

Hello. We Hope this Newsletter finds you doing well.

Tornado Season

Prepared and written by
Scott Van Den Bosch

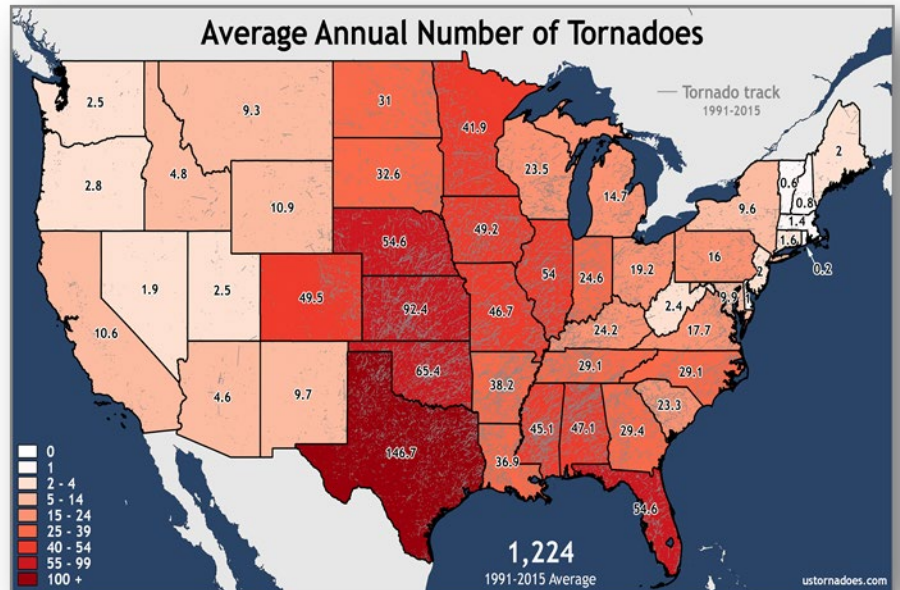
It's coming ...are you and your employees prepared?

Along with the blossoming flowers and fresh air that comes the season of spring, comes also the inevitability of severe weather. Namely Tornadoes. Even in Michigan, who according to the National Weather Service, ranks 20th in the nation in occurrence, there has been several deaths, injuries, and destruction due to Tornadoes.

Taking precautions in advance of the storms, such as developing an emergency plan, learning the warning signs, and monitoring tornado watches and warnings, can help you stay safe if a tornado occurs in your area.

Where to start with your Company?

A good place to start is to first assess your facility. Spend the time to walk thru your facility...look at building structure locations, what are the tasks, number of employees, hazards and exposures within your building or perhaps just beyond its walls (other companies nearby). Get an overall picture of what you are



working with - and how to mitigate as many exposures as possible. Next, taking your initial assessment into consideration, develop and implement an Emergency Plan (EAP) as prescribed by OSHA (29 CFR 1910.38).

Tip: using a good template will make this process much easier; CRS can help you with this!

Remember, this EAP should be in writing, kept in your facility, and be made available to employees for review at any time. **An exception:** if you have 10 or fewer employees you may communicate this plan orally to employees, but it's still recommended you create a written plan to support overall effectiveness!

This plan shall include the following:

- Procedures for reporting emergencies,
- Procedures for emergency evacuation, including type of evacuation and exit route assignments.
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
- Procedures to account for all employees after evacuation.
- Procedures to be followed by employees performing rescue or medical duties.
- The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

Locate and establish severe weather shelter(s).

Choosing low lying shelter areas such as basements are best. If you don't have such an area, find interior room on lowest area with **no windows**. Bathrooms and central office areas are commonly using. But make sure you have enough space for all employees! Also, remember to place SIGNAGE at these areas to designate them.



Establish an employee alarm system. Choose an alarm system that is distinctive and a recognizable signal for each purpose (Tornado, Fire, etc.). Steam whistles, air horns, strobe lights or similar lighting devices, or tactile devices are considered to meet this requirement for approval.

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Train all employees. This is by FAR the most critical step in emergency preparedness! Take the time to train to ALL your employees, both initially & periodically, with your EAP procedures & responsibilities, including perhaps the most important aspect of training.... completing **drills!**

Make it a point to conduct periodic tornado (and fire) drills. Our schools do it.... why don't you?

Review your plan. Remember to take the time to review this plan initially, when employee's responsibilities or designated actions under the plan change, or if the plan itself has changed. It's also recommended that you look at them each time your complete training/drills as well!

Resource: OSHA Emergency Action Plans 1910.38



P.O. Box 505, Novi, MI 48376 Phone 248-344-8550, Fax 248-344-8560
www.crsmi.com

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