

# TORNADO DRILL EVALUATION FORM

**Date of Drill:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Yes	No	POLICY	Comments
		Was a tornado watch communicated to all building personnel in advance of the warning?	
		Was a tornado warning communicated to all building personnel?	
		Were all hallways and exits clear of obstructions?	
		Did all faculty, staff, students and visitors evacuate in a timely manner to the designated shelter area?	
		Was signage placed on entrance doors alerting others seeking shelter of the shelter locations in the building?	
		Were all teaching and/or work areas secured when staff left?	
		Were all elevators restricted to special needs persons only?	
		Were stairways clear of obstructions?	
		Are all tornado safe shelter areas clearly marked?	
		Did all staff stay at least twenty (20) feet away from exterior doors in the shelter area?	

Time Tornado Watch issued: \_\_\_\_\_ Time Tornado Warning issued: \_\_\_\_\_

How were the Watch/Warning notifications received? \_\_\_\_\_  
NOAA radio, UGAAlert, AM/FM radio, etc.

How were internal building/department notifications made? \_\_\_\_\_

Time of complete evacuation to shelter areas: \_\_\_\_\_

Time of ALL-CLEAR signal: \_\_\_\_\_

Total elapsed time of evacuation: \_\_\_\_\_

**Summation:**

Reported By: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 E-mail/Phone: \_\_\_\_\_

**Please forward a copy of this completed form to the University of Georgia Office of Security & Emergency Preparedness, Hodgson Oil Building, Suite 200 South, Athens, GA 30602-1977 Thanks.**