

**DEPARTMENT OF MANAGEMENT SERVICES  
OPERATIONS AND MAINTENANCE  
EMERGENCY PROCEDURES FOR HURRICANES/STORMS**

**Pre-Emergency Procedures and Check List**

Forward To: Deputy Chief of  
Tallahassee Facilities OR  
Deputy Chief of Regional  
Facilities

From: \_\_\_\_\_

Facility: \_\_\_\_\_

Date: \_\_\_\_\_

DAY/MON/YR

In the event of a hurricane or a very dangerous type storm, the following items must be considered and made safe.

**A. STAFF / TELEPHONES / AGENCIES**

1. Notify staff as to when to return to work after the storm and how to contact each other.	<input type="checkbox"/> Y
2. Keep a current telephone list of staff's phone numbers at your office and home (O&M call tree).	<input type="checkbox"/> Y
3. Have telephone numbers handy to contact key personnel and list of tenants to contact in case damage has occurred in their area.	<input type="checkbox"/> Y
4. Change message on answering machine to inform staff when/if they should come to work.	<input type="checkbox"/> Y
5. Check with agencies for special requirements; get in written form.	<input type="checkbox"/> Y
6. Call OPCON at 850.487.3651 for assistance and to provide updated building information.	<input type="checkbox"/> Y
7. Have camera (can be disposable) on hand for any photos of future damages.	<input type="checkbox"/> Y
8. Have "Post-Emergency Procedures and Check List" forms ready for any after storm damages.	<input type="checkbox"/> Y
9. Maintain a worklog for possible insurance reimbursement DFS and/or FEMA that can be for pre-storm safety and then after storm damages: a) Staff or vendors names with phone numbers. b) DMS employee hours (regular & overtime) – with copies of timesheets (2 days before, 3 days after them and all other till damage has been corrected or completed). c) Materials from our stock, that we bought or that we replace to our stock. d) Equipment, ours or rental. e) Camera, throw-away-type with flash. f) Cost for items for post storm when used to avoid damage or protect facility. g) Keep <b>DAILY LOGS OF</b> time, labor, material, invoice copies for repair and replacement. h) Keep <b>REPAIRS</b> separated from <b>REPLACEMENT</b> items.	<input type="checkbox"/> Y
10. Maintain list of Regional or Area Contractors.	<input type="checkbox"/> Y
11. Stay in communication with local and state authorities	<input type="checkbox"/> Y
12. Have COOP ready for evacuations	<input type="checkbox"/> Y

## B. OUTSIDE AREAS

1. Secure dumpster tops, especially plastic type.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Secure outside ashtrays/trash cans and any signs that may be loose.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Sweep parking deck/lots and exterior areas to reduce debris that may clog drains.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Tie down any loose lumber or materials; notify any contractors to secure/remove.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Check and clean roof drains and outside scuffers.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. Secure all outside mats, tables and benches.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
7. Remove all flags.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
8. Take appropriate measures to secure cooling towers and roof equipment. Tie down and check bolts in metal housing; cover turbine roof vents to prevent damage and rain intrusion.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
9. Make sure all outside windows and doors are secured and locked. Prevent water intrusion in spaces around exterior doors by covering with duct tape. Install storm shutters where applicable if available.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
10. Check and test electric locks to ensure doors do not open during storm when power has been de-energized.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
11. Check loading docks and take appropriate measures to secure everything.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
12. Secure all playground equipment, bicycle racks (some may not be bolted down), etc.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
13. Walk around building(s) and check for potential hazards that need to be made safe.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
14. Ensure exterior generators, covers, fan shrouds and the like are secured.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
15. Lower plate windows to be protected with plywood and/or masking tape as required.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
16. If water intrusion appears likely on lower floors of building, have the elevator service contractor re-set the controls to "rest" cars on the upper level floors.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
17. Turn off gas and domestic water to the facility (but not the fire sprinkler water supply), and follow procedures for Mechanical, Electrical, and Water Systems.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
18. Test and run emergency generators for correct function; top off the fuel system.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

## C. INSIDE AREAS

1. Check and replace supplies that might be needed – first aid kit, disposable camera, film, masking tape, batteries, flashlights, chainsaws (test), gas, oil, generator fuel, etc.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Locate and test all wet vacuums for proper operation and parts.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Check to see if you have tools on hand for repairs, including plywood.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. If water intrusion appears likely on lower floors of building, have the elevator service contractor re-set the controls to "rest" cars on the upper level floors.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. If water intrusion appears likely on lower floors, have power cut to those areas. (See special procedures for electrical.)	

D. OTHER – List specifics for this facility.

Example: For Historic Capitol, secure the awnings.

1.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

E. EVACUATE BUILDING

***Follow only if facility is not occupied and was officially closed/evacuated by the Governor.***

1. Turn off gas and follow procedures for mechanical, electrical, water, and irrigation systems.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
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Reasonable care should be taken, as economically as possible, to protect property from further damage, and all receipts for materials used to protect property should be saved. Invoices from vendors should include the items purchased, quantity, unit price and total. If materials and labor are included on the same invoice, a breakdown of the charges will be necessary. In addition, the building for which materials were purchased should be noted on the invoice. Purchase orders must be tracked.

If repair work is bid, a copy of the bid specifications will need to be provided, as well as a copy of the bid tabulation sheet and bid sheet for the successful bidder. In addition, the successful bid must be itemized to show the amount of materials and the amount of labor. Repairs made by agency personnel shall be reimbursed for the materials only. However, agency labor may be paid if overtime is incurred due to repairs being made or if such repairs or maintenance are not within the normal scope of the employee's duties.

Should damage to the building require roofing repairs or replacement, provide the total square footage of the roof and the square footage of the portion repaired or replaced.

As soon as conditions allow, a thorough documentation of damages to the building (interior and exterior) should be collected using still photos in as large a format as possible. Videotaping is also useful, however, please use adequate lighting and pan very slowly across all portions or typical examples of the damage.