



City of Spring Lake Park Shelter-in-Place During a Storm Policy

Purpose

The purpose of this policy is to establish clear procedures for sheltering in place at City Hall during severe weather events, such as tornadoes, high winds, or severe thunderstorms, to ensure the safety of all employees, elected officials, and visitors.

Scope

This policy applies to all individuals present in City Hall at the time of a severe weather event, including employees, contractors, elected officials, and members of the public.

Policy

1. Notification of Severe Weather

- The City will monitor weather alerts from the National Weather Service (NWS) and local emergency management agencies.
- If a Severe Thunderstorm Warning, Tornado Warning, or other significant weather emergency is issued for the area, the designated staff member (City Administrator, designee, or department head) will announce a shelter-in-place order using verbal notification and/or the public address system if available.

2. Designated Shelter Areas

- **Primary Shelter Locations:** Any interior, windowless room or storage area that provides structural protection.
- **Secondary Shelter Location:** Interior rooms or hallways away from windows, glass doors, and exterior walls.
- Restrooms located within the interior core of the building may be used if other shelter spaces are full or inaccessible.

3. Shelter-in-Place Procedures

- Upon announcement of a shelter-in-place order:
 - a. All individuals must proceed immediately to the designated shelter areas.
 - b. Bring essential personal items only if they can be retrieved quickly (e.g., phone, medication).
 - c. Remain calm and assist others, especially individuals with disabilities or mobility challenges.
 - d. Sit or crouch low to the ground and protect your head and neck.

4. All-Clear

- Individuals must remain in the shelter location until the “all-clear” is given by the City Administrator, designee, or public safety personnel.
- The “all-clear” will be based on official information from the NWS, local emergency management, or first responders.

5. Training and Drills

- Staff will receive annual training on the shelter-in-place policy and designated shelter locations.
- Drills will be conducted at least once per year to ensure familiarity with procedures.

6. Visitors and Public Meetings

- During public meetings or events, the presiding official will announce shelter procedures if a storm warning is issued.
- Staff shall assist in directing visitors to shelter areas.

Effective Date: _____

Approved By: _____
Mayor

Approved By: _____
City Administrator