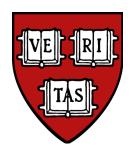
Harvard Facility Manager Severe Weather Checklist



PERSONAL SAFETY IS PARAMOUNT! EXERCISE CAUTION AT ALL TIMES.

72 Hours Prior Review building/department specific emergency plans Test emergency generators Roof tops and drains should be cleared of debris Monitor progress of storm Communicate with facilities personnel and vendors Inspect all fire systems and detection systems Confirm staffing plan with supervisor & staff Register for MessageMe: http://messageme.harvard.edu/

24 40 11001311101
Communicate plans to building occupants
Top off fuel in generators and vehicles
Reschedule routine preventative maintenance (including
work by contractors)
Secure potential projectiles (outdoors & indoors)
Ensure communication tools are charged and operational
Inspect sump pumps and drainage
Pre-stage equipment (sand bags, wet-vacs, etc.) as needed
Alert key vendors for anticipated support and 24/7 contact
Update senior management of plans and status of tasks

During and After
Mitigate life safety hazards
Keep tenants informed about facility/safety issues
Respond to facilities needs if it is safe to do so
Continue to update senior management
Keep appraised of latest forecast
Continue to communicate with staff
Assess damage, obtaining photos and videos as needed
Block off/mark hazardous areas
Return facility to normal operations as quickly as possible

CHECK KEY SUPPLIES Have personal preparedness kit Food and water Ensure personal vehicle is fueled and equipped for inclement weather Car charging cables Phones, radios, laptops are fully charged, with backup batteries Flashlights with extra batteries Rain gear, boots, goggles, hard hats Plastic sheeting and tarps Sealants Fire extinguishers Access to generator and vehicle fuel Sandbags and sand Flood lights Portable in-line GFCI



ACTIONS TO AVOID



- DO NOT use candles during power outages
- DO NOT operate generators indoors or near air intakes
- DO NOT work on roofs and other elevated surfaces during high winds
- DO NOT work in standing water
- DO NOT work near downed power lines

IMPORTANT PHONE NUMBERS	
Life threatening emergencies:	
Dial 911	
Harvard University Police:	
617-495-1212	
University Operations Center:	
617-495-5560	