United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Wyoming State Office
P.O. Box 1828
Cheyenne, Wyoming 82009-1828

IN REPLY REFER TO:
1112 (950) P

June 25, 2008

EMS TRANSMISSION: July 1, 2008
Instruction Memorandum No. WY-2008-042
Expires: 9/30/2009

To: All State Office Employees

From: Associate State Director

Subject: Tornado Emergencies Procedures

The following procedures are to be followed in case of a tornado emergency.

1. When a tornado warning is issued for Cheyenne, a National Weather Service (NOAA) weather alert is broadcast on emergency weather radios and/or the Civil Defense siren will sound. Emergency weather alert radios are located on all floors occupied by BLM in the State Office (see attached floor maps). Tornado warnings from any one of these sources will trigger emergency tornado procedures described in this document.

2. After receiving official notification of a tornado warning, a member of the Emergency Action Team (EAT) (team consists of State Director, Associate State Director, Deputy State Directors, Chief Warden, Business Manager, and evacuation wardens) will make the following announcement on the public address system:

   Attention everyone, attention everyone. A tornado warning is in effect. Everyone in the building should proceed immediately to the designated tornado shelter on the first floor.

   The announcement will be repeated.

   The tornado shelter includes the interior hallway on the north half of the first floor and first two parts of the main conference room.

3. All employees and visitors will then proceed in a quick but orderly manner to the first floor and assemble in the hallway that leads from the lobby to the main conference room, rooms 107B and 107C of the main conference room, and hallway west of the main conference room towards the Information Resource Management (IRM) section. No one will be allowed to assemble in Room 107A of the conference room because of the windows in the north section of the room.

4. Employees are discouraged from using elevators for tornado evacuations and should use stairwell exits to expedite the evacuation. Elevators are reserved for the mobility impaired and their escorts. Supervisors must ensure mobility impaired employees have evacuation assistance.

5. The evacuation wardens will make sure everyone in their area is aware of the emergency and direct them to evacuate. They will check the interior rooms, rest rooms, etc, to ensure everyone is evacuated. Wardens will note who evacuated from their respective areas and provide a list to the individual in charge (State Safety Officer, Business Manager, or DSD, Support Services.)

6. During the tornado warning everyone will remain in the north section of the first floor hallway and in Rooms 107B and C. Floor wardens will station themselves at the doors at both ends of the hallway to assure those doors remain closed until notified by the EAT that the tornado warning is rescinded or the tornado has passed.

7. Room 109 (the First Aid room) will be the command center during the emergency. The chief warden and Emergency Action Team (EAT) will assemble in the command center. The individual in charge will make an announcement to all as to when the tornado warning was initiated and how long it is estimated to last based on NOAA announcements. It is recommended an updated announcement be made every 30 minutes until the warning has ended. There is an emergency bag located in Room 109, located in a cabinet in the front part of the room.

8. The EAT should use NOAA weather reports as the official source to determine the end of the tornado warning. Other sources of emergency information from the Internet and Civil Defense alerts should also be considered, if available. After the EAT has determined the tornado warning has expired or been rescinded, the individual in charge will announce the tornado warning has ended and employees will be permitted to return to their duty stations.

9. In the event that the building or surrounding area has been damaged by a tornado, the Continuity of Operations Plan (COOP) goes into effect and its procedures implemented.

