Emergency Tornado Procedures for Palmer Lab School

Emergency Tornado Procedures:
If the Ames emergency alarm sirens sound or if a tornado warning is received when you are on duty in the Child Development Laboratory School:

1. Assist with the evacuation of children and adults in your classroom or assigned classroom.
   Take the attendance sheet, each child’s Parental Emergency Medical Consent form in your notebook, and a flashlight with you and join your laboratory group in the area designated for your classroom.
   a) Teacher nearest the hallway exit leads children through that exit to MacKay hallway.
   b) Teacher farthest from hallway exit checks to see that all children and adults have left the room and the outdoor play area.

2. All classrooms of children and adults should go to the same general area in the MacKay hallway.

3. All children and adults must sit on the floor and remain in the assigned area until an all clear is received. When children and adults are assembled in the inside hallway, each head teacher uses the classroom attendance sheet to check that all children and adults are in their assigned hallway area.

During the tornado warning, the laboratory school parent coordinator and storekeeper will monitor the weather information by radio and keep laboratory school personnel informed of emergency weather changes.

TORNADO EMERGENCIES WILL BE PRACTICED MONTHLY
All drills will be initiated by the laboratory school Storekeeper and maintained by the Parent Coordinator.

There are three people directly responsible for notifying the Lab programs and Lab School staff of tornado watches, tornado warnings, and other weather emergencies: Malisa Rader (Parent Coordinator), Donna Oliver (Storekeeper), and Carol Alexander Phillips (Program Administrator). We complete this duty by e-mail to Lab staff members and verbally to Lab programs in operation.

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