If you must shut down your plant for more than a few days, for whatever reason, this questionnaire will assist you in evaluating the safety and security of your plant.

<table>
<thead>
<tr>
<th>NOTIFICATION</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

### 1. Housekeeping and Waste Disposal:
- a. Has smoking been strictly regulated? [ ] [ ] [ ]
- b. Has combustible refuse material been removed and disposed of safely? [ ] [ ] [ ]
- c. Have flammable residues been removed from hoods, spray booths, ducts, ovens, floors, etc.? [ ] [ ] [ ]
- d. Are passageways clear? [ ] [ ] [ ]
- e. Is there an 18" clear space between sprinklers and structural members and storage? (Pay particular attention in storage areas.) [ ] [ ] [ ]
- f. Are fire doors unblocked and operating freely? [ ] [ ] [ ]
- g. Has dust accumulation been removed from rafters, overhead piping, machinery, etc.? [ ] [ ] [ ]

### 2. Electrical Power and Equipment:
- a. Are security and emergency lights in service? [ ] [ ] [ ]
- b. Are lights clear of combustible materials? [ ] [ ] [ ]
- c. Has temporary wiring been removed? [ ] [ ] [ ]
- d. Have unnecessary circuits at main switchboard been:
  1. Disconnected? [ ] [ ] [ ]
  2. Locked out? [ ] [ ] [ ]
- e. Is power available for:
  1. Fire pump(s)? [ ] [ ] [ ]
  2. Emergency elevator(s)? [ ] [ ] [ ]
  3. Emergency and security lighting? [ ] [ ] [ ]
  4. Dry pipe valve air supply? [ ] [ ] [ ]
- f. Have unnecessary transformer(s) been de-energized? [ ] [ ] [ ]
- g. Has dirt and grease been cleaned from equipment that is necessary to remain operating? [ ] [ ] [ ]

### 3. Hydraulic Power Systems:
- a. Has oil been removed from the unit(s)? [ ] [ ] [ ]
- b. Are hydraulic units clean and free of oil? [ ] [ ] [ ]
- c. Is hydraulic oil stored in a safe place? [ ] [ ] [ ]

### 4. Steam Power and Heating:
- a. Is sufficient heat maintained for:
  1. Building(s)? [ ] [ ] [ ]
  2. Fire pump house(s)? [ ] [ ] [ ]
  3. Dry pipe valve house(s)? [ ] [ ] [ ]
- b. Is sufficient heat available to prevent the freezing of automatic sprinkler systems? [ ] [ ] [ ]
- c. Are steam control and "lift" relief valves in good operating condition and tested regularly? [ ] [ ] [ ]
- d. Is there an emergency water feed for boiler(s)? [ ] [ ] [ ]

### 5. Flammable Gas and Equipment:
- a. Have the following been shut off and locked:
  1. Individual burner valves and the main valve for heating equipment? [ ] [ ] [ ]
2. Main valves outside or at meters, if possible?
   a. Are cylinders at manifolds disconnected? [ ] [ ] [ ]
   b. Have the number of portable cylinders in main building(s) been reduced to a minimum? [ ] [ ] [ ]

6. Flammable Liquids and Equipment:
   a. Have the following been shut off:
      1. Discharge valves on butane or propane storage tanks, unless needed for heating building(s)? [ ] [ ] [ ]
      2. Pumps supplying fuel oil under pressure to plant distribution piping, except where needed for heating buildings(s)? [ ] [ ] [ ]
   b. Have liquids been removed from dip tanks, cleaning tanks, mixing tanks, etc.? [ ] [ ] [ ]
   c. Have all liquids been relocated to safe storage areas? [ ] [ ] [ ]
   d. Have liquids that cannot be moved been covered tightly to prevent vapors from leaking? [ ] [ ] [ ]

7. Security Protection:
   a. Has the police department been notified of the shut down? [ ] [ ] [ ]
   b. Will standard recorded hourly watch rounds be maintained 24 hours a day?
      1. Do watch routes adequately cover the plant? [ ] [ ] [ ]
      2. Are watchpersons familiar with the plant layout? [ ] [ ] [ ]
      3. Are watchpersons familiar with the emergency plans for the plant? [ ] [ ] [ ]
   c. Are there adequate, operating phone(s) available?
      1. Are emergency numbers at each phone? [ ] [ ] [ ]
   d. Are all buildings and fences secured and locked? [ ] [ ] [ ]
   e. Is security lighting provided and maintained inside and outside of building(s)? [ ] [ ] [ ]

8. Fire Protection:
   a. Are all hydrants, hose equipment, hand extinguisher, fire pumps, etc. in operating order? [ ] [ ] [ ]
   b. Are there adequate fire extinguishers available and easily accessible? [ ] [ ] [ ]
   c. Has remaining personnel been trained on the plant's emergency response plan? [ ] [ ] [ ]
   d. Is there a system set up for regular checking of all fire protection/detection equipment? [ ] [ ] [ ]

9. Cutting and Welding:
   a. Is there to be any cutting and welding done during shut down?
      IF SO, "CUTTING AND WELDING" PERMIT SYSTEM SHOULD BE IMPLEMENTED.

10. Mobile Equipment:
    a. Has mobile equipment been secured in locked and fenced area(s)? [ ] [ ] [ ]
    b. Have fuel tanks been drained? [ ] [ ] [ ]
    c. Have batteries been removed? [ ] [ ] [ ]
    d. Have ignition keys been secured? [ ] [ ] [ ]
    e. Has all mobile equipment been separated a safe distance from each other to prevent a total loss? [ ] [ ] [ ]

11. Special Equipment:
    a. Has proper storage for equipment requiring special protection or atmospheric conditions such as computers, micro-processors, delicate electronic, etc., been provided? [ ] [ ] [ ]