



WINTER WEATHER EMERGENCY CHECKLIST

Facility _____ Inspector _____
Location _____ Date _____

WARNING! BE PREPARED!

When preparing for a possible winter storm or freeze, 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 winter storm or freeze-up 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

General Precautions

- Initiate a well-trained Emergency Response Team and emergency action plan.
- Designate responsibilities to ensure the plan remains in effect every year.
- Develop a list of emergency phone numbers of weather forecasters and contractors, and appoint someone to monitor daily weather reports.
- Appoint a designated person to monitor weather reports daily.

Buildings

- Maintain indoor temperatures above 40°F in heated areas to prevent pipe freeze-ups. Install low temperature alarms with central station response at remote buildings
- Ensure integrity of building shell is in good condition by closing up unnecessary openings. Ensure windows, doors, and skylights are weather-tight.
- Inspect remote areas for possible freezing conditions and install portable heaters and thermometers if necessary. Also, install thermometers near sprinkler piping.
- Insulate walls and investigate concealed spaces for possible areas lacking insulation. Consider providing temporary interior openings to allow in heat.
- Be aware that excessive damage can also be done by hail and flooding (see *Flood Emergency Checklist* for additional precautions).

Roofs

- Have a certified structural engineer assess your roof's capacity for excessive snow loads (roofs with elevation changes present a greater danger).

- Institute a roof snow removal program to act immediately after a heavy snow to help reduce excessive snow loads and blocked roof drains from ice.
- Monitor roof snow levels especially in areas susceptible to large drifts.
- Clear all roof and yard drains. Monitor these drains during the storm to make sure they remain clear.

Heating Systems

- Examine the entire heating system components (boilers, piping, burners and controls), prior to the cold weather. All deficiencies should be repaired.
- For boilers: completely drain idle equipment, elevate low points or provide drain valves on condensate return lines, remove low points and dead ends, check all service lines for possible freezing, and install heat tracing around control lines transmitter boxes, and piping that carries water to the water glass.
- Ensure heating equipment is capable of maintaining building temperatures above 40°F at the coldest point within a building (corners, eaves, or areas without heat).
- Schedule complete routine inspections for all space heaters to ensure operation.
- Ensure adequate clearance is maintained between all heating equipment and combustible walls, floors, partitions, platforms, and stock.

Fire Protection Equipment/ Domestic Water Lines

- Establish a procedure to insure snow is routinely cleared away from hydrants, sprinkler control valves, smoke and heat vents, and other essential equipment,

and to make sure this equipment is accessible during emergencies.

- Lubricate all sprinkler control valves and locks to permit 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.
- Convert any wet pipe systems in unheated areas to dry or anti-freeze systems.
- For dry systems: maintain all dry valve rooms above 40°F, insulate enclosure or provide portable heaters if necessary, check pitch of piping and drain all low points and auxiliary drains.
- Make sure fire pump room is properly heated and the fire pump heating system is operational.
- Inspect all gravity tanks for leaks (ice accumulation can create risk of collapse).
- Check the water temperature of the fire pump suction tank or gravity tank daily. The tank temperature should be kept above 40°F.
- Shut and drain "Close-in-Winter" systems or convert to anti-freeze systems.
- Check the specific gravity of all existing anti-freeze systems to see if more concentrate is needed.
- All wet pipe standpipe systems with piping located in areas subject to freezing should be shut off, drained and tagged.
- Connections to all water motor gongs should be properly drained to prevent freezing.
- Use a Fire Protection Impairment Kit when shutting off fire protection systems for maintenance.
- Water supply, drain, and condensate lines susceptible to freezing (near doorways, uninsulated outside walls, or adjacent to open windows) should be insulated or provided with UL listed heat tracing.
- All hoses should be removed from outside water faucets. The faucets should be "frost-proof" self-draining types or isolated indoors and opened to drain.

Miscellaneous Maintenance

- For water-cooled equipment such as pumps and compressors, provide adequate heat or locate in heated enclosures.

- Use lubricants on low-temperature applications in equipment such as pumps, blowers and compressors, in areas subjected to freezing temperatures.
- For air conditioning, remove water from oil coolers and water jackets, and drain condensers of chilling units.
- Check pressure vessel vents, relief valves and safety valves to assure that moving parts are functional.
- Construct wind breaks for piping and instruments subjected to low wind chills.
- Make sure fuel supplies will be adequate in the event of a large storm, particularly with oil-fired equipment.
- Establish a reserve fuel supply equal to the normal supply, or provide a safe alternate fuel source for sufficient duration.
- 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.
 - Look for live down power lines
 - Look for structures in danger of collapse
 - Separate damaged materials from undamaged materials

Signed: _____

Dated: _____

Additional Comments:

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.