



COMMUNITY SAFE ROOM OPERATIONS PLAN

**JASPER COUNTY R-V SCHOOL DISTRICT**

**Jasper County R-V School Community Safe Room**

201 W. Mercer Street  
Jasper, Jasper County, Missouri 64755

**Jasper County R-V Schools - Community Safe Room  
Operations Plan (CSOP)  
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## **Introduction**

This Tornado Safe Room Operation Plan was developed for the express purpose of defining the duties and responsibilities of individuals and to document plans of getting students, staff, and community members to the safe room. Key personnel are identified by the titles in the following sections. When severe weather is eminent the steps outlined in this operations plan should be used to get people to safety. Also, during normal operations, the safe room should be evaluated to ensure it is readily available to accept people seeking Safe Room at a moment's notice.

Developing and implementing a solid Safe Room Operation Plan is central to the effectiveness of the Jasper County R-V School District Community Tornado Safe Room. The population protected by the safe room includes the students and staff who use the elementary and high school facilities along with surrounding residents within a half mile radius of the safe room. The maximum occupancy of the facility during tornadic events is 1,615 people.

If key personnel change, this document should be revised to reflect the changes. The site coordinator shall review this document on an annual basis, and update as required.

## **Definitions**

**Tornado Warning** - A tornado warning is a product issued by the National Weather Service (NWS) to local authorities and the general public indicating that a tornado is either imminent or has been reported. A warning indicates the need to take action immediately to protect life and property.

**Tornado Watch** - A product issued by the National Weather Service (NWS) to local authorities and the general public indicating that the conditions for the formation of a tornado are favorable. A watch is a recommendation for planning, preparation, and increased awareness (i.e., to be alert for changing weather, listen for further information, and think about what to do if the danger materializes).

**Short-Fuse Warning** – A warning by the NWS for a local weather hazard of relatively short duration. Short-fuse warnings include tornado warnings, severe thunderstorm warnings, and flash flood warnings. Tornado and severe thunderstorm warnings typically are issued for periods of an hour or less, flash flood warnings typically for three hours or less.

**Primary Safe Room Area (FEMA)** – A room designed to meet all Federal Emergency Management Agency specifications for severe weather and high wind events.

**Secondary Safe Room Area** – Areas identified within a building, other than the primary Safe Room, which offer a similar place of safety. The areas offering the greatest protection are located in the center of the building with no exterior walls, outside windows, skylights or doors. Small areas such as restrooms, offices and interior classrooms offer some protection.

## **Key Personnel for Safe Room Operation**

Title, contact information, and responsibilities for the implementation of this Community Safe Room Operations Plan (CSOP) are listed below.

### **Site Coordinator**

Name: Kathy Fall or current superintendent

Position: Superintendent

Jasper County R-V School District

Landline Phone: 417-394-2416

Cell Phone: 618-303-8368

### **Assistant Site Coordinator**

Name: Chris Mooney

Position: Paraprofessional

Jasper County R-V School District

Landline Phone: 417-438-6131

Cell Phone: 417-291-5481

### **Duties and responsibilities of the Site Coordinator and/or Assistant Site Coordinator include:**

- Organizing/coordinating the CSOP.
- Ensure that the community Safe Room Operations Plan is periodically reviewed and updated as necessary
- Ensure that personnel are in place to facilitate the CSOP.
- Ensure that all aspects of the CSOP are implemented.
- Develop community education and training programs.
- Set up first-aid teams.
- Coordinate Safe Room evacuation practice drills and determine how many should be conducted in order to prepare for a real event.
- Conduct regular community meetings to discuss emergency planning.
- Prepare and distribute newsletters to area residents.
- Distribute phone numbers of key personnel to area residents.

Assistant Site Coordinator responsibilities include performing duties of the Site Coordinator when the Site Coordinator is unable to carry out the responsibilities, and also perform duties as assigned by the Site Coordinator and/or Assistant Site Coordinators.

