PHILADELPHIA INSURANCE COMPANIES
A Member of the Tokio Marine Group

WINDSTORM EMERGENCY CHECKLIST

Facility _____ Inspector _____
Location _____ Date _____

WARNING! BE PREPARED!

When preparing for a possible windstorm, don't be lead into a false sense of security. Use this windstorm checklist to minimize your facilities exposures. Instituting the following precautions, before, during and after a severe 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.
- ☐ Establish an emergency repair program with utility contractors after loss of electric or gas power, telephone services, or public water supply.
- ☐ 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 hail and flooding (see *Flood Emergency Checklist* for additional precautions).

Buildings

- ☐ Close unnecessary openings and making windows and doors weather-tight.
- ☐ Check windows for broken panes and nail down loose window framing.
- ☐ Provide wind shutters or board up all windows and doors at first sign of advancing storm.
- ☐ 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.
- ☐ Open all windows on the side of the building away from a tornado's approach. (During a tornado, the air pressure within the funnel cloud is extremely low while the air pressure within nearby buildings is high. Opening these windows will help reduce the dangerous pressure differential).
- ☐ Inspect roof coverings. All loose coverings should be nailed down or covered with sandbags without blocking roof drains.
- ☐ Inspect roof's perimeter flashing. Nail down loose flashing sections. Replace rusted nails or anchor bolts where needed. Install perimeter flashing on roof coverings if not all ready provided.
- ☐ Brace unsupported structural members with struts, cables or additional diagonal bracing, and laterally support all non- reinforced block walls on both sides at construction sites.
- ☐ Secure work in progress, temporary storage, temporary office buildings, trailers, and scaffolding.

Stock, Inventory, Miscellaneous Storage or Equipment

- ☐ Review inside storage arrangements and relocate all susceptible materials to safe areas away from windows.
- ☐ Anchor loose yard storage or furniture that could be moved by excessive winds. If possible, relocate outside equipment or materials inside.
- ☐ Secure hoisting or loading equipment such as cranes and bulk cargo loaders.
- ☐ Anchor, brace or lash down combustible/ flammable liquid tanks susceptible to excessive winds.
- ☐ Bring outside combustible/flammable liquid drums or portable containers inside or to a sheltered area.
- ☐ Cover computers and stock with tarpaulins and waterproof covers.

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 electrical equipment before a storm at locations that rely on electricity to keep materials from solidifying (specifically molten metals).
- ☐ 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.
- ☐ Establish a reserve fuel supply equal to the normal supply, or provide a safe alternate fuel source for sufficient duration.
- ☐ Fill emergency generator or other backup power sources' fuel tanks.

Fire Protection Equipment / Domestic Plumbing

- ☐ 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.
- ☐ 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.

(The following precautions are needed in the event of flooding which occurred during a windstorm) (Also See *Flood Emergency Checklist):*

- ☐ 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, apply a coating of rust preventative compound to all equipment such as pumps, blowers and compressors that can't be physically relocated.
- ☐ 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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