Tornado Drill Checklist

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# Tasks:

☐ **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?**