

**The Salvation Army Harbor Light – Monroe
3250 N Monroe St., Monroe, MI 48162**

TORNADO PROCEDURES

If a tornado has been spotted in our area, warned via the media or the city siren has sounded:

EVERYONE IN THE BUILDING MUST TAKE COVER AT ONCE!

REMAIN CALM!

Move as quickly as possible through the facility to the appropriate hallways (located on west wing of first floor). Client is to sit on the floor leaning against the south or north wall, away from and out of all doorways or window paths.

When You Discover a Fire

1. The first person to discover a fire shall immediately sound the building alarm (pull the fire alarm pull station in the immediate vicinity).

NEVER VERBALLY YELL FIRE. It may cause panic.

2. Notify receptionist/medic/assigned staff as to the fire location and severity and proceed to exit the building. **Call 911 immediately.**
3. Leave building by the closest unobstructed exit. Proceed into the back yard. Assembling at the gazebo and in the surrounding area. Monitors shall take a head count and report all missing persons to firefighters in charge at the scene.
4. Remember, once you leave the building, do not re-enter for **ANY REASON**, until you have received an all clear.