



**LINCOLN-LANCASTER COUNTY EMERGENCY MANAGEMENT
STATEWIDE SEVERE WEATHER/TORNADO DRILL**

PARTICIPATION REPORT FOR SCHOOLS

Drill Date: Wed, Mar 28, 2018, 10:00am CST

FACILITY/DEPARTMENT/LOCATION of DRILL _____

PURPOSE:

Relocate students, staff and visitors to a safe location during a National Weather Service (NWS) severe weather warning.

PROCESS:

Designated staff will monitor weather conditions on NOAA Weather Radio/AM-FM Radio/ Computer Notification/Smartphone App and activate the severe weather shelter plan when prompted.

PROCEDURE:

Upon notification from the NWS of a **severe weather warning** employees will do the following:

- When the warning is issued, designated staff will initiate the relocation order pursuant to the facility's severe weather plan.
- Employees will relocate to the designated severe weather relocation/shelter area.
- Employees responsible for students and visitors will escort them to the relocation area (when & where applicable).
- Employees will notify their supervisor when successfully relocated.
- Employees will remain in the shelter area until the warning expires or the 'all clear' is sounded.

REPORT

1. Did this location participate in the relocation drill? **Yes**_____ **No**_____
If so, did administrators/supervisors participate? **Yes**_____ **No**_____
2. Number of staff & students who participated: _____
3. Number of others (visitors) who participated: _____
4. If this location has a **NOAA Weather Radio**, did the radio alarm activate at the warning time?
Yes_____ **No**_____ **N/A (No Radio)** _____
5. Did everyone receive timely notification of the **severe weather warning**? **Yes**_____ **No**_____
6. If not, what can be done to ensure timely notification?

7. Is there a **severe weather kit** in the relocation area? **Yes**_____ **No**_____
8. If yes, is the kit properly stocked? **Yes**_____ **No**_____
Are any items outdated and need to be replaced? If so please list them:

Name of Reporting Person _____ **Title** _____

E-Mail _____

*** Return completed forms to: jdavidsaver@lanaster.ne.gov ***