

Don't wait until a tornado is looming.

HOW TO PREPARE, PROTECT AND PREVENT DAMAGE BEFORE A TORNADO HITS

By the time a tornado warning is issued, it's too late to come up with a plan. Employers are responsible for the health and safety of its workers, including during severe weather. Don't get caught in the rain without an umbrella. Contact your Risk Control Consultant to create an emergency action plan today!

Before a tornado:

PREPARE: Create an emergency plan.

1. Determine a shelter location (lowest floor with no windows, doors or wide-span roofs; avoid gymnasiums, auditoriums or cafeterias).
2. Compile an emergency supply kit in the shelter location.
3. Create a roster of employees and designate certain tasks along with a secondary alternate.
4. Keep an updated inventory of items that may need to be replaced in the event of damage.

PRACTICE: Conduct a drill to familiarize employees with the emergency plan. Test your alarm system used to notify employees, and identify the most effective routes employees should take to get to the shelter.

During a tornado:

ALERT: Upon notification of a tornado warning, immediately sound the alarm system to notify employees. Continue to listen to the Emergency Alert System (EAS) or National Oceanic and Atmospheric Administration (NOAA) weather radio for current information and instruction.

ACCOUNT: Take a head count of all employees, visitors and customers as they arrive in the shelter.

AVOID: If you are outside, seek shelter inside a sturdy building; sheds and storage facilities are not safe. Shield your head and neck with your arms and hands.

After a tornado:

CONTINUE: to listen to the EAS or NOAA for updated information.

CONFIRM:

- Recheck that all employees, visitors and customers are accounted for and unharmed.
- Do not use open flames, appliances or operate light switches until you confirm there are no gas leaks. Call 911 immediately, if one is detected.
- Assess the damage. Before assessing damage, protect yourself by wearing long pants and sturdy, close-toed shoes. Avoid downed power lines, trees, and stay out of damaged buildings.

COMMUNICATE: Notify your insurance company of the damage. Take pictures to provide for early damage assessment.

To report a claim to FCCI:

1. Call 1-800-226-3224, option 1
2. Email newclaim@fcci-group.com
3. Visit www.fcci-group.com > Login to access ExpressServe > Report a Claim

Resources: <https://www.osha.gov/dts/weather/tornado/preparedness.html>; <https://www.ready.gov/tornadoes>

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