

The Russell Inn Hotel and Conference Centre aims to protect workers from the anticipated hazards associated with the response and recovery operations that workers are likely to conduct. The Russell Inn develops a tornado response plan to ensure safety for all employees and our guests.

### **Before the tornado:**

#### **Know your Evacuation Plan:**

The Workplace Health and Safety committee identifies *shelter locations* for each department.

#### **Russell Inn Building:**

- Maintenance personnel will make sure that the doors to the basement for evacuation is unlocked upon receiving a **tornado warning**. (Watches are to stay aware, Warnings are serious!). Maintenance personnel are to stay inside the building.
- Kitchen, Restaurant and Bar Staff will proceed in the bar lounge (inside room).
- Front Desk will proceed in the bar lounge (inside room).
- Administration and Housekeeping staff will proceed at the 400 basement.
- If any staff have time to get to the 400 basement, please do so as this is the safest spot.

#### **C-Store Building:**

- C-Store and Beer Store staff will proceed to the back storage room of the C-Store building (spot will be marked).
- Subway staff will proceed to their kitchen.
- Tim Hortons will proceed to the backroom of the C-Store building if possible. If C-Centre backroom is not accessible, Tim Hortons Kitchen may be used as a shelter location.

***\*Staff are responsible to take the customers/guests to the shelter location to the point of undue hardship. (Ex. If a guest won't cooperate, protect yourself and take shelter)***

***\*Each department's first aiders will take a headcount of the staff and customers in the shelter.***

### **During the tornado:**

- Stay away from doors, windows and outside walls
- Stay in the centre of the room and avoid corners because they attract debris

Staff that are caught outside during the tornado must seek shelter in a basement or a sturdy building. If one is not within walking distance, try to drive in a vehicle, using a seat belt, to the nearest shelter. If flying debris is encountered while in a vehicle, there are two options:

- staying in the vehicle with the seat belt on, keeping your head below the windows and covering it with your hands or a blanket, or
- if there is an area which is noticeable lower than the roadway, lie in that area and cover your head with your hands.

### **After the tornado:**

- First aider will again take a headcount of the people in the shelter.
- Perform first aid if needed and report emergency and injuries.
- Tune into the weather channel and special alerts from the local authorities.

Tornadoes are rotating columns of high winds. Tornadoes can be hard to predict and can move up to 100 km/hour and leave a long path of destruction including uprooted trees, overturned cars, and demolished houses. Beware of flying debris. Even small objects such as sticks, and straw can become dangerous.

Although they usually strike in the afternoon and early evening, they have been known to strike at night as well. Most tornadoes occur in June and July although the season extends from April to September.

### **Tornado Warning Signs:**

- Severe thunderstorms.
- An extremely dark sky, sometimes highlighted by green or yellow clouds.
- A rumbling or whistling sound similar to the sound of a freight train.
- A funnel cloud at the rear base of the thundercloud, often being a curtain of heavy rain or hail.

### **Avoid cars and mobile homes**

- More than half of all deaths from tornadoes happen in mobile homes.
- Find shelter elsewhere, preferably in a building with a strong foundation.
- Beware of flooding from downpours and be prepared to move.

### **In all cases:**

- Get as close to the ground as possible, protect your head and watch for flying debris.
- A tornado is deceptive. It may appear to be standing still but it is, in fact, moving toward you.
- Check for updates with Environment Canada or The Weather Network.
- [www.weather.gc.ca](http://www.weather.gc.ca)
- [www.theweathernetwork.com](http://www.theweathernetwork.com)