

Community Safe Room (CSR) Sample Operations and Maintenance (O&M) Plan

This multi-use safe room O&M plan is an example of the procedures followed for a community safe room located within a school that is also intended to be open to the public. The purpose of providing examples is to provide a starting point to help communities identify issues requiring careful consideration and planning so they can find appropriate solutions tailored to their specific needs. It would not be appropriate to provide a one-size-fits-all set of criteria for operating and maintaining safe rooms everywhere in the United States. For example, urban, suburban, and rural areas typically have different modes of transportation, communication, and local resources, all of which would be considered specifically when preparing an effective O&M plan. Please note that safe rooms constructed with FEMA grant funds must meet the minimum requirements for O&M plans as described in the most current edition of FEMA's Hazard Mitigation Assistance (HMA) Unified Guidance. The FEMA HMA Unified Guidance is updated periodically. To review or download the most current HMA Unified Guidance, refer to: <https://www.fema.gov/hazard-mitigation-assistance>.

COMMUNITY SAFE ROOM OPERATIONS PLAN

**CITY OF FAIR GROVE AND THE
FAIR GROVE R-X SCHOOL DISTRICT
COMMUNITY SAFE ROOM**



FAIR GROVE, GREENE COUNTY, MISSOURI

**PREPARED BY
THE FAIR GROVE R-X SCHOOL DISTRICT
AND
THE CITY OF FAIR GROVE OFFICE OF EMERGENCY MANAGEMENT**

**Fair Grove - Community Safe Room Operations Plan
(CSOP)
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Introduction

This Tornado Safe Room Operation Plan was developed for the express purpose of defining the duties and responsibilities of individuals and to document plans of getting students, staff and community members to the safe room. Key personnel are identified by the titles in the following sections. When severe weather is imminent the steps outlined in this operations plan should be used to get people to safety. Also, during normal operations, the safe room should be evaluated to ensure it is readily available to accept people seeking Safe Room at a moments notice.

Developing and implementing a solid Safe Room Operation Plan is central to the effectiveness of the Fair Grove School District Community Tornado Safe Room. The population protected in the safe room includes the students and staff that use the Elementary School facilities along with surrounding residents within a half-mile radius of the Safe Room. The maximum occupancy of the facility during tornadic events is 1,592 people.

If key personnel should change, this document should be revised to reflect the changes. The Site Coordinator shall review this document on an annual basis and update as required.

Definitions

Tornado Warning - A tornado warning is a product issued by the National Weather Service (NWS) local forecast office to local authorities and the general public indicating that a tornado is either imminent or has been reported. A warning indicates the need to take action immediately to protect life and property.

Tornado Watch - A product of either the National Weather Service local forecast office or the Storm Prediction Center to local authorities and the general public indicating that the conditions for the formation of a tornado are favorable. A watch is a recommendation for planning, preparation and increased awareness (I.e. to the alert for changing weather, further weather monitoring and awareness of what to do if the danger materializes).

Tornado Emergency - A tornado emergency is issued when environmental conditions favor the development of a strong or violent tornado, radar indicates very strong rotation in a storm, and storm spotters report a large tornado. The tornado emergency will only be issued in rare situation where these criteria are met.

Short-Fuse Warning - A warning issued by the National Weather Service local forecast office for a local weather hazard of relatively short duration. Short-fuse warnings can include tornado warnings, severe thunderstorm warnings, flash flood warnings and severe weather advisories. Tornado, severe thunderstorm warnings and severe weather advisories are typically issued for periods of an hour or less. Flash flood warnings are typically issued for three hours or less.

Primary Safe Room Area (FEMA) - A room designed to meet all Federal Emergency Management Agency specifications for severe weather and high wind events.

Secondary Safe Room Area - Areas identified within a building, other than the primary Safe Room, which offer a similar place of safety. The areas offering the greatest protection are located in the center of the building with no exterior walls, outside windows, skylights or doors. Small areas such as restrooms, offices and interior classrooms offer some protection.

