**Tornado Warning Response Training 2020**

**Tornado Response Plan** – section ER-04

1. Laboratory personnel should refer to hospital plan for instructions. <https://home.stjude.org/ehs/Policies/er-04.pdf>. (Read this for quiz answers)
2. **Tornados move quickly and staff must respond immediately to shut down processes and move to safety.**
3. **Patients are moved to safety by nursing staff during an active tornado warning, so nursing staff are busy keeping patients and themselves safe. All patient movement is stopped. Staff must evacuate the laboratory to protect themselves.**
4. When a Tornado Warning is issued for Shelby County and downtown Memphis is in the projected path of the storm, the Director of Security (or designee) immediately instructs the PBX Operator to make the following announcement over the institution’s and the TTU building’s intercom systems and to repeat it once each minute for 5 minutes:
**“YOUR ATTENTION PLEASE! A TORNADO WARNING HAS BEEN ISSUED FOR SHELBY COUNTY AND DOWNTOWN MEMPHIS IS IN THE PROJECTED PATH OF THE STORM. PLEASE MOVE AWAY FROM EXTERIOR WINDOWS, CLOSE ALL DOORS, AND MOVE TO YOUR BUILDING’S PLACE OF SHELTER.”**
5. The Director of Security (or designee) also emails this same message to *Everyone at St. Jude* and utilizes the SJ ALERT system to text this message to all cell phones in the system.
6. Each St. Jude owned building has an area designated as the Tornado Shelter for that building’s occupants. Some of our multi story buildings have primary, secondary and tertiary shelter areas. Employees in these buildings are responsible for escorting any patients, family members, vendors or other visitors to the designated shelter area. Departmental staff should take their cell phones and weather radios with them when moving to shelter areas in order to monitor developments and to receive warning cancellations or expirations.
7. Evacuation to the basement / plaza level is always the safest location. However, should immediate safe areas of refuge be needed, they are listed in order of Primary Shelter, then Secondary Shelter, and Tertiary Shelter:
	1. **PCC, Shadyac/ALSAC Tower, DTRC, IRC, Chili’s Care Center, Kaye Research & Care Center
	Primary shelter – corridors on the Plaza level
	Secondary shelter –stairwells without glass exterior
	Tertiary shelter – central corridors or rooms without exterior windows (ex. restrooms) on any floor**
		1. 3rd floor Shadyac/ALSAC Tower - plaza level (primary), stairwell (secondary), C3014 and restrooms (tertiary)
		2. 4th floor Shadyac/ALSAC Tower - plaza level, stairwell, interior labs without windows and restrooms
		3. 5th floor Shadyac/ALSAC Tower - plaza level, stairwell, C5024, C5029, C5001A, restrooms
		4. Blood Donor Center, PCC tower - plaza level, stairwell, B1122A, B1122B and B1122C,
		5. St. Jude Biorepository, D1054/D1053, DTRC - plaza level, stairwell (given the number of exterior glass windows, doors, and ceiling in this building, the tertiary shelters may not be safe)
		6. Clinical Genomics, Chili's Care Center - plaza level, one stairwell with no windows northeast corner of the building (given the number of exterior glass windows and doors in this building, the tertiary shelters may not be safe)
		7. DTRC 4th floor Pathology Research - plaza level, stairwell, D4035, D4035A, D4029, D4026A, D4047A (given the number of exterior glass windows, doors, and ceiling in this building, the tertiary shelters may not be safe)
		8. KRCC, IA2215, Frozen Section Lab - plaza level, stairwell in CCC, (given the number of exterior glass windows and doors in this building, the tertiary shelters may not be safe)
		9. ZZ Building (Pathology file/block storage) and Shared Resource Building: interior corridors