

**Transportation Mobility and Safety Division
North Carolina Department of Transportation**

Tornado Drill Verification Form

Tornado drills should, at a minimum, be conducted annually (usually during Severe Weather Awareness Week which occurs sometime in late February and/or early March). Tornado drills do not necessarily need to be coordinated with fire departments or other emergency management officials, and do not necessarily need to have alarms sounded. However, every employee is required to participate in these drills and meet at their primary meeting place, and occasionally their secondary meeting place, in order to become familiar with safety procedures. Employees may not return to their work stations until an all clear is provided by the individual conducting the drill. Following a drill, this form shall be completed and sent to the individuals listed at the bottom.

Date of Drill: _____ Time of Drill: _____

Location/Facility: _____

Individual Conducting Drill: _____

Alarm Method Used: _____

Were Local Fire/EMS Officials Involved in, or Respond to, the Drill? Yes No

Did all employees present participate in the drill? Yes No

Meeting Place Used: Primary Secondary

Weather Conditions: _____

Comments: _____

Name: _____ Signature: _____

Send completed and signed form to: Division Safety Coordinator

cc: Unit Head
 Direct Supervisor (if other than Unit Head)
 Unit Safety Coordinator (if other than Division Safety Coordinator)