

EQUIPMENT SHUTDOWN NOTIFICATION CHECKLIST NO. 1

During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform (or shut down) critical testing and building operations.

Assignments:

Shut-down of Heating, Ventilation, Air-Conditioning (HVAC) system

Work Area	Name	Job Title	Description of Assignment:
	(Primary)		During Shelter-in-place only, contact FMD to request building maintenance shut-down of HVAC system. There are circuit breakers in basement where RUT1 and RUT2 can be turned off for HVAC shut-down. The exhaust fans in the fume hoods and the BSL cabinet exhaust fans will also need to have circuit breakers in the basement turned off. Other stand alone biosafety hoods can be manually shut off by staff and are usually off.
	(Back-up)		During Shelter-in-place only, contact FMD to request building maintenance shut-down of HVAC system. There are circuit breakers in basement where RUT1 and RUT2 can be turned off for HVAC shut-down. The exhaust fans in the fume hoods and the BSL cabinet exhaust fans will also need to have circuit breakers in the basement turned off. Other stand alone biosafety hoods can be manually shut off by staff and are usually off..

Personnel involved in critical testing operations may remain on the site upon the permission of the agency head or Emergency Response Coordinator.