### **Equipment Manager**

Name: Kathy Fall or current superintendent

Position: Superintendent

Jasper County R-V School District

Landline Phone: 417-394-2416

Cell Phone: 618-303-8368

### **Assistant Equipment Manager**

Name: Chris Mooney  
Position: Paraprofessional  
Jasper County R-V School District  
Landline Phone: 417-438-6131  
Cell Phone: 417-291-5481

### **Duties and responsibilities of the Equipment Manager and/or Assistant Equipment Manager include:**

- Understand and operate all equipment (including communication, lighting, safety equipment, and Safe Room doors).
- Maintain and update, as necessary, the Safe Room Maintenance Plan.
- Ensure that equipment is maintained year-round and working properly. Inform the Site Coordinator if equipment is defective or needs to be upgraded.
- Purchase supplies, maintain storage, keep inventory, and replace outdated supplies.
- Replenish supplies to pre-established levels following Safe Room usage.
- Monitor radio and provide information to Safe Room occupants during a high-wind event.
- Determine when it is safe to leave the Safe Room after a high-wind event.

### **Signage Manager**

Name: Kathy Fall  
Position: Superintendent  
Jasper County R-V School District  
Landline Phone: 417-394-2416  
Cell Phone: 618-303-8368

### **Assistant Signage Manager**

Name: Bob Overton  
Position: Maintenance  
Jasper County R-V School District  
Cell Phone: 417-793-4370

### **Duties and responsibilities of the Signage Manager and/or Assistant Signage Manager include:**

- Determine what signage and maps are needed to help intended Safe Room occupants get to the Safe Room in the fastest and safest manner possible.
- Prepare and/or acquire placards to be posted along routes to the Safe Room throughout the community that direct intended occupants to the Safe Room.
- Ensure that signage complies with ADA requirements including those for the blind.

- Provide signage in other languages as appropriate for the intended Safe Room occupants.
- Work with the Equipment Manager to ensure that signage is illuminated or luminescent after dark and that all lighting will operate if a power outage occurs.
- Periodically check signage for theft, defacement, or deterioration and repair or replace signs as necessary.

**Notification Manager**

Name: Kathy Fall or current superintendent  
 Position: Superintendent  
 Jasper County R-V School District  
 Landline Phone: 417-394-2416  
 Cell Phone: 618-303-8368

**Assistant Notification Manager**

Name: Faith Jeffries  
 Position: Superintendent Secretary  
 Jasper County R-V School District  
 Cell Phone: 417-214-1086

**Duties and responsibilities of the Notification Manager and/or Assistant Notification Manager include:**

- Utilize the all call phone/text/e-mail system to notify community members. Also, use snow calling tree to notify staff members.
- Message to send when a tornado watch is in effect: “The purpose of this message is to inform community members that the tornado safe room will be open if a tornado warning is issued by the National Weather Service, at which time you should proceed to the safe room. Please inform others who might not receive this message, especially anyone deaf or hard of hearing or those people with special needs. Thanks.”

**Field Manager**

Name: Kathy Fall  
 Position: Superintendent  
 Jasper County R-V School District  
 Landline Phone: 417-394-2416  
 Cell Phone: 618-303-8368

**Assistant Field Manager**

Name: Chris Mooney  
 Position: Paraprofessional  
 Jasper County R-V School District  
 Landline Phone: 417-438-6131  
 Cell Phone: 417-291-5481

**Duties and responsibilities of the Field Manager and/or Assistant Field Manager include:**

- Ensure that Safe Room occupants enter the Safe Room in an orderly fashion.
- Pre-identify Safe Room occupants with special needs such as those who are disabled or who have serious medical problems.
- Arrange assistance for the Safe Room occupants who need help in getting to the Safe Room (all complications will be anticipated and managed prior to the event to the best of our ability). Note: The Field Manager is responsible for arranging necessary assistance for members of the student body with special needs. Members of the general public within the target area with special needs will be identified via response from the initial Safe Room notification letters. The list of special needs persons will be identified in Appendix 2 of the plan. Update the list at a minimum annually and as information is provided to the School.
- Safe Room doors will be closed and locked based upon confirmation of when all students are accounted for and in the Safe Room and/or when no more citizens are seen coming to the Safe Room. A judgment call may be required as to when to secure the Safe Room if a tornado is imminent.
- Administration and overseeing first-aid by those trained in it.



