

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 basement/warehouse?	

Time Tornado Watch issued: _____ Time Tornado Warning issued: _____

How were the Watch/Warning notifications received? _____
NOAA radio, UGAAAlert, 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.