

**DISASTER DRILL  
OBSERVER CHECKLIST  
TORNADO**

**OBSERVER:** \_\_\_\_\_

**AREA:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**“WATCH” TIME ANNOUNCED:** \_\_\_\_\_

**“WARNING” TIME ANNOUNCED:** \_\_\_\_\_

<b>STAFF RESPONSE</b>	<b>YES</b>	<b>NO</b>
Moved or prepared to move clients to the designated safe area.		
Closed windows, curtains, blinds.		
Staff, visitors, and clients advised to stay away from doors and windows.		
Assembled extra blankets and pillows during “watch” phase		
Staff, visitors and clients advised to stay away from radiators, stoves, metal pipes, sinks, electrical equipment.		
Staff knows NOT to use elevators		
During tornado “Warning” phase, staff knows to have clients sit on floor of the designated safe area with their backs to the wall, with heads, arms and legs covered.		
Staff was prepared for possible loss of electrical power.		
The CSH Emergency Management Plan and the area-specific emergency plan were readily available.		
Adequate staff was available		
<b>COMMENTS/OTHER ACTIONS TAKEN:</b>		