

## Holiday Shutdown Checklist - 2018

As we reach the end of the year, it is worthwhile giving some thought to preparing for the holiday shutdown so that you can enjoy your break without thinking about what you might not have done before you left and to ensure that everyone's return to campus in the New Year is happy and productive. The checklist that follows is designed to assist staff and students across the University prepare for the shutdown period.

The checklist is general in nature and not exhaustive. It is provided to support a safe closure period and you are encouraged to amend as required to suit the needs of your area(s). If you would like a copy of any of the other checklists which are referred to within this checklist, please contact [emergency-planning@csu.edu.au](mailto:emergency-planning@csu.edu.au) or alternatively Unimutual's Risk Manager (Simon Iliffe) on 0407 556 323.

Items to check	Y	N	NA	Comments/Notes
<b>Offices and work areas</b>				
Set up an out-of-office notice on your email.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Update your voice message to reflect the shutdown and any holidays you are taking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General housekeeping of desk/office and make sure files and other vital records are securely stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remove valuable items from direct line of sight of external facing windows to reduce the threat of opportunistic theft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turn off and unplug any fans (or heaters) in your offices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lock desks and filing cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Put keys away (don't leave them lying around, in open draws or in locks).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure office windows are closed and doors are locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Draw curtains and blinds to keep out the sun to ensure a cooler office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Take home valuable personal items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure office Emergency Contact Lists is up to date and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	You may want to develop a standard template.
Ensure office staff are aware of personnel availability (i.e. out of country, home for holidays, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	You may want to develop a standard template.
Is the Security Office aware of your status and of your key holiday contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	You may want to schedule a meeting with Security.
Are office keys secured in a locked container, especially master keys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	You may want to install a key safe.
Have staff been made aware of the Code of Conduct and expected standard of behaviour when attending Christmas parties and other functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**PLEASE NOTE:** This list is not exhaustive. Consider the specific needs of your work area.

