

## Tornado Preparedness Checklist



An estimated **1,000 tornadoes** occur in the U.S. each year.

Unlike other natural disasters that typically occur in a specific geographic region, tornadoes have been documented in every state.



Here are some tips that will help your business prepare for a tornado:

### Before a 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), 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 (BCDR) plan and gather employee feedback.

## During a 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 a 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 BCDR plan to determine next steps for continuing your business operations.

Review your plan to determine what worked and what areas needed improvement.