

Tornado Watch Protective Actions Checklist

School Administrators

- 1. Monitor the weather closely via a weather radio, television, cell phone or computer
- 2. Communicate to all staff that conditions may warrant additional action if a warning is issued; staff should check emergency supplies and student rosters
- 3. Consider limiting outdoor activities such as recess, athletic and band practice until the watch has expired
- 4. Review the school's emergency operations plan (EOP) and prepare to implement
- 5. Check administrative pre-stocked emergency supplies and go-kits
- 6. Have attendance clerk prepare a printed copy of student rosters and contact information
- 7. Notify staff located in portable buildings to prepare to relocate to designated shelter areas
- 8. Check hallways and shelter areas to ensure they are ready to receive students in the event a tornado warning is issued
- 9. Prepare to take shelter quickly if necessary
- 10. Notify custodial and/or maintenance staff to secure/remove any loose objects on the exterior of the building
- 11. Continue to monitor the weather closely—tornadoes can develop quickly

Teachers and Staff

- 1. Listen for communication from campus administrators concerning severe weather
- 2. Check classroom emergency supplies and student rosters
- 3. Review emergency procedures and protective actions with students
- 4. Be prepared to relocate to shelter areas with students quickly if advised by campus administrators to do so
- 5. Be prepared with materials to occupy students in the event outdoor schedules are modified or curtailed
- 6. Remain calm and await further instructions from campus administrators

Tornado Warning Protective Actions Checklist

School Administrators

- 1. Monitor the weather closely via a weather radio, television, cell phone or computer; if a tornado warning is issued for the immediate area, implement protective actions
- 2. Advise staff that a tornado warning has been issued; instruct staff to immediately begin relocating students to the designated safe areas (interior hallways, restrooms, etc.). Avoid areas with large roof spans such as gymnasiums and auditoriums
- 3. Relocate staff and students from portable buildings into permanently constructed buildings; ensure all special needs students and staff are safely relocated
- 4. Notify support staff that a tornado warning has been issued and to take shelter
- 5. Continue to monitor the weather via a weather radio, television, cell phone or computer
- 6. Provide appropriate communication to stakeholders
- 7. Do not release students to parents/guardians who have arrived on-scene. Invite them to take shelter inside the school.
- 8. Advise district administration of protective actions taken

Teachers and Staff

- 1. Listen for communication from campus administrators; be prepared to relocate to the shelter area with students when directed to do so
- 2. When advised to shelter, move students quickly to the pre-designated shelter area taking the class roster and emergency contact information
- 3. Once in the shelter area, instruct students to take a tornado safe position. Have them sit and face the walls. Instruct them to crouch and cover the back of their head and neck, linking their fingers. Demonstrate the protective posture.
- 4. Remain in the protective posture as long as the threat of a tornado is imminent.
- 5. Remain calm and await further instructions from campus administrators
- 6. Do not allow students to leave even following an event unless accounted for and release procedures have been completed