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Is alcohol well controlled at Christmas parties and celebrations, keeping staff welfare in mind?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>IT Issues</b>				
Lock away in a secure cabinet/cupboard all portable electrical/electronic equipment items (e.g. projectors, PC's & Laptops).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Optional for staff PCs only</b>, student, laboratory and teaching venue PCs must not be interfered with.</p> <p>Staff computers &amp; monitors, may be powered down and switched off at the power point.</p> <p><i>Note that on restart PCs may be slower/busy for a while until downloading &amp; applying of deferred patches &amp; updates is completed</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Assess</b> Multifunction devices (MFDs) or any Printers that are centrally managed prior to making the decision to turn off eg one that may automatically receive documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure current back-up tapes and other media storage located off campus is easily retrievable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If your business unit provides services to other university and outside entities, ensure stakeholders are aware of your holiday staffing and contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have vendor holiday contact information in the event of a critical incident over the holidays?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer Cyber Risks Checklist)
You may want to conduct a data centre risk review prior to the holidays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer Data Centre Checklist)
<b>Meeting rooms and corridors</b>				
Switch off all unnecessary lighting and consider if any automatic switch-on arrangements should be overridden.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure meeting rooms and corridor windows are closed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check that all non-essential electronic equipment in meeting rooms is switched off at the power point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General housekeeping. Reduce potential flammable waste such as cardboard and paper. Ensure that fire exits and access to fire hose/extinguishers are clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Kitchen's/ break out area</b>				
Turn off kitchen equipment such as microwaves, kettles and sandwich makers at the power point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turn off refrigerated drink coolers and hot water urn boilers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Make sure all perishable food items are removed from fridges. – Ensure all staff know that this will be happening. E.g. you might like to place a notice on the fridge door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Research areas and Laboratories</b>				
Ensure all non-essential equipment is placed in stand-by mode or preferably turned off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consider an elegant power down of any high value power sensitive equipment to protect from damage in the event of a power failure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Laboratory users should familiarize themselves with their respective laboratories' emergency procedures and Emergency Duty Officer's phone number/s.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where possible, minimize the number of laboratory procedures being undertaken during the summer close-down period, e.g. consider minimizing the number of cell line cultures in incubators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If there are ongoing experiments you should ensure that they are monitored, secured and will not present a hazard during the closure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure adequate supplies of essential short-life supplies are on hand e.g. liquid nitrogen, dry ice and compressed gases etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure arrangements are in place for animals care and experiments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer to standards for animal care checklist)
Check all refrigerators and freezers are operating correctly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer to freezer checklist)
Ensure that all chemicals under cold storage are appropriately stored and that in the event of a power failure or alarm notification, processes are in place to address the risks of fire/explosion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check that arrangements are in place to monitor operation and temperature of research refrigerators and freezers after hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer to freezer checklist)
Ensure that critical TCE contents have been identified and response protocols communicated to security and first responders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure any hazardous/biological materials are disposed of or appropriately stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Check that all unnecessary gas connection and cylinders are turned off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are Laboratory Contacts Lists up to date, accurate and posted in an easy to locate place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are key office staff aware of critical staff availability (i.e. out of country, home for holidays, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the Security Office aware of your lab's status and key holiday contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Are you confident Security is aware of lab alarm response protocol? (Including freezers, cool rooms and other TCE's)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you certain all remote alarms are functioning? Have you tested freezer alarms with Facilities or Security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a staff member been assigned to monitor weather, flood, power incidents which may impact lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are holiday lab staff and students aware of problem/emergency notification procedures? Do they know how to contact Security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all non-essential instruments, heaters, and other devices shut down and unplugged from power points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Facilities and Grounds</b>				
Has a shutdown risk assessment been undertaken to identify critical buildings, functions or activities which require specific or prioritised responses and have these responses been formulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the external areas of the buildings free of flammable items such as pallets, full rubbish bins, cardboard and waste paper?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have gutters, particularly box gutters been checked and cleared of debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer – after the flood checklist)
Is the external security lighting of buildings and public areas operating effectively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have trash racks and other gross pollutant traps been inspected and cleared of potential blockages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have critical sumps, gutters and stormwater drainage been inspected and cleared of potential blockages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will a facilities staff member be monitoring (severe) weather conditions in order to provide a timely response to a severe weather event?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a Flood or Storm Emergency Response Plan (FERP) been prepared and are the necessary supplies and equipment on campus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have asset protection zones (APZ's) been adequately maintained to in order to minimise bushfire risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer - remote location bushfire risk assessment checklist)
Have Contractors been engaged to perform critical building maintenance work during the shutdown period? If so, how will they be monitored and supervised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer - small contractor risk assessment checklist)
Have you checked the emergency contractors such as plumber and electricians have staff available to attend call-outs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Items to check	Y	N	NA	Comments/Notes
Have all high visibility open space and garden areas been appropriately maintained (looks like someone is home)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have tractors and mowers been cleaned down and securely stored (once fully dry)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have all items of loose or small plant been securely stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all plant and equipment keys locked in a secure cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have critical emergency generators been checked and refuelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have garbage bins and other potentially loose items been secured or stored away, so they do not become projectiles during high winds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a procedure been developed to notify custodians of high value equipment or research samples of an extended power outage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a process in place to receive and secure high value equipment, material or goods, delivered during the holiday period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Alarms and Notifications</b>				
Is the Security Office aware of laboratory and other critical location status and key holiday contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are you confident your security team is aware of lab alarm response protocol? (Incl. freezers, cool rooms, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are holiday lab staff and students aware of problem/emergency notification procedures? Do they know how to contact Security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a faculty or business unit contact list been provided to the security team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inform staff and students that they must advise Security (1800 931 633) when entering and leaving the building during the shutdown period. Consider uses CSU Safe 'Working Out of Hours' template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are students and staff aware of the security team's emergency contacts and duty officers contact details?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a procedure in place to notify Notify Security then the CSU insurance officer or Unimutual (in the absence of) of an incident or loss which may result in a claim?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>General Items</b>				
Inform staff and students that the switchboard does not operate during the shutdown period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Inform staff and students that they must advise Security (call 1800 931 633) when entering and leaving the building during the shutdown period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where appropriate leave reminders for staff/students who may come in during the holiday break (e.g. 'switch off when leaving').	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has a faculty or business unit contact list been prepared (i.e. know how to get in touch with staff/research students in case of an emergency/critical incident) and provided to the Audit and Risk Management section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In addition to contacting Security, notify staff and students of emergency Faculty contacts and duty officers contact details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all university artworks stored in secured locations during the holiday break?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer - valuable collection protection checklist)
Do managers of archives, libraries or other storage areas of vulnerable documents have emergency procedures for extended power/air conditioning failures during the hot months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Refer - valuable collection protection checklist)
Do university sponsored/operating sporting activities have procedures for event rescheduling or cancellation due to poor weather conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a process in place to manage hirers of campus facilities during the holiday period including key management, emergency procedures and loss or damage reporting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your website contain holiday shutdown schedules, operations and contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do holiday security staff know the range of alarm response procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do security patrols check buildings known to have exposed pipework for leaks and flooding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do students/staff located overseas know of holiday emergency contact numbers, in the event assistance is required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you considered the use of web cams to occasionally examine the office, lab or facility during the holiday break?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other issues specific to your work area? (If so what needs to be done and by whom?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access to the checklists mentioned in this document can be obtained by visiting <a href="http://www.unimutual.com/category/checklists-forms-procedures/">http://www.unimutual.com/category/checklists-forms-procedures/</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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