



SAFE ROOM OPERATIONS PLAN

Orchard Farm R-V School District

**Orchard Farm R-V School District Community Safe
Room-Orchard Farm Early Learning Center
3489 Boschertown Rd.
St. Charles, St. Charles County, Missouri 63301**

Dr. Thomas E. Muzzey, Superintendent
St. Charles, Missouri

September 1, 2016

**Orchard Farm R-V School District Community Safe
Room-Orchard Farm Early Childhood Center
Community Safe Room Operations Plan (CSOP)
Table of Contents:**

INTRODUCTION 1

DEFINITIONS 2

KEY PERSONNEL FOR SAFE ROOM OPERATION 3

Duties and responsibilities of the Site Coordinator and/or Assistant Site
Coordinator include: 3

Duties and responsibilities of the Equipment Manager and/or Assistant
Equipment Manager include:..... 3

Duties and responsibilities of the Signage Manager and/or Assistant Signage
Manager include:..... 4

Duties and responsibilities of the Notification Manager and/or Assistant
Notification Manager include: 4

Duties and responsibilities of the Field Manager and/or Assistant Field
Manager include:..... 5

ACTIVATING THE SAFE ROOM OPERATION TEAM AND IMPLEMENTING THE SAFE ROOM
OPERATION PLAN FOR EVACUATING STUDENTS TO THE TORNADO SAFE ROOM..... 6

Evacuation Routes to the Safe Room 7

STAFFING AND OPERATING THE SAFE ROOM DURING NON-SCHOOL HOURS. 8

NOTIFICATION OF SAFE ROOM AVAILABILITY TO BUSINESSES AND FAMILIES RESIDING IN
THE TSPZ 9

CLEAN-UP AND RESTOCKING THE SAFE ROOM 10

EVACUEES WITH AID ANIMALS: 11

APPENDIX 1: TORNADO SAFE ROOM NOTIFICATION LETTERS 12

APPENDIX 2 - TORNADO SAFE ROOM SPECIAL NEEDS FORM 15

APPENDIX 3: SAFE ROOM MAINTENANCE PLAN..... **ERROR! BOOKMARK NOT DEFINED.**

APPENDIX 4 - TORNADO SAFE ROOM INSPECTION CERTIFICATION FORM 18

Introduction

This Tornado Safe Room Operations Plan was developed for the express purpose of defining the duties and responsibilities of individuals and to document plans of getting students, staff, and volunteers of the Orchard Farm Early Childhood Center to the Safe Room during the school day and Community Members to the Safe Room outside of normal school hours. Key personnel are identified by the titles in the following sections. When severe weather is eminent the steps outlined in this operations plan should be used to get people to safety. Also, during normal operations, the Safe Room should be evaluated to ensure it is readily available to accept people seeking shelter at a moment's notice.

Developing and implementing a solid Safe Room Operations Plan is central to the effectiveness of the Orchard Farm R-V School District Community Safe Room-Orchard Farm Early Childhood Center. The population protected by the safe room during school hours includes the students, staff, and visitors at the Orchard Farm Childhood Center. The population protected by the safe room outside of school hours is made up of the surrounding residents within a half mile radius of the safe room. The maximum occupancy of the facility during tornadic events is 739 people.

If key personnel change this document should be revised to reflect the changes. The site coordinator shall review this document on an annual basis and update as required.

Definitions

Tornado Warning - A tornado warning is a product issued by the National Weather Service (NWS) to local authorities and the general public indicating that a tornado is either imminent or has been reported. A warning indicates the need to take action immediately to protect life and property.

Tornado Watch - A product issued by the National Weather Service (NWS) to local authorities and the general public indicating that the conditions for the formation of a tornado are favorable. A watch is a recommendation for planning, preparation, and increased awareness (i.e., to be alert for changing weather, listen for further information, and think about what to do if the danger materializes).

Short-Fuse Warning – A warning by the NWS for a local weather hazard of relatively short duration. Short-fuse warnings include tornado warnings, severe thunderstorm warnings, and flash flood warnings. Tornado and severe thunderstorm warnings typically are issued for periods of an hour or less, flash flood warnings typically for three hours or less.

