

## IF BAD WEATHER IS FORECAST DURING CHURCH SERVICES TIME, DO THE FOLLOWING TO PREPARE FOR A POSSIBLE EVACUATION TO THE APPOINTED SHELTER (SCHOOL CAFETERIA AND DOWNSTAIRS HALLWAY)

1. Get the key to the school cafeteria doors that separate Harness Hall from the cafeteria. The Key is located on the keychain with the tabernacle Key. Unlock the doors so that in case of a needed evacuation it can be done quickly.
  
2. PREPARE WEATHER RADIO TO RECEIVE ALERTS!  
(located in gathering space coat closet below first aid kit) To prepare the radio do the following:
  - A. Push the power button at top right to turn radio on, then set volume (right side of radio) to a normal level. All you will hear is static, that is OK.
  - B. Press the ALERT/WB button at the top of the radio. The audio will disappear, but the radio is still on, monitoring the NOAA Weather station until an alert appears.
  - C. When an alert appears, you are alerted by a voice.
  - D. Immediately press the WB button to hear the alert

## WHAT TO DO IF YOU RECEIVE AN ALERT!

1. If the alert is a watch, continue to monitor closely for additional information. Notify other ushers by radio that there is a watch and to be ready to help with evacuation if it becomes a warning.

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2. If the alert is a WARNING, make sure it is for our area and if they are asking us to **TAKE IMMEDIATE COVER. DO THE FOLLOWING IMMEDIATELY:**
  - A. Go into church and walk up to Father and inform him that we have a storm warning and that we have been asked to take immediate cover.
  - B. Go to the microphone and tell congregation that we have received a storm warning and have been asked to seek immediate shelter. (If loss of power occurs you will have to YELL!)
  - C. Ask that everyone move in a orderly fashion to the school cafeteria and that if anyone needs help a usher will assist them.  
**NO ONE IS TO LEAVE THE BUILDING!**
  - D. Be sure to take weather radio with you to cafeteria to further monitor the situation and so that you know when it is safe to let everyone return to Mass. (radio has a battery backup).
  - E. When the all clear is given help everyone return to the church to finish Mass.
  - F. In the event that the storm has done damage to the building and you feel it is not safe to leave the shelter, **CALL 911 AND WAIT FOR ASSISTANCE!**

Notes: Make sure cafeteria doors are locked (if you unlocked them) after Mass is over and everyone has left. Turn weather radio off if you used it.