



# Risk Management Services

## STORM EMERGENCY CHECKLIST

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

### Warning! Be Prepared!

When preparing for a possible storm, don't be lead into a false sense of security. Use this storm checklist to minimize your facilities exposures. Instituting the following precautions, before, during, and after a severe 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 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	Checklist
<b>Miscellaneous</b>	
Establish a storm emergency team action plan. Employees should understand their duties for facility protection, 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"/>
Prepare an itemized list of key building furnishings, equipment, and supplies. Videotape the latter items and store the tape in a safe offsite place	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide adequate means of opening all doors manually in the event of a power failure	Yes <input type="checkbox"/> No <input type="checkbox"/>
Develop a list of emergency phone numbers of police, fire, disaster relief agencies, contractors, and weather forecasters, and appoint someone to monitor daily weather reports	Yes <input type="checkbox"/> No <input type="checkbox"/>
Update your rainstorm action plan annually	Yes <input type="checkbox"/> No <input type="checkbox"/>
Be aware that excessive damage can also be done by hail and flooding	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 nail down loose window framing. Check to see if the glazing compound has shrunk or pulled away from the glass panes. Re-glaze as needed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspect roof drains and drainage lines. Make sure that all drains are clear and open and that drainage lines are not blocked by roots or debris that would cause water to back up	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspect roof coverings. On flat roofs, check for surface bubbles or areas with missing gravel as they are more susceptible to water intrusion. On pitched roofs, look for missing or damaged shingles or tiles	Yes <input type="checkbox"/> No <input type="checkbox"/>
Build a dirt perimeter around your building, making sure the land slopes away from it so that if you do get more rain in a shorter period of time it will flow away from the building and not into a crawl space or basement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fill in all exterior holes, depressions, and low lying areas around your property as they are magnets for rainwater to pool and stagnate. Have readily available materials on hand to divert water if necessary	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"/>

# STORM EMERGENCY CHECKLIST - *continued*

<b>Stock, Inventory, Miscellaneous Storage, or Equipment</b>	
Review inside storage arrangements and relocate all susceptible materials to safe areas away from windows in the event of high winds and flying debris	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 lash down 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>	<b>Checklist</b>
Shut off all gas supplies in areas that may flood	Yes <input type="checkbox"/> No <input type="checkbox"/>
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	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"/>
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 rain or 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:</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. Also, 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 backflow through plumbing fixtures or drain sewers. Install valving if necessary	Yes <input type="checkbox"/> No <input type="checkbox"/>
Clear all floor and yard drains. Monitor these drains during the storm to make sure they remain clear	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 site (remove high value or water sensitive items) and assess damage (take photos and video)	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 down 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"/>

# STORM EMERGENCY CHECKLIST - *continued*

Post-Storm Precautions (continued)	Checklist
<b>Initiate salvage activities immediately, including:</b>	
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"/>

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

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Contact PHL Y Claims for adjusting and related services:

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