

## Tornado Preparedness Checklist

A tornado is one of the most destructive and powerful types of storms imaginable. Unlike a hurricane or tropical storm, a tornado may develop almost without warning, appearing within minutes and leaving little time to react. Winds can exceed 200 mph and cause cataclysmic damage. This checklist will assist you in making sure you have everything in place.

### BEFORE THE TORNADO

- Have medical supplies on hand.
- Purchase a portable AM/FM radio and spare batteries to ensure you'll have a way to follow weather updates if the power goes out.
- Look for the following danger signs: dark, often greenish sky; large hail; low-lying clouds (particularly if rotating); and/or a loud roar, similar to a freight train.
- Vault your data off-site and test your disaster recovery systems regularly.
- Plan how you'll reroute phone calls. Consider the possibility that you might not have cellular service in the event of a widespread blackout.
- Test your business continuity and disaster recovery plans, and gather employee feedback.

### DURING THE TORNADO

- Follow the instructions given by local emergency management officials.
- Know the difference between a tornado watch and a tornado warning.
- If you're inside, stay away from the windows and seek cover in a basement. If you don't have a basement in your office, go to the lowest floor of the building and seek shelter in a small center room (such as a bathroom or closet), under a stairwell or in an interior hallway with no windows.
- If you're caught in the middle of a tornado while in your car, stay put.
- Keep your employees informed by sending out an alert through an emergency notification and incident management system.

### AFTER THE TORNADO

- Account for all employees.
- Address staff injuries. For those severely injured, call 911.
- When safe, inspect both the exterior and interior of the building for damage.
- Avoid downed power lines.
- Communicate with employees, customers and vendors to let them know the status of your business.
- Refer to your business continuity and disaster recovery plans to determine next steps for continuing your business operations.
- Review your plan to determine what worked and what areas needed improvement.

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Let's get in touch.

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