Key Personnel for Safe Room Operation

Title, contact information and responsibilities for the implementation of this Community Safe Room Operations Plan (CSOP) are listed below:

Site Coordinator

Name: [REDACTED]
Position: Superintendent
Fair Grove R-X School District
Landline Phone: [REDACTED]
Cell Phone: [REDACTED]

Assistant Site Coordinator

Name: [REDACTED]
Position: Assistant Emergency Management Director
City of Fair Grove
Landline Phone: [REDACTED]
Cell Phone: [REDACTED]

Duties and responsibilities of the Site Coordinator and/or Assistant Site Coordinator include:

- Organizing/coordinating the CSOP
- Ensure that Community Safe Room Operations Plan is periodically reviewed and updated as necessary.
- Ensure that personnel are in place to facilitate the CSOP
- Ensure that the number of occupants entering the safe room is monitored to ensure that the maximum occupancy is not exceeded.
- Develop community education and training programs (City OEM Staff)
- Set up first-aid teams
- Coordinate Safe Room evacuation practice drills and determining how many should be conducted in order to prepare for an actual event.
- Conduct regular community meetings to discuss emergency planning.
- Prepare and distribute newsletters to area residents.
- Distribute phone numbers of key personnel to area residents.
- Determine when it is safe to leave the Safe Room after high-wind or tornadic event.

Assistant Site Coordinator responsibilities include performing duties of the Site Coordinator when the Site Coordinator is unable to carry out the responsibilities and also perform duties as assigned by the Site Coordinator and/or Assistant Site Coordinators.

Equipment Manager

Name: [REDACTED]
Position: Director of Maintenance
Fair Grove R-X School District
Landline Phone: [REDACTED]
Cell Phone: [REDACTED]

Assistant Equipment Manager

Name: [REDACTED]
Position: Director of Transportation
Fair Grove R-X School District
Landline Phone: [REDACTED]
Cell Phone: [REDACTED]

Duties and responsibilities of the Equipment Manager and/or Assistant Equipment Manager include:

- Understand and operate all equipment (including communication, lighting, safety and Safe Room doors).
- Maintain and update, as necessary, the Safe Room Maintenance Plan.
- Ensure that equipment is maintained year-round and working properly.
- Inform the Site Coordinator or Asst. Site Coordinator if equipment is defective or needs to be upgraded/replaced.
- Purchase supplies, maintain storage, keep inventory and replace outdated supplies.
- Replenish supplies to pre-established levels following Safe Room usage.
- Monitor Safe Room radio and provide Safe Room occupants during a high-wind or tornadic event.
- Determine when it is safe to leave the Safe Room after high-wind or tornadic event.

Signage Manager

Name: [REDACTED]
Position: Maintenance
Fair Grove R-X School District
Landline Phone: [REDACTED]
Cell Phone: [REDACTED]

Assistant Signage Manager

Name: [REDACTED]
Position: Director of Communications
Fair Grove R-X School District
Landline Phone: [REDACTED]
Cell Phone: [REDACTED]

Duties and responsibilities of the Equipment Manager and/or Assistant Equipment Manager include:

- Determine what signage and maps are needed to help intended Safe Room occupants get to the Safe Room in the fastest and safest manner possible.
- Prepare and/or acquire placards to be posted along routes to the Safe Room throughout the community that direct intended occupants to the Safe Room.
- Ensure that signage complies with ADA requirements including those for

- the blind.
- Provide signage in other languages as appropriate for the intended Safe Room occupants.
- Work with the Equipment Manager to ensure that signage is illuminated or luminescent after dark and that all lighting will operate if a power outage is experienced.
- Periodically check signage for theft, defacement or deterioration and repair or replace signs as necessary.

Notification Manager

Name: [REDACTED]
Position: Superintendent
Fair Grove R-X School District
Landline Phone: [REDACTED]
Cell Phone: [REDACTED]

Assistant Notification Manager

Name: [REDACTED]
Position: Assistant Emergency Management Director
City of Fair Grove
Landline Phone: [REDACTED]
Cell Phone: [REDACTED]

Duties and responsibilities of the Notification Manager and/or Assistant Notification Manager include:

- Develop a notification warning system that lets intended Safe Room occupants know they should proceed immediately to the Safe Room.
- Implement the notification system when a tornado watch is issued.
- Ensure that non-English speaking Safe Room occupants understand the notification. (This may require communication in other languages or the use of prerecorded messages.)
- Ensure that Safe Room occupants who are deaf or hard-of-hearing receive appropriate notification (which may require sign language, installation of flashing lights or strobes or hand written notes/signs.)
- Ensure that Safe Room occupants with special needs receive notification in an acceptable manner.