Primary Safe Room Area (FEMA) – A room designed to meet all Federal Emergency Management Agency specifications for severe weather and high wind events.

Secondary Safe Room Area – Areas identified within a building, other than the primary Safe Room, which offer a similar place of safety. The areas offering the greatest protection are located in the center of the building with no exterior walls, outside windows, skylights or doors. Small areas such as restrooms, offices and interior classrooms offer some protection.

Key Personnel for Safe Room Operation

Title, contact information, and responsibilities for the implementation of this Community Safe Room Operations Plan (CSOP) are listed below.

Site Coordinator

Position: Executive Director of Operations
Office Phone: (636) 250-5238

Assistant Site Coordinator

Position: District Safety Coordinator
Office Phone: (636) 250-5245

Duties and Responsibilities of the Site Coordinator and/or Assistant Site Coordinators include:

- Organizing/coordinating the CSOP.
- Ensure that the community Safe Room Operations Plan is periodically reviewed and updated as necessary.
- Ensure that personnel are in place to facilitate the CSOP.
- Ensure that all aspects of the CSOP are implemented.
- Develop community education and training programs.
- Ensure that the number of occupants entering the safe room is monitored to ensure that maximum occupancy is not exceeded.
- Set up first-aid teams.
- Coordinate Safe Room evacuation practice drills, and determine how many should be conducted in order to prepare for a real event.
- Conduct regular community meetings to discuss emergency planning.
- Prepare and distribute newsletters to area residents.
- Distribute phone numbers of key personnel to area residents.

Assistant Site Coordinator responsibilities include performing duties of the Site Coordinator when the Site Coordinator is unable to carry out the responsibilities, and also perform duties as assigned by the Site Coordinator and/or Assistant Site Coordinators.

Equipment Manager

Position: District Safety Coordinator
Office Phone: (636) 250-5245

Assistant Equipment Manager

Position: Executive Director of Operations
Office Phone: (636) 250-5238

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

- Understand and operate all equipment (including communication, lighting, safety equipment, and Safe Room doors).
- Maintain and update, as necessary, the Safe Room Maintenance Plan.
- Ensure that equipment is maintained year-round, and working properly. Inform the Site Coordinator if equipment is defective or needs to be upgraded.
- Purchase supplies, maintain storage, keep inventory, and replace outdated supplies.
- Replenish supplies to pre-established levels following Safe Room usage.
- Monitor radio and provide information to Safe Room occupants during a high-wind event.
- Determine when it is safe to leave the Safe Room after a high-wind event.

Signage Manager

Position: Executive Director of Operations
Office Phone: (636) 250-5238

Assistant Signage Manager

Position: District Safety Coordinator
Office Phone: (636) 250-5245

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

- Determine what signage and maps are needed to help intended Safe Room occupants get to the Safe Room in the fastest and safest manner possible.
- Prepare and/or acquire placards to be posted along routes to the Safe Room throughout the community that direct intended occupants to the Safe Room.
- Ensure that signage complies with ADA requirements including those for the blind.
- Provide signage in other languages as appropriate for the intended Safe Room occupants.
- Work with the Equipment Manager to ensure that signage is illuminated or luminescent after dark and that all lighting will operate if a power outage occurs.
- Periodically check signage for theft, defacement, or deterioration and repair or replace signs as necessary.
- Provide signage that clearly identifies all restrictions that apply to those seeking refuge in the Safe Room (e.g., pet staging, limits on personal belongings).

Notification Manager

Position: Principal/Receptionist
Office Phone: (636) 925-5400

Assistant Notification Manager

Position: Building Staff
Landline Phone: (636) 925-5400

Duties and Responsibilities of the Notification Manager and/or Assistant Notification Manager include:

- Develop a notification warning system that lets intended Safe Room occupants know they should proceed immediately to the Safe Room.
- Implement the notification system when a tornado watch is issued.
- Insure that non-English Safe Room occupants understand the notification (this may require communication in other languages or the use of prerecorded tapes).
- Ensure that Safe Room occupants who are deaf receive notification (this may require sign language, installation of flashing lights, or hand written notes).
- Ensure that Safe Room occupants with special needs receive notification in an acceptable manner.

