



SEVERE WEATHER EMERGENCY PREPAREDNESS TABLETOP DRILL

TORNADO

While a full-scale emergency response drill may not always be feasible, a tabletop drill is a worthy substitute. A well-planned tabletop exercise provides the opportunity to critique current processes while identifying improvement opportunities and corrective actions to be taken.

Tabletop Drill Process

Drill Preparation

- Review the drill scenario and determine the objectives for the drill.
- Identify the Severe Weather Emergency Preparedness and Response Plan processes and procedures that should be used in the drill scenario.
- Identify ways to make the drill scenario more relevant to your organization.
- Gather a tabletop drill team of no more than 15 people – none of whom helped develop the processes – to participate in the scenario.
- Ensure that organizational leadership are present to observe and evaluate the exercise.

Drill Execution

- Have the tabletop drill team introduce themselves, including their names and assigned roles in the Severe Weather Emergency Preparedness and Response Plan.
- Review the processes and procedures that should be used in the drill scenario.
- Introduce the drill scenario. Don't get too specific or provide a lot of detail.
- Read through the considerations for the first part of the scenario.



- Begin with a five-minute group discussion on the course of action that should be taken. Moderate conversation as needed.
- Introduce the next portion of the scenario.
- Read through the considerations for the second part of the scenario.
- Hold a five-minute group discussion on the course of action that should be taken. Moderate conversation as needed.

Drill Conclusion

- With organizational leadership, review the effectiveness of the exercise and evaluate your organization's situational performance.
- Identify areas of weakness and concern that were observed when discussing the scenarios.
- Create goals that are specific, measurable, attainable, relevant and timely to address each area of weakness and concern.
- Identify who will be responsible for completion of each of the goals created.
- Monitor goal progress to ensure completion.
- After goals have been completed, schedule a future drill session to determine if areas of weakness and concern have been resolved.

Tabletop Drill | Tornado

Organization:

Date:

Location:

Drill Coordinator:

Total Participants:

Sample Scenario | Part 1

Choose a time and day of the week when your facility is typically very busy.

Time:

a.m./p.m.

Day:

The National Weather Services (NWS) has issued a Tornado Watch for your area. A large line of powerful thunderstorms is approaching your area and conditions are favorable for tornadoes to develop.

At this point, what is your plan of action as an organization?

Considerations for discussion:

- How do you receive severe weather alerts at your organization?
- How will you plan to continue monitoring weather conditions?
- How do you alert the building occupants if this situation escalates?
- What decisions need to be made and who are the deciders?

Discussion Notes

Sample Scenario | Part 2

18 minutes later

Time:

A large tornado has hit approximately 10 miles north of your community. The NWS reports that the storm system responsible for this tornado is headed directly toward your area and has issued an immediate Tornado Warning for your community and surrounding area.

Understanding that a tornado could hit at any moment, what is your plan of action?

Considerations for discussion:

- How do you plan to alert the need for a shelter in place?
- How do you plan to direct traffic to your shelter area?
- How do you plan to move children, persons with disabilities and others in need of assistance to a shelter area?
- How do you plan to survive if you are stuck for an extended period?
- How do you plan to monitor weather for an all clear?
- What decisions need to be made and who are the deciders?

Discussion Notes

Did your organization survive the tabletop tornado drill? Would you like additional information on how to prepare for severe weather emergencies? Church Mutual will help you identify your areas of greatest need and resources available to help you be ready.

Help is just a call or click away.

Our consultants are available by phone or email to discuss your questions and concerns.

Contact **Risk Control Central Today**

RiskConsulting@churchmutual.com · (800) 554-2642 (OPTION 4) EXT. 5213

Monday-Friday 8 a.m. – 4 p.m. CST

PROTECTING
THE GREATER
GOOD



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