

# SEVERE WEATHER/CIVIL DISTURBANCES

## SEVERE WEATHER

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### **TORNADOS - HIGH WINDS:**

1. Tenant's emergency coordinator should stay alert to changing weather conditions during seasons of severe weather (monsoon season in Arizona).
2. When you see a funnel cloud or hear tornado WARNINGS or see evidence of high winds, instruct occupants to take cover immediately.
3. Go to the innermost portion of the building on the lowest floor possible.
4. Avoid windows, glass doorways and auditoriums not protected by overhead floors and rooms.
5. DO NOT USE ELEVATORS.
6. Protect your head and make yourself a small target by crouching down.
7. Generally, the Northeast area of a building or the stairwell is the safest area.

### **FLOODING:**

In the likelihood of flooding in the area where the safety of employees and visitors is threatened, the building management office will monitor National Weather Service and other emergency advisories to determine necessary action, such as closure of certain offices. In the event that the closing of an office is necessary, the property manager will communicate with all affected businesses regarding authority for such closure.

#### **IF FLOODING OCCURS IN YOUR BUILDING:**

1. Notify a supervisor and building management.
2. Secure your area and vital records. Prepare to receive and comply with directions from Emergency Personnel.
3. USE EXTREME CAUTION around appliances and outlets near the leak and/or water.
4. If you know the source of the water and can safely stop it, do so CAUTIOUSLY.

### **DURING AN EARTHQUAKE:**

1. Take cover underneath a desk or table. PROTECT YOUR HEAD AND NECK.
2. Stay away from windows and objects which could fall on you.
3. Stay where you are – DO NOT RUN OUTSIDE, falling debris may cause injury.
4. DO NOT USE ELEVATORS.
5. If OUTDOORS, stay in an open area. DO NOT enter the building.

### **AFTER AN EARTHQUAKE – AFTERSHOCKS:**

1. Be prepared for AFTERSHOCKS. Do not return to your office until directed.
2. Give first aid to injured people.
3. DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY.
4. Alert Emergency Personnel and/or Supervisors to anything needing their attention.
5. DO NOT USE THE PHONE except to report fires or medical emergencies.
6. Go to the interior of the building staying away from the exterior walls. Avoid glass and equipment.
7. Wait for and follow instructions from Emergency Personnel
8. Be prepared to evacuate if necessary. (See EVACUATION section).

**If directed to evacuate, do so according to the EVACUATION section of these directions.**

# SEVERE WEATHER/CIVIL DISTURBANCES

## CIVIL DISTURBANCES

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Civil Disturbances are generally rioting and demonstrations, marches, groups and assemblies that have become riotous, or threatening to individuals.

1. Restrict both employee and visitor movement in your area.
2. Prepare for evacuation or relocation
3. Secure your area (lock doors, safes, vital records, etc).

Notify your supervisor or division director and building management, if they have not been informed.