

## **CITY OF CHAPMAN STORM SHELTER STANDARD OPERATING PROCEDURES**

**Purpose:** To provide safety to the citizens of this community and others who seek safety before and during a storm.

### **Duties and Responsibilities:**

- a. Upon notification of possible severe weather Storm Shelter Managers shall respond and park nearest the shelter entrance and turn yellow strobes or flashers on.
- b. Storm Shelter Managers shall open shelter to receive citizens.
- c. Maintain crowd control. Turn know one away.
- d. Everyone will stay inside once entering the shelter until further notice. Police will give all-clear.
- e. Stay away from the door.
- f. No smoking.
- g. Keep noise to a minimum,
- h. Clean up after yourself.
- i. Note: At no time will Shelter Managers leave the shelter (contact Police if needed for assistance).

### **Animals:**

- a. All animals must be under control by the owner.
- b. Dogs will be on a leash.
- c. Clean up after your pets.

### **After the Storm Passes:**

- a. Check for injured or trapped persons.
- b. Give first aid when appropriate.
- c. Don't try to move the seriously injured unless they are in immediate danger of further injury.
- d. Call for help.
- e. Turn on radio or television to get the latest emergency information.
- f. Use the telephone only for emergency calls.