

Best Western St Louis Airport North Hotel & Suites Tornado Safety Checklist for Staff:

1. Emergency Contact Information:

- Familiarize yourself with emergency contact numbers, including local emergency services and hotel management.
 1. Hazelwood Fire Department: 314-731-3424
 2. Hazelwood Police Department-314-838-5000 (In emergency, dial 911)
- Keep a copy of emergency contact information at your workstation.

2. Tornado Shelter Locations:

- Know the designated tornado shelter areas within the hotel.
- Clearly communicate the location of tornado shelters to guests and other staff members.

3. Weather Monitoring:

- Monitor weather updates through a reliable source, such as a weather channel or a designated weather service.
- Pay attention to tornado watches or warnings and be prepared to take action.

4. Guest Communication:

- If a tornado watch is issued, inform guests about the situation and provide guidance on safety measures.
- In the event of a tornado warning, calmly guide guests to the designated tornado shelters.

5. Evacuation Procedures:

- Familiarize yourself with tornado evacuation procedures, including routes to the shelter areas.
- Advise guest to go to the stairwells. The second landing of each stairwell is the safest as you do not want to stand in front of the exit door on the first landing.
- Assist guests, especially those with mobility challenges, in reaching the tornado shelters area safely.

6. Tornado Drills:

- Conduct periodic tornado drills with hotel staff to ensure everyone is familiar with evacuation procedures.
- Use drills as an opportunity to reinforce the location of tornado shelters.

7. Emergency Lighting:

- Ensure that emergency lighting is functional in all common areas and evacuation routes.

	<ul style="list-style-type: none"> • Have flashlights available in case of power outages during a tornado.
8.	Secure Outdoor Areas:
	<ul style="list-style-type: none"> • Secure loose outdoor items that could become projectiles during high winds. • Close and secure doors to minimize damage.
9.	Communication Systems:
	<ul style="list-style-type: none"> • Maintain open communication with other staff members and management during severe weather events. • Use communication devices, such as walkie-talkies or phones, to coordinate tornado response efforts.
10.	Guest Accountability:
	<ul style="list-style-type: none"> • Keep a record of guests who have entered the tornado shelters. • Report any missing guests to emergency responders.
11.	First Aid and Emergency Supplies:
	<ul style="list-style-type: none"> • Ensure that first aid kits and emergency supplies are available in or near tornado shelter areas. • Provide guest with essentials like water, blankets, and basic medical supplies.
12.	Collaboration with Local Authorities:
	<ul style="list-style-type: none"> • Follow instructions provided by local emergency services and weather authorities. • Collaborate with emergency responders to ensure a coordinated and safe response.
13.	Post-Emergency Procedures:
	<ul style="list-style-type: none"> • After the tornado has passed, follow established procedures for assessing and addressing any damage. • Communicate updates and safety information to guests and staff.
14.	Training and Awareness:
	<ul style="list-style-type: none"> • Conduct regular training sessions to keep staff informed about tornado safety protocols. • Provide resources and materials to enhance staff awareness of tornado safety.

By following this tornado safety checklist, staff at Best Western St Louis Airport North Hotel & Suites can help ensure the safety and well-being of guests and themselves during tornado emergencies. Regular training and communication are key components of a successful tornado preparedness plan.