Harvard Facility Manager
Severe Weather Checklist

PERSONAL SAFETY IS PARAMOUNT!
EXERCISE CAUTION AT ALL TIMES.

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

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, wetvacs, 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
- Respond to facilities needs if it is safe to do so
- Winter snows can create drifts that block exhaust vents, forcing carbon monoxide gas (CO) to back-up. Keep sidewall and direct vents clear of obstructions, drifting snow and bushes to provide proper ventilation.
- Identify properties/building in which boiler exhausts are subject to blockage (< 6 feet from horizontal surface) – check periodically.
- Assess damage, obtaining photos and videos as needed
- Block off/mark hazardous areas – especially areas subject to falling ice
- Inspect all emergency exits to insure exterior doors and pathways are clear and accessible
- Roof top snow removal is a dangerous activity that should be done by qualified individuals following OSHA protocols – fall protection
- Keep appraised of latest forecast
- Continue to communicate with staff
- Continue to update senior management
- Check-in with building occupants
- Return facility to normal operations as quickly as possible

IMPORTANT PHONE NUMBERS

Life threatening emergencies: Dial 911

Harvard University Police: 617-495-1212

University Operations Center: 617-495-5560

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

EXERCISE CAUTION AT ALL TIMES.