

Date: _____ Location: _____

Person(s) Conducting the Survey: _____

Before the Storm

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

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

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

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

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

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