TORNADO PREPAREDNESS CHECKLISTS FOR SCHOOLS

PRE-SEASON TO-DO LIST:
- Develop and confirm protocols to facilitate decision making regarding temporary classrooms, special needs students, assembly areas, outdoor activities, etc.
- Establish protocols for delayed release times.
- Identify a means of communication for buses, coaches, etc.
- Conduct a pre-season survey of all shelter spaces.
- Prepare emergency equipment.
- Make provisions for quick shut-off of utilities.
- Pre-assign responsibilities to staff members.
- Identify potential post-event assembly areas.
- Communicate/coordinate plans with local emergency response personnel.
- Train employees, staff and students.
- Conduct a practice drill.

PRE-STORM CHECKLIST:
- Keep a weather alert radio in the main office and constantly monitor conditions for current information. Additional information sources include The Weather Channel, Internet and local TV/radio news stations.
- Provide staff with regular communications, advising them of impending weather conditions and any alerts issued by the National Weather Service.
- When school is in session, suspend or postpone outdoor physical education, recess, field trips and any activities located away from the school. The same applies to afterschool sporting events and practices, clubs and field trips.
- Assemblies, events and other activities scheduled to take place in areas with large roof spans should also be suspended or postponed. Remember that these areas often collapse and are not recommended tornado shelters.
- Anticipate immediate evacuation of students and staff in temporary or portable classrooms, special needs students, and younger children to shelters as severe weather approaches.
- Should severe weather be approaching at release time, implement your delayed release plan/protocol and communicate this information to staff, students and parents.

AFTER A TORNADO STRIKE—POST EVENT CHECKLIST:
- Provide immediate directions to those in shelter areas. If shelter areas appear undamaged and safe, remain in the space until further directions are given.
- If necessary, send a pre-assigned staff member to shut-off building gas, electric and water as needed.
- Check the identified post-event assembly areas for hazards. Outdoor areas should be checked for downed power lines and hazardous debris. Indoor areas should be checked for damage, debris and other hazards. Choose the best available area. Direct staff and shelter supervisors to assemble all persons in the designated

assembly area for a headcount, first aid assistance, etc.
- Implement post-event staff assignments, including building security, student supervision, traffic control and first aid.
- Do not allow anyone to enter a damaged building. Secure the building as needed to keep persons away from weak structures and wreckage until professionals arrive to assess the structure and clear away debris.
- Follow your child/parent reunification procedures.

TORNADO DANGER SIGNS:
- **Dark, greenish sky**
- **Large hail**
- **Low-lying cloud that may be rotating**
- **Loud roar, like a freight train**
- **Sudden drop in barometric pressure**
- **Strong winds >60 mph**
- **Frequent, intense lightning**

TERMS TO KNOW:
- **Tornado Watch:** Tornadoes are possible in the area. Be ready to act quickly if a warning is issued.
- **Tornado Warning:** A tornado has been sighted or indicated by weather radar.
- `   Take shelter immediately underground to a basement, storm cellar or interior room.

SHELTER AREAS:
- **Best Shelter Areas**
  - Basements or interior lower levels
  - Areas with a short roof span
  - Away from glass or other safety hazards
- **Hallways:**
  - Use interior hallways at a 90 degree angle to thru hallways that exit to the outside to help reduce wind tunnel effects.
  - Harden hallway shelter areas as needed to reduce exposure to flying debris and other hazards.

Do Not Use:
  - Areas with large roof spans such as gymnasiums, auditoriums, cafeterias, etc.
  - Temporary or portable classrooms.
  - Hallways that have glass doors at each end that open to the outdoors.