



EMERGENCY WEATHER CHECKLIST

Being prepared when inclement weather approaches will minimize damage and reduce costly repairs. Although each location and building has its own unique circumstances, there are basic steps you can take to protect your facility.

Prepare location months ahead of inclement weather:

- Clean out gutters so snow, ice, rain can drain from roof
- Inspect roof for possible leaks or weakness. Equipment properly secured
- Clear low hanging limbs away from roofline and building
- Preventative maintenance completed on HVAC system
- Have adequate supplies on hand:

Plywood Plastic tarp Rock Salt Flashlight Thumb drives Pipe Insulation

Sand bags Drain covers Snow Shovel Batteries Plastic baggies Battery radio

- Weather strip all doors and windows
- Verify all locks have extra set of keys
- Clean area around electrical panel
- Locate water shut off valves
- Install drain guard in floor drains to prevent sewage back up during flood
- Verify all alarms in working order (security, smoke detectors, carbon monoxide)

Two days - the day of Snow/Freeze event:

- Insulate water lines that run along exterior walls
- Open cabinet doors under sinks to allow heat to circulate
- Have water dripping from faucets to prevent freeze
- Test smoke alarms and carbon monoxide detectors
- Have rock salt, sand or kitty litter to put down on walkways readily available
- Remove, drain and store hoses used outside.
- Cover outside water outlets with insulated caps
- Make certain the thermostat is set above 55 degrees if leaving facility
- If using a generator, make certain it is properly ventilated and sufficient fuel supply
- Designate chain of command for staff and verify all have proper access to facility
- Bank deposits of cash or properly secured in safe
- Advise maintenance provider of possible shut down



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Two days -the day of Hurricane/Flood Checklist:

- Bring inside any items that could be blown or washed away
- Secure any outdoor signage.
- Close and lock all windows and doors.
- Board up windows and doors
- Clean out refrigerator of food that could spoil during power outage
- Turn refrigerator and freezers to coldest setting. Avoid opening doors
- Turn off propane tanks and unplug small appliances
- Battery operated flashlight is operational
- Battery operated radio
- Sandbag any area that is subject to flooding
- Relocate any valuable or fragile items
- Secure electronics (computers, cash registers, etc) with straps and cover with plastic
- Backup documents (seal in waterproof containers)
- Bank deposits of cash or properly secured in safe
- Designate important contacts to save the are critical to business operations
- Designate chain of command and verify all have proper access to facility (locks, alarms, etc)
- Advise maintenance provider of possible floods/shut down