# 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/](http://messageme.harvard.edu/)

### 24-48 Hours Prior
- 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 tarp
- 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