



LOSS CONTROL

RAINSTORM EMERGENCY CHECKLIST

Facility _____ Survey by _____
Location _____ Date _____

Be Prepared!

When preparing for a severe rainstorm, don't be lulled 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 catastrophic winter weather exposures. 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 emergency operations back to normalcy.

| Pre-Storm Precautions | Check List |
|---|--|
| 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 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Provide for emergency communication equipment for Storm Emergency Team Members | 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"/> |
| 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 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Develop a list of emergency phone numbers of weather forecasters and contractors, and appoint someone to monitor daily weather reports | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Update action plan annually | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Be aware that excessive damage can also be done by wind (see Windstorm Emergency Checklist for additional precautions) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Buildings | |
| Inspect and clean all roof drains | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 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 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Provide barriers or eliminate low-lying doors and other openings in exterior walls. Waterproof basements | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Provide shut-off valves on sewer and drainage lines to stop reverse flow | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Stock, Inventory, Miscellaneous Storage or Equipment | |
| Review inside storage arrangements and relocate all susceptible materials off of floors and away from windows | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Anchor loose yard storage that is not susceptible to water damage. If possible, relocate outside equipment or materials inside | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Establish contracts with restoration companies | 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"/> |
| Remove all valuable equipment or papers from basement areas | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Utilities | |
| Shut off all gas supplies before a windstorm strikes | 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 sensitive electrical equipment, such as computers, before a storm | 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"/> |
| Provide sump pumps for equipment pits or basement areas | Yes <input type="checkbox"/> No <input type="checkbox"/> |

RAINSTORM EMERGENCY CHECKLIST - *continued*

| Pre-Storm Precautions | Check List |
|---|--|
| 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 | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 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 back flow 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, move all valuable equipment to a safe location | 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"/> |
| Contact PIC Claims for adjusting and related services | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Post-Storm Precautions | |
| Initiate salvage activities immediately, including: | |
| Secure site and assess the damage | 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"/> |
| Looking for live down power lines | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Looking for leaking flammable liquid or gas transfer lines | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Looking for structures in danger of collapse | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Separating damaged materials from undamaged materials | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Covering equipment and stock from further exposures | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Developing plans to secure facility against looters and trespassers | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Utilizing a "Hot Work" Permit System when necessary | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Eliminating ignition sources as much as possible | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Instituting a fire watch until normal operations are resumed | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Signed _____ Dated _____
 Additional Comments _____

800.873.4552

The information and suggestions presented by Philadelphia Indemnity Insurance Company in this e-brochure is for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other, laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies. © 2011 Philadelphia Insurance Companies



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