

Safe Room Operations & Maintenance Plan Checklist Instructions

This checklist will assist local communities and school officials in developing a Safe Room Operations & Maintenance Plan (O&M Plan) as part of the requirements for funding safe room projects under the FEMA Hazard Mitigation Grant Program (HMGP) and the Building Reslient Infrastructure and Communities (BRIC) Program. FEMA Publication P-361 4th ed. Design & Construction Guidance for Community Safe Rooms identifies the majority of items required to be incorporated into the O&M Plan and shall be used for all safe room project applications. Safe room project applications submitted for funding under disasters declared after June 1, 2009, shall use Hazard Mitigation Assistance (HMA) Unified Guidance. The components identified in the 'Item' column are taken from the guidance documents and should be included and expanded upon in the Safe Room Operations & Maintenance Plan. Guidance for multi-use safe

*FEMA Pub. 361, Third Edition-XXXXX, Design and Construction Guidance for Community Safe Rooms (FEMA P-361, 4th ed.)

*Hazard Mitigation Assistance (HMA) Unified Guidance (February 27, 2015)

Below section to be completed by Sub-recipient:

Project Title & Sub-Recipient /	Project # _____	Funding: HMGP DR # or BRIC# _____
Sub-Recipient POC Name _____	Phone _____	Email _____

*Under "page #" column, identify page(s) item is found in plan.

Below section to be completed by Recipient (state):

State Reviewer	Phone	Email
Grantee: Please identify which policy and guidance was utilized for development of this Plan.		
*Under "state review" column, indicate items are in plan.		

Below section to be completed by FEMA R7:

Date received in Region: First Submittal	Second Submittal
Date FEMA Accepted _____	*Under "accepted" column, indicate item meets. Use "reviewers response" column for additional comments.

Line	Item	Reference:(Page #'s are not correct- updates to come)	Page # in Plan	State Review	Reviewer's Response	Accepted
<i>Warning Time & Population Protected</i>						
1	Define Tornado Watch	FEMA-361 4th A4.2.3 (page A4-8)				
2	Define Tornado Warning	FEMA-361 4th A4.2.3 (page A4-8)				
3	Describe how and when the Safe Room Management Team is notified to mobilize and initiate operations	FEMA-361 4th / HMA Guidance C.4.3.2 Step 5 (page 135)				
4	Identify when the Safe Room is open to the public (Tornado Watch or Warning)	FEMA-361 4th / HMA Guidance C.4.3.2 Operation Components Bullet 5 (page 135)				
5	Describe the warning system in place to notify prospective Safe Room occupants when they should evacuate to the Safe Room facility	FEMA-361 4th				
6	Identify the Population Protected, including 'at-risk' (e.g. very young, elderly, sick and frail, those with impaired mobility)	FEMA-361 4th A2.1.2.2. (page A2-15 - A2-17)				
7	Identify Safe Room rules pertaining to pets, maximum occupancy, etc.	FEMA 361 4th A4.3 (page A4-9 - A4-14) / HMA Guidance C.4.3.2. (page 136)				
8	Describe how the Signage to the Safe Room is displayed	FEMA-361 4th A4.3.2 (page A4-11) / HMA Guidance C.4.3.2 (page 135)				

Line	Item	Reference:(Page #'s are not correct- updates to come)	Page # in Plan	State Review	Reviewer's Response	Accepted
<i>Initiating Use, Safe Room Operational Components</i>						
9	Outline the 'call-down' procedures for notifying the appropriate individuals to make the Safe Room accessible to the targeted population	FEMA-361 4th A4.2.2 (page A4-7) / HMA Guidance C.4.3.2 Operation Components Bullet 5 (page 135)				
10	Explain how ingress operations (e.g. transport of 'at-risk' population, parking and traffic control) are handled and by whom	FEMA-361 4th A4.5 (page A4-15 -A-16) / HMA Guidance C.4.3.2 Operation Components Bullet 5 (page 135)				
11	Describe the decisional factors and process involved to 'lock-down' the Safe Room	FEMA-361 4th / HMA Guidance C.4.3.2 Operation Components Bullet 5 (page 135)				
12	Describe the equipment and/or services used for two-way communications between the Safe Room and the State/County Emergency Operations Center	FEMA-361 4th				

Line	Item	Reference:(Page #'s are not correct-updates to come)	Page # in Plan	State Review	Reviewer's Response	Accepted
18	Provide assurance that the Non-Mitigation uses of a multi-use facility do <u>not</u> prohibit the Safe Room to perform its mitigation purpose of life safety protection	HMA Guidance C.4.3.2 (page 135)				
19	Identify the schedule for Exercise Drills of the Safe Room Operations & Maintenance Plan	FEMA-361 4th A4.3.5 (page A4-12)				
20	Describe the Methodology to evaluate <u>and</u> update the Safe Room Operations & Maintenance Plan	FEMA-361 4th				
21	Describe how the Safe Room Management Team educates the population on Safe Room Operations	FEMA-361 4th				
22	Describe the scheduled routine maintenance and who maintains the Safe Room during its useful life	FEMA 361 4th A4.8 (page A4-20) / HMA Guidance C.4.3.2 (page 135)				
23	Describe redundant power sources (e.g. batteries, generators, etc.) that provide standby power for lighting and ventilation	FEMA-361 4th B7.2.6 (page B7-6 - B7-7) / HMA Guidance C.4.3.2 (page 135)				
24	Identify the designated party responsible for the Safe Room inventory including essential equipment and supplies e.g. communications and emergency equipment, first-aid supplies, water, and sanitary supplies)	FEMA-361 4th A4.2.1 (page A4-7) / HMA Guidance C.4.3.2 (page 135)				