



Post Evacuation Building Reentry Checklist

Once the building is determined safe, complete and initial the following actions:

Task	Date /Time Action Initiated	Date/Time Action Complete	Initials
<p>1. Receive Authorization to re-enter the building from the Authority Having Jurisdiction, and internal Company Management.</p> <p>Items to observe:</p> <ul style="list-style-type: none"> ✓ Ensure there are no fires. ✓ No water greater than 2 inches. ✓ Are there odors in or around the building that could be from gas or hazardous chemicals or from the neighboring building? ✓ Are there obvious safety hazards visible that cannot be abated? (Such as power, missing walking or working surfaces, etc.) ✓ If the building environment is not considered safe, evacuate and have the condition evaluated. <p>At least two employees are available to assess the damage.</p> <p>Entrants on the assessment team must have the appropriate Personal Protective Equipment for the hazards.</p> <p><u>If there are any doubts about the safety of the facility, do not enter!</u></p>			
<p>2. Inspect the building gas shut-off valve after an earthquake. Make sure that gas sources are not leaking or are shut off at the meter.</p>			
<p>3. Inspect the battery rooms to ensure no battery strings were knocked over causing acid leaks. (If applicable.)</p>			
<p>4. Inspect the generator room to ensure no diesel fuel leaks are inside the room. (If applicable.)</p>			
<p>5. Ensure that there are working fire suppression devices (gaseous fire suppression, sprinklers) and working fire alarms. Check all fire control panels for trouble indicators. Check to see if the connection to the monitoring station outside the building operates.</p>			
<p>6. Have a qualified person inspect the commercial power, DC, UPS room, or panels for any possibility of arcing or shorts from the equipment.</p>			
<p>7. Check offices for damage habitability.</p>			

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<p>8. Start securing any windows, doors, or other structural holes that can be considered as security, safety, or environmental concerns.</p> <p>Cover any areas exposed to the weather, the switch room, control room, and office areas of priority.</p>			
<p>9. Contact an emergency restoration company for clean up of the building.</p> <p>Water intrusion should be a concern for immediate clean-up to avoid mold growth.</p>			
<p>10. Ensure that employees working have appropriate personal protective equipment: gloves, boots, hard hats, etc. Flood water exposure may require tetanus shots.</p>			
<p><i>Note: Although the site may not be operational, there are still a number of logistic and status reporting functions that may require attention from others in the company.</i></p>			
<p>11. Assign at least one person (probably more) to maintain communications and answer incoming telephone calls. Be sure to maintain a log of remote employees' location at all times and work activities. This will allow for an accounting of employees in severe weather or continuation of the natural hazard event.</p>			
<p>12. Start assessing the need for additional outside support from spare parts to water, food, rental radios, additional wireless phones, computer rentals, vehicle rentals, software, contractors, etc.</p>			
<p>13. Arrange for Security Guards, if required.</p>			

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