Field Manager

Name: [REDACTED]
Position: Superintendent
Fair Grove R-X School District
Landline Phone: [REDACTED]
Cell Phone: [REDACTED]

Assistant Field Manager

Name: [REDACTED]

Position: Assistant Emergency Management Director

City of Fair Grove

Landline Phone: [REDACTED]

Cell Phone: [REDACTED]

Duties and responsibilities of the Field Manager and/or Assistant Field Manager include:

- Ensure that parking of vehicles will allow an access lane for emergency vehicles to reach the Safe Room facility.
- Ensure that Safe Room occupants enter the Safe Room in an orderly fashion.
- Pre-identify Safe Room occupants with special needs such as those who are disabled or who have serious medical problems.
- Arrange assistance for the Safe Room occupants who need help getting to the Safe Room (all complications will be anticipated and managed prior to the event to the best of our ability.) Note: The Field Manager is responsible for arranging necessary assistance for members of the student body with special needs. Members of the general public within the target area with special needs will be identified via response from the initial Safe Room notification letters to the best of our ability. The list of special needs persons will be identified in Appendix 2 of the CSOP. Update the list at a minimum annually and as information is provided to the School District.
- Safe Room doors will be closed and locked based upon confirmation of when all students are accounted for and in in the Safe Room and/or when no more citizens are seen coming to the Safe Room. A judgment call may be required as to when to secure the Safe Room if a tornado is imminent.
- Administration and overseeing first-aid by those trained in it.

Activating the Safe Room Operations Team and implementing the Safe Room Operation Plan for evacuating students to the Tornado Safe Room during school hours.

During normal school hours (8:00 a.m. - 3:45 p.m.) when a Tornado Watch is issued for Greene County, the Site Coordinator will notify the principal of the Middle School and Elementary School that the county is under a Tornado Watch. The designated Safe Room area will be cleared if necessary and readied for occupancy should a Tornado Warning be issued. The intended secondary use of the Safe Room is a gymnasium and it is not anticipated that much clearing will be required for the Safe Room to be prepared for occupancy.

Surrounding residents should use NOAA Weather Radios or tune into local television or commercial radio stations to apprise themselves when severe weather is expected in the area. Surrounding residents that are "at risk" will be allowed to seek Safe Room occupancy in the Safe Room area when a Tornado Watch is issued.

During normal school hours (8:00 a.m. - 3:45 p.m.) when a Tornado Warning is issued (including tornado siren activation) by Fair Grove Emergency Management, Greene County Emergency Management or Springfield-Greene County Director of 911, the student's will be evacuated from their classrooms and proceed to the Tornado Safe Room along the prescribed routes described below and illustrated on the attached floor plan evacuation route maps. Room evacuation route maps to the Safe Room shall be posted on the inside wall by the door of each classroom of the school buildings and distributed to each teacher. Residents surrounding the Safe Room will be expected to proceed to the Safe Room to seek protection from the storm.

The weather will continue to be monitored by the Field Manager and the Safe Room will remain open until the severe weather threat has diminished and/or abated and the National Weather Service local forecast office has cancelled the warnings or have allowed them to expire.

Evacuation routes for the Elementary school



THE TORNADO WARNING SIGNAL TONE WILL BE ONE LONG, CONTINUOUS BELL.

Staffing and operating the Safe Room during non-school hours

During non-school hours (before 8:00 a.m. and after 3:45 p.m.) the operations of the Safe Room will depend on the assistance of key personnel as outlined below.

School staff members are assigned a rotating on-call list that is posted in the Superintendent's Office and given to those who are on-call for after school hours when the National Weather Service local forecast or the Storm Prediction Center is predicting severe weather. Those responsible for acting as the Field Manager(s), Assistant Field Manager(s), Equipment Manager and Assistant Equipment Manager(s) will perform the same duties as outlined above. When a Tornado Watch is issued the Safe Room will be unlocked and prepared for occupancy. When a Tornado Warning is issued (including tornado siren activation) by the Fair Grove Office of Emergency Management, Greene County Emergency Management or the Springfield-Greene County 911 Director, surrounding residents will seek Safe Room shelter in the Safe Room. After the tornado event is over the Site Manager will activate the remaining operations team members and their duties will commence as necessary and as outlined above.

The on-call staff members will be selected after review and discussion with the Superintendent. Criteria for selection will include the location of the staff member in relation to the Safe Room/school, willingness to serve, conflicts with other school or non-school events that would prohibit the individuals from being available as an on-call responder and other criteria as deemed necessary.

