

Pre-Storm Preparation of Building and Structure

When preparing for a disaster, a checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed – expressed in hours or days – to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a disaster watch or disaster warning, check it off and move on to the next one.

	TIME NEEDED	DONE
<u>Facility Shutdown</u>		
1. Have doors, windows, and ventilators been closed and battened?	_____	<input type="checkbox"/>
2. Have all processes been shut down?	_____	<input type="checkbox"/>
3. Have sandbags been placed at vulnerable facility openings and around critical exterior equipment?	_____	<input type="checkbox"/>
4. Have all flammable and combustible gas lines been shut off at their source?	_____	<input type="checkbox"/>
5. Has exposed piping been properly secured and supported to minimize breakage?	_____	<input type="checkbox"/>
6. Have all vent pipes been extended to a point above the anticipated high water line?	_____	<input type="checkbox"/>
7. Have utility gas and electric power lines been shut off?	_____	<input type="checkbox"/>
8. Have all stationary equipment and machinery been liberally oiled and greased for added protection?	_____	<input type="checkbox"/>
<u>Business Interruption</u>		
1. Have contractors been engaged to provide priority service regarding emergency equipment (e. g., sand bags, emergency generators, pumps, lighting, lumber, cleanup tools)?	_____	<input type="checkbox"/>
2. Have offsite locations been selected for transport of movable machinery, equipment, records and files, stock, furniture, etc.?	_____	<input type="checkbox"/>
3. Have manufacturers and vendors of critical machinery and equipment been contacted to establish a contract for priority support with backups?	_____	<input type="checkbox"/>
4. Have “critical” employees been identified to participate in the recovery process, including salvage, security, data recovery, communication, transportation, etc.?	_____	<input type="checkbox"/>
5. Have documented procedures been established for contacting InSource, Inc. for claim and related services?	_____	<input type="checkbox"/>
<u>Physical Protection</u>		
1. Has access to existing and emergency water supplies been established for use by the fire department?	_____	<input type="checkbox"/>

2. Have all operations involving spark and flame (e. g., cutting, welding, soldering, heating) been terminated? _____
3. Is there an adequate supply of portable fire extinguishers available, with plans in place for procurement of additional units if needed? _____
4. Have all utility gas and electric shut down procedures been assigned only to qualified personnel? _____
5. Has communication been established between management and local emergency response authorities (e. g., police, fire, rescue)? _____
6. Has a continuous fire watch been established for the facility using qualified personnel? _____
7. Has combustible debris been removed from the premises as much as is feasible? _____

Life Safety

1. Have formal emergency procedures been developed and implemented for safe and orderly evacuation of personnel via established safe routes? _____
2. Have adequate provisions been made for the protection and safety of recovery, security and fire watch crews, including first aid, sanitation, drinking water, blankets, non-perishable food, etc.? _____
3. Have plans been developed to secure the facility and its perimeter against looters and trespassers? _____
4. Has a chain of command been established to order a full evacuation and facility shutdown in the event of an emergency? _____

Action

1. Make sure above and below ground tanks are properly anchored to prevent flotation. Fill empty tanks with water or product, and extend vent lines on active tanks above the anticipated maximum water level. _____
2. Latch down portable containers of flammable or combustible liquids. _____
3. Assemble the following supplies and equipment at a central, secure location:
 - Portable pumps and hose - Mops and squeegees
 - Emergency lighting - Tarpaulins
 - Lumber and nails - Power and manual tools
 - Sandbags - Shovels and axes

4. Ensure that the emergency crew remaining on the premises has the following:
 - ___ Nonperishable food
 - ___ First aid equipment
 - ___ Lighting
 - ___ Radio receivers
 - ___ Stored drinking water

5. Fill emergency and fire pump fuel tanks. _____

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|---|-------|--------------------------|
| 6. Inspect roof edging strips, gutters, flashing, covering, and drains. | _____ | <input type="checkbox"/> |
| 7. Inspect sign and stack supports, guy wires, and anchorages. | _____ | <input type="checkbox"/> |
| 8. Check for weak door and window latches or hardware or for insecure panel fastenings. Expedite repairs. | _____ | <input type="checkbox"/> |
| 9. Protect vulnerable windows from flying debris. | _____ | <input type="checkbox"/> |
| 10. Clean out drains and catch basins. | _____ | <input type="checkbox"/> |

Add other items unique to your facility.



