



## Severe Weather Shelter Plan

### 1. Purpose

This plan outlines the procedures for responding to severe weather events, including tornadoes, severe thunderstorms, high winds, hail, lightning, and other hazardous weather conditions. The goal is to ensure life safety, orderly movement to shelter, and effective communication.

### 2. Scope

This plan applies to all Black Flag Security Officers, staff, students, visitors, and patrons within any facility protected by Black Flag Security during a severe weather threat.

### 3. Weather Threat Levels & Required Actions

Weather Watch:

- Monitor weather alerts
- Brief site leadership
- Ensure shelter areas accessible
- Increase exterior awareness

Weather Warning:

- Initiate shelter plan if directed or imminent
- Notify staff to move to shelter
- Secure exterior doors
- Restrict building entry

### 4. Officer Initial Actions When Weather Threat Is Imminent

1. Confirm threat (sirens, NWS warning, visual funnel, high winds, lightning).
2. Notify Dispatch: "Severe weather threat detected—initiating Shelter Plan."

3. Notify site leadership.
4. Move occupants to designated shelter areas.

## 5. Shelter Area Requirements

Preferred Shelter Locations:

- Interior rooms on lowest level
- Interior hallways away from windows
- Interior stairwells
- Basements or reinforced rooms

Avoid the Following:

- Gymnasiums
- Cafeterias
- Auditoriums
- Large windowed rooms
- Exterior hallways
- Portable buildings

## 6. Movement to Shelter

Officer Duties:

- Direct occupants calmly
- Keep hallways clear and flowing
- Assist mobility-limited individuals
- Do not evacuate outdoors during high winds
- Ensure no one remains in unsafe spaces

Positioning in Shelter:

- Kneeling or sitting
- Covering head and neck
- Away from windows and doors
- Against interior walls

## 7. Accountability Procedures

Schools:

- Teachers take rosters
- Officers sweep hallways
- Report missing individuals

Corporate / Faith / Events:

- Staff conduct headcounts

- Officers confirm occupancy of shelter rooms
- Report anomalies to leadership

## 8. Communication Chain During Event

Officer → Dispatch:

- Shelter status
- Injuries or hazards
- Structural damage
- Missing individuals

Dispatch → Leadership:

- Real-time updates
- Weather tracking
- All-clear monitoring

## 9. All-Clear Procedure

All-clear may be issued by:

- ✓ Emergency management
- ✓ National Weather Service
- ✓ Law enforcement
- ✓ Site administrator

Officer Duties After All-Clear:

- Announce return to operations
- Assist orderly return
- Conduct building sweep
- Document hazards or damage
- Report to supervisor

## 10. Post-Incident Requirements

- Complete BFS Incident Report
- Preserve CCTV if exterior damage observed
- Document injuries or medical aid
- Submit damage report
- Participate in debrief

## 11. Emergency Radio Phrases

Initiate Shelter:

“Severe weather warning—move to shelter immediately.”

Update:

“Shelter areas occupied. Monitoring conditions.”

Damage Report:

“Debris noted near entrance—maintain shelter.”

All-Clear:

“All-clear received—return to normal operations.”