

WIND & HAIL PREPAREDNESS SAFETY CHECKLIST



Facility _____ Survey By _____

Location _____ Date _____ / _____ / _____

The following checklist is intended to assist facilities with planning and implementing well-thought-out strategies to prepare for, respond to, and recover from a wind and/or hail storm. Instituting the following action plans can protect life and property, and also increase the likelihood of a prompt and orderly transition from emergency operations back to standard practices.

STORM CHECKLIST

PRE-STORM EMERGENCY PLANNING

1	Establish a storm response team and a written action plan. The proper individuals within the organization should be assigned and understand their specific roles and responsibilities relative to life safety and property protection before and during the storm and clean up, salvage, and restorative operations after a storm.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Ensure that at least one person per shift knows the proper equipment and building system shutdown procedures and is authorized to implement them.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Designate a weather monitor who will stay apprised of severe weather and update the storm response team on conditions before, during, and after a severe weather event.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Maintain ongoing agreements with contractors for supplies and repairs that may be needed after a severe storm. <i>Note: As a backup plan, consideration should be given to developing relationships with contractors who are from outside the geographical location of your business as local contractors could easily become over-committed.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Ensure the list of key contacts (local authorities, vendors, stakeholders, insurance/brokers etc.) is updated.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Ensure the plan is exercised on an annual basis. This could include tabletop drills conducted by the storm response team.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Ensure the plan is updated on an annual basis.	Yes <input type="checkbox"/> No <input type="checkbox"/>

PRE-STORM INSPECTIONS & PREPARATIONS

1	Inspect and repair roof coverings and perimeter flashing and perimeter edge flashing a few months before windstorm season. Loose and unsecured sections should be nailed down, and rusted nails and anchor bolts should be replaced. <i>Note: The most cost-effective measure against wind damage to a roof is to ensure that the flashing is properly secured. The majority of wind damage and roof blow-offs are initiated at the perimeter edge. Secure perimeter roof flashing is the first line of defense against the loss of a roof covering during high winds.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Inspect and repair the roof and roof-mounted equipment. <ul style="list-style-type: none"> <input type="checkbox"/> Roofing material – Should be free of loose, damaged, and unsecured material. Fasteners should be in place and flashing should be properly secured. <input type="checkbox"/> HVAC units – Should be properly covered and secured. <input type="checkbox"/> Exhaust vents – Should be properly sealed and flashing should be in place and properly secured. <input type="checkbox"/> Skylights and windows – Should be properly covered, sealed, and secured, and flashing should be in place, and properly secured. 	Yes <input type="checkbox"/> No <input type="checkbox"/>

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STORM CHECKLIST - *continued*

3	Identify and consider removal of trees and/or tree branches that could fall on buildings, structures, rides, attractions, or power and communication lines.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Identify windows and doorways where windstorm shutters and/or plywood covering would be appropriate.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Inspect and repair broken windowpanes and loose window framing and shutters.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Inspect and clean gutters and drains.	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Inspect all fire protection equipment (sprinkler control valves, fire pumps). Lubricate sprinkler control valves and locks to reduce rusting and ensure ease of operation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Ensure that fuel tanks for emergency generators, diesel fire pumps, water heaters, and other vital services are properly filled and in good working order.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Ensure all combustible/flammable cylinders and liquid tanks are properly anchored, braced, and secured.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Ensure all temporary structures, signage, rides, attractions, trailers, scaffolding are always properly braced and secured in preparation for unexpected wind.	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Identify key equipment that would need to be covered with tarpaulins or waterproof covers.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12	Ensure the following materials to protect buildings and property are on hand and easily accessible: <input type="checkbox"/> Tarps <input type="checkbox"/> Plywood <input type="checkbox"/> Duct Tape <input type="checkbox"/> Hail Blankets <input type="checkbox"/> Rope/Stapes <input type="checkbox"/> Fuel <input type="checkbox"/> Bracing Material <input type="checkbox"/> Inflatable Car Covers	Yes <input type="checkbox"/> No <input type="checkbox"/>
13	Ensure computer data is properly backed-up to a location that will not be affected by the storm. Hard copies of data, files, and records should be properly protected or transported off-site.	Yes <input type="checkbox"/> No <input type="checkbox"/>
14	Ensure backup communications, such as two-way radios or satellite radios are in working order.	Yes <input type="checkbox"/> No <input type="checkbox"/>

IMPENDING STORM ACTIONS

1	Be prepared to shut down operations, evacuate the facility and send personnel home or proceed with shelter-in-place procedures if time does not allow for safe evacuation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Install windstorm shutters/plywood over windows and doors.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Turn off all non-essential electrical systems.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Turn off fuel and gas services.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Take the following steps to ensure that storm winds will not blow away and/or cause damage: <input type="checkbox"/> Remove all loose debris around the facility <input type="checkbox"/> Anchor or relocate equipment to a safe indoor location <input type="checkbox"/> Anchor all portable structures, buildings, trailers to the ground <input type="checkbox"/> Ensure all roof-mounted equipment is covered (if appropriate), and secured, braced, or strapped down <input type="checkbox"/> Ensure all amusement rides and attractions and their components are secured and/or properly stored <input type="checkbox"/> Ensure all signage is secured, properly braced, or removed and stored in a safe location <input type="checkbox"/> Secure storage of flammable-liquid drums, or move them to sheltered area but away from any occupancy or critical buildings	Yes <input type="checkbox"/> No <input type="checkbox"/>

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STORM CHECKLIST - *continued*

6	Implement flood-relevant protection measures to reduce the likelihood of water getting inside buildings and other structures. <i>Note: If your facility is located in an area that is prone to floods or storm surges, specific flood preparedness procedures should be in place.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	Raise all critical equipment and supplies above the expected flood level if flooding is a possibility.	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Cover all key equipment tarpaulins or waterproof covers.	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Keep fire protection equipment operational. If flooding is expected, install barriers around sprinkler risers and control valves to protect them from floating debris from possible flood water.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Move vehicles and amusement ride carriers to a covered area or install hail blankets or inflatable car covers.	Yes <input type="checkbox"/> No <input type="checkbox"/>

POST-STORM ACTIONS

1	<p>Activate the Storm Response Team to secure the site and survey for safety hazards first and evaluate for property damage second:</p> <p>Safety Hazards</p> <ul style="list-style-type: none"> <input type="checkbox"/> Downed power lines and live wires <input type="checkbox"/> Leaking gas or flammable liquids <input type="checkbox"/> Structures in danger of collapse <p><i>Note: Hazardous conditions found should only be handled by trained professionals.</i></p> <p>Property Damage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Structural damage to the building <input type="checkbox"/> Roof coverings <input type="checkbox"/> Roof mounted equipment <input type="checkbox"/> Fire protection equipment <input type="checkbox"/> Rides and attractions <input type="checkbox"/> Outdoor equipment, structures, signage etc. <input type="checkbox"/> Building property 	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Contact the appropriate building restoration services, contractors, and service providers to perform post-storm inspections and begin the cleanup and restoration process.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Begin salvage operations to prevent further damage. Cover broken windows and torn roof coverings, remove water from buildings, separate damaged materials from undamaged ones, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Contact your insurance broker and/or insurance company to put them on notice and to ask for assistance if needed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Develop a plan to secure and protect the facility from looters and trespassers.	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Initiate emergency remote work plan as appropriate.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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ADDITIONAL COMMENTS OR ACTIONS NEEDED:

Inspector Signature

_____/_____/_____
Date

Inspector Name Printed

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