The on-call staff members are assigned the appropriate duties and are required to be at the Tornado Safe Room monitoring the weather when a Tornado Watch is issued for Greene County including the City of Fair Grove. The on-call staff will remain at the Safe Room until the National Weather Service local forecast office or the Storm Prediction Center cancels the watch. Should the National Weather Service local forecast office issue a Tornado Warning and/or the tornado sirens activated by the aforementioned operators, the Safe Room doors will be opened and the Safe Room team will be on active duty.

The weather will continue to be monitored by the on-call Field Manager and the Safe Room will remain open until the severe weather has abated and the National Weather Service local forecast office has cancelled any watches/warnings or have allowed them to expire.

Notification of Safe Room availability to businesses and families residing within the Protection Zone

It is the responsibility of the Fair Grove Office of Emergency Management to develop community education and training programs and to prepare and distribute newsletters to area residents regarding the availability and purpose of the Tornado Safe Room.

A mailing list of those inside the protection zones will be kept and developed by the Fair Grove Office of Emergency Management in order to correspond with them and make sure they understand that valuable asset their community has.

The Tornado Safe Room informational letters will state the protection zone boundaries, include copies of the Protection Zone map appropriate to the respective address it is being sent to along with other relevant information and brochures regarding hazardous weather safety tips and instructions relevant to the operations of the Tornado Safe Room.

The Tornado Safe Room Protection Zone map, letters and special needs forms regarding the operation of the Tornado Safe Room is to be posted on the school's website as well as the Fair Grove Office of Emergency Management's website for the benefit of the general public as well as those in the protection zone.

Clean up and restocking the Safe Room

Clean up of the Safe Room and restocking of any consumed supplies will take place after an event is over and all persons have left the Safe Room (Please see list of supplies in Appendix 3). The school's janitorial staff as well as the identified responsible Safe Room operations team members will make sure the Safe Room is cleaned and ready for the next hazardous weather event. The Safe Room Operation Team had duties that will be performed to ensure the Safe Room and the Safe Room Operation Team is ready for the next hazardous weather event. These activities will include, but are not limited to the following:

- Clean up Safe Room area (Equipment Manager, janitorial staff, Safe Room Operations Team members present)
- Inspect all Safe Room signage (Signage Manager - replace if damaged or missing)
- Inventory all equipment and supplies (Equipment Manager - replace, repair and restock as required).
- Debrief Safe Room Management Team (Site Coordinator)
- Conduct an evaluation drill, exercise or actual occurrence of an emergency situation in order to determine the adequacy and effectiveness of the Operations Plan and the appropriateness of the response by the team members (Safe Room Operations Team).
- Journal recording of the weather event (Site Coordinator)
 - - Date and time of event
 - - Reasons for Safe Room use
 - - Time the Safe Room was locked down and unlocked
 - - Comments regarding the weather event and Operation Plan

Evacuees with Aid Animals

Evacuees requiring the use of aid animals will be allowed to bring the aid animal into the Tornado Safe Room. The aid animal shall be on a leash and kept under the owner's control at all times. Aid animals needs such as food, water and cleaning supplies are to be provided by the owner. The owner is responsible for the actions of the aid animal. NOTE: Companion animals and other house pets or animals are not allowed in the Safe Room area due to the space the pets will require which will reduce the amount of space for human occupants.

Appendix 1: Tornado Safe Room Notification Letters

Mail the following letters to local residents and businesses localized in the Safe Room Protection Zone on a periodic basis in order to keep the citizens aware of the availability of the Safe Room (to be done by both R-X School District and Fair Grove Office of Emergency Management).

Sample Letter: Tornado Safe Room Protection Zone

Name
Address

RE: Fair Grove Community Tornado Safe Room

Dear Friend and Neighbor of Fair Grove Schools:

We are pleased to announce that the Fair Grove Community Tornado Safe Room has been completed and is now ready for use during tornado and dangerous high winds events. The Tornado Safe Room is on the Fair Grove school district Elementary campus on Learning Lane.

The Tornado Safe Room is owned by the Fair Grove School District and its first function is to provide protection for the students and staff during tornado and extreme high wind events during school hours.

The tornado Safe Room will also be available for residents in the community that do not have basements or other safe rooms that live within what we refer to as the "Tornado Protection Zone" (TPZ).

TPZ in which you are located (see enclosed map), is the intended tornado protection zone throughout the year. Due to estimated time necessary to reach the Safe Room after a warning has been given and the maximum capacity of 1,592 persons, including the student body and staff, the tornado Safe Room cannot provide Safe Room for those beyond the protection zone.

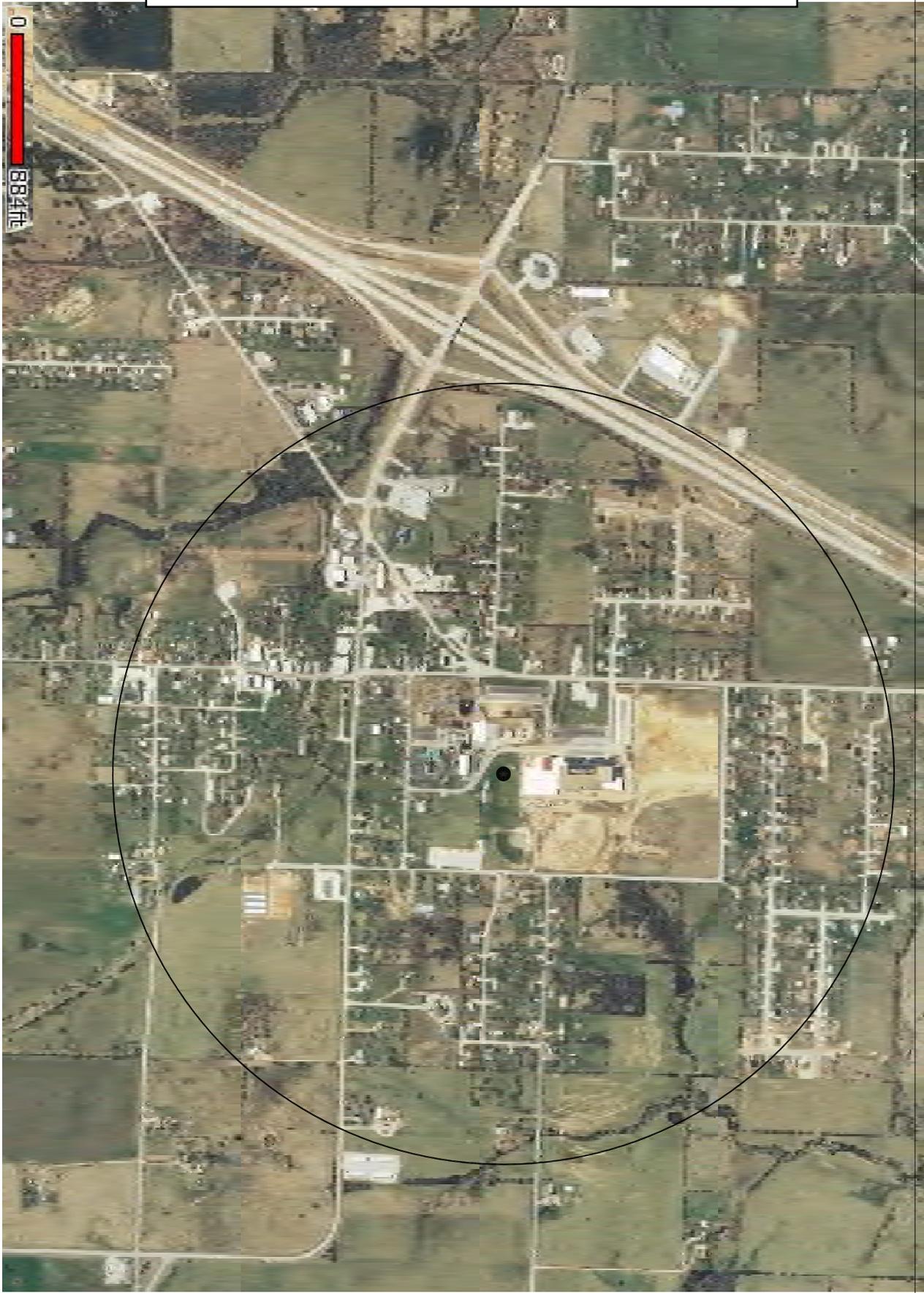
I have enclosed a TPZ Map, a Safe Room Floor Plan Map, and a Special Needs Form (physical impairments, special medical alerts, aid animal instructions, etc. to be completed and returned to myself within one week from receipt of this letter). If you have any questions please do not hesitate to contact myself or the superintendents office staff.

Sincerely,



Enclosures: TPZ Map
 Safe Room Floor Plan Map
 Special Needs Form

TORNADO PROTECTION ZONE FAIR GROVE SAFE ROOM



DATE: 06/14/2010
PROJECT TITLE:
1/2 MILE RADIUS
LAYOUT
COMPILED BY: J. W. HARRIS, INC.

