

## Sample Checklist for Severe Weather

Pennsylvania is exposed to severe weather in the form of tornadoes, lightning, ice, and heavy snow storms.

**DIRECTIONS:** Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

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

Action Item	Completed
<b>Severe Weather Procedures:</b>	
During periods of severe weather watches or warnings, list to NOAA or Emergency Alert System broadcasts.	
Implement Incident Command System.	
Based on National Weather Service's forecasts and Emergency Management Agency advice, implement Shelter in Place or Evacuation Procedures.	
If Shelter in Place Procedure is implemented, notify Facilities Manager and Transportation Director.	
If hazard is lightning storms, summon all staff and students into the building.	
Warn staff and students to stay away from glass doors and windows, telephones, and all electrical appliances, including computers.	
If a Tornado Warning is issued, move staff and students to interior rooms with no windows.	
When weather clears, Incident Commander issues the all clear and staff and students are dismissed after rooms are checked for damages.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
<b>Evacuation Procedures:</b>	
If Evacuation procedure is implemented, notify Transportation Director and Facilities Manager.	
<b>Reunification:</b>	
If Shelter in Place procedure is implemented, Reunification Plan is activated.	
<b>Communications:</b>	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
<b>Cautions/Notes:</b>	