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Tornado & High Wind Checklist

Mark with a Y or N to indicate if the requirements are met or not.

- Have designated radios to announce the tornado watches and warnings.
- Request all personnel report evidence of severe weather.
- Local emergency management will mobilize people and request information on direction and intensity of the storm. They will also send units into affected areas to assess damage and provide help.
- Emergency procedures stay in place until the watch is over.
- If the watch escalates to a warning then additional items need to be addressed such as guest safety, building safety, backing up computer systems and ensuring that you have communication in case power goes out.
- Look for updates on the warning such as last sighting, strength and wind speed, and trajectory.
- Look for information released by public information officers after the storm is over for the all clear.
- Create a plan before a disaster that includes plans for moving guests to interior rooms, backing up computer systems, managing building damage as it is happening, and communicating to emergency services if necessary.
- Train all staff on what to do in a disaster in your hotel. Inform them of safe places to be and how to assist guests in this stressful situation.
- Have qualified professionals look at your building to assess building structure and discuss ways to minimize damage and increase safety in a disaster.
- Designate safe places within your building for shelter.
- Have a plan in place to communicate with emergency services in case telephone lines and communications go down.
- Protect all critical documents for your building and business in a place that is weatherproof such as a strong safe.
- Practice tornado procedures with employees so they feel confident if the time comes to enact the procedures.
- Periodically inspect all emergency equipment and confirm they are working properly.
- Create a suitable fund for post-disaster needs such as paying employees and contractors and for building repairs.