

### 3.6.3.7 Building Safety Evaluation



YOUR ORGANIZATION  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** Building Safety Evaluation

**SECTION/TOPIC:** Disaster Operations

**NUMBER:** 3.6.3.7

**ISSUE DATE:**

**REVISED DATE:**

**PREPARED BY:**

**APPROVED BY:**

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

#### 1.0 POLICY REFERENCE

CFR

NFPA

NIMS

#### 2.0 PURPOSE

This standard operating procedure/guideline addresses inspection priorities, initial rapid evaluation of damage to individual residential and commercial buildings, building posting classifications, working with building owners.

#### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

#### 4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

#### 5.0 PROCEDURES/GUIDELINES & INFORMATION

##### 5.1 Inspection Priorities:

## FACILITY MANAGEMENT

City Buildings and facilities should be adequately maintained so as to support incident response activities and maintenance of essential services.

1. Identify safety hazards. For those that can't be eliminated immediately, find ways to isolate or lessen risks pending permanent resolution.
2. Verify structural and non-structural hazard analysis of city buildings to identify and mitigate hazardous conditions. This should be in coordination with facility management.
3. Establish procedures to quickly determine threats to City facilities, and to alert occupants.
4. Review each Facility Emergency Plan for City buildings and train personnel in regards to building emergency standard operating guidelines including evacuation, shelter-in -place, and lockdown.
5. Conduct post-incident preliminary inspections.
6. Maintain emergency backup power for all essential systems and facilities. Critical electronic data communication systems should have uninterruptible power supplies (UPSs), and surge protection.
7. Periodically test building warning systems and procedures to assure they remain functional.
8. Limit access to areas that do not require public accommodation.
9. Regularly verify that security camera and monitors are working properly.
10. Regularly check all entry and exit doors, especially those that provide access to sensitive or secure areas, to be sure they are working properly, are adequately controlled, and locked to prevent unauthorized access when no one is present or after close of business.
11. Conduct random security checks around the exterior of buildings and outer boundary perimeters (such as fence-lines); note and report any suspicious circumstances to higher authority or call 911.

### **5.2 Initial Rapid Evaluation of Damage to Individual Residential and Commercial Buildings:**

### **5.3 Building Posting Classifications:**

#### **5.4 Working with Building Owners:**