

Tornado Drill Checklist

By John F. Smith

- 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?