Fair Grove Safe Room
Fair Grove, Missouri

Toth & Associates, Inc.
CONSULTING ENGINEERS
300 S. John Q. Hammons Parkway, Suite 600
Springfield, MO 65806

Appendix 2 - Tornado Safe Room Special Needs Form

If you plan to come to the Fair Grove Community Tornado Safe Room located on the Fair Grove School Campus as a result of a tornado warning for the Fair Grove area and have special needs that we should be aware of please complete this form as necessary and mail or bring to:

First Last Name - Address

The school's will accommodate to the best of our ability your special needs once you arrive at the Safe Room. The school cannot provide any services to you that are required off-campus such as transportation to and from the Safe Room.

Name	Street Address	Phone	Email

Please list special needs:

If you require the aid of an animal such as a Seeing-Eye Dog and want to bring it to the Safe Room with you, the following is required. Please check the appropriate box:

I require an aid animal

The aid animal must remain leashed or harnessed. You should prepare an evacuation kit for your aid animal and bring it with you. Items to include in your Emergency Evacuation Kit:

- Animal identification (tag on collar, harness, microchip)
- Water and drinking bowl if desired.
- Cleaning supplies for animal wastes (wipes, disinfectant, garbage bags)
- Leash, collar or harness
- Medications (if animal is on medication)

NOTE: You will be responsible for the actions of your aid animal

Appendix 3: Safe Room Maintenance Plan

The Safe Room Field Manager and Equipment Manager shall ensure that the Safe Room and its equipment are clean and functional at all times and that the Safe Room is cleaned and restocked as soon as possible after each severe weather event when the Safe Room is used and supplies consumed. Communication equipment and emergency lighting must be checked and certified weekly to ensure that they are working properly. Any problems are to be reported to the Safe Room Field Manager or other administrative staff responsible for the overall performance of the building. A Safe Room Inspection Certification Form shall be signed and dated after each weekly inspection by the Equipment Manager.

Tornado Safe Room Equipment and Supplies List

Keep this list posted in the Safe Room Office/Storage area.

An inventory of the following supplies must be made after every severe weather event when the Safe Room is placed in active service and used by the public.

The following MUST be kept within the Safe Room area:

COMMUNICATION EQUIPMENT (To be kept in the Safe Room office) 1 NOAA Weather Radio receiver (battery powered continually charging) 1 AM/FM Radio (wind up/battery powered) 1 Cell phone (may not operate during a severe weather event inside the FEMA Safe Room) 2 Hard Copies of the Safe Room Operations Plan

EMERGENCY EQUIPEMENT Flashlights - 10 (continually recharging to be located in the Safe Room office) 2 Fire Extinguishers

FIRST AID SUPPLIES (Basic first aid kits are required and to be kept in the Safe Room office) First aid handbooks, Non-Prescription drugs such as aspirin and non-aspirin pain reliever medication, Adhesive tape and bandages in assorted sizes, scissors, tweezers, and safety pins in assorted sizes, latex gloves, antiseptic solutions and antibiotic ointments.

WATER Water will be available from drinking fountains in the Safe Room

OTHER SUPPLIES (Optional - items determined necessary by the committee.) These items will be kept in the storage room next to the concession stand. Toilet paper, paper towels, towels and moistened towelettes, disinfectants and chlorine bleach, trash containers, trash container liners.

EMERGENCY GENERATOR

- The Tornado Safe Room is equipped with an emergency back-up gas-powered generator that will supply the Safe Room area with electrical service for a minimum of 2 hours.
- The District's Buildings and Grounds Supervisor will be responsible for the routine maintenance and inspection of the generator.

Scheduled inspections of the generator will be performed on a monthly basis throughout the year by school administration and the Fair Grove Office of Emergency Management to ensure the generator will be ready and functional at the time of an emergency.

Appendix 4 - Tornado Safe Room Inspection Certificate Form

The Tornado Safe Room building and Safe Room related equipment, as posted in the Safe Room Manager's office, is to be inspected on a weekly basis and/or after every tornado/high wind event. Please respond to the following.

Item	Yes	No	Action	Name and Date
1 NOAA Weather Radio plugged in, working and tuned to the alert position (Extra batteries located in office desk)				
1 AM/FM Radio (wind-up/battery powered) working				
10 Continually recharging flashlights working				
2 Fire Extinguishers ABC with inspection sticker current as required by Fire Code				
First Aid supplies as listed on the Tornado Safe Room Equipment and Supplies List - Stocked and stored properly				
Other:				