

## TEMPORARY FACILITY CLOSURE/UNEXPECTED PROPERTY SHUTDOWNS

As the potential for temporarily closing facilities including manufacturing plants, commercial properties, and similar begins to become uncomfortably apparent, attention should be given on what measures can be taken to reduce the risk of property damage, vandalism, and associated loss. The following resource offers guidance on how to maintain a robust facility plan.

### SITE SHUTDOWN EVALUATION

#### Prepare for Shutdown

- Determine who must do what, establish accountability and specific responsibilities for key roles.
- Establish sign off requirements for processes being placed on idle or shutdown. Consider what needs to be completed for startup when that time comes.
- Create specifics within the contingency plan, outline what extra resources are needed and how additional risks of abnormal tasks can be best managed.
- Secure all building openings (doors, windows, roof access etc.) to limit access by unauthorized persons.
- Determine if fencing needs to be constructed to restrict access only through designated facility gates.
- Place flammable and combustible liquids in existing flammable liquids storage room or cabinet or remove from building.
- Disconnect and remove compressed gas cylinders from the building.
- Remove combustible materials/residues from machinery.
- Remove all waste materials from the premises.
- Consider all environmental impact points.
- Close all fire doors and maintain them in good operating condition. If it is necessary to keep fire doors open, verify that they are operational and automatic closing devices are provided.
- Power down all non-essential equipment and disconnect all unnecessary power supplies. Consider lock-out/tag-out process for all hazardous equipment as well to prevent inadvertent energization upon re-start.
- Ensure all fleet vehicles stored outside are secure and keys are secured in a lock box.
- Ensure computer server rooms are clear of combustible materials
- Remove all outside storage. If not possible, locate a minimum of 50 ft. from all important buildings and exterior equipment.
- Develop a list of services that need to be completed by third parties (e.g. fire protection contractor) who may be restricted from accessing the facility during shut-down. Maintain a list of services that need to be addressed once it is safe to do so.
- Notify the local police and fire departments that the facility/property will be vacant and provide emergency notification phone numbers to the police.
- Consider creating a shutdown report outlining what went well, what didn't go so well and what to keep in mind during startup.

## Property Maintenance During Shutdown

If deemed safe, maintain emergency response team members on-site as much as possible or maintain on-call personnel to be available to assist in emergencies (fire, water leakage, equipment shutdown, etc.). Encourage a building check monitoring program with a specified frequency such as daily, multiple times per week, weekly, etc. in which dedicated personnel (limited to fewest as possible to maintain social distancing guidance) perform a site-security check and review.

- Plan for delivery of materials from suppliers, vendors and customers to be stopped, held, or on a "just in time basis".
- Maintain/provide manual security and/or electronic surveillance and monitored burglar alarm systems.
- Maintain interior and exterior lighting.
- Chain, lock and/or supervise all interior and exterior fire sprinkler control valves in the fully open position.
- Maintain a weekly visual inspection of sprinkler control valves and portable fire extinguishers.
- Ensure all sprinkler and smoke/heat detection alarm systems are operational and monitored either via a constantly on-site or remote location (e.g. security office or central station alarm company).
- Ensure adequate heat is maintained throughout all areas of the premises (40° F) to avoid freeze-up potential of sprinkler, process or domestic waterlines or equipment.
- If heating system is a hot water system take appropriate measures to winterize, drain, insulate, or otherwise to prevent freezing such as leaving cabinet doors open to allow room heat to access concealed spaces.
- If using LP gas, propane gas or oil heat, check fuel levels in the tank periodically to ensure it does not run out of fuel.
- Ensure all roof drains are clear of debris.
- Maintain all fire protection equipment, most notably fire sprinkler systems and fire pumps in accordance with appropriate NFPA standards.