

# Tornado Drill Evaluation Checklist

**Purpose:** To ensure that employees follow procedures and behavior for sheltering.

**Directions:** As you observe the drill, check "Yes" or "No" or "Not Applicable" for each of the items listed below.

Your Name: \_\_\_\_\_

Building: \_\_\_\_\_ Area of Assignment: \_\_\_\_\_

Date: April 24, 2008      Time: 2:00 PM

<b>Evacuation Procedures and Behaviors</b>	<b>Yes</b>	<b>No</b>	<b>NA</b>
1. If an evacuation drill announcement was issued via PA System, was the announcement clear and understandable in all locations?			
2. Did personnel evacuate the area(s) in a quick and orderly fashion?			
3. Did students and instructors in classrooms participate in the tornado drill?			
4. Did most/all personnel in offices or labs go to shelters?			
5. Were disabled students, staff and visitors assisted to the shelter area or to an appropriate room in the interior of the building?			
6. Did personnel know the location of the shelter area?			
7. Was the shelter close enough? (reached within 5 minutes)			
8. Was the shelter large enough to accommodate evacuees?			
9. Did everyone remain at the shelter assembly area until the all clear signal was given?			

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
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**Please turn form into your Building Chair or mail to University Safety and Assurances, Engelmann 270**