



# Be Alert-Before You Work

Volume 4, Issue 2

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KSU Division of Facilities

Severe Weather Week

March 7-11, 2011

## State Wide Tornado Drill

**ALERT**  
**PLEASE MAKE SURE TO REPORT INJURIES TO YOUR SUPERVISOR AND COMPLETE AN INJURY REPORT FORM.**

All Division of Facilities Departments should participate in the statewide Tornado Drill scheduled for March 8, 2011 at 1:30 p.m. CST. This is a great opportunity to review with staff what to do in the event of severe weather. In addition,

departments should make sure that emergency supplies such as flashlights are available in the event of a power outage in buildings where staff are working after normal daylight hours. Sandra will be sending to each departmental

supervisor a memo outlining training details. A participation sign-in roster will be made available so that departments have written documentation of their participation in the event.

## Training Dates

### March 2011

Respectful Work Place	3/8
IT Security	3/10
Van Training-Manhattan	3/14
Haz Waste Awareness	3/15
SFA/CPR	3/16

### near miss

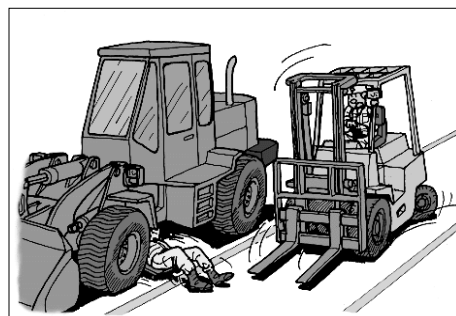
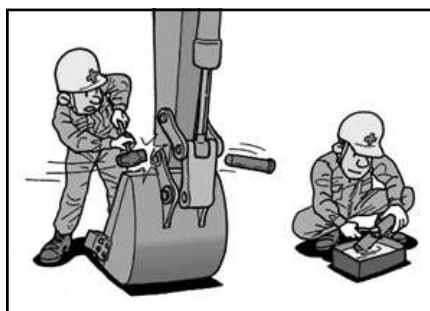
#### Definition

**near collision:** a situation in which two vehicles or airplanes narrowly avoid colliding with each other

**shot near target:** a shot or strike that comes very close to a target but does not quite hit it

**barely averted disaster:** something, especially something undesirable, that is narrowly avoided or averted ( informal )

**All near misses should be reported to ensure corrective actions are taken to prevent injuries. Near misses should be reported to administrative personnel.**





Have you ever sat down with your family to discuss and plan what you would do in case of an immediate weather threat? If you haven't, now would be an excellent time to sit down with your family and devise a plan. Finding the time to do this can be difficult, but taking the 15 minutes to develop and practice a plan could save the lives of ones you love. Please remember these tips when planning and carrying out your actions.

## Tornado Safety Tips

### Before the storm:

- Develop a plan of action
- Have frequent drills
- Have a NOAA Weather Radio with a warning alarm tone
- Listen to radio and television for information
- If planning a trip outdoors, listen to forecasts

### In Homes or Small Buildings:

Go to the basement or to an interior room on the lowest floor (e.g. closet or bathroom). Upper floors are unsafe. If there is no time to descend, go to a closet, a small room with strong walls or an inside hallway. Wrap yourself in overcoats or blankets to protect yourself from flying debris.

### In Schools, Hospitals, Factories, or Shopping Centers:

Go to interior rooms and halls on the lowest floor. Stay away from glass enclosed places or areas with wide span roofs such as auditoriums and warehouses. Crouch down and cover your head. Don't take shelter in halls that open to the south or the west. Centrally-located stairwells are good shelter.

### If a warning is issued or threatening weather approaches

- Always remember **“DUCK”**
- Stay away from windows
- Get out of automobiles and get into a sturdy structure or ditch.



## “DUCK”

**Down to the lowest level**  
**Under something sturdy**  
**Cover your head**  
**Keep in the shelter until the storm has passed**

- Or, buckle your seat belt and get below window level of your vehicle.

### In High-Rise Buildings:

Go to interior small rooms or halls. Stay away from exterior walls or areas with glass.

### In Mobile Homes:

#### **ABANDON THEM IMMEDIATELY!!!**

Many deaths occur in mobile homes. If you are in a mobile home when severe weather approaches, leave it immediately and go to a substantial structure or designated tornado shelter. Determine your shelter ahead of time so you don't have to think about it when weather strikes.

### If no Suitable Structure is Nearby:

Lie flat in the nearest ditch or depression and use your hands to cover your head. Be alert for flash floods.