

CHECKLIST

Winter Weather Preparedness

Date: _____	Location: _____
Person(s) Conducting the Survey: _____	

Severe winter weather can lead to property damage, employee illness or injury. The following checklist will help you identify the areas of your schools that are most susceptible to winter hazards.

Before the Storm		
Condition		Recommendation
Has an emergency communication plan been developed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is all business and vendors (Plumbing, HVAC) contracts and contact information on hand?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a procedure for restoring electrical services? Does it involve IT?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a disaster supply kit: ice melt, sand, snow shovels, utility shut-off tools?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are portable heaters or other emergency equipment needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are all openings sealed with caulking and insulation where cold air can enter?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have all walls and roofs been repaired to prevent drafts? Have roof drains, gutters and downspouts been inspected and cleaned of all debris?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is heating and heat-producing process equipment in good condition and operating efficiently?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has snow removal from driveways, doorways, and roofs been arranged? Consider having contracts in place before winter.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has a plan for days in which staff are unable to come into work established?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has all exterior equipment been winterized (drain and shut off hose bibs and irrigation)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has cold weather equipment been tested?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have boilers and firing mechanism/controls been cleaned and inspected?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the Uninterrupted Power Source (UPS) in place to protect equipment from a power surge?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

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Is automatic sprinkler protection in idle buildings regularly maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there adequate anti-freeze in exterior wet sprinkler systems?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are building temperatures, especially in hard-to-heat areas containing vulnerable equipment, regularly monitored? Keep temperatures above 50° F.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
During the Storm		
Condition		Recommendation
Have you listened to local news and weather channels for situation developments and road closures?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have heaters, snow blowers, generators, and cold-weather equipment been located should they be needed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are driveways, walkways, and doorways clear of snow and ice?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have water faucets been opened slightly to let them drip in order to keep water flowing through the pipes that are vulnerable to freezing? Have outside hose bibs and irrigation been shut off and drained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has someone been assigned to check indoor temperatures should the buildings be vacant for long periods of time?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
After the Storm		
Condition		Recommendation
Have all staff been fully briefed and informed about any transportation diversions or time changes?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has a building walk-through (interior & exterior) been completed to check for damage, leaks and defective equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have all critical people been notified of next steps based on damage?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has all snow been safely cleared away to prevent flooding and icing?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are heating systems and water pipes working properly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

CHECKLIST

Know the terms:

- Winter storm watch – be alert, a storm is likely
- Winter storm warning – take action, the storm is in or entering the area
- Blizzard warning – snow and strong winds combined will produce blinding snow, near zero visibility, deep drifts, and life-threatening wind chill – seek refuge immediately!
- Winter weather advisor – winter weather conditions are expected to cause significant inconveniences and may be hazardous, especially to motorists
- Frost/freeze warning – below freezing temperatures are expected and may cause damage to plants, crops, or fruit trees