



A Member of the Tokio Marine Group

# RAINSTORM EMERGENCY CHECKLIST

Facility \_\_\_\_\_ Inspector \_\_\_\_\_  
Location \_\_\_\_\_ Date \_\_\_\_\_

## WARNING! BE PREPARED!

When preparing for a severe rainstorm, don't be lead into a false sense of security. Use this checklist to minimize your facilities exposures. Instituting the following precautions, before, during and after a severe rainstorm, windstorm, tornado or hurricane, 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 THIS CATASTROPHIC EXPOSURE. 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 NORMALCY TO EMERGENCY OPERATIONS AND BACK TO NORMALCY.

### Pre-Storm Precautions

#### Miscellaneous

- Establish a Storm Emergency Team and an action plan. Employees should understand their duties for facility protection, coordination of clean-up, salvage, and restoration operations after the storm.
- Provide for emergency communication equipment for Storm Emergency Team Members.
- Establish an emergency repair program with utility contractors after loss of electric or gas power, telephone services, or public water supply.
- Evaluate if the site's placement is near official flood zones, streams, creeks, tributaries, rivers, lakes, oceans retention basins, storm drain outlets, dams, levees and other bodies of water. Use a surveyor to determine site elevations and low points, and act on the findings.
- Develop a list of emergency phone numbers of weather forecasters and contractors, and appoint someone to monitor daily weather reports.
- Update action plan annually.
- Be aware that excessive damage can also be done by wind (see *Windstorm Emergency Checklist* for additional precautions).

#### Buildings

- Inspect and clean all roof drains.
- Create suitable permanent levees or flood walls where possible. Plan the placement of sand bags to divert

water away from critical buildings. Estimate the number of bags needed and the time needed to fill and place them.

- Provide barriers or eliminate low-lying doors and other openings in exterior walls. Waterproof basements.
- Provide shut-off valves on sewer and drainage lines to stop reverse flow.

#### Stock, Inventory, Miscellaneous Storage or Equipment

- Review inside storage arrangements and relocate all susceptible materials off of floors and away from windows.
- Anchor loose yard storage that is not susceptible to water damage. If possible, relocate outside equipment or materials inside.
- Establish contracts with restoration companies.
- Cover computers and stock with tarpaulins and waterproof covers.
- Remove all valuable equipment or papers from basement areas

#### Utilities

- Shut off all gas supplies before a windstorm strikes.
- Shut off electrical equipment in areas that might be flooded. If the entire facility is exposed, shutoff building power at the main building disconnect switch.
- Shut off all sensitive electrical equipment, such as computers, before a storm.

- Fill emergency generator or other backup power sources' fuel tanks.
- Provide sump pumps for equipment pits or basement areas.

**Fire Protection Equipment / Domestic Plumbing**

- Keep all fire protection systems operational during a rainstorm. Install barriers around hydrants and control valves to protect them from floating debris that could occur from flood waters.
- Lubricate all sprinkler control valves and locks to reduce future rusting and ensure ease of operation.
- Label location of outside sprinkler control valves and hydrants for easy visibility. Also, continue to conduct routine inspections of all sprinkler control valves.
- Protect fire pump equipment or boilers in a flood prone area, with sandbags.
- Review the location, and check the condition of hand-operated domestic valves that have been installed to prevent the backflow through plumbing fixtures or drain sewers. Install valving if necessary.
- Clear all floor and yard drains. Monitor these drains during the storm to make sure they remain clear.
- If water is expected to enter the facility despite all physical barriers, remove all valuable equipment to a safe location
- Develop an emergency contingency plan if the surrounding area is impassable.
- Contact manufacturers and contractors of critical machinery to establish a contract for priority support with backups.
- Ensure data processing software, files, records, etc.

- been properly backed up and transported off-site.
- Contact PIC Claims for adjusting and related services.

**Post-Storm Precautions**

Initiate salvage activities immediately, including:

- Secure site and assess the damage.
- Implement the action plan for the Storm Emergency Team.
- Institute the emergency repair program with utility contractors after loss of electric or gas power, telephone services, or public water supply.
- Return all fire protection systems to service as soon as possible.
- Looking for live down power lines
- Looking for leaking flammable liquid or gas transfer lines
- Looking for structures in danger of collapse
- Separating damaged materials from undamaged materials
- Covering equipment and stock from further exposures
- Developing plans to secure facility against looters and trespassers
- Utilizing a "Hot Work" Permit System when necessary
- Eliminating ignition sources as much as possible
- Instituting a fire watch until normal operations are resumed

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Additional Comments:**

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The information and suggestions presented by Philadelphia Indemnity Insurance Companies in this loss control technical resource form are for your consideration in your loss prevention and risk control efforts. They are not intended to be complete in identifying or reporting on every possible or significant hazard at your premises, preventing possible workplace accidents, or complying with all of the local, state or federal health & safety related laws or regulations. The material enclosed within this loss control reference source is intended and encouraged to be altered or redesigned by you to specifically address your hazards.