

OPERATIONS AND MAINTENANCE EMERGENCY PROCEDURES FOR HURRICANES/STORMS

Pre-Emergency Procedures & Checklist



A. STAFF / TELEPHONES / AGENCIES

1. Notify staff as to when to return to work after the storm and how to contact each other.
2. Keep a current telephone list of staff's phone numbers at your office and home (O&M call tree).
3. Have telephone numbers handy to contact key personnel and list of tenants to contact in case damage has occurred in their area.
4. Change message on answering machine to inform staff when/if they should come to work.
5. Check with tenant for special requirements; get in written form.
6. Call Onsite Manager for assistance to provide updated building information.
7. Have camera (can be disposable) on hand for any photos of future damages.
8. Have "Post-Emergency Procedures and Check List" forms ready for any after storm damages.
9. Maintain a worklog for possible insurance reimbursement and/or FEMA that can be for pre-storm safety and then after storm damages:
 - 9a. Staff or vendors names with phone numbers.
 - 9b. Client employee hours (regular & overtime) – with copies of timesheets (2 days before, 3 days after them and all other till damage has been corrected or completed).
 - 9c. Materials from our stock, that we bought or that we replace to our stock.
 - 9d. Equipment, ours or rental.

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9e. Camera, throw-away-type with flash.

 Y

9f. Cost for items for post storm when used to avoid damage or protect facility.

 Y

9g. Keep **DAILY LOGS** of time, labor, material, invoice copies for repair and replacement.

 Y

9h. Keep **REPAIRS** separated from **REPLACEMENT** items.

 Y

10. Maintain list of Regional or Area Contractors.

 Y

11. Stay in communication with local and state authorities.

 Y

12. Have Emergency team ready for evals.

 Y

B. OUTSIDE AREAS

1. Secure dumpster tops, especially plastic type.

 Y N N/A

2. Secure outside ashtrays/trash cans and any signs that may be loose.

 Y N N/A

3. Sweep parking deck/lots and exterior areas to reduce debris that may clog drains.

 Y N N/A

4. Tie down any loose lumber or materials; notify any contractors to secure/remove.

 Y N N/A

5. Check and clean roof drains and outside scuffers.

 Y N N/A

6. Secure all outside mats, tables and benches.

 Y N N/A

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|--|--------------------------|--------------------------|--------------------------|
| 7. Remove all flags. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Take appropriate measures to secure cooling towers and roof equipment. Tie down and check bolts in metal housing; cover turbine roof vents to prevent damage and rain intrusion. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Make sure all outside windows and doors are secured and locked. Prevent water intrusion in spaces around exterior doors by covering with duct tape. Install storm shutters where applicable if available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Check and test electric locks to ensure doors do not open during storm when power has been de-energized. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Check loading docks and take appropriate measures to secure everything. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Secure all playground equipment, bicycle racks (some may not be bolted down), etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Walk around building(s) and check for potential hazards that need to be made safe. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Ensure exterior generators, covers, fan shrouds and the like are secured. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Lower plate windows to be protected with plywood and/or masking tape as required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. If water intrusion appears likely on lower floors of building, have the elevator service contractor re-set the controls to "rest" cars on the upper level floors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Turn off gas and domestic water to the facility (but not the fire sprinkler water supply), and follow procedures for Mechanical, Electrical, and Water Systems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have "Post-Emergency Procedures and Check List" forms ready for any after. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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C. INSIDE AREAS

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|---|----------------------------|----------------------------|------------------------------|
| 1. Check and replace supplies that might be needed – first aid kit, disposable camera, film, masking tape, batteries, flashlights, chainsaws (test), gas, oil, generator fuel, etc. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |
| 2. Locate and test all wet vacuums for proper operation and parts. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |
| 3. Check to see if you have tools on hand for repairs, including plywood. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |
| 4. If water intrusion appears likely on lower floors of building, have the elevator service contractor re-set the controls to “rest” cars on the upper level floors. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |
| 5. If water intrusion appears likely on lower floors, have power cut to those areas. (See special procedures for electrical.) | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |

D. OTHER – List Building specifics for this facility.

Example: For example, secure the awnings

- | | | | |
|----|----------------------------|----------------------------|------------------------------|
| 1. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |
| 2. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |
| 3. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |
| 4. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |
| 5. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |
| 6. | <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A |

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E. EVACUATE BUILDING

1. Turn off gas and follow procedures for mechanical, electrical, water, and irrigation systems.

Y	N	N/A
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Reasonable care should be taken, as economically as possible, to protect property from further damage, and all receipts for materials used to protect property should be saved. Invoices from vendors should include the items purchased, quantity, unit price and total. If materials and labor are included on the same invoice, a breakdown of the charges will be necessary. In addition, the building for which materials were purchased should be noted on the invoice. Purchase orders must be tracked.

If repair work is bid, a copy of the bid specifications will need to be provided, as well as a copy of the bid tabulation sheet and bid sheet for the successful bidder. In addition, the successful bid must be itemized to show the amount of materials and the amount of labor. Repairs made by agency personnel shall be reimbursed for the materials only. However, agency labor may be paid if overtime is incurred due to repairs being made or if such repairs or maintenance are not within the normal scope of the employee's duties.

Should damage to the building require roofing repairs or replacement, provide the total square footage of the roof and the square footage of the portion repaired or replaced.

As soon as conditions allow, a thorough documentation of damages to the building (interior and exterior) should be collected using still photos in as large a format as possible. Videotaping is also useful, however, please use adequate lighting and pan very slowly across all portions or typical examples of the damage.

Forward To (Client): _____ Facilities Management OR Client Liasion

From: _____

Facility: _____

Date (DAY/MON/YR): _____

Emergency Type: _____