



Extended Break SHUTDOWN PREPARATION FOR ADMINISTRATORS, TEACHERS & OTHER STAFF

Taking the time to implement simple measures before the extended break can decrease potential hazards and ensure the process of re-opening goes smoothly. Please check your district facilities for the following:

WATER

- Check all drinking fountains, faucets, showers and toilets for water leaks
- Ensure external faucets/water outlets are off and protected
- Remove debris from drains and outside drain inlets
- Look for water streaks on walls and new stains on ceiling tiles
- Look for stains or marks on carpet/flooring that appear from pooling water
- Turn off the water connection to refrigerators and coffee machines
- Look for evidence of fungal growth – especially around aquariums, sinks, toilets, refrigerators, and unit ventilators
- Check the gym floor for cupping, standing water, moisture or condensation, fungal odors

ELECTRICITY

- Turn off and unplug all unnecessary electrical appliances
- Turn off all kitchen equipment, both electric and gas
- Turn off and unplug computers, monitors, speakers, projectors and printers – even in the computer lab
- Turn off and unplug any free-standing electric heaters
- Unplug kilns and shop equipment

REFRIGERATION

- Remove all food items from refrigerators, classrooms and lounges
- Turn off or unplug drinking fountains containing individual refrigeration units

SCIENCE LABS

- Ensure chemicals are properly stored and secured, or removed from the campus
- Remove all living creatures from tanks or aquariums

BUILDING SECURITY

- Check that all windows and doors are closed and locked including exterior buildings
- Close and lock all exterior gates to all athletic fields and bus garages
- Consider relocating or securely storing valuable equipment, technology and documents
- Ensure the security of records and files that contain sensitive personal identification information (ex. personnel files)

GENERAL PREPARATION

Items for Administration to consider during this time period include:

- Monitor weather reports and plan for any possible extreme events
- Assign personnel to make routine checks of the facilities
- Monitor kitchen coolers and freezers, if no alarm system
- Have a plan in place in the event of discovering water leaks, vandalism, bus damage, etc
- Verify all security cameras are working properly
- Collect keys or disable key cards for non-essential staff
- Check the unlock schedule for exterior doors to ensure they are not unlocking based on existing schedule
- Advise local law enforcement of the break so they may provide more frequent observation checks
- Consider advertising security enhancements and patrols during this time to deter vandalism and theft
- Ensure monitoring services (intrusion detection, fire, etc) are up to date

This document provides information of a general nature. It is not intended to be fully comprehensive, nor to provide legal advice or opinions relative to specific facts, matters, situations or issues. A member school district is encouraged to seek legal advice for their specific purposes.