Field Manager

Position: Building Principal & Staff

Office Phone: (636) 925-5400

Assistant Field Manager

Position: Building Staff

Office Phone: (636) 925-5400

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

- Ensure that Safe Room occupants enter the Safe Room in an orderly fashion.
- Pre-identify Safe Room occupants with special needs such as those who are disabled or who have serious medical problems.
- Arrange assistance for the Safe Room occupants who need help in getting to the Safe Room (all complications will be anticipated and managed prior to the event to the best of our ability). 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 Safe Room notification letters. The list of special needs persons will be identified in Appendix 2 of the plan. Update the list at a minimum annually and as information is provided to the School.
- Safe Room doors will be closed and locked based upon confirmation of when all students are accounted for and in the Safe Room and/or when no more citizens are seen coming to the Safe Room. A judgment call may be required as to when to secure the Safe Room if a tornado is imminent.
- Administration and overseeing first-aid by those trained in it.

Activating the Safe Room Operations Team and implementing the Safe Room Operations Plan for evacuating students to the Tornado Safe Room during school hours.

During normal school hours (7:30 AM -4:00 PM) when a tornado **watch** is issued for St. Charles County, the site coordinator will notify the District Safety Coordinator or Superintendent that the area is under a tornado watch. The designated safe room area will be cleared if necessary and readied for student, staff, and visitor occupancy should a warning be issued. The intended secondary use of the safe room is a physical education classroom/gymnasium and meeting space, and it is not anticipated that much clearing will be required for the safe room to be prepared for occupancy.

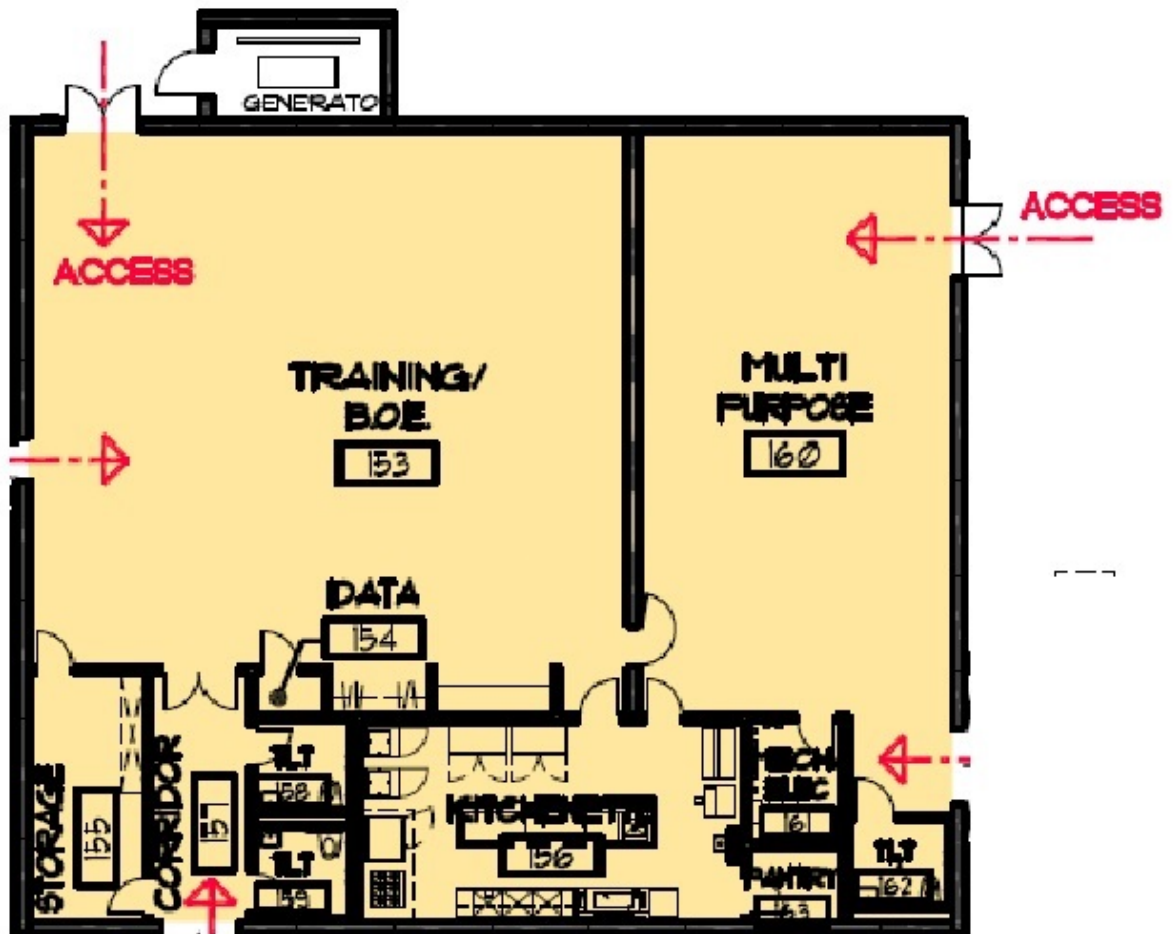
During normal school hours (7:30 AM—4:00 PM) when a tornado **warning** is issued (tornado sirens activated) by the St. Charles County Emergency Management Director, the students will be evacuated from their classrooms and proceed to the tornado Safe Room along the prescribed routes described below and illustrated on the attached floor plan evacuation route maps. Room evacuation route maps to the Safe Room shall be posted on the inside wall by the door of each classroom of the school buildings and distributed to each teacher.

