

Sample Checklist for Utility Failures

Many times when disasters hit in Pennsylvania, homes and other facilities suffer loss of their utilities for a short or extended period of time.

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
Gas Leak Procedures:	
Upon suspicion of gas leak, notify Principal/Designee and Facilities Manager.	
Upon confirmation of gas leak, evacuate building.	
Call 911 to request Fire Department assistance.	
Call gas company to report leak.	
Implement Incident Command System.	
Set up Incident Command Post at a safe distance from the school.	
Evaluate problem to see if Facilities staff can control the leak.	
Notify Transportation Department.	
Notify Superintendent.	
Fire Department arrive on scene.	
School Incident Commander turns over control of incident to ranking fire officer.	
Description of incident description and location is briefed to fire personnel.	
The school Incident Commander should report to the Joint Incident Command Post.	
In consultation with fire department and gas company personnel, decision is made to implement cancellation of school or resumption of normal school activities.	
If damage has occurred to the building because of the leak, refer to Building-Structural Failure procedures.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
Heating System Failure Procedures:	
Upon discovery of a failure of the heating system, notify the Principal/Designee and Facilities Manager.	
Evaluate the problem and weather conditions.	

If cold weather conditions prevail, notify building Principal/Designee to curtail building activities that may accelerate heat loss (i.e., close all windows and doors and delay class change activity).	
Evaluate problem and attempt to correct.	
If unable to correct problem, notify the Facilities Manager and Principal/Designee of time required to restore heat.	
Notify Superintendent.	
Determine whether school cancellation procedures should be implemented.	
Notify staff and students of decision.	
Implement school cancellation procedures.	
Implement actions to prevent building and contents damage if prolonged freezing will occur.	
Power Outage Procedures:	
Upon electrical system failure, report it to Principal/Designee and Facilities Manager.	
Evaluate problem to determine if cause is on-site or off-site.	
If problem is on-site: <ul style="list-style-type: none"> • Determine if problem can be corrected by staff and if there are safety hazards that will affect building occupants. • Determine if life-safety systems have been affected. • Make decision to isolate the hazardous areas or evacuate the building. 	
If problem is off-site: <ul style="list-style-type: none"> • Ask utility supplier to determine probable duration of outage. • Determine if life-safety systems have been affected. • Make decision to isolate the hazardous areas or evacuate the building. 	
Determine if critical operating systems, such as HVAC, computers, communication, and signaling, have been affected.	
Determine if building operations should be curtailed or cancelled.	
Notify Superintendent.	
Determine whether to activate school cancellation procedures.	
Resume normal activities upon restoration of power.	
Water Supply Disruption Procedures:	
Upon detection of drinking water contamination or supply system interruption, notify Principal/Designee.	
Notify Facilities Manager.	
Evaluate problem and commence with remedial response.	
If the problem is due to contamination, contact the local Health Department to determine extent of problem.	
Notify water supplier of contamination or interruption problem.	

In consultation with local Health Department, determine whether or not school can remain in session.	
If school can remain open, secure all contaminated water sources.	
Arrange for bottled water to be delivered.	
If school must be closed, implement school cancellation procedures.	
At conclusion of the disruption, notify staff, parents/guardians, and students of resumption of normal operations.	
Evacuation Procedures:	
If Evacuation procedure is implemented, notify the Transportation Director.	
Pass evacuation order with runners.	
Communications:	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
Cautions/Notes:	
If gas leak is the problem, do not pull the fire alarm as it may cause sparks.	