

# Tornado Drill Checklist

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- Before the Tornado Drill
  - Make sure that your employees are aware that you are having a tornado drill.
  - Make sure your employees understand what will take place during the drill.
  - Ensure your employees know the safest places to be during a tornado.
  - Encourage your employees to get information about tornado preparedness.
- During the Tornado Drill
  - Announce the start of the drill by using a public address system or having designated volunteers alert staff.
  - Employees should act as though a tornado warning has been issued for the immediate area or a tornado has been sighted near the building.
  - Employees should evacuate as quickly as possible to the nearest safe place.
  - Be sure to use stairs to reach the lowest level of a building.
  - Avoid using an elevator.
  - In a real tornado emergency, once people reach safe areas they would crouch as low as possible to the floor, facing down, and cover their heads with their hands.
  - Once all employees have evacuated, the drill coordinator can announce that the tornado has passed and the drill is over.
  - Employees can then return to their offices.
- After the Tornado Drill
  - The drill coordinator should document any necessary changes in the evacuation procedure.
  - Do more safe areas need to be identified?
  - Are some safe areas cluttered and need to be cleaned out to be more accessible?
  - Do employees know the fastest routes to take to safe areas?
  - Is a better method for letting employees know of an approaching tornado needed?