

Severe weather planning checklists

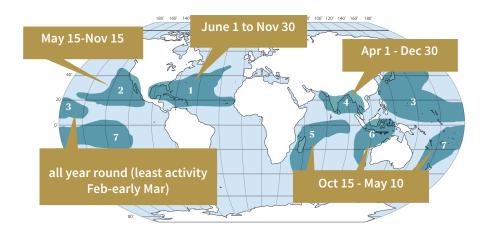
Helping you prepare for the unpredictable

Materials Checklist

| Ke | Keep an inventory of these items and hold in a secure, easily accessible location in preparation for a severe weather event. | | | | | | | |
|----|--|--|---|--|---|--|--|--|
| | Batteries Bedding Blankets Bleach Boots Bottled drinking water Bug repellent Bungee cords Cash Canned and non-perishable foods Cleaning supplies: Buckets Disinfectants Shop vacs Mops Coolers Cutting tools/razor blades Digital camera Dust masks Eating utensils Electrical Lock Out /Tag Out kits Extension cords Fire extinguishers Fire Protection Impairment kits First Aid kits/Medical supplies Flashlights Floor drain plugs Fuel cans Gas wrench | | Hot Work Permit kits Ladders Lighters Megaphone Plastic bags Plastic sheeting Rain gear Ropes Safety goggles/Glasses Safety harness | | Sump pumps Straps Tape: ☐ Caution tape ☐ Duct tape ☐ Electrical tape Tarpaulins Waterproof fire retardant Tie down kits/Ground anchors Tie wraps Toiletries Turn buckles | | | |
| No | otes | | | | | | | |
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Off Season Checklist

Use this checklist prior to the severe weather season in your area to keep on top of areas that face risk of damage during a storm.



Review/Audit/Training/Exercises

- ☐ Audit the Severe Weather Emergency Response Team (SWERT) and Severe Weather Emergency Response Plan (SWERP), and update as needed.
- ☐ Conduct training.
- ☐ Conduct at least one exercise with defined scope, objectives, and feedback.
- ☐ Determine site security plans.

Materials acquisition

- ☐ Acquire all needed materials. See the Materials Checklist insert for assistance.
- ☐ Inspect condition of stored materials, including plywood for warping and sand bags for deterioration. Replace as needed.

Establish proactive agreements with service recovery contractors

☐ Develop blanket order contracts with pre-agreed terms and conditions and/or retainer fees to ensure that your businesses will get the highest priority response after an incident. Having these agreements will help avoid delays and speed up the process for repairs and recovery.

Establish "Authority to Act" agreements at local level

□ Develop agreements that empower local level managers to take action in severe weather situations (i.e. hurricane, flooding, windstorm, hail etc.) Identify, document, and agree upon the key actions to take in these situations such as who to call, how to make temporary repairs, and how to authorize shut down if needed.

☐ Be sure to document the specific actions local managers should take in initiating the response from contractors and identify the specific money/budget they can spend in initial response/recovery efforts.

Review plant shut down/start up procedures

- ☐ Include all operations/production lines, utilities, fire protection, electrical, boilers, compressors, and gas systems.
- ☐ Ensure personnel are trained in proper shut down/start up procedures in accordance with manufacturer's specifications.
- ☐ Review plant load analysis to ensure proper back-up supplies can meet existing plant loads, noting renovations/additions.
- ☐ Ensure satisfactory contracts exist with two diesel fuel suppliers for emergency deliveries.
- ☐ Physically inspect facility for repairs.
- ☐ Repair roof leaks, loose flashing, gutters, down spouts.
- ☐ Check for corrosion and securement of roof equipment.
- ☐ Install / replace / repair tie down cables / straps securing roof equipment.
- ☐ Ensure window protection materials / systems are in proper working condition.
- ☐ Inspect perimeter conditions and determine what steps may be needed immediately prior to a storm's arrival.
- ☐ Inspect warehouse doors for securement.
- ☐ Identify possible water entry points and determine mitigation procedures. See Sandbagging Procedures insert.
- ☐ For metal buildings, replace corroded/loose metal roof/wall panels & bolts.

Severe Weather Season Checklist

Monitor weather conditions for storm developments using the local national weather services on television, commercial radio, NOAA Weather Radio, or any reliable websites that track and monitor storms.

If the projected path of the storm is near your facility, follow these procedures:

| Storm conditions expected within 72 hours | | | ☐ If prone to flooding:☐ Elevate stock/equipment. | | | |
|---|--|------|---|--|--|--|
| | Activate Severe Weather Emergency Response Plan (SWERP) and schedule Severe Weather Emergency Response Team (SWERT) meetings. | | ☐ Seal water entry points.☐ Install flood gates if applicable.☐ Sand bag where needed. | | | |
| | Inspect and repair loose flashing, clogged drains, gutters, downspouts. | | Conduct full or partial shut down procedures if needed. | | | |
| | Inspect air conditioning (AC) equipment, AC drain lines, antennas, vents, piping, ductwork, satellite dishes, lightning aerials, and any other roof mounted equipment for proper | | iring the storm if volunteers remain on site | | | |
| | foundation securement. Check all equipment panels. Replace missing screws on panels and add extra screws to foundations if possible. | a sa | te: During the height of the storm volunteers should remain in afe area. If safe conditions permit, the following activities may conducted: | | | |
| | Remove all loose roof equipment and debris. Ensure all contractor materials are removed if roof work was in progress. | | Monitor areas for leaks in roofs, windows, walls, and vent openings. | | | |
| | Check skylight base securement and cracks. Make any necessary repairs. | | Mitigate water damage by providing buckets or plastic sheeting over affected areas, or by squeegeeing or mopping. | | | |
| | Fill emergency generator and fire pump fuel storage tanks. Contact diesel fuel suppliers alerting them to your anticipated needs based on severity of storm. | | Oocument items needing repair. Monitor critical equipment that has been left operational. | | | |
| | Inspect all fire protection and detection systems to be sure they are in service. | Ро | est storm activities | | | |
| | Trim and dispose of any landscaping that threatens to become wind-blown debris. | Rei | covery and start up | | | |
| | Remove, secure or strap any loose yard equipment, storage, etc. | | Assess facility's overall conditions immediately following the storm. | | | |
| | Notify customers, suppliers, vendors of potential plant shut down and contingency plans. | | Notify the Severe Weather Emergency Response Team (SWERT) of the property damage and overall conditions. | | | |
| | Begin shipping out / reducing finished goods storage. | | Take measures to secure access to the property such as repairing fencing and posting security guards until normal conditions can be restored. | | | |
| St | orm conditions expected within 24–48 hours | | Inspect critical utility lines for damage including electrical, flammable liquids, gases, ductwork, water, etc. | | | |
| | Notify local fire department and follow Impairment System Guidelines if sprinkler system, fire pump, detection systems, fire alarm systems are to be taken out of service. | | Complete building repairs. Remove debris from roofs, roof drains, and sewer drains. Once conditions are satisfactory, begin general startup | | | |
| | Protect or relocate vital records. Close and secure any wall vent louvers. Install window protection. | | activities such as fire protection systems, utilities, electrical, boilers, compressors, gas systems, refrigeration systems, operations/production lines. | | | |
| П | If no window protection is provided, close perimeter office doors. | | | | | |
| | Use tarps or plastic sheeting to cover computer equipment, machinery, and stock susceptible to potential water damage | Re | view and feedback | | | |
| | caused by broken windows and roof leaks. | | Review plan effectiveness. Obtain detailed feedback from all involved. Implement changes to improve plan. | | | |



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