



CITY OF KETTERING

**SEVERE WEATHER ALERT
PROCEDURE
Policy 12**

CITY OF KETTERING
Safety & Health Program
Severe Weather Alert Procedure

Responsibility for Safety

All City employees are responsible for safety.

The City Manager:

- Commits to a safe working environment consistent with requirements of applicable laws.
- Assigns the responsibility of complying with this commitment to the individual operating Department Directors.
- Assigns responsibility for coordinating required training to the Director of Human Resources.
- Assigns central record keeping to the Human Resource Department.
- Assigns the Human Resource Director the responsibility to develop and maintain a Safety Committee to coordinate mutual needs including development of safety programs.

Responsibilities of Department Directors

Department Directors are responsible for providing the support, financial resources, and overall safety leadership in the department.

- Enforcing safety rules and regulations.
- Supporting supervisors in their safety responsibilities.
- Keeping staff informed of new regulations and compliance issues.
- Assigning a safety representative (may be Director or others) to run departmental safety operation and participate on safety committee.

Responsibilities of Safety Coordinator/Executive Committee

The Safety Coordinator and the Executive Committee are responsible for facilitating the Committee's development of policies and procedures designated to enhance safety within the City of Kettering and educating employees.

The Safety Coordinator and Executive Committee are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Setting a good example for others.
- Conducting meetings at least quarterly with the Safety Committee.
- Taking immediate corrective action, as appropriate under the circumstances, for hazardous conditions that exist that would cause personal injury to staff, citizens or damage to equipment or buildings.
- Notifying the Director of Human Resources, as well as the Department Director/Manager responsible for areas in question.
- Enforcing safety regulations and City safety policy.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.

- Supporting safety training efforts and following-up on information learned in training programs.
- Educating employees in each department/work group as to safety policies, training opportunities, and workplace hazards.

Responsibilities of Supervisors

Supervisors are responsible for ensuring work is completed in a safe manner by setting a good example, having a positive, supportive attitude toward safety and enforcing safety policies.

Supervisors are responsible for:

- Practicing and promoting safe work practices and compliance with safety regulations.
- Assuring that all operations are conducted safely.
- Assuring that all employees are trained and competent for the jobs they perform.
- Supporting safety training efforts and following-up on information learned in training programs.
- Reporting all accidents, incidents and injuries immediately in accordance with policy.
- Being alert to safety and health hazards and correcting or reporting them.
- Enforcing safety regulations and City safety policies.
- Addressing hazards identified by employees.
- Making recommendations to improve the safety performance of the department.
- Making sure employees understand the hazards of the job, necessary precautions and proper use of personal protective equipment.
- Assuring that accident reports are completed and submitted in a timely manner.

Responsibilities of All Employees

Each employee of the City of Kettering has a personal and vital responsibility to work safely and promote safety. Employees are required to perform their work in a way that will prevent injury and illness to themselves and fellow workers, and prevent property damage.

All City employees are responsible for:

- Maintaining active interest and participation in safety.
- Complying with all City safety policies and regulations.
- Reporting all accidents, incidents and injuries immediately.
- Being alert to safety and health hazards and correcting or reporting them.
- Performing all work in a safe manner.
- Operating vehicles and equipment and doing tasks only when trained and competent to do so.
- Using equipment and vehicles safely and for their intended use.
- Attending scheduled safety training programs.
- Encouraging fellow employees to work safely.
- Wearing personal protective equipment when required and when it makes good sense.
- Keeping work areas clean, orderly and free from hazards.
- Setting a good example for others.

GENERAL INSTRUCTIONS

The following procedure is designed to assist City personnel in preparing the department/City staff, visitors and volunteers for severe weather watches or warnings.

SEVERE WEATHER WATCH:

Weather conditions are such that the formation of severe weather is possible. The sky can range from blue and sunny to gray and overcast. Both the local weather bureau and radio/TV stations will announce that a severe weather watch is in effect. Examples of these watches include but are not limited to flood watch, tornado watch, and severe thunderstorm watch.

SEVERE WEATHER WARNING:

This type of alert is more than a watch and means that severe weather has been sighted or indicated by weather radar in the vicinity. As with the watch alert, the weather bureau and radio/TV stations will communicate that a severe weather warning is in effect. Examples of these warnings include but are not limited to flood warning, wind advisory, tornado warning, and severe thunderstorm warning.

NOTIFICATION AND RESPONSE:

After receiving notification of a watch or warning, follow the direction given by the National Oceanic and Atmospheric Administration (NOAA) radio or local news affiliates.

If a tornado warning is issued take the following steps:

- Go directly to lowest level (basement). If no lower level is available go to your preplanned safe area
- Stay away from windows.
- Turn high-voltage electrical equipment off if possible.
- Have ready access to a flashlight.
- If an evacuation becomes necessary, each department will follow their own evacuation procedure.
- DO NOT use telephones for personal inquiry during a tornado warning.

The announcement of a severe weather watch or warning will be through a NOAA Emergency Alert Weather Radio and internal alert system. NOAA Emergency Alert Weather Radios are to be kept on and monitored at each city facility during hours of operation.

In the event that an employee finds themselves in the path of a tornado without access to a sturdy structure the following steps should be taken:

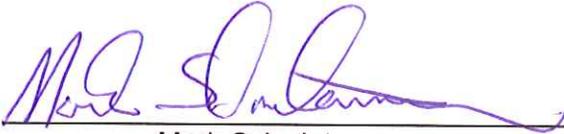
- Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.
- If flying debris occurs while you are driving, pull over and park. Stay in the vehicle with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible. If you can safely get noticeably lower than the level of the roadway,

leave your car and lie in that area, covering your head with your hands. Avoid seeking shelter under bridges, which can create deadly traffic hazards while offering little protection against flying debris.

The City Manager hereby delegates the appropriate responsibility and authority to administer this policy to the Department Directors.

Approved:

6.20.18
Date



Mark Schwieterman
City Manager

Issued:

6.20.18
Date



Sara E. Mills Klein
Director of Human Resources

— Reviewed 05/2018.