

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Building Shutdown and Re-open

Checklist

Use this checklist when shutting down a building and site before a disaster and to re-open it when it’s safe to do so. Consult with your engineer and vendors to customize this list to your building and its needs.

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| Building address: |  |
| Building Protection Team Leader: |  | Date: |
| Phone number: |  | Email |  |

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| Electrical |
| Tasks | Initial when complete | Time shutdown | Time re-open |
| Electrical service entry points protected. |  |  |  |
| If no utility power, ensure arrangement for a backup generator with at least three days’ power. |  |  |  |
| Protect all circuitry and connections for switch gear. |  |  |  |
| Building emergency lighting in common areas, such as hallways, utility rooms, flood lighting and office. |  |  |  |
| Review proper shutdown procedures on equipment per manufacturer’s specification to prevent surging.  |  |  |  |
| Emergency backup power engaged, with at least a three day supply of fuel in place and safely stored. |  |  |  |
| Disengage emergency door alarm to allow for resident entry and exit.  |  |  |  |
| Engage transfer switch for generator. |  |  |  |
| Notes |

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| **Mechanical Air Handling** |
| Tasks | Initial when complete | Time shutdown | Time re-open |
| Engage automatic controls and monitoring systems.  |  |  |  |
| Roof-mounted equipment secured. |  |  |  |
| Battery-powered backup smoke alarm system engaged and batteries checked. |  |  |  |
| Notes |

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| **Site Perimeter** |
| Tasks | Initial when complete | Time shutdown | Time re-open |
| All freestanding equipment and materials including patio furniture and loose tools tied down or anchored. |  |  |  |
| Protect perimeter with sand bags, perimeter flood protection, flood gates. |  |  |  |
| Windows fastened and secured. |  |  |  |
| Notes |

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| **Elevators** |
| Tasks | Initial when complete | Time shutdown | Time re-open |
| Elevators shutdown and recalled above flood level. |  |  |  |
| Notes |

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| **Fuel** |
| Tasks | Initial when complete | Time shutdown | Time re-open |
| Place fuel storage tanks in a safe area and tighten valve caps. |  |  |  |
| Remove chemicals from benches and shelves and store in a secure area. |  |  |  |
| Notes |

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| **Resident Communication**  |
| Tasks | Initial when complete | Time shutdown | Time re-open |
| Have backup copies of all keys.  |  |  |  |
| Work with **Resident Engagement Team Leader** to alert residents not to deposit trash in compactors until further notice.  |  |  |  |
| Work with **Resident Engagement Team Leader** to communicate to residents not to flush toilets if one-way check valve engaged. |  |  |  |
| Work with **Resident Engagement Team Leader** to ask residents to remove air conditioners and all other items from windows and balcony ledges. |  |  |  |
| If intercom disconnected, work with **Resident Engagement Team Leader** to ensure other communications systems are in place to contact residents. |  |  |  |
| Notes |

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| **Other** |
| Tasks | Initial when complete | Time shutdown | Time re-open |
| Move building, specs, plans, operational manuals and vital records to a secure location. |  |  |  |
| Relocate all vehicles to higher ground. |  |  |  |
| Notes |

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