



## Windstorm Preparation - Facility Checklist

The U.S. National Weather Service provides real-time tracking of windstorm activity and issues the following advisories:

- A hurricane watch is issued when winds of 74 mph or greater pose a potential threat within 36 hours.
- A hurricane warning indicates hurricane conditions are expected within 24 hours.
- Please utilize The National Weather Service's website, [www.nhc.noaa.gov](http://www.nhc.noaa.gov), to track windstorm activity.

The following checklist includes best practices to assist you in securing property before and after a windstorm:

### Impending Windstorm

#### Administrative

- Designate a monitor to track storm location and report on weather conditions.
- Establish phone list for offices of emergency services
- Determine which business records are vital and make plans to protect/relocate them
- Obtain emergency supplies as necessary (batteries, flashlights, straps, fuel, generators, drinking water, etc.)
- Have cash on hand for post-windstorm needs, such as paying for supplies, employees, or contractors

#### Roof Flashing

- Repair/replace loose, damaged, and/or missing roof flashing
- Through-fasten improperly secured flashing (flashing in which there is no continuous hook strip behind facing)

#### Roof Covering

- Repair roofing membrane tears and/or outstanding leaks
- Replace or patch worn areas of roof covering (built-up roofs)
- Repair/replace any sections of corroded and/or loose metal roofing panels
- Replace missing shingles, ballast material, and/or roof pavers

#### Walls, Doors, and Cladding

- Repair/replace loose, damaged, or missing exterior wall cladding
- Insure that all exterior doors close properly and fasten securely when closed
- Provide bracing (interior & exterior) for dock-doors exposed to hurricane-force winds, if not rated for anticipated wind loads
- Pre-stage any materials needed for window protection (i.e., pre-cut boarding, removable shutters)

#### Roof-mounted Equipment, Fixtures and Signs

- Verify that all roof-mounted equipment is properly secured to the building
- Verify that all signage is properly secured (roof & ground level)

#### Roof Drainage

- Verify that drains (primary & secondary) are free of debris
- Inspect roof scuppers and gutters
- Repair and/or remove loose or damaged gutters

#### Yard Storage

- Relocate portable outside equipment that could become wind-borne debris to indoor locations
- Fill empty tanks with water or sand

### After the Windstorm

#### Immediate Needs

- Make sure people are safe and out of harm's way
- Survey for safety hazards such as live wires, leaking gas or flammable liquid, poisonous gas, and damage to foundations.
- Notify police/safety authorities if a situation requires it or a law may have been broken
- Take a complete inventory of damaged and undamaged property (quantities, costs, values, and estimated amount of loss claimed)
- Take photos as much as possible

#### Protect Property from Further Damage:

- Board up windows and/or doors as necessary
- Clean roof drains and remove debris from roof to prevent drainage problems
- Tarp roofs securely
- Call in water mitigation company to begin a dry-out process
- Separate damaged goods, but beware of accumulating too much combustible debris in or around a building
- Possibly move covered property from premises to preserve it from further loss or damage

#### Activating the Claims Process

- Keep a record of your expenses necessary to protect covered property
- Give prompt notice of loss to your insurance agent/broker
- Provide descriptions of damaged property
- Note how, when, where the loss/damage occurred
- Be sure to include name and phone number of Insured's contact and of the local contact at property location