



LIVE SAFETY EMERGENCY TORNADO Hospitality Checklist

1. PREPARE

- ☐ Monitor NOAA/NWS alerts (Activate Live Safety App-Mass Alert).
- ☐ Train staff and guests with scheduled drills—play Tornado Prep Audio Guide
- ☐ Identify/post shelter zones; open app evacuation map
- ☐ Assign shelter and communication leads in app contacts.
- ☐ Stock shelters: helmets, blankets, radios, first aid, bottled water, snacks, hygiene, flashlights.
- ☐ Review accessibility needs: update guest/staff assist list.
- ☐ Verify vendor/service emergency contacts list in the app .

2. RESPOND

- ☐ Shelter locations: lowest level, interior, windowless rooms/halls; basements or FEMA/ICC-500 safe rooms where available. Avoid large-span spaces (ballrooms/gyms) and windows. Use helmets for head protection
- ☐ Announce "Shelter In Place" via Live Safety App and printed signs.
- ☐ Play the Tornado Response Audio Guide (App) in the shelter. Conduct headcount.
- ☐ Direct/assist guests—prioritize special needs, monitor via app.
- ☐ Alerts & actions: Train on Watch vs Warning (and "Tornado Emergency"). Watch = prepare; **Warning = shelter now.**
- ☐ Restrict access to unsafe areas.

3. RECOVER

- ☐ Wait for official all-clear; send status via app notification.
- ☐ Inspect hazards with professionals; document via app photos.
- ☐ Review and submit incident log to owner/insurer.
- ☐ Debrief team, update digital checklist/apps, improve protocols.