Maintaining Communications

Being able to contact key individuals is essential to completing specific tasks before, during and after a disaster. During a disaster, communication links may be interrupted and conditions may be generally chaotic. The following information can assist you in determining if your communications links are adequate.

	TIME NEEDED	DONE
<u>Contingency Plan</u>		
1. Determine and secure the type of communications system(s) best for your location. UHF radio, cellular telephone, etc. Be sure to have a supply of spare batteries and battery chargers. Do not rely on battery chargers only, due to possible power outage.	_____	<input type="checkbox"/>
2. If cellular telephones are used, contact your service provider to determine if there is a Priority Access Program for catastrophe operations. If this is the case, only the customers with a Priority Access number will be able to use the cellular phone airwaves after a disaster.	_____	<input type="checkbox"/>
3. Develop and maintain a list of key individuals to be contacted before and after a disaster. Each key person should have the selected type of communications system.	_____	<input type="checkbox"/>
4. Develop and maintain a list of customers to be contacted after a disaster to inform them of the estimated recovery time.	_____	<input type="checkbox"/>
5. Contact the communications common carrier to determine estimated recovery time after a disaster.	_____	<input type="checkbox"/>
6. Review the components of the disaster plan on a regular basis.	_____	<input type="checkbox"/>

🔑 Securing Yard Storage

When preparing for a disaster, a checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed – expressed in hours or days – to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a disaster watch or disaster warning, check it off and move on to the next one.

	TIME NEEDED	DONE
<u>Facility Shutdown</u>		
1. Has non-movable equipment been secured?	_____	<input type="checkbox"/>
2. Have yard storage, vehicles, sheds, etc., been anchored or relocated to higher ground?	_____	<input type="checkbox"/>
3. Have all storage tanks been anchored to prevent flotation?	_____	<input type="checkbox"/>
4. Have all empty and semi-filled tanks been filled with water or product to increase stability?	_____	<input type="checkbox"/>
<u>Physical Protection</u>		
1. Have portable containers of flammable and combustible liquids been relocated to higher elevations or anchored to prevent floating?	_____	<input type="checkbox"/>
2. Have tank cars holding chemicals and/or flammable or combustible liquids been relocated to a higher elevation?	_____	<input type="checkbox"/>
3. Have containers of water-reactive chemicals been relocated to a higher elevation, and/or tanks adequately anchored and diked?	_____	<input type="checkbox"/>
<u>Action</u>		
1. Fill aboveground tanks to capacity with product or water to minimize wind damage.	_____	<input type="checkbox"/>
2. Anchor structures in the yard that can be moved by high winds, such as trailers, lumber, or any loose yard storage. Move stored materials inside where practical.	_____	<input type="checkbox"/>
3. Take extraordinary measures to secure outdoor traveling cranes and bridges. Besides setting rail clamps, secure with wedges and cable anchors.	_____	<input type="checkbox"/>



Electronic Data Processing

If you operate data processing equipment, you must consider what you will do if your facility experiences a disaster which leaves your system inoperable. Ask yourself what will happen to your operations if critical pieces of computer equipment were damaged, destroyed, stolen, or if power were lost. Can you relocate your processing operation? Where? Are there other areas or buildings that would meet your needs for such things as space, electrical power, communications, and air conditioning? If you cannot interrupt your data processing for any length of time, you might want to set up one of the following Contingency Plan alternatives.

	TIME NEEDED	DONE
<u>Contingency Plans</u>		
1. Contract alternate data processing and computer facilities that can run your data programs without persons from your operation being on site.	_____	<input type="checkbox"/>
2. Lease computer rooms at a facility that does nothing but rent this type of space?	_____	<input type="checkbox"/>
3. Obtain a written contract to use the computers of a neighboring firm whose equipment is compatible with your own programs and needs?	_____	<input type="checkbox"/>
4. Development of a records backup plan that insures proper storage and duplication of records.	_____	<input type="checkbox"/>
5. Obtain a means to protect against power outages and/or power surges?	_____	<input type="checkbox"/>
6. Is an on-site backup power unit and associated equipment feasible?	_____	<input type="checkbox"/>
7. Establish a co-location site with an established provider	_____	<input type="checkbox"/>

