

FACILITY DRILL WORKSHEET
SCENARIO: TORNADO

NAME _____ **DATE CONDUCTED** _____

This drill is set up with FOUR sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients/members and equipment is simulated. Read the following statement to staff:

DAY 1, 10:50 AM: During the transition between services, the weather radio at your establishment alerts the staff of a tornado warning because a tornado has been spotted near the location of the facility. The warning came at a time when the facility is filled with people of all ages from babies to senior adults. The facility has not had interruption of water or power.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess immediate threat to members.			
2. Per facility protocol and procedure, spread the word to leadership in the establishment to direct people to your shelter-in-place.			
3. Take emergency supply box (which can include batteries, flashlights, non-perishable foods, etc.) to meeting place, including weather radio.			
4. Remain in protected area until the tornado warning is removed from facility’s area.			
5. Call emergency services and notify them of any emergency needs of members (simulated)			
6. If able, notify building and incident coordinators of situation.			
7. Communicate status with members that are in protected area.			
8.			
9.			

Comments:

At the second pre-set time, read the following to staff:

DAY 1, 11:30 AM: While waiting in the protected area, you hear the storm arrive and leave with audible sounds of glass breaking and things crashing. The weather radio reports that the tornado warning has passed.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess any immediate threats or injuries to members, then staff.			
2. Call emergency services to address member illness or injuries, and building damage. (simulated)			
3. Continue to wait in protected area until emergency services arrives to inspect safety of building.			
4. Implement the facility calling tree to inform needed parties of facility status.			
5. Inform members of facility status and to await further instruction. (simulated)			
6. Have someone check the things that need to be checked: shut off water			
7. Once given the OK to come out of protected area, assess building for damage and document all damage to building and its contents.			
8. Consider consulting a renovation company to assist with assessing/repairing damage.			
9. Assess if building needs to be secured to prevent further loss.			
10. Assess damage to equipment and notify technical services to assist in determining next steps.			
11. Inform the local emergency management agency of the facility status and the needs that are active.			
12. Shut off water main, gas, and main power			

13. Accountability: door knockers to say that the room is clear of people (provide examples of possible ways to account for members)			
Comments:			

At the third pre-set time, read the following to staff:

DAY 1, 1 PM: You receive notification that repairs are needed to the part of the building and structure of the facility before services there can resume.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform members of the cancellation of services until further notice. (simulated)			
3. Inform the local emergency management agency of the facility status and the needs that are active.			
4.			
5.			
Comments:			

At the fourth pre-set time, read the following to staff:

DAY 7, 1 PM: You receive notification from the city that the tornado damage has been repaired and the facility can proceed with procedures to reopen.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Conduct walkthrough of facility with staff to ensure facility is ready to reopen.			
2. Conduct water treatment disinfection per facility policy. Estimate when results will be available.			

3. Inform local emergency management agency of estimated reopen date and water results when available.			
Steps to Plan	Action Taken	Who Completed?	Comments
4. Inform back up facility and patients of reopen date.			
5. Inform members of reopen date.			
6.			
7.			
Comments:			

At end of drill, solicit members input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to the establishment's emergency preparedness plan.

Review of staff discussion:
