

Tornado Drill Evaluation Form

Date of Drill: _____ Location: _____

What is the drill scenario? _____

YES	NO	FEEDBACK	Comments
		Was UND Police Department & Operations Center notified in advance of the drill?	
		Was a tornado watch communicated to all building personnel in advance of the warning?	
		Was a tornado warning communicated to all building personnel?	
		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 where the shelter locations are located in the building?	
		Were all teaching and/or work areas secured when staff left?	
		Were any special needs persons identified during the drill?	
		Were all elevators restricted to special needs persons only?	
		Were all hallways and stairs clear of obstructions?	
		Are all tornado safe shelter areas identified and clearly marked?	
		Did everyone stay at least twenty (20) feet away from exterior doors in the shelter area?	
		Are staff members assigned to sweep the building for accountability purposes?	
		If the building is multi-floors, was there a primary evacuation/shelter monitor present?	
		Have several evacuation monitors been trained should they be needed?	
		Was the Operations Center notified at the end of the drill?	

Time the Tornado Watch was issued: _____

Time the Tornado Warning was issued: _____

How were internal building/departments notified? _____

Time of complete evacuation to the shelter areas: _____

Time of all-clear signal: _____ Total elapsed time: _____

Summation:

Reported by: _____

Title: _____

Email/Phone: _____

Please forward a copy of this completed form to the Office of Emergency Management at UND.oem@UND.edu.

Please monitor the Department of Public Safety webpage for updates.
<https://campus.und.edu/safety/>