## **Activating the Safe Room Operation Team and implementing the Safe Room Operation Plan for evacuating students to the Tornado Safe Room During School Hours.**

During normal school hours (8:00 AM -3:45 PM) when a tornado watch is issued for Jasper County, the site coordinator will notify the principal of the Elementary School that the county is under a tornado watch. The designated safe room area will be cleared if necessary and readied for occupancy should a warning be issued. The secondary uses of the safe room are a gymnasium and cafeteria area. Some clearing may be required for the safe room to be prepared for occupancy.

Surrounding residents should use weather radios or tune into local radio or TV stations to apprise themselves when severe weather is expected in the area. Surrounding residents that are “at risk” will be allowed to seek Safe Room in the safe room area when a watch is issued.

During normal school hours (8:15 AM -3:15 PM) when a tornado warning is issued (tornado sirens activated) by the County’s Emergency Management Director or Jasper County’s 911 Director, the students will be evacuated from their classrooms and proceed to the tornado safe room along the prescribed routes described below and illustrated on the attached floor plan evacuation route maps. Room evacuation route maps to the Safe Room shall be posted on the inside wall by the door of each classroom of the school buildings and distributed to each teacher. Residents surrounding the safe room will be expected to proceed to the safe room in a safe and orderly fashion.

The weather will continue to be monitored by the Field Manager and the Safe Room will remain open until the severe weather has abated and the National Weather Service has canceled the warnings and watches or they have expired.

**Evacuation routes for Elementary and High School**

**THE TORNADO SIGNAL WILL BE ONE LONG CONTINUOUS BELL.**





## **Staffing and Operating the Safe Room During Non-School Hours.**

During non-school hours (before 8:15 AM and after 3:15 PM) the operations of the Safe Room will depend on the assistance from the key personnel as outlined below.

School staff members are assigned to a rotating on-call list that is posted in the Superintendent's office and given to those who are on-call for after school hours when the National Weather Service is predicting severe weather. Those responsible for acting as the Field Manager(s), Assistant Field Manager(s), Equipment Manager and Assistant Equipment Manager(s) will perform the same duties as outlined above. When a tornado watch is issued the safe room will be unlocked and prepared for occupancy. When a tornado warning is issued (tornado sirens activated) by the County's Emergency Management Director or Jasper County's 911 Director surrounding residents will seek Safe Room in the safe room. After the tornado event is over the Site Manager will activate the remaining operation team members and their duties will commence as necessary as outlined above.

The on-call staff members will be selected after review and discussion with the Superintendent. Criteria for selection will include where the staff member lives, willingness to serve, conflicts with other school or non-school events that would prohibit the individuals from being available as an on-call responder, and other criteria as deemed necessary.

The on-call staff members are assigned the appropriate duties and are required to be at the tornado Safe Room monitoring the weather when a tornado watch has been issued for Jasper County. The on-call staff will remain at the Safe Room until the National Weather Service has canceled the watch. Should the National Weather Service activate a tornado warning and storm sirens be activated the Safe Room door will be opened and the Safe Room team will be on active duty.

The weather will continue to be monitored by the on-call Field Manager and the Safe Room will remain open until the severe weather has abated and the National Weather Service has canceled the warnings and watches or they have expired.

## **Notification of Safe Room availability to businesses and families residing in the Protection Zone**

It is the Site Coordinator's responsibility to develop community education and training programs and to prepare and distribute newsletters to area residents regarding the availability of the tornado Safe Room.

A mailing list of those inside the protection zones should be developed in order to correspond with them and make sure they understand the valuable asset their community has.

The tornado Safe Room information letters will state the protection zone boundaries, including copies of the protection zone map appropriate to the respective address it is being sent to along with other pertinent information and brochures regarding hazardous weather safety tips and instructions relevant to the operations of the tornado Safe Room.

The tornado Safe Room protection zone map, letters and special needs form regarding the operation of the tornado Safe Room is posted on the school's website for the benefit to the general public as well as those in the protection zone.

