

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 Pre-Disaster Mitigation (PDM) Program. FEMA Publication 361 *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 May 6, 2007, and prior to April 30, 2009, shall apply the FEMA Mitigation Interim Policy MRR-2-07-1. 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 rooms may differ slightly from single-use safe rooms. Refer to the documents below for further information:

FEMA Pub. 361, Second Edition-August 2008, Design and Construction Guidance for Community Safe Rooms (FEMA 361, 2nd)

FEMA Mitigation Interim Policy MRR-2-07-1. Date of Issuance March 7, 2008.

FEMA Mitigation Interim Policy MRR-2-09-1. Date of Issuance April 30, 2009.

Hazard Mitigation Assistance (HMA) Unified Guidance

Below section to be completed by Sub-grantee:		
Project Title & Sub-grantee _____ / _____	Project # _____	Funding: HMGP DR # or PDM _____
Sub-grantee POC Name _____	Phone _____	Email _____
<i>*Under "page #" column, identify page(s) item is found in plan.</i>		
Below section to be completed by Grantee (state):		
State Reviewer _____	Phone _____	Email _____
Grantee: Please identify which policy and guidance was utilized for development of this Plan. _____ & _____		
<i>*Under "state review" column, indicate items are in plan.</i>		
Below section to be completed by FEMA R7:		
Date received in Region: First Submittal _____ Second Submittal _____		
Date FEMA Accepted _____		
<i>*Under "accepted" column, indicate item meets. Use "reviewers response" column for additional comments.</i>		

<i>Line</i>	<i>Item</i>	<i>Reference:</i>	<i>Page # in Plan</i>	<i>State Review</i>	<i>Reviewer's Response</i>	<i>Accepted</i>
<i>Warning Time & Population Protected</i>						
1	Define Tornado Watch	<i>FEMA-361 2nd 9.1 (page 9-2)</i>				
2	Define Tornado Warning	<i>FEMA-361 2nd 9.1 (page 9-2)</i>				
3	Describe how and when the Safe Room Management Team is notified to mobilize and initiate operations	<i>FEMA-361 2nd 9.1 (page 9-2, 9-3) / HMA Guidance C.4.3.2 Step 5 (page 135)</i>				
4	Identify when the Safe Room is open to the public (Tornado Watch or Warning)	<i>FEMA-361 2nd 9.1 (page 9-2) / HMA Guidance C.4.3.2 Operation Components Bullet 5 (page 135)</i>				
5	Describe the warning system in place to notify prospective Safe Room occupants when they should evacuate to the Safe Room facility	<i>FEMA-361 2nd 9.3.1 (page 9-8)</i>				
6	Identify the Population Protected, including 'at-risk' (e.g. very young, elderly, sick and frail, those with impaired mobility)	<i>FEMA-361 2nd 9.1.5 (page 9-6)</i>				
7	Identify Safe Room rules pertaining to pets, maximum occupancy, personal belongings, etc.	<i>HMA Guidance C.4.3.2 (page 136)</i>				
8	Describe how the Signage to the Safe Room is displayed	<i>FEMA-361 2nd 9.4 (page 9-10) / HMA Guidance C.4.3.2 (page 135)</i>				
<i>Initiating Use, Safe Room Operational Components</i>						

<i>Line</i>	<i>Item</i>	<i>Reference:</i>	<i>Page # in Plan</i>	<i>State Review</i>	<i>Reviewer's Response</i>	<i>Accepted</i>
9	Outline the 'call-down' procedures for notifying the appropriate individuals to make the Safe Room accessible to the targeted population	<i>FEMA-361 2nd 9.1 (page 9-2) & Appendix C. 2.2 (page C-12) / HMA Guidance C.4.3.2 Operation Components Bullet 5 (page 135)</i>				
10	Explain how ingress operations (e.g. transport of 'at-risk' population, parking and traffic control) are handled and by whom	<i>FEMA-361 2nd 9.3.1 (page 9-9) & Appendix C. 2.3.8. Arrival (page C-17) / HMA Guidance C.4.3.2 Operation Components Bullet 5 (page 135)</i>				
11	Describe the decisional factors and process involved to 'lock-down' the Safe Room	<i>FEMA-361 2nd 9.1 (page 9-2) & Appendix C 2.3.9 (page C-20) / HMA Guidance C.4.3.2 Operation Components Bullet 5 (page 135)</i>				
12	Describe the equipment and/or services used for two-way communications between the Safe Room and the State/County Emergency Operations Center	<i>FEMA-361 2nd 9.1 (page 9-2) Appendix C-3 Attachment 7 (page C-37)</i>				
13	Describe the decisional factors and process involved for the 'all-clear' announcement	<i>FEMA-361 2nd 9.1 (page 9-3) / HMA Guidance C.4.3.2 Operation Components Bullet #5 (page 135)</i>				

Emergency Assignments

<i>Line</i>	<i>Item</i>	<i>Reference:</i>	<i>Page # in Plan</i>	<i>State Review</i>	<i>Reviewer's Response</i>	<i>Accepted</i>
14	Identify the organizations and personnel responsible for operating and maintaining the community Safe Room, including contact information	<i>FEMA-361 2nd 9.1 (page 9-2) / HMA Guidance C.4.3.2 (page 135)</i>				
15	Describe the functions of each member of the Safe Room Management Team during an extreme wind 'lock-down' event	<i>FEMA-361 2nd 9.1 (page 9-2) / HMA Guidance C.4.3.2 (page 135)</i>				
16	Identify who will make the decision to 'lock-down' the Safe Room	<i>FEMA-361 2nd 9.1 (page 9-2) / HMA Guidance C.4.3.2 (page 135)</i>				
17	Describe the method for registering Safe Room Occupants and Volunteers	<i>FEMA-361 2nd 9.1.4 (page 9-5) & Appendix C Procedures 2.3.6 (page C-16) & 2.3.8 (page C-17)</i>				
<i>Maintenance</i>						
18	Provide assurance that the Non-Mitigation uses of a multi-use facility do not prohibit the Safe Room to perform its mitigation purpose of life safety protection	<i>HMA Guidance C.4.3.2 (page 135)</i>				
19	Identify the schedule for Exercise Drills of the Safe Room Operations & Maintenance Plan	<i>FEMA-361 2nd 9.3.1 (page 9-8)</i>				
20	Describe the Methodology to evaluate and update the Safe Room Operations & Maintenance Plan	<i>FEMA-361 2nd 9.3.1 (page 9-8)</i>				

<i>Line</i>	<i>Item</i>	<i>Reference:</i>	<i>Page # in Plan</i>	<i>State Review</i>	<i>Reviewer's Response</i>	<i>Accepted</i>
21	Describe how the Safe Room Management Team educates the population on Safe Room Operations	<i>FEMA-361 2nd 9.1.2 (page 9-4)</i>				
22	Describe the scheduled routine maintenance and who maintains the Safe Room during its useful life	<i>FEMA 361 2nd 9.2 (page 9-7) / HMA Guidance C.4.3.2 (page 135)</i>				
23	Describe redundant power sources (e.g. batteries, generators, etc.) that provide standby power for lighting and ventilation	<i>FEMA-361 2nd 9.2 (page 9-7) / HMA Guidance C.4.3.2 (page 135)</i>				
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)	<i>FEMA-361 2nd 9.1.2 (page 9-4) / HMA Guidance C.4.3.2 (page 135)</i>				