Business Interruption

1. Have data processing software, files, records, etc., been properly backed up and transported offsite? (Note: This should be done daily, as a general business practice.)	_____	<input type="checkbox"/>
2. Has a listing of vendors, suppliers, customers, contractors, etc., been developed for communication on the facility's damage and operational status?	_____	<input type="checkbox"/>

Physical Protection

1. Has data processing equipment been covered with waterproof covers to help prevent contamination by water or debris?	_____	<input type="checkbox"/>
2. Has electrical power been disconnected to help prevent damage due to electrical spikes?	_____	<input type="checkbox"/>
3. Has the data processing equipment been de-energized to help prevent damage due to power abnormalities that can be expected during storms?	_____	<input type="checkbox"/>



Fire Protection Systems

When preparing for a disaster, a checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed – expressed in hours or days - to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a disaster watch or disaster warning, check it off and move on to the next one.

	TIME NEEDED	DONE
<u>Contingency Plans</u>		
1. Have all fire protection system control valves been secured in the open position?	_____	<input type="checkbox"/>
2. If water for the fire protection system is drawn from a tank or other impounded water supply, is the supply full?	_____	<input type="checkbox"/>
3. If there is a fire pump, has the maintenance staff made sure the pump is on and functional? If a diesel fire pump, is the fuel tank full?	_____	<input type="checkbox"/>
4. Have the special extinguishing systems such as a CO ₂ been inspected?	_____	<input type="checkbox"/>
5. Have all fire extinguishers been inspected and recharged if need be?	_____	<input type="checkbox"/>
6. Are extra fire sprinkler heads or wood wedges and wrenches in supply in the event of sprinkler leakage or fused heads?	_____	<input type="checkbox"/>
7. If an anti-freeze sprinkler system is in use, is the anti-freeze solution adequate?	_____	<input type="checkbox"/>
<u>Action</u>		
1. In the event of fire, only authorized persons should close the control valve(s) to the fire sprinkler system. The fire sprinkler system should not be shut off until ordered to do so by the fire department.	_____	<input type="checkbox"/>
2. If located in an area subject to freezing and there is a loss of heat, a wet pipe sprinkler system should be drained and tagged to indicate the valve is closed. A 24-hour fire watch should be implemented.	_____	<input type="checkbox"/>
3. After the cold weather has ended or heat restored to the building, a visual inspection of the entire sprinkler system should be made looking for cracked or leaking pipe. The fire sprinkler system should be returned to service if damage was not sustained.	_____	<input type="checkbox"/>
4. If damage to the fire sprinkler system is sustained and water leakage occurs, the fire protection system should be removed from service. A 24-hour fire watch should be implemented until repairs are completed.	_____	<input type="checkbox"/>

5. If the fire protection system is a dry pipe system, drain all low point drains and check for excessive priming water level.



Inventory of Property

In the event of a disaster, a current inventory of your property will help determine the proper value of your loss. The inventory list should include raw product, finished product, machinery, furniture and any other items that can be damaged. When disaster strikes, it is very difficult to develop an accurate record of the inventory items and values.

Checklist

1. A listing of all inventory and values is current?
2. Photographs or video pictures have been made of the premises?
3. Copies of all photographs, video pictures and inventory records are maintained off-site?

**TIME
NEEDED** **DONE**

\$ Valuable Papers

Valuable papers include items such as deeds, titles, certificates of deposit, corporate inventory records, administrative and procedural manuals, manuscripts, drawings, abstracts or any other papers that have intrinsic value to you or your corporation. Are your valuable papers secured in a safe place so they will not be damaged in a disaster?

Checklist

1. Valuable papers should be segregated from other materials in storage for easy retrieval.
2. A plan should be developed for post-disaster security of the premises and valuable papers
3. Valuable papers are stored in appropriately-rated fire resistive storage chests, vault, or safe that will protect them from water, smoke and heat. File room doors should have insulated File Room Door Class 350. Filing devices are listed as: Class 350 for paper, Class 150 for magnetic computer tapes and photographic film, and Class 125 for flexible disks.
4. Store backup copies of administrative and procedural manuals in a safe location. Off-site storage is preferable.

**TIME
NEEDED** **DONE**

