

STATE OF NEW JERSEY
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES
FACILITY SHUTDOWN ANNEX

Cite Annex
Page/Section/Paragraph
Reference

I. SITUATION

- _____ A. Identify situations that might require partial or complete shut down of the facility.
- _____ B. Identify valuable and/or sensitive instruments, machinery and materials that require special consideration in a facility shutdown.
- _____ C. Identify any drawings, blueprints or vital records that require special safeguards during a facility shutdown.
- _____ D. Identify the location of shutdown controls for all utilities and other hazards such as pressurized systems and chemical operations.(FSA 1)

II. OPERATIONS & CONTROL

- _____ A. Describe how faculty/staff and off-duty personnel or outside agencies will be advised of the facility being shutdown.
- _____ B. Describe how and by whom buildings, equipment and supplies will be secured.
- _____ C. Describe how and by whom utilities will be secured.
- _____ D. Describe other damage control techniques to minimize property loss when shutting down.
- _____ E. Describe how and by whom employees will be released from work.
- _____ F. Describe how security will be provided for the facility once it is shutdown.

III. RESPONSIBILITIES

- _____ A. Identify the individual, by title, who is responsible for directing the facility shutdown.
- _____ B. List SOP-s/Checklists that address how the responsible individuals will accomplish the assigned tasks. If none, so state. (FSA 2)

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FACILITY SHUTDOWN ANNEX

Cite Annex
Page/Section/Paragraph
Reference

- _____ C. Identify the individual, by title, responsible for posting shutdown instructions on or near controls for each piece of major equipment.
- _____ D. Identify the individual, by title, responsible for instructing personnel in emergency shutdown procedures.
- _____ E. Identify the individual, by title, responsible for testing shutdown procedures for utilities and equipment.

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Cite Annex
Page/Section/Paragraph
Reference

IV. APPENDICES/ATTACHMENTS

_____ FSA1 Map of shutdown control locations

_____ FSA2 Checklist for shutdown of each piece of major equipment, classroom
and building.