



# Risk Management Services

## WINDSTORM EMERGENCY CHECKLIST

Facility \_\_\_\_\_ Survey by \_\_\_\_\_  
Location \_\_\_\_\_ Date \_\_\_\_\_

### Be Prepared

When preparing for a possible windstorm, use this checklist to minimize your facility's exposures. Instituting the following precautions before, during, and after a storm can help mitigate the severity of the loss as well as enhance the overall safety of the facility.

The following checklist is intended to provide our customers with the general information needed to plan and implement an adequate response to catastrophic weather exposures. The purpose of this form is to help protect lives, property, and other assets of the organization and to ensure a prompt and efficient transition from emergency operations back to normalcy.

Pre-Storm Precautions	Checklist
<b>Miscellaneous</b>	
Establish a storm emergency team and an action plan. Employees should understand their duties for facility protection and coordination of clean-up, salvage, and restoration operations after the storm	Yes <input type="checkbox"/> No <input type="checkbox"/>
Establish an emergency repair program with utility contractors after loss of electric or gas power, telephone services, or public water supply	Yes <input type="checkbox"/> No <input type="checkbox"/>
Develop a list of emergency phone numbers of weather forecasters and contractors and appoint someone to monitor daily weather reports	Yes <input type="checkbox"/> No <input type="checkbox"/>
Update action plan annually	Yes <input type="checkbox"/> No <input type="checkbox"/>
Be aware that excessive damage can also be done by hail and flooding (see Flood Emergency Checklist for additional precautions)	Yes <input type="checkbox"/> No <input type="checkbox"/>
For residents, clients, and customers, establish plans if operations need to be moved offsite. Drill and communicate as needed prior to the storm	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Buildings</b>	
Close unnecessary openings and make windows and doors weather-tight	Yes <input type="checkbox"/> No <input type="checkbox"/>
Check windows for broken panes and secure loose window framing	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide wind shutters or board up all windows and doors at first sign of advancing storm	Yes <input type="checkbox"/> No <input type="checkbox"/>
Close all windows on the windward side of a hurricane. During a hurricane, strong winds blowing from a single direction can enter window openings and pressurize the inside of a building. Closing these windows will help hold the roof down	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspect roof coverings. All loose coverings should be secured or covered with sandbags without blocking roof drains	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspect roof's perimeter flashing. Secure loose flashing sections. Replace rusted nails or anchor bolts where needed. Install perimeter flashing on roof coverings if not already provided	Yes <input type="checkbox"/> No <input type="checkbox"/>
Brace unsupported structural members with struts, cables, or additional diagonal bracing and laterally support all nonreinforced block walls on both sides at construction sites	Yes <input type="checkbox"/> No <input type="checkbox"/>
Secure work in progress, temporary storage, temporary office buildings, trailers, and scaffolding	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Stock, Inventory, Miscellaneous Storage, or Equipment</b>	
Review inside storage arrangements and relocate all susceptible materials to safe areas away from windows	Yes <input type="checkbox"/> No <input type="checkbox"/>
Anchor loose yard storage or furniture that could be moved by excessive winds. If possible, relocate outside equipment or materials inside	Yes <input type="checkbox"/> No <input type="checkbox"/>
Secure hoisting or loading equipment such as cranes and bulk cargo loaders	Yes <input type="checkbox"/> No <input type="checkbox"/>
Anchor, brace, or secure combustible/flammable liquid tanks susceptible to excessive winds	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bring outside combustible/flammable liquid drums or portable containers inside or to a sheltered area	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cover computers and stock with tarpaulins and waterproof covers	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Utilities</b>	
Shut off all gas supplies before a windstorm strikes	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shut off electrical equipment in areas that might be flooded. If the entire facility is exposed, shut off building power at the main building, and disconnect switch	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shut off all electrical equipment before a storm at locations that rely on electricity to keep materials from solidifying (specifically molten metals)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Shut off all flammable and combustible liquid and gas lines at their source to prevent the discharge of such materials from piping broken by windblown debris. In addition, support exposed piping if possible	Yes <input type="checkbox"/> No <input type="checkbox"/>

# WINDSTORM EMERGENCY CHECKLIST - *continued*

Pre-Storm Precautions	Checklist
Establish a reserve fuel supply equal to the normal supply or provide a safe alternate fuel source for sufficient duration	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fill emergency generator or other backup power sources' fuel tanks	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Fire Protection Equipment/Domestic Plumbing</b>	
Keep all fire protection systems operational during a windstorm. Install barriers around sprinkler risers and control valves to protect them from floating debris that could occur from flood waters	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspect and repair all fire protection equipment. Activate all systems as soon as possible. Use the Fire Protection Impairment Kit when shutting off fire protection systems for maintenance	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>The following precautions are needed in the event of flooding that occurred during a windstorm. Also see Flood Emergency Checklist.</b>	
Lubricate all sprinkler control valves and locks to reduce future rusting and ensure ease of operation	Yes <input type="checkbox"/> No <input type="checkbox"/>
Label location of outside sprinkler control valves and hydrants for easy visibility. Continue to conduct routine inspections of all sprinkler control valves	Yes <input type="checkbox"/> No <input type="checkbox"/>
Protect fire pump equipment or boilers in a flood-prone area with sandbags	Yes <input type="checkbox"/> No <input type="checkbox"/>
Review the location, and check the condition of hand-operated domestic valves that have been installed to prevent the back flow through plumbing fixtures or drain sewers. Install valving if necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>
If water is expected to enter the facility despite all physical barriers, apply a coating of rust preventative compound to all equipment such as pumps, blowers, and compressors that can't be physically relocated	Yes <input type="checkbox"/> No <input type="checkbox"/>
Develop an emergency contingency plan if the surrounding area is impassable	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact manufacturers and contractors of critical machinery to establish a contract for priority support with backups	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ensure data processing software, files, records, etc. have been properly backed up and transported off site	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Post-Storm Precautions</b>	
<b>Initiate salvage activities immediately, including:</b>	
Secure the site and assess the damage. Contact PHLY Claims for property losses: <a href="https://www.phly.com/aboutphly/claims/">https://www.phly.com/aboutphly/claims/</a>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Implement the action plan for the storm emergency team	Yes <input type="checkbox"/> No <input type="checkbox"/>
Institute the emergency repair program with utility contractors after loss of electric or gas power, telephone services, or public water supply	Yes <input type="checkbox"/> No <input type="checkbox"/>
Return all fire protection systems to service as soon as possible	Yes <input type="checkbox"/> No <input type="checkbox"/>
Look for live downed power lines	Yes <input type="checkbox"/> No <input type="checkbox"/>
Look for leaking flammable liquid or gas transfer lines	Yes <input type="checkbox"/> No <input type="checkbox"/>
Look for structures in danger of collapse	Yes <input type="checkbox"/> No <input type="checkbox"/>
Separate damaged materials from undamaged materials	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cover equipment and stock from further exposures	Yes <input type="checkbox"/> No <input type="checkbox"/>
Develop plans to secure facility against looters and trespassers	Yes <input type="checkbox"/> No <input type="checkbox"/>
Utilize a "hot work" permit system when necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>
Eliminate ignition sources as much as possible	Yes <input type="checkbox"/> No <input type="checkbox"/>
Institute a fire watch until normal operations are resumed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Begin transitional operations for residents, clients, customers, and others until full operations are possible	Yes <input type="checkbox"/> No <input type="checkbox"/>

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Additional Comments \_\_\_\_\_  
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