

SFM Quarantined Campus Evacuation Checklist

This checklist is designed to help identify and plan for mandated remote management of buildings resulting from a campus Coronavirus quarantine.

1. Communication

- a. Have you communicated the quarantine plan with your SFM staff?
- b. What is your ongoing communication plan if the campus is closed?

2. Personal Preparedness

- a. Post a list of items you need to take home with you should your campus be evacuated quickly.
- b. Ensure you have a computer in case you're not able to go get it.
- c. Accessing Google Drive, Google Meet, Gmail, etc
- d. Make sure everything you need is saved to the drive
- e. Take out all trash before vacating a building
- f. Consider keeping a few PPE's off-site so you can get to them if your building is closed for quarantine, for example, gloves, goggles, masks, Tyvek suits

3. VPN or remote log-in to facility systems

- a. Talk with your IT department to ensure you can remotely access all facility-related programs

4. Access Control Systems

- a. Set before leaving or be able to control remotely
- b. Ensure the campus is safe from vandals who know the building is vacant and has expensive equipment inside.
- c. Are all outbuildings and campus athletic equipment thoroughly secured and put away
- d. Do you need to hire additional security personnel to guard the vacant campus?

5. BAS system

- a. Can you control your BAS system remotely from the computer equipment you have at home?
- b. Consider rebooting HVAC controls if that improves your stability

6. Utilities - Decide what you are going to do

- a. HVAC - the recommendation is to keep systems in a normal mode
- b. Gas - the recommendation is to keep systems in a normal mode
- c. Domestic Water - the recommendation is to keep systems in a normal mode

7. Do you have your vendor and contact list

- a. Reschedule deliveries or routine work by outside vendors if your campus is quarantined

8. Signage

- a. Quarantined signs for campus: These may be provided by campus or health department/agency
- b. Include emergency phone numbers
- c. Campuses on quarantine have a legal obligation to post signs to avoid liability for failing to inform the public of a hidden/latent hazard.

9. Deliveries

- a. Make sure delivery companies know not to deliver mail to our campus. Forward maintenance-related orders or deliveries to a different location. i.e. USPS, FedEx, UPS, etc