

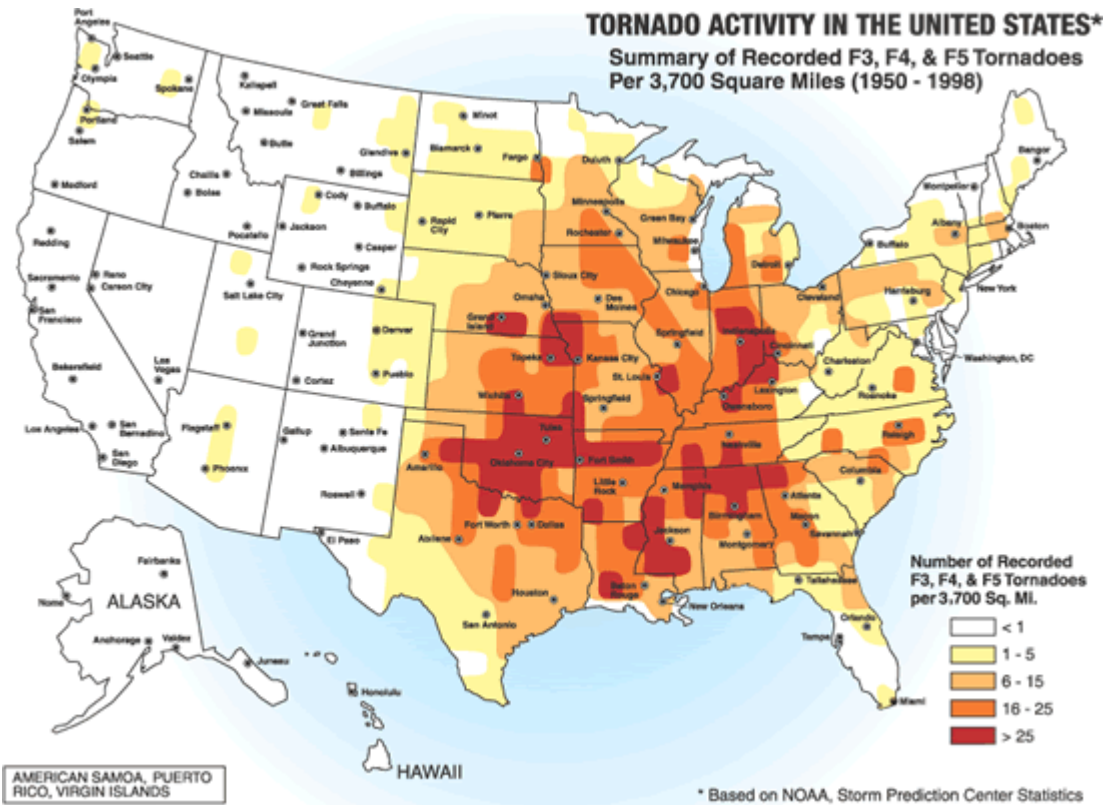
TORNADO PREPAREDNESS CHECKLIST

A tornado is arguably one of the most destructive types of storms imaginable. Unlike a hurricane or tropical storm, a tornado may develop almost without warning, appearing within minutes and leaving little time to react. Winds can exceed 200 mph causing enormous damage in its path. The importance of being prepared cannot be overstated.

The following is a checklist to prepare your business in the event of such an occurrence.

✓	BEFORE THE TORNADO
	Have a plan to provide emergency notification (warning system) to all employees, clients, visitors and customers in an emergency. The Alert Notification System in MyAgility can be a valuable tool to assist in keeping communication lines open with employees.
	Develop a phone redirection strategy (.e.g., if telephone service is cut, will your 800# failover to cell phones, answering service, Google Voice, etc.
	Conduct drills regularly to prepare employees for the real thing.
	When you establish your timeline for workplace preparation and closure, consider that employees will need to prepare their families and take care of personal matters as well. Allow enough time for them to execute their personal preparedness plans.
	Identify critical employees, and make sure they understand what is expected of them during a disaster. For example, you may need IT staff immediately after a disaster to protect and reestablish your technology systems. If you need those employees onsite (or at a remote location) make travel, hotel, and meal arrangements in advance.
	If employees will be required to return to the workplace to assist in the recovery process before all services are restored, obtain an adequate supply of water, nonperishable food, first-aid supplies, generators, cleaning supplies, batteries, flashlights, and other necessities.
	Develop a plan to allow your payroll, benefits, and HR functions to operate during a disaster, after a disaster, or during any period in which access to your workplace is restricted.
	Update your employee contact information regularly and at the beginning of any season during which natural disasters are more likely. For those in hurricane-prone areas, that means now.
	Look for the following danger signs: dark, often greenish sky, large hail, dark, low-lying clouds, and/or loud roar (similar to a freight train).
	Put your crisis management plan in writing and give it to all employees.
✓	DURING THE TORNADO If a Tornado Warning is issued or if threatening severe weather is approaching, make sure employees:
	Move to an interior room or hallway on the lowest floor and, if possible, get under a heavy piece of furniture.
	Stay away from windows.
	Work trailers even if tied down, offer little protection from tornadoes and should be abandoned.
	Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. Do not open windows.
✓	AFTER A DISASTER
	Ensure the site is safe for re-entry. A third-party inspector may be necessary to verify safety.
	If you're an Agility member, contact your Agility Client Service Representative (1.866.364.9696). Agility will walk you through the necessary steps for restoring order.
	Communication following a disaster is critical. Establish a communication plan that will work regardless of the nature of the disaster. Consider a secondary toll-free number or website that is hosted outside of your region. Instruct employees on when, how, and what to communicate through these channels following a disaster.

✓	YOUR PEOPLE
	Ensure you have an emergency communication plan in place prior to the storm.
	Have all employees, vendors, and client contact information on hand or loaded into myAgility.
	Use the Alert Notification tool in myAgility, or an alternate source, to keep all posted on status and next steps.
	During evacuation have a central point of contact for all employees, and ensure you know where your people are located.
	During evacuation activate your phone redirection strategy: Failover to cell phones, answering service, Google Voice, etc.
	Following the tornado, notify all employees, vendors and stakeholders of next steps.



Tornadoes are classified using the “Fujita Scale.” The intensities shown in the chart below:

Category	Wind Speed (MPH)	Intensity
F0	< 73	Gale
F1	73-112	Moderate
F2	113-157	Significant
F3	158-206	Severe
F4	207-260	Devastating
F5	261-318	Incredible