**Appendix F** **Logged by:**

**Chronological Log of Activities**

Date of Incident: --- **SAMPLE** ----

Incident: Tornado

|  |  |
| --- | --- |
| **Actions** **Completed:** | **Actions:** |
|  | Monitor the weather closely via a weather radio, television, cell phone, or laptop computer |
|  | NOAA issues a Tornado warning for the town |
|  | Alert staff and students via intercom or internal communication system  |
|  | Staff immediately relocate students to the designated safe areas (i.e., interior hallways, restrooms, etc.) according to your tornado drill protocols |
|  | Teachers or substitute teachers take the class roster and emergency contact information to shelter |
|  | Relocate staff and students from portable buildings into permanently constructed buildings |
|  | Ensure all special needs students and staff are safely relocated |
|  | Continue to monitor the weather via a weather radio, television, cell phone, or laptop computer |
|  | Provide appropriate communication to stakeholders |
|  | Do not release students to parents/guardians who have arrived on scene |
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**Appendix F Logged by:** **Chronological Log of Activities**

Date of Incident:

Incident:

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| ActionsCompleted: | Actions: |
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