

In the event of severe weather or a tornado warning an **Severe Weather Action Plan** will be activated and the procedures described below are to be followed:

I. **Severe Weather Action Plan**

- a. The safety coordinator or a safety committee member in the absence of the safety coordinator has the authority to initiate the severe weather action plan.
- b. Receptionist is to announce, by the intercom, that severe weather is approaching or a tornado warning has been issued for our area.
 - i. In the event of a power outage and the intercom is not available, employees should be informed verbally, in a calm manner, of the approaching weather.
- c. **All Departments, Vendors, and Visitors** need to report to the Creative Services department, the Variable Print department or the Prepress room to wait out the weather.
 - i. While taking the fastest route to the Creative Services department, the Variable Print department or the Prepress room and without taking an obvious risk to personal safety, the Safety Coordinator should check any bathrooms, closets, or rooms for anyone who may not have heard the warning.
 - ii. Once at the Creative Services department, the Variable Print department or the Prepress room, if time permits as severe weather can appear almost with little or no warning, employees should report to their manager.
 - iii. It is the manager's responsibility to confirm all employees are accounted for.
 - iv. In the event an employee is missing, without taking an obvious risk to their personal safety, Safety Committee member should try to locate the employee.

II. **Protective Measures During the Storm**

- a. Do NOT use telephone lines except for emergencies, as lightning can travel through phone lines.
- b. Do NOT use electrical equipment!
- c. Avoid contact with metal.
- d. If possible, get under a desk and/or cover yourself with anything that can protect you from flying debris including using your arms to protect your head and neck.
- e. ONLY the Safety Committee member who initiated the action plan has the authority to give the "All Clear." NO ONE is allowed to leave the Creative Services department, the Variable Print department or the Prepress room until the "All Clear" is given.

III. **After the Storm – Do Not Be Deceived**

- a. Lightning can still strike long after it is last heard. Good rule of thumb is to wait 30 minutes after the last clap of thunder before exiting the building.
- b. Tornadoes generally occur near the trailing edge of a thunderstorm with clear, sunlit skies behind it. Because of this, before a tornado hits, the wind may die down and the air become very still. Good rule of thumb is to wait 30 minutes after the wind has died down before exiting the building.
- c. 50% of tornado-related injuries occur AFTER the storm during rescue attempts, cleanup, and other post-tornado activities. Take precautions if there is debris from a storm lying around. Be aware of broken glass, exposed nails, downed power lines and other potential hazards.

IV. Hazardous Weather Conditions

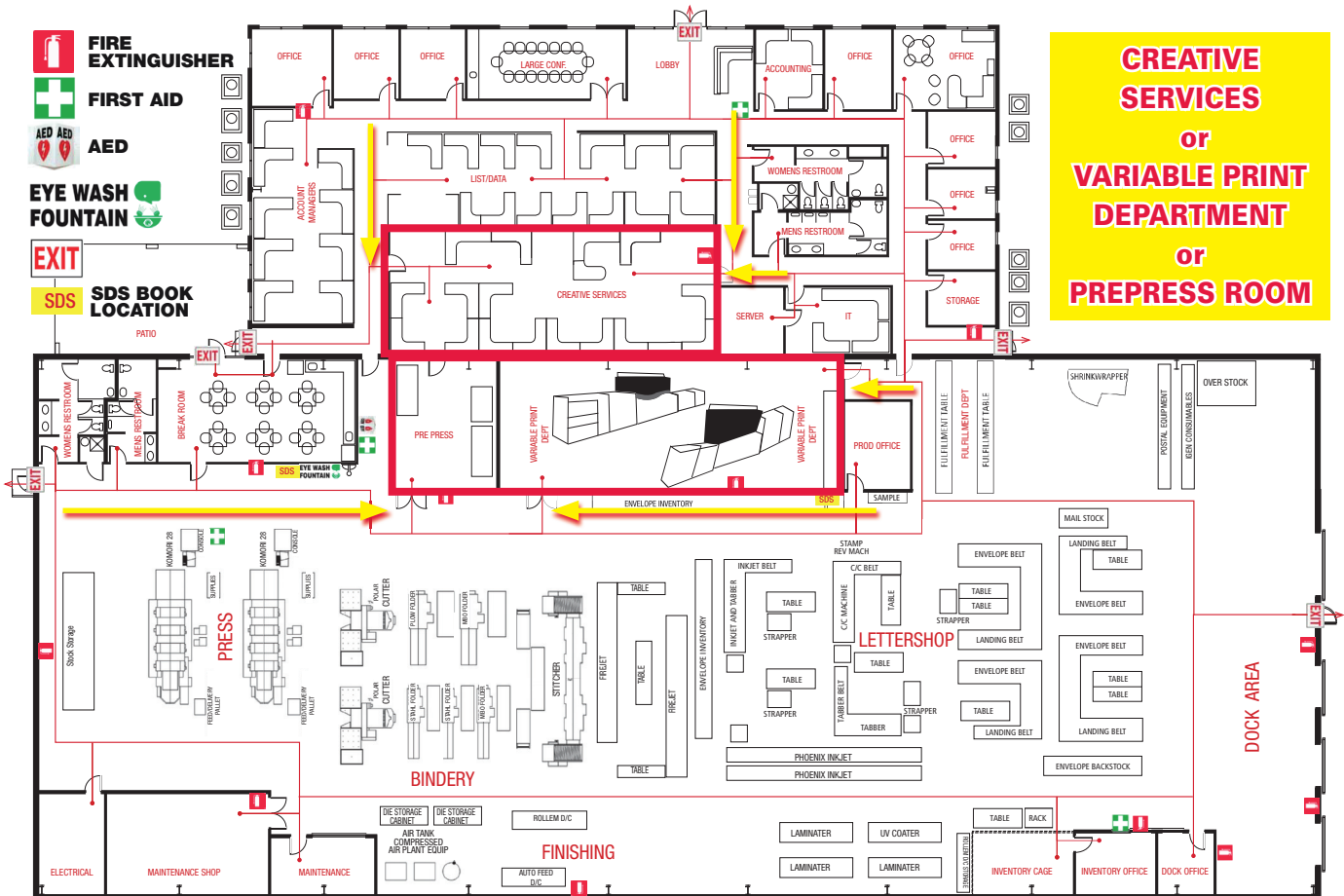
We realize that bad weather or hazardous commuting conditions may occasionally make it impossible for employees to report to work on time.

However, you are expected to make a diligent effort to report to work when conditions have improved. If you determine that you are unable to report to work because of the conditions, inform your manager as soon as possible.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call the office at 386-736-9998. If there is no answer within one hour after the normal start time, assume the office is closed.

The Creative Services department, the Variable Print department and the Prepress room have been outlined & identified below.

SEVERE WEATHER DESIGNATED LOCATION



**By electronically signing, I acknowledge I have read, understand and agree to this document.*