

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/>

24-48 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 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**