

# Winter Weather Preparedness Checklist

*Checklist Courtesy of PACE*

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

Person(s) Conducting the Checklist: \_\_\_\_\_

## BEFORE THE STORM

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

Condition	Recommendation / Additional Info
Are all roof drains, gutters and downspouts inspected and cleaned as necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are heating and heat producing process equipment in good condition and operating efficiently?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is snow removal arranged for driveways, doorways, and rooves? (Consider having contracts in place before winter)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a plan established for days in which staff are unable to come into work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is all exterior equipment winterized? Are all hose bibs and irrigation drained and shut off?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has all cold-weather equipment been tested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all boilers and firing mechanisms/controls inspected and cleaned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Uninterrupted Power Source (UPS) in place to protect equipment from a power surge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is all automatic sprinkler protection in idle buildings maintained and functional?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there adequate antifreeze in exterior wet sprinkler systems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are building temperatures monitored, especially in hard-to-heat areas containing vulnerable equipment? (Keep temperatures above 50 °F)	<input type="checkbox"/> Yes <input type="checkbox"/> No

## DURING THE STORM

Condition	Recommendation / Additional Info
Are you listening to local news and weather channels for situational developments and road closures?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have heaters, snow blowers, generators and cold weather equipment been located and made accessible should it be needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are rooves, driveways, walkways, and doorways consistently kept clear of snow and ice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are water faucets opened slightly to let them drip to keep water flowing through pipes that are vulnerable to freezing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are hose bibs and irrigation drained outside and shut off?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has someone been assigned to check Indoor temperatures should your schools be vacant for long periods of time?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## AFTER THE STORM

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