

Sample Letter: Tornado Safe Room Protection Zone

Name

Address

RE: Fredericktown Community Tornado Safe Room

Dear Friend and Neighbor of Fredericktown Schools:

We are pleased to announce that the Fredericktown Elementary Community Tornado Safe Room has been completed and is now ready for use during tornado and dangerous high wind events. The tornado Safe Room is on the Fredericktown Elementary campus and is located at 419 Newberry Street,.

The tornado Safe Room is owned by the Fredericktown School District and its first function is to provide protection for the students and staff during tornado and extreme high wind events during school hours.

The tornado Safe Room will also be available for residents in the community that do not have basements or other safe rooms that live within what we refer to as the "Tornado Protection Zone" (TPZ).

The TPZ in which you are located (see enclosed map), is the intended tornado protection zone throughout the year. Due to estimated time necessary to reach the Safe Room after a warning has been given and the maximum capacity of 1,151 persons, including the student body and staff, the tornado Safe Room cannot provide shelter for those beyond the protection zone.

I have enclosed a TPZ Map, a Safe Room Floor Plan Map, and a Special Needs Form (physical impairments, special medical alerts, aid animal instructions, etc. to be completed and returned to myself within one week from receipt of this letter). If you have any questions please do not hesitate to contact myself or the superintendents office staff at (573) 783-2570.

Sincerely,

Mr. Brett Reutzel

Enclosures: TPZ Map
Safe Room Floor Plan Map
Special Needs Form