

# Tornado Watch Procedures

If a tornado watch has been issued for the area, check your phone frequently for updates. Any weather app on your phone will be following the situation, or you can check local weather websites on your computer. If these options aren't available, there's a clock radio in the waiting room that you can use. Local stations will be posting updates.

*If you or your clients want to leave the office to go home, please check first to see if a tornado warning has been issued.. A tornado watch means that conditions are present for tornadoes to form. **A tornado warning is much more serious and indicates that a tornado or severe storm has formed or is about to form in the area.***

If there's a tornado warning in the immediate area, you are likely to get an emergency text message on your cellphone, along with a loud buzzing sound.

**In the event of a tornado warning:**

**Do not attempt to leave to drive home and advise clients not to leave to drive home. Is it safer to stay inside a building.**

**Move away from any windows and away from exterior walls. Leave offices 1,2, 3, 4, and 5. The best place to be in a tornado is the most interior, lowest part of any space. Since our office is a row house, the most interior space would be the back left of the office - the area including room 7 and the kitchen. Bring clients with you if they are present.**

**Stay inside these rooms. If a storm is nearby, crouch on the ground and cover your head with your hands. If possible, seek shelter under a table.**

**Continue to check for updates. Please do not attempt to leave until the tornado warning has ended.**

**Call 911 if needed if anyone has been injured.**

