

ICS Form 201

INCIDENT BRIEFING	1. Incident Name Tornado/Severe Weather	2. Date Prepared 9/2/2014	3. Time Prepared AM
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4. Map Sketch/



Safe Areas

Tornado Watch – Conditions exist for a tornado to form.
 Tornado Warning – A tornado has been sighted in the area.

In the event of a Tornado Warning or Severe Weather, students will move to the nearest assigned safe area and sit on the floor. Students do not need to bring a book to cover their heads and may sit with their backs to the wall or facing the wall. If students are in a hall with a door or window at the end of the hall, the students should have their backs to the door or window. Students do not need to sit single file, but an aisle should be maintained for teachers to move in the hallway.

ICS 201	5. Prepared by (Name and Position) Jenniffer Kauffeld, Principal
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6. Summary of Current Actions

1. In the event of a Tornado or Severe Weather Warning, have your radio on the District Emergency Channel.

2. Make sure your weather radio is working.

3. When you hear there is a tornado or severe weather warning, immediately move your students in the marked rooms to safe areas. Buckeye Woods Tornado Safety Plan
First called- 103,104,105,106,107 go to the library, sitting in their assigned areas. 309 go to the cafeteria birthday room. 703,704 go to the intermediate bookroom. 301,308 go to the cafeteria, sitting along the storage room and stage wall. 302,303 go to the cafeteria, sitting along the kitchen serving lines. 304 go to the cafeteria, sitting along the dock and music room wall with 305 sitting right behind 304. 306,307 go to the cafeteria, sitting along the music room wall. 209,208,207,206,205 come out of Pine Grove, going to the right down the back hallway. 201,202,203,204 come out of Pine Grove, going to the left down the front hallway. 209 go into the cafeteria, sitting along the birthday room outer wall. 208 into the cafeteria, sitting along the art room wall. 207 sitting in the hallway on the cafeteria side, 206 sitting in the hallway on the staff lounge side. 205 sitting behind 206 in the hallway. 201 sitting left of the restrooms. 202 sitting along the wall opposite the restrooms. 203 sitting on the office side. 204 sitting on the gym side. 101,102,108,109 to the parking lot hallway outside 501,502. 101,102 sitting in the hallway in front of 501. 108,109 in the hallway sitting on the gym side. 501,502 in the hallway outside 502. 401, 402 move to assigned homeroom areas.

4. During a drill, teachers and students in safe rooms do not need to move to the floor. However, in the event of a real event, they should sit on the floor close to the walls. Visitors and Parent Volunteers are to stay with their homeroom.

5. Although you may allow parents into the building and into safe areas, students are not to leave the building during a Tornado or Severe Weather Warning.

6. Once the Tornado or Severe Weather Warning is over, you will be notified over the District Emergency Channel to resume normal activities.

7. During an actual event, cooks must turn off all open flames and heat sources.

UNIT LOG		1. Incident Name Tornado/Severe Weather	2. Date Prepared 9/2/2014	3. Time Prepared AM
4. Unit Name/Designators Robin Parker and Sally Bailey		5. Unit Leader (Name and Position) Jenniffer Kauffeld, Principal		6. Operational Period 2014-2015 School Yr.
7. Personnel Roster Assigned				
Name		ICS Position	Contact Numbers	
Jenniffer Kauffeld		Incident Commander	740.438.2123	
Karen Bentley		Deputy Commander	614.571.8246	
Robin Parker		Resources	614.296.0676	
Sally Bailey		Resources	614.783.7554	
Sandra Bachman		First Aid	614.354.0158	
Tania Schlichter		Student Care	740.505.3761	
Melissa Alexander		Student Care	614.832.2936	
Jill DePriest		Student Care	614.329.7180	
Teresa Grubb		Student Care	614.558.7479	
Jim Brooks		Safety	614.309.2834	
Anna Juenger		Accountability	513.490.5862	
Cheryl Ames		Accountability	614.989.1420	
8. Activity Log				
Time	Major Events			
9. Prepared by (Name and Position) Jenniffer Kauffeld, Principal				

INCIDENT ACTION PLAN SAFETY ANALYSIS	1. Incident Name Tornado/Severe Weather			2. Date 9/2/2014	3. Time AM
Area	Potential Hazards			Mitigations (e.g., PPE, buddy system, escape routes)	
	Type of Hazard:	Type of Hazard:	Type of Hazard:		
Room 501	Mobility			Staff assigned to Room 501 will be accountable and ask Resources for assistance if necessary.	
Room 502	Mobility			Staff assigned to Room 502 will be accountable and ask Resources for assistance if necessary.	
Prepared by (Name and Position) Jenniffer Kauffeld, Principal					