Signed by:
Jamie E. Connell
Acting Associate State Director

Authenticated by:
Pamela D. Hernandez
Wyoming Central Files

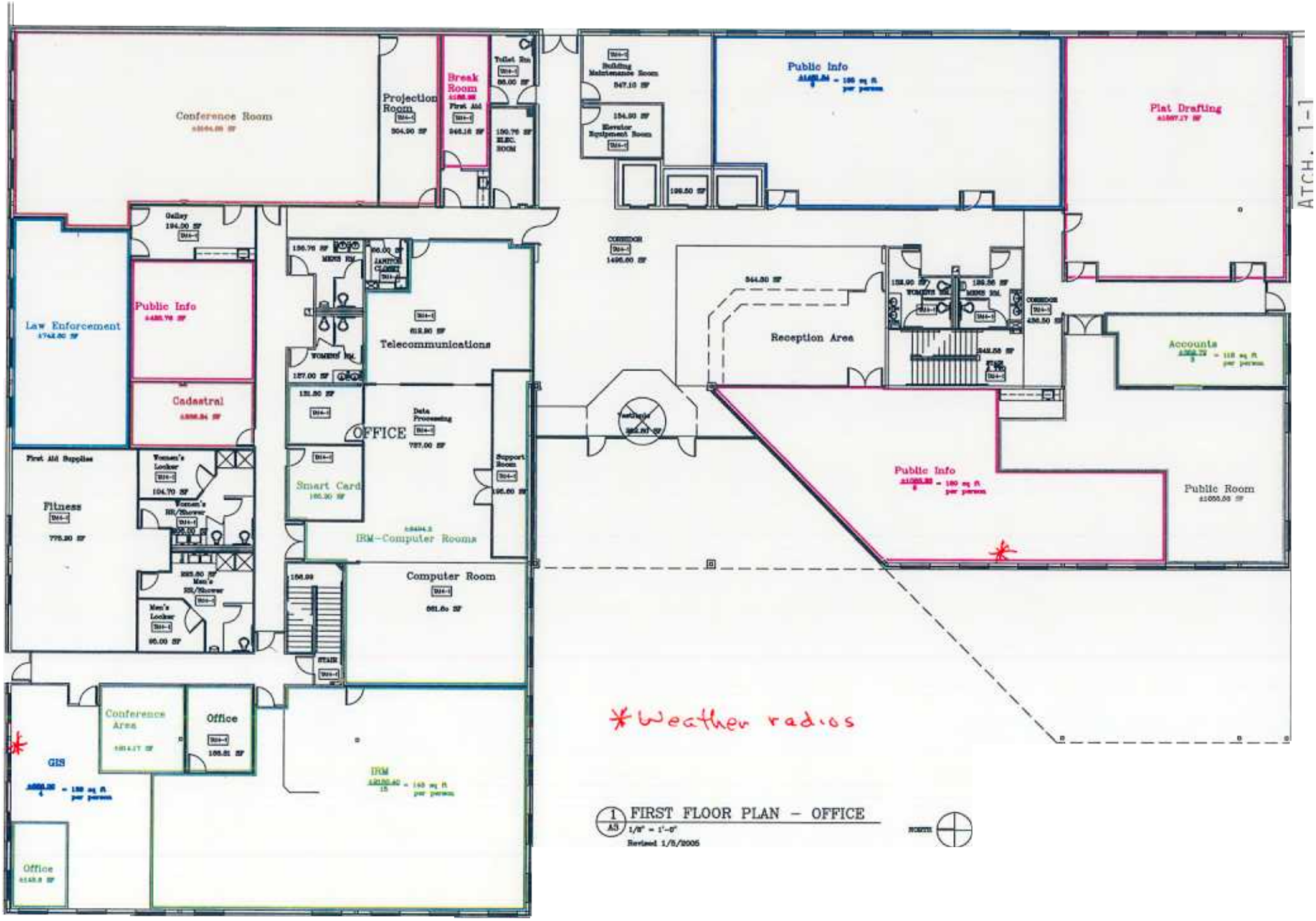
1 Attachment:
1 – Maps (3 pp)

Distribution

Director (740), STE 300, 1120 20th St. NW	1 (w/o atch.)
SD	1 (w/atch.)
CF	2 (w/atch.)

