Person(s) Conducting the Survey:

Location:

Date:

|  |  |  |  |  |
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|  | Before the Storm | | | |
| Condition | |  | | Recommendation/Additional Info |
| Is there an emergency communication plan in place? | | Yes | No |  |
| Are all business and vendors (plumbing, HVAC, PACE) contracts and contact information  on hand? | | Yes | No |  |
| Is there a check procedure in place for restoring electrical services? (involving IT) | | Yes | No |  |
| Is there a disaster supply kit? (contains ice melt,  sand, snow shovels, utility shut-off tools) | | Yes | No |  |
| Are portable heaters and other emergency equipment on hand? | | Yes | No |  |
| Are all openings where cold air can enter, sealed with caulking and insulation? | | Yes | No |  |
| Are all walls and rooves repaired to prevent  drafts? | | Yes | No |  |

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|  | Before the Storm | | | |
| Condition | |  | | Recommendation/Additional Info |
| Are all roof drains, gutters and downspouts inspected and cleaned as necessary? | | Yes | No |  |
| Are heating and heat- producing process equipment in good  condition and operating efficiently? | | Yes | No |  |
| Is snow removal arranged for driveways, doorways, and rooves? (consider having contracts in place before winter) | | Yes | No |  |
| Is a plan established for days in which staff are unable to come into work? | | Yes | No |  |
| Is all exterior equipment winterized? Are all hose bibs and irrigation drained and shut off? | | Yes | No |  |
| Has all cold-weather  equipment been tested? | | Yes | No |  |
| Are all boilers and firing mechanisms/controls inspected and cleaned? | | Yes | No |  |
| Is Uninterrupted Power Source (UPS) in place to  protect equipment from a power surge? | | Yes | No |  |
| Is all automatic sprinkler protection in idle  buildings maintained and functional? | | Yes | No |  |

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| Before the Storm | | |
| Condition |  | Recommendation/Additional Info |
| Is there adequate anti- freeze in exterior wet sprinkler systems? | Yes No |  |
| Are building temperatures monitored, especially in hard-to-heat areas containing vulnerable equipment? (keep temperatures  above 50°F) | Yes No |  |

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| During the Storm | | | |
| Condition |  | | Recommendation/Additional Info |
| Are you listening to local news and weather channels for situational developments and road closures? | Yes | No |  |
| Have heaters, snow blowers, generators and cold-weather equipment been located and made  accessible should it be needed? | Yes | No |  |
| Are roofs, driveways, walkways and doorways consistently kept clear of snow and ice? | Yes | No |  |
| Are water faucets opened slightly to let them drip to keep water flowing through pipes that are  vulnerable to freezing? | Yes | No |  |

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| During the Storm | | |
| Condition |  | Recommendation/Additional Info |
| Are hose bibs and irrigation drained outside and shut off? | Yes No |  |
| Has someone been assigned to check indoor temperatures should your schools be vacant for  long periods of time? | Yes No |  |

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| After the Storm | | | |
| Condition |  | | Recommendation/Additional Info |
| Is staff fully briefed and informed about any transportation diversions or time changes? | Yes | No |  |
| Has a complete building walk (interior & exterior) been completed to check for damages, leaks, and  defective equipment? | Yes | No |  |
| If there is any damage, have all critical people been notified of next steps? | Yes | No |  |
| Has snow been cleared away safely to prevent  flooding and icing? | Yes | No |  |
| Have heating systems and water pipes been inspected and functional? | Yes | No |  |