Severe Weather Shelter Area

Critical Information
Severe Weather Shelter Area procedures are implemented during a severe weather emergency. “DROP and TUCK” procedures are used in severe weather emergencies e.g. tornados, earthquakes or other imminent danger to building or immediate surroundings.

When implementing Severe Weather Shelter Area procedures:

Building Administration
- Make an announcement or sound alarm for severe weather emergency
- Move students and staff from any portable classrooms into a permanent building
- Announce “all clear” signal when the severe weather has ceased

Staff
- Take emergency go-kit and class roster
- Take the closest and safest route to shelter in designated safe area
- Use secondary route if primary route is blocked or dangers
- If outside, return to main building
- If in a portable classroom, go to a permanent building and designated safe area
- Assist those needing additional assistance
- Do not stop for personal belongings

Once in safe area
- If appropriate, implement “drop and tuck” procedures
- Take attendance
- Report any missing, extra or injured students to building administration
- Remain in safe area until “all clear” signal is given by building administration
- Wait for additional instructions

When implementing “DROP and TUCK” procedures:
- Face an interior wall
- Drop to your knees and roll forward to the balls of your feet
- If physically unable to perform, sit on the floor
- Tuck your head down and place your hands on top of your head and neck
• Do not lie flat on the ground

Minnesota State Statute 121A.037 requires that school practice at least one tornado drill annually.