The weather will continue to be monitored by the Field Manager, and the Safe Room will remain occupied by students and staff until the severe weather has abated and the National Weather Service has cancelled the warnings and watches or they have expired.

The Safe Room will only be available for student, staff, and visitor use during normal school hours, and will only be open to the general public outside of school hours.

Evacuation Routes to the Safe Room

FEMA SAFE ROOM



Staffing and Operating the Safe Room during non-school hours.

During non-school hours (before 7:30 AM and after 4:00 PM) the operations of the Safe Room will depend on the assistance from the key personnel as outlined below.

School staff members are assigned to a rotating on-call list that is posted in the Superintendent's office and given to those who are on-call for after school hours when the National Weather Service is predicting severe weather. Those responsible for acting as the Field Manager(s), Assistant Field Manager(s), Equipment Manager and Assistant Equipment Manager(s) will perform the same duties as outlined above. When a tornado **watch** is issued the designated safe room area will be cleared if necessary and readied for occupancy by the public. When a tornado **warning** is issued (tornado sirens activated) by the St. Charles County Emergency Management Director, the Safe Room will be opened for surrounding residents within the TPZ (tornado protection zone) to seek shelter in the Safe Room. After the tornado event is over the Site Manager will activate the remaining operation team members and their duties will commence as necessary as outlined above.

The on-call staff members will be selected after review and discussion with the Superintendent. Criteria for selection will include where the staff member lives, willingness to serve, conflicts with other school or non-school events that would prohibit the individuals from being available as an on-call responder, and other criteria as deemed necessary.

The on-call staff members are assigned the appropriate duties, and are required to be monitoring the weather when a tornado watch has been issued for St. Charles County. The on-call staff will monitor the weather until the National Weather Service has cancelled the watch. If the National Weather Service activates a tornado warning the Safe Room door will be opened and the Safe Room team will be on active duty.

The weather will continue to be monitored by the on-call Field Manager and the Safe Room will remain open until the severe weather has abated and the National Weather Service has cancelled the warnings and watches or they have expired.

Notifying that the Safe Room is available to businesses and families residing in the protection zone.

It is the Site Coordinator's responsibility to develop community education and training programs and to prepare and distribute newsletters to area residents regarding the availability of the tornado Safe Room.