## **Clean-up and restocking the Safe Room**

Clean up of the Safe Room and restocking of any consumed supplies will take place after the event is over and all persons have left the Safe Room (Please see list of supplies in Appendix 3). The school's janitorial staff as well as the identified responsible Safe Room operations team members will make sure the Safe Room is cleaned and ready for the next hazardous weather event. The Safe Room Operation Team has duties that will be performed to ensure the Safe Room and the Safe Room Operation Team is ready for the next hazardous weather event. These activities will include but not be limited to the following:

Clean up Safe Room area (Equipment Manager, Janitorial Staff, Safe Room Operations Team members present)

Inspect all Safe Room signage (replace if damaged or missing) (Signage Manager)

Inventory all equipment and supplies (replace, repair and restock as required) (Equipment Manager)

Debrief Safe Room Management Team (Site Coordinator)

Conduct an evaluation after a drill, exercise, or actual occurrence of an emergency situation, in order to determine the adequacy and effectiveness of the plan and the appropriateness of the response by the team members. (Safe Room Operation Team)

Journal recording of weather event (Site Coordinator)

- Date and time of event:
- Reasons for Safe Room use:
- Time the Safe Room was locked down and unlocked:
- Comments regarding the weather event and operation of plan:

## **Evacuees with aid animals:**

Evacuees requiring aid animals will be allowed to bring the aid animal in the tornado Safe Room. The aid animal shall be on a leash and kept under the owner's control at all times. Aid animal needs such as water, food, cleaning supplies are to be provided by the owner. The owner is responsible for the actions of the aid animal. NOTE: Companion animals and other house pets or animals are not allowed in the Safe Room area due to the space the pets will require which will reduce the amount of space for humans.

## **Appendix 1: Tornado Safe Room Notification Letters**

Mail the following letters to local residents and businesses located in the Safe Room protection zones on a periodic basis in order to keep the citizens aware of the availability of the Safe Room.



# Community Letter: Tornado Safe Room Protection Zone

November 21, 2016

RE: Jasper County R-V School Community Tornado Safe Room

Dear Friends and Neighbors of Jasper County R-V Schools:

We are pleased to announce that the Jasper County R-V School Community Tornado Safe Room has been completed and is now ready for use during tornado and dangerous high wind events. The Tornado Safe Room is on the Jasper County R-V School District campus at 201 W. Mercer Street, Jasper, MO 64755.

The Tornado Safe Room is owned by the Jasper County R-V School District, and its first function is to provide protection for the students and staff during tornado and extreme high wind events during school hours. The Tornado Safe Room will also be available for residents in the community that do not have basements or other safe rooms that live within what we refer to as the “Tornado Protection Zone” (TPZ).

The TPZ in which you are located (see enclosed map), is the intended tornado protection zone during normal school hours (8:15 am – 3:15 pm Monday through Friday) during the school year. Due to estimated time necessary to reach the Safe Room after a warning has been given and the maximum capacity of 1,615 persons, including the student body and staff, the tornado Safe Room can’t provide Safe Room for those beyond the protection zone if capacity has been reached. If we keep the number of people under capacity, no community member will be turned away. All doors leading to the safe room will be open in the event of a tornado warning issued in Jasper County.

I have enclosed a TPZ Map, a Safe Room Floor Plan, and a Special Needs Form (physical impairments, special medical alerts, aid animal instructions, etc. to be completed and returned to me within two weeks from receipt of this letter). If you have any questions, please do not hesitate to contact me or one of the building principals.

Sincerely,  
Kathy Fall  
Jasper County R-V Schools

Enclosures: TPZ Map  
Safe Room Floor Plan  
Special Needs Form

# TORNADO PROTECTION ZONE JASPER COUNTY R-V SAFE ROOM



## Appendix 2 - Tornado Safe Room Special Needs Form

If you plan to come to the Jasper COUNTY R-V Community Tornado Safe Room located on the Jasper COUNTY R-V School Campus as a result of a tornado warning for the Jasper area and have special needs that we should be aware of please complete this form as necessary and mail or bring to:

**Kathy Fall, 201 W. Mercer Street, Jasper, MO 64755**

The Schools will accommodate to the best of our ability your special needs once you arrive at the Safe Room. The school cannot provide any services to you that are required off campus such as transportation to and from the Safe Room.

