

Sample Checklist for Building Loss of Use or Structural Failure

DIRECTIONS: Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

DATE: _____

| Action Item | Completed |
|--|-----------|
| Building-Loss of Use Procedures: | |
| Notify Superintendent. | |
| Determine extent and duration of building loss. | |
| Implement school cancellation procedures. | |
| Inspect potential sites to hold classes and relocate school programs while building is out of use. | |
| Plan relocation of educational programs to alternate sites. | |
| Revise pupil transportation system. | |
| Notify staff, parents/guardians, and students of relocation measures. | |
| Conduct school at alternate sites. | |
| When school building is restored, return to normal operations. | |
| Call staff meeting to hold a review of the incident and discuss changes to procedures. | |
| Update checklist, if necessary. | |
| Building-Structural Failure Procedures: | |
| Upon discovery or detection of an actual or potential structural failure, notify Building Principal/Designee and Facilities Manager. | |
| Evaluate situation. | |
| If hazard is imminent, implement Evacuation procedures. | |
| In the event of building collapse or injuries, contact 911 for assistance from Fire Department, Rescue/Ambulance and Emergency Management. | |
| Implement Incident Command System. | |
| Set up Incident Command Post safely away from building. | |
| Notify Superintendent. | |
| If hazard is not imminent, take appropriate remedial actions to mitigate the hazard or provide such barriers as may be required to prevent injury to building occupants. | |
| Notify Building Principal/Designee of mitigation actions taken. | |
| In consultation with municipal building official or a structural engineer and response personnel, determine if the building or portions of it are safe for occupancy. | |
| If not safe for occupancy, implement Evacuation and School Cancellation procedures. | |

| | |
|--|--|
| Contact insurance representative. | |
| Once cleared for occupancy by the municipal Building Official or a structural engineer, resume normal operations. | |
| Call staff meeting to hold a review of the incident and discuss changes to procedures. | |
| Update checklist, if necessary. | |
| Communications: | |
| Notify the Public Information Officer to activate the Communications Plan. | |
| Communication Plan is activated. | |
| Cautions/Notes: | |
| Incident Command will work closely with the first responders and emergency management once they arrive on the scene. | |