

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

**Post-Emergency Procedures and Check List**

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

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

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

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

DAY/MON/YR

Emergency Type: \_\_\_\_\_

In the event of damage from a hurricane or any dangerous storm, the following items must be considered and either made safe or take necessary corrective action.

Check off all items when completed.

1. Check on building as soon as it's safe to travel. If you live a good distance from the building, have someone who lives closer go and begin the building check. Make sure they have this check list.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
2. Both Facility Manager (FM) and mechanics, and anyone else designated by FM, are to report to the building.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Survey exterior for damage, including downed trees and branches. <b>DO NOT GO NEAR DOWNED POWER LINES.</b>	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Check interior for water, wind or flood damage.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Report status of building (damage or no damage) to OPCON.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
6. Make a list prioritizing damages.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
7. If there are no damages at your building, check to see if your staff is needed at another building where damages have occurred.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
8. Check for any vandalism.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
9. Take pictures of all damages to the building; need 3 complete sets (1 for your file and 2 for Tallahassee).	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
10. Check roof drains and other roof related items.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
11. If there has been a loss of power, check main power coming into building, time clocks, fire alarm system, electric locks, elevators, and air conditioning units for water before starting back up.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
12. Check satellites and antennas.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
13. Check parking lot sump pumps and drains.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
14. Check outside drains for leaves and trash.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
15. Check for any cracked or broken windows and doors. Remove shutters if installed.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
16. Replace flags if weather permits.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
17. Check all mechanical and electrical systems to make sure they operate properly.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
18. Check emergency generators for proper fuel level and to see if it has run.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
19. Check emergency generator to see if it is ready for service, and test start.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
20. Secure any unsafe areas; post signs and install barricades, if need.	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A