

TORNADO DRILL EVALUATION FORM

Date of Drill: _____ **Location:** _____

Yes	No	POLICY	Comments
		Was a tornado drill communicated to all building personnel in advance of the drill?	
		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?	
		Were 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? _____

How was 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 copy of this completed form to the JSU Police Department, 700 Pelham Road North Jacksonville, AL 36265.