cc:
Deputy State Director, Support Services
State Safety Officer, WY-950

Cy:
Building Agencies

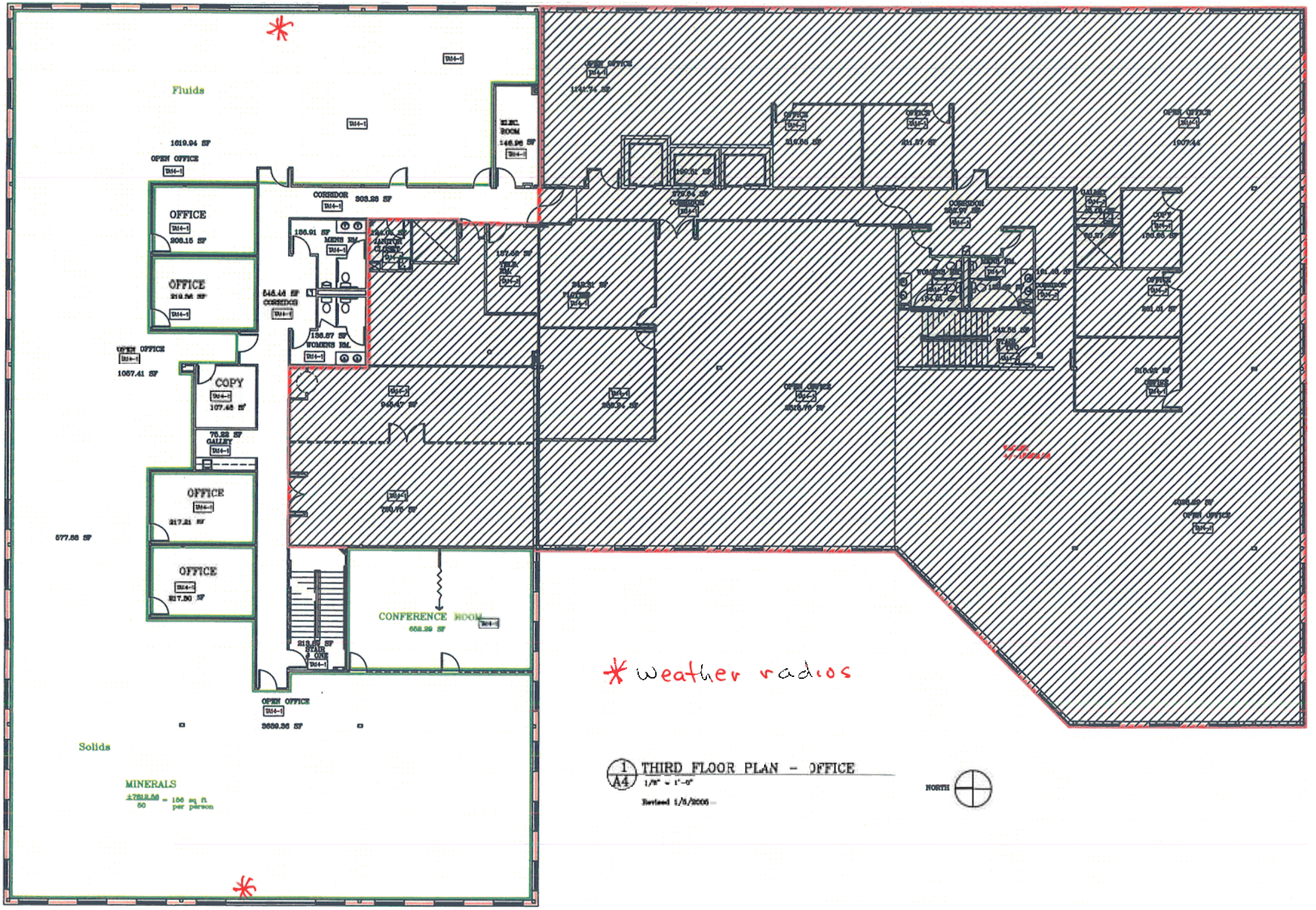


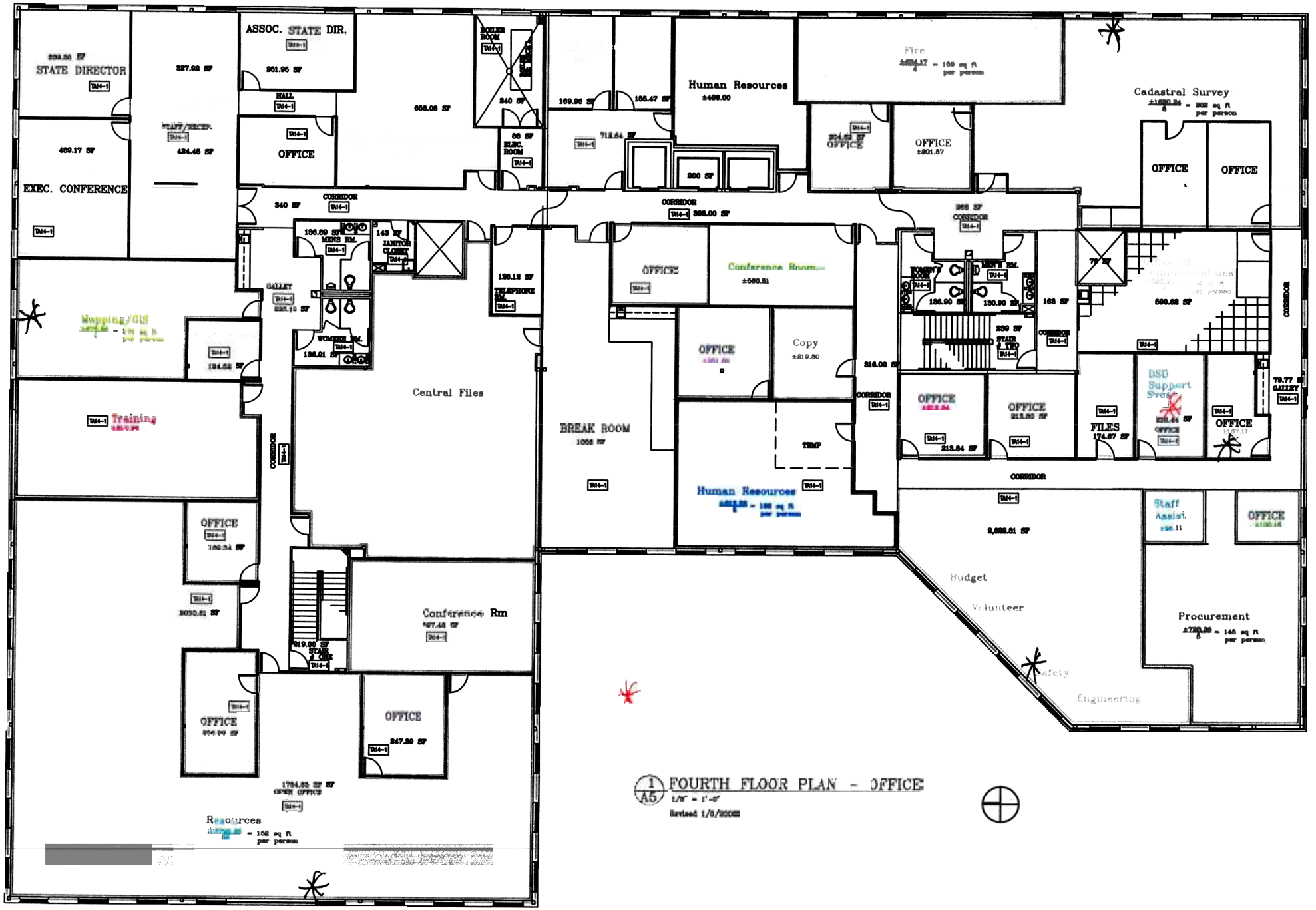
1 / A3 FIRST FLOOR PLAN – OFFICE

1/8" = 1'-0"

Revised 1/6/2005

ATCH. 1-1


Fluids
1619.94 SF
OPEN OFFICE
OFFICE
OFFICE
OPEN OFFICE
1057.41 SF
COPY
107.48 SF
75.22 SF
GALLEY
OFFICE
217.21 SF
577.88 SF
OFFICE
217.30 SF
CORRIDOR
303.23 SF
136.91 SF
MENS RM.
CORRIDOR
136.87 SF
WOMENS RM.
ELEC. ROOM
146.96 SF
CONFERENCE ROOM
652.29 SF
OPEN OFFICE
3639.36 SF
Solids
MINERALS
156 sq ft per person
* weather radios
1 A4 THIRD FLOOR PLAN - OFFICE
1/8" = 1'-0"
Revised 1/5/2006
NORTH



1/A5 FOURTH FLOOR PLAN - OFFICE

1/8" = 1'-0"

Revised 1/8/2008

A 1 3