A mailing list of those inside the protection zones should be developed in order to correspond with them and make sure they understand the valuable asset their community has.

The tornado Safe Room information letters will state the protection zone boundaries and include copies of the protection zone map appropriate to the respective address it is being sent to. In addition, other pertinent information and brochures regarding hazardous weather safety tips and instructions relevant to the operations of the tornado Safe Room will also be sent.

The tornado Safe Room protection zone map, letters and special needs form regarding the operation of the tornado Safe Room is posted on the school's website for the benefit to the general public as well as those in the protection zone.

Clean-up and restocking the Safe Room:

Clean up of the Safe Room and restocking of any consumed supplies will take place after the event is over and all persons have left the Safe Room (please see list of supplies in Appendix 3). The school's janitorial staff as well as the identified responsible Safe Room operations team members will make sure the Safe Room is cleaned and ready for the next hazardous weather event. The Safe Room Operation Team has duties that will be performed to ensure the Safe Room and the Safe Room Operations Team is ready for the next hazardous weather event. These activities will include but are not limited to the following:

Clean up Safe Room area (Equipment Manager, Janitorial Staff, Safe Room Operations Team members present)

Inspect all Safe Room signage (replace if damaged or missing) (Signage Manager)

Inventory all equipment and supplies (replace, repair and restock as required) (Equipment Manager)

Debrief Safe Room Management Team (Site Coordinator)

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 (Safe Room Operation Team).

Journal recording of weather event (Site Coordinator)

- Date and time of event:
- Reasons for Safe Room use:
- Time the Safe Room was locked down and unlocked:
- Comments regarding the weather event and operation of plan:

Evacuees with aid animals:

Evacuees requiring aid animals will be allowed to bring the aid animal in the tornado Safe Room. The aid animal shall be on a leash and kept under the owner's control at all times. To enter the Safe Room proper official identification must be provided to show that the animal is certified as an aid animal. Needs for the animal 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 Safe Room area due to the space the pets will require which will reduce the amount of space for humans.

Appendix 1—Tornado Safe Room Notification Letters

Mail the following letters to local residents and businesses located in the Safe Room protection zones on a periodic basis in order to keep the citizens aware of the availability of the Safe Room.

Sample Letter: Tornado Safe Room Protection Zone

Name

Address

RE: Orchard Farm R-V School District Community Safe Room

Dear Friend and Neighbor of Orchard Farm Early Learning Center:

We are pleased to announce that the Orchard Farm R-V School District Community Safe Room has been completed and is now ready for use during tornado and dangerous high wind events. The Safe Room is located on the Orchard Farm R-V School District Early Learning Center Campus at 3489 Boschertown Rd., St. Charles, MO 63301.

This facility is owned by the Orchard Farm R-V School District. The Safe Room's first function is to provide protection for its students, staff, and visitors from tornado and dangerous high wind events during normal school hours.

Outside of normal school hours the tornado Safe Room will be available to residents in the community that do not have basements or other safe rooms that live within what we refer to as the "Tornado Protection Zone" (TPZ).

TPZ in which you are located (see enclosed map), is the intended tornado protection zone outside of normal school hours (before 7:30 am and after 3:30 pm Monday through Friday, all day Saturday and Sunday) during the school year. Due to estimated time necessary to reach the Safe Room after a warning has been given and the maximum capacity of 739 persons, the tornado Safe Room cannot provide shelter for those beyond the protection zone.

I have enclosed a TPZ Map, a Safe Room Floor Plan Map, and a Special Needs Form (physical impairments, special medical alerts, aid animal instructions, etc. to be completed and returned to myself within one week from receipt of this letter). If you have any questions please do not hesitate to contact myself or the superintendent's office staff.