Name	Street Address	Phone	Email
Please list Special Needs:			

If you require the aid of an animal such as a Seeing Eye Dog and want to bring it to the Safe Room with you, the following is required. Please check the appropriate box:

I require an aid animal: Yes/No

The aid animal must remain leashed or harnessed. You should prepare an evacuation kit for your aid animal and bring it with you. Items to include in Emergency Evacuation Kit:

- Animal Identification (tag on collar/harness, microchip)
- Water and drinking bowl if desired.
- Cleaning supplies for animal waste (wipes, disinfectant, garbage bag)
- Leash, collar or harness
- Medications (if animal is on medication)

NOTE: You will be responsible for the actions of your aid animal.

## **Appendix 3: Safe Room Maintenance Plan**

The Safe Room Manager and Equipment Manager shall ensure that the Safe Room and its equipment are clean and functional at all times, and that the Safe Room is cleaned and restocked as soon as possible after each severe weather event when the Safe Room is used and supplies consumed. Communication equipment and emergency lighting must be checked and certified weekly to ensure they are working properly. Any problems are to be reported to the Safe Room Manager or other administrative staff responsible for the overall performance of the building. A Safe Room Inspection Certification Form shall be signed and dated after each weekly inspection by the Equipment Manager.

### **Tornado Safe Room Equipment and Supplies List**

Keep this list posted in the Safe Room Office/storage area.

An inventory of the following supplies must be made after every severe weather event when the Safe Room is placed in active service and used by the public.

#### **The following MUST be kept within the Safe Room area:**

COMMUNICATION EQUIPMENT (To be kept in the Safe Room office) 1 NOAA Weather receiver (battery powered continually recharging) 1 AM-FM Radio (wind-up/battery powered) 1 Cell phone (may not operate during a severe weather event inside the FEMA Safe Room) 2 Hard Copies of the Safe Room Operations Plan

EMERGENCY EQUIPMENT Flashlights – 10 (continually recharging to be located in the Safe Room office), (2) Fire extinguishers ABC

FIRST-AID SUPPLIES (Basic first aid kits are required and to be kept in the Safe Room office) First-aid handbooks Non-Prescription drugs such as aspirin and non-aspirin pain reliever medication Adhesive tape and bandages in assorted sizes Scissors, tweezers and safety pins in assorted sizes Latex gloves Antiseptic solutions and antibiotic ointments

WATER: Water will be available from drinking fountains within the Safe Room.

OTHER SUPPLIES (Optional – items determined necessary by the committee.) These items will be kept in the storage room next to the concession stand: Toilet paper and paper towels, towels and moistened towelettes, Disinfectants and chlorine bleach, and trash containers and liners.

The tornado Safe Room is equipped with an emergency back-up gas-powered generator that will supply the Safe Room area with electrical service for approximately 48 hours. The school's Buildings and Grounds Supervisor will be

responsible for the routine maintenance and inspection of the generator. Scheduled inspections of the generator will be performed on a monthly basis throughout the year to ensure the generator will be ready and functional at the time of an emergency.

## Appendix 4 - Tornado Safe Room Inspection Certification Form

The Tornado Safe Room building and Safe Room related equipment, as posted in the Safe Room manager's office, is to be inspected on a weekly basis and/or after every tornado event. Please respond to the following:

Item	Yes	No	Action	Name and date
1 NOAA Weather radio plugged in, working and turned to the alert position. (Extra batteries located in office desk)				
1 AM-FM Radio (wind-up/battery powered) working.				
10 Continually Recharging Flashlights working.				
2 Fire extinguishers ABC with inspection current as required by fire code.				
First Aid supplies as listed on the Tornado Safe Room Equipment and Supplies List - stocked and stored properly.				
Other:				

## Appendix 5 – Emergency Call List

**Fire Department**

Emergency - 911

Non-Emergency – 417-394-2018

**Police/Sheriffs Department**

Emergency - 911

Non-Emergency – 417-394-2599

**County Emergency Management Office**

Office – 417-358-7000

Cell Phone - 800-358-3439

**Emergency Contractors**

Electrical – 888-240-2356

Mechanical – 417-876-5965

Plumbing – 417-394-2522

Fire Alarm – 816-415-4237

Sprinkler – 417-781-1003

Generator Maintenance – 417-237-0831

General Repairs – 417-682-2105