Building Safety & Security Representative
Statewide Severe Weather Drill Checklist

Building Safety and Security Representatives (BSSRs) play a vital role in encouraging departmental participation in the statewide severe weather drill as well as answering building specific sheltering concerns. Post-drill feedback from BSSRs is essential in addressing the effectiveness of drills in preparing and notifying the campus in the event of actual severe weather.

This checklist of action items included below provides a quick reference for BSSRs to use in their planning process prior to and after a severe weather drill.

Please contact OEP should you have any questions or need to set up a site visit to help identify building sheltering areas.

☐ A severe weather flyer has been posted in a common area (departmental bulletin board, break room, etc.) in my building. Check OEP’s website www.prepare.uga.edu prior to the drill, for a downloadable severe weather flyer.

☐ NOAA weather radios in my building have been tested to confirm they will be heard during a weather test.

☐ I have notified my building’s departmental contacts (via e-mail or other means) of the upcoming drill to encourage them to participate in the drill. Also, I reminded these individuals that the outdoor warning sirens are not intended to be heard inside the building.

☐ Prior to the weather drill, I have reviewed/updated my contact information in the UGA Alert notification system, www.ugaalert.uga.edu.

☐ I have identified sheltering areas for my building and have relayed that information to departments in my building(s).

☐ I have posted, as appropriate, severe weather sheltering area signage in my building(s). Contact OEP if you need a severe weather shelter sign(s).

☐ I have completed and/or updated the Building Emergency Action Plan (BEAP) for my building and have provided the BEAP to OEP. I understand that severe weather drill evaluation forms are available from the OEP website.

☐ I am aware that OEP offers FREE Classroom Emergency Posters that include the location of my buildings severe weather sheltering area(s).

☐ I plan to complete the Post-Drill Survey Form provided on OEP’s website www.prepare.uga.edu/EE/Downloads.