Sincerely,

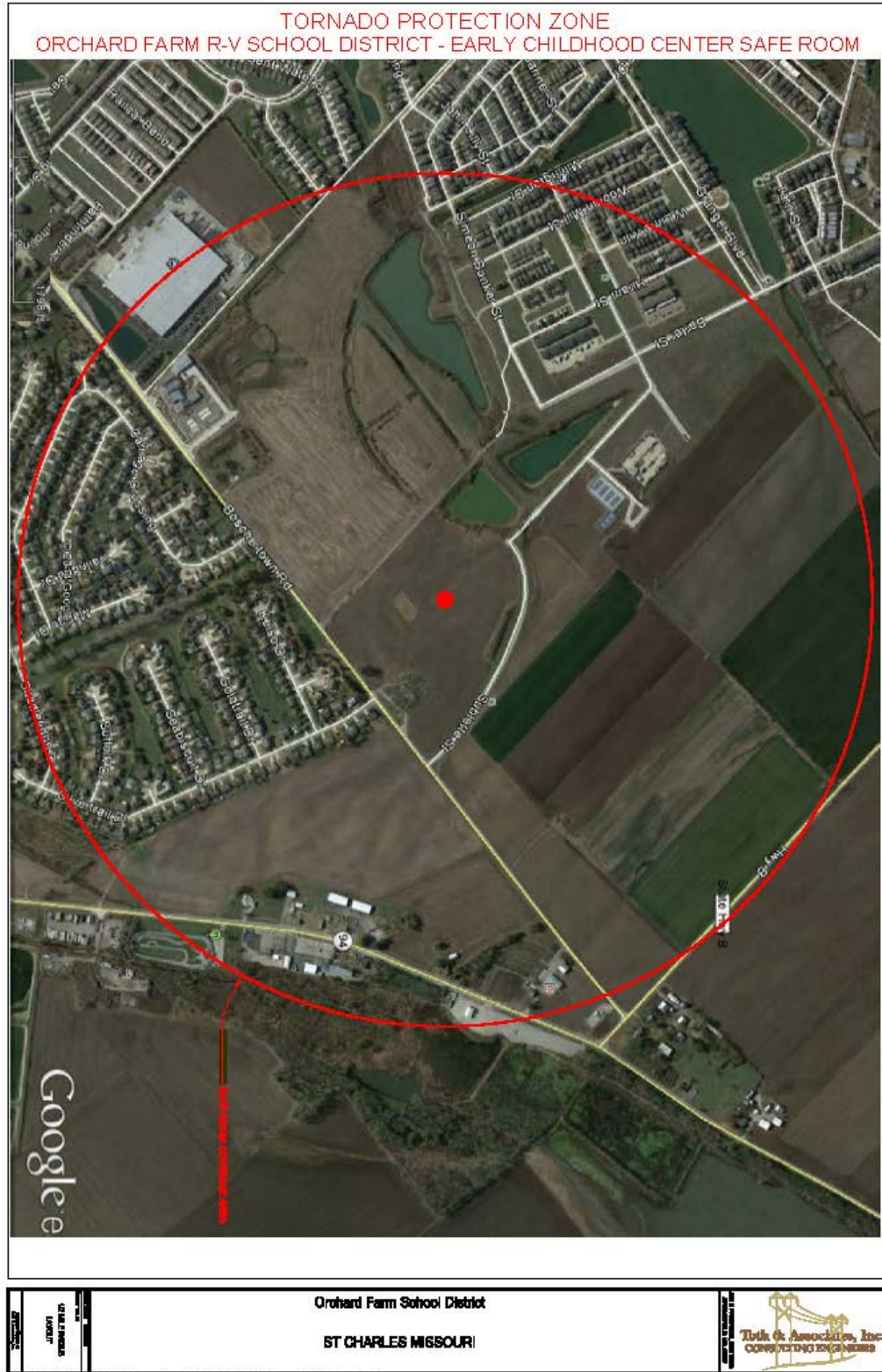
Dr. Thomas E. Muzzey

Superintendent

Orchard Farm R-V School District

Enclosures: TPZ Map
Safe Room Floor Plan
Special Needs Form

TORNADO PROTECTION ZONE ORCHARD FARM R-V SAFE ROOM



Appendix 2—Tornado Safe Room Special Needs Form

If you plan to come to the Orchard Farm R-V School District Community Safe Room-Orchard Farm Early Learning Center as a result of an extreme wind event (tornado watch/warning) for the St. Charles area and have special needs that we should be aware of, please complete this form as necessary and mail or bring to:

**Attn: District Safety Coordinator
Orchard Farm R-V School District
Administration Office
3489 Boschertown Road
St. Charles, Missouri 63301**

Orchard Farm Early Childhood Center will accommodate your special needs to the best of our ability once you arrive at the Safe Room. The school cannot provide any services to you that are required off campus such as transportation to and from the Safe Room.

| Name | Street Address | Phone | Email |
|----------------------------|----------------|-------|-------|
| | | | |
| Please list Special Needs: | | | |

If you require the aid of an animal such as a Seeing Eye dog and want to bring it to the Safe Room with you, the following is required. Please circle the appropriate response:

I require an aid animal: Yes No

The aid animal must remain leashed or harnessed. Proper official documentation must be presented to identify the animal is a certified aid animal before it will be allowed inside the Safe Room. You should prepare an evacuation kit for your aid animal and bring it with you. Items to include in an emergency evacuation kit:

- Animal Identification (aid animal documentation, collar/harness tag, 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.

Appendix 3—Safe Room Maintenance Plan

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

Tornado Safe Room Equipment and Supplies List

Keep this list posted in the Safe Room Office/storage area.

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

The following MUST be kept within the Safe Room area:

COMMUNICATION EQUIPMENT (To be kept in the Safe Room 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 Safe Room Operations Plan

EMERGENCY EQUIPMENT:

- 10 Flashlights (with back-up batteries)
- 2 Fire extinguishers

FIRST-AID SUPPLIES (Basic first aid kits are required and to be kept in the Safe Room office):

- First-aid handbooks
- Non-prescription drugs (such as aspirin and non-aspirin pain reliever medication)
- Adhesive tape and bandages in assorted sizes
- Scissors
- Tweezers
- Safety pins in assorted sizes
- Non-latex gloves
- Antiseptic solutions
- Antibiotic ointments
- Waterless alcohol-based hand sanitizer
- Instant heat packs
- Instant ice packs

WATER: Water will be available from drinking fountains within the Safe Room.

OTHER SUPPLIES (Optional – items determined necessary by the committee):
These items will be kept in the storage room.

- Package disposable diapers
- Box sanitary napkins
- Toilet paper and facial tissue
- Paper towels and/or napkins
- Towels and moistened wipes
- Disinfectants and chlorine bleach
- Trash containers and liners

EMERGENCY GENERATOR:

- The tornado Safe Room is equipped with an emergency back-up gas-powered generator that will supply the Safe Room area with electrical service for a minimum of 2 hours.
- The school's Buildings and Grounds Supervisor 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 at the time of an emergency.

Appendix 4—Tornado Safe Room Inspection Certification Form

The Tornado Safe Room building and Safe Room related equipment, as posted in the Safe Room manager's office, is to be inspected on a weekly basis and/or after every tornado event. Please respond to the following:

| Item | Yes | No | Action | Name and date |
|--|-----|----|--------|---------------|
| 1 NOAA Weather radio plugged in, working and turned to the alert position. (Extra batteries located in FEMA cabinet) | | | | |
| 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 Safe Room equipment and supplies list - stocked and stored properly. | | | | |
| Other: | | | | |

Appendix 5—Emergency Call List

St. Charles Fire Department

3201 Boschertown Rd, St. Charles, MO 63301

Emergency: 911

Non-Emergency: (636) 949-3250

City of St. Charles Police Department

1781 Zumbuhl Rd, St. Charles, MO 63303

Emergency: 911

Non-Emergency: (636) 949-3300

City of St. Charles Emergency Management

3201 Boschertown Road, St. Charles, MO 63301

Office: (636) 949-3250

After Hours Emergency:

St. Charles County Emergency Management Office

301 N. Second St, Rm 280, St. Charles, MO 63301

Phone: (636) 949-3023

After Hours Emergency: (636) 949-3023