

# FACILITIES

This area discusses how school districts can prepare their individual buildings prior to an event. Regularly maintained accurate records of the districts buildings are valuable in any needed recovery effort and should be kept as part of the Facilities Management Plan. In addition there are preparations that can be done to avoid further damage if there is warning of the event. After the event each affected building needs evaluated to determine the extent of cleaning and repairs needed.

## PRIOR TO EVENT

1. Document Existing Conditions electronically stored off site
  - a. Plans - Electronic version that can be stored off site so that it is safe and also as needed for shelter or emergency personnel and evaluation team
  - b. Photos - For recovery efforts later to determine what existing finishes and basic view of common areas
  - c. Basic building construction information documented- For recovery efforts later to document what was in the building that will need to be
    - i. Elevation of building and site (Is this area flood prone and will the site and or building be in danger)
    - ii. Proximity to hazards- water, chemicals, debris, etc.(Is there possibility of flooding, is there possibility of air quality issues if surrounding chemical company is damaged, is the area surrounded by trees or other items that could be wind debris and damage your building)
  - d. Utilities
    - i. Underground vs. Overhead(Overhead electric lines are more likely be damaged during wind related events)
    - ii. Location of feeds to building(Are these in an area that will likely to be damaged)
    - iii. Generator locations(Are these in an area that will likely to be damaged)
  - e. Building Construction
    - i. Structure type(Concrete and Steel structures can withstand more damage than wood or lighter structure system)
    - ii. Exterior wall finishes(Masonry exteriors can withstand more damage than window wall from wind events with debris)
    - iii. Roof system(depending on the types of events that are possible in your area- what type of damage is most likely to happen and how will this affect the rest of the building)
    - iv. Exterior Window Systems(Where are the windows located and what percentages of the exterior has a potential of damage from the exterior elements of the events)
    - v. Floor finishes-(Will the finishes most likely need to be replaced if the building envelope is damaged. Is the floor finish)

- f. Priority Space Evaluation-Determine how events prevalent in your area will damage key areas of schools
  - i. Kitchen
  - ii. Cafeteria
  - iii. Gymnasium
  - iv. Administration
  - v. Restrooms
  - vi. File Storage
- g. Access-(are there trees, utility lines or other items that could create access problems)
  - i. Evaluate road access
  - ii. Establish emergency access routes
- 2. Evaluate Buildings for potential shelter during the event
  - a. Determine if district will need to provide for shelter and prioritize which facility best fits needs of the shelter.
  - b. If shelter is needed determine the time frame and supplies needed
  - c. The facility will need to meet basic needs- restroom, dining, and sleeping as required.
- 3. Maintenance
  - a. Annual inspection checklist of facilities for maintenance items repairs which can decrease damages during an event.
  - b. Stock equipment and supplies that are needed quickly after an event.
  - c. Check supplies and equipment needed at Shelter locations
- 4. Establish Procedures for During and After event
  - a. Establish an evaluation team comprised of members of the facilities and maintenance departments who will evaluate the Districts facilities immediately after the event and evaluate what other resources and consultants are needed to recover.
    - i. Create contact list for each member with phone numbers and the location where they will shelter so communication continues during the event.
    - ii. Establish with local law enforcement a method of identification for this team and other first responders for district so that they are allowed on site.
    - iii. Establish the level of evaluations that will take place at different stages of the return after the event. Initial inspection, follow up inspection with consultants, and inspections with governmental entities.
  - b. Establish contracts for emergency services for architects/engineers as required for major repairs after events.
  - c. Establish contract for emergency repairs/supplies from
  - d. Establish contract for emergency equipment needed- portable buildings, generators, portable ac units, portable food service equipment, etc.

5. Protect Facilities prior to Event - These will need to be adjusted based on the types of events that are prevalent in your area and timeframe that each event allows.
  - a. Onsite Custodial and Administrative Staff-
    - i. Remove and/ or protect expensive equipment out of areas with exterior windows and secure for possible looting.
    - ii. Bring indoors any items which could become flying debris during high winds.
    - iii. Protect paper records from potential damage
    - iv. Close doors, windows and secure all buildings
  - b. Technology Staff
    - i. Store and back up data servers for building.
  - c. Operations Staff
    - i. Evaluate storage location for food storage and relocate as needed for freezer/cooler items
    - ii. Shut down electrical, water and gas on non shelter locations to avoid the damages caused to fire and explosion
    - iii. Get all elevators cars to above the ground level to avoid damage for flood
    - iv. Check Generator fuel supplies and top off as required for areas not being shut down.
    - v. Remove non generator related fuel supplies to safe location to avoid fire and explosion.
    - vi. Secure building as necessary to prevent possible looting or vandalism until return.

#### **DURING THE EVENT**

1. At shelter locations secure exterior and evaluate building during the event.
2. Evaluation team stays in contact with the local law enforcement and emergency response to determine when they can safely return if evacuation was required.
3. Evaluation team stays up to date with event information to preliminarily evaluate which facilities will need to be evaluated first.

#### **AFTER THE EVENT**

1. The evaluation team meets to evaluate the overall condition of the school district.
2. The evaluation team determines which consultants and services are needed to get started.
3. The evaluation team prioritizes the schools to determine which can open first and which will have a delayed opening.
4. The evaluation team works with the finance and legal counsel to determine information need for following through with insurance and governmental assistance programs
5. The evaluation team works with the administration to make alternate plans for any buildings which are not able to open on time.
6. The evaluation team works with the maintenance and food service for alternate plans where the school can open but there may not be full kitchen, restroom, or other areas.