down or crouch low to maintain balance.

3. Get to the best available shelter if there is no open area.
4. If you are on a sidewalk nearing buildings, duck into a doorway to protect yourself from falling debris.

After the fact

Evacuate the building through the nearest safe exit.

1. Proceed out of the building by the same route they would in case of a fire.
2. Move quickly, orderly, and quietly. **Do not panic.**
3. Assist anyone who is disabled.
4. Once outside, move to a clear area. Stay away from buildings, trees, power lines, and gas supplies. **Do not leave the grounds.**
5. Keep roadways, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
6. Do not return to evacuated building unless directed to do so.

Tornado or Severe Weather

Tornadoes do occur in Southern Illinois. It is imperative that a concise and complete tornado or severe weather plan be in effect. Outdoor warning systems will be sounded in the event of threatening weather. The city of Mt. Vernon operates warning sirens.

General Instructions

An alert will be announced in case of a tornado. In Southern Illinois tornadoes usually come from the west or southwest; however, they may come from any direction. In the event of a tornado, your immediate action may mean life or death. When you receive an alert, you will have from three to five minutes to take cover before it hits.

The best locations for shelter are the conference room in the east wing, main wing hallway, and restrooms.

If there is not enough time to get to one of these areas, occupants should:

1. Get away from any windows or any large areas of glass.
2. Get under any desks or furniture near you and cover your head and face with your arms while in the kneeling position.
3. The east and north doors should be opened.

Occupants who take shelter in the hallways should kneel or sit next to the wall with their head and face covered by their arms. They should face away from any windows and have their backs to the wall.

IMPORTANT PHONE NUMBERS:

- **To report an accident, fire, serious illness, injury, or crime in progress that requires an immediate response:**
Emergency 911
- **For assistance with technology:**
Butch Wilson 618-214-1142
- **For building problems/questions:**
Cheryl Settle 618-242-7931
Bryan Cross 618-735-9931