

## **Beacon Learning Centre Tornado watch/warning plan of action**

When an alert is sent out that there is a tornado watch, the following procedures will be followed:

1. The director will call the Colonel By principal, Steve Spidell Work: 613 745 9411/Cell: 613 315 1383/ Chief custodian Work: 613 978 6673 to let him know that the BLC children and staff will be coming to Colonel By to seek shelter.
2. The director will put a sign on the door to say that the children have been moved to Colonel By.
3. The children will gather and be counted at the emergency exit of their classroom.
4. One teacher will be responsible for bringing the backpack and attendance. Another teacher should gather the bag with diapers, wipes and some books for the children. Teachers should bring their cell phones.
5. Proceed down the hill to Door B of Colonel By High School. Re-count the children. Our room will be the staff room which is on the left, just past the cafeteria. It has a washroom that we can use.
6. Children should be kept calm and seated in their program groups.
7. Director will contact the parents by means of the telephone tree to notify them that we have moved to Colonel By.
8. If the warning/watch is called off, the director will return to the BLC to make sure that no damage to the BLC has occurred and that the power is still on.
9. If the building is safe, the staff and children will return to the BLC and parents will be notified by means of the telephone tree.
10. If the tornado watch/warning is not lifted after half an hour, the parents will be asked to pick up their children as soon as possible from Colonel By.