



Risk Management Services

STORM EMERGENCY CHECKLIST

Facility _____ Survey by _____
Location _____ Date _____

Be Prepared

When preparing for a possible windstorm, use this checklist to minimize your facility's exposures. Instituting the following precautions before, during, and after a storm can help mitigate the severity of the loss as well as enhance the overall safety of the facility.

Pre-Storm Precautions	Checklist
Establish an emergency team and have a plan of action. Team members should know their duties beforehand – facility protection, clean-up, salvage, restoration after the storm	Yes <input type="checkbox"/> No <input type="checkbox"/>
Keep a list of your utility contact phone numbers. Keep in a safe place onsite and offsite	Yes <input type="checkbox"/> No <input type="checkbox"/>
Keep a list of other emergency phone numbers such as for contractors needed post storm	Yes <input type="checkbox"/> No <input type="checkbox"/>
Designate someone to monitor local weather reports	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If you don't know your PHLY policy # for claims reporting please call 800.223.9998</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Buildings	
Close all unnecessary openings - try to make doors and windows weathertight	Yes <input type="checkbox"/> No <input type="checkbox"/>
Obtain and place sandbags at points of entry if flooding is expected	Yes <input type="checkbox"/> No <input type="checkbox"/>
Inspect your roof before the storm. All loose roof elements (tiles, flashings, etc.) should be nailed down or covered with sandbags. Do not cover any roof drains	Yes <input type="checkbox"/> No <input type="checkbox"/>
Remove any loose yard storage or items which could become airborne and damage people or property	Yes <input type="checkbox"/> No <input type="checkbox"/>
Trim trees if needed to keep away from buildings. Branches, palm fronds, etc., can cause building damage	Yes <input type="checkbox"/> No <input type="checkbox"/>
Make sure all drains on property are open and clear	Yes <input type="checkbox"/> No <input type="checkbox"/>
Stock, Inventory, Miscellaneous Storage, or Equipment	
Relocate all susceptible stock to areas away from the windows and raise stock off the floor. Consider removing high valued stock out of the area of the storm or to a better secured location if flooding is expected	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cover stock and computers with plastic waterproofed covers or tarpaulins	Yes <input type="checkbox"/> No <input type="checkbox"/>
Secure any flammable liquids. Do not store inside the building unless in a UL listed flammable liquids cabinet	Yes <input type="checkbox"/> No <input type="checkbox"/>
Remove any critical records to a safe location. Make backup copies	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 all electrical equipment in areas that might be flooded	Yes <input type="checkbox"/> No <input type="checkbox"/>
Post-Storm Precautions	
If you have a claim, contact PHLY Claims at www.PHLY.com , 1.800.765.9749, or Claimsreport@phly.com	Yes <input type="checkbox"/> No <input type="checkbox"/>
Secure the site and assess the damage	Yes <input type="checkbox"/> No <input type="checkbox"/>
Be careful of downed power lines or building elements in danger of collapse	Yes <input type="checkbox"/> No <input type="checkbox"/>
Make sure all drains are open free of storm debris	Yes <input type="checkbox"/> No <input type="checkbox"/>
Separate damaged from undamaged materials	Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide more stock or equipment covers as needed from continuing weather	Yes <input type="checkbox"/> No <input type="checkbox"/>
Eliminate ignition sources as much as possible – "No Smoking"	Yes <input type="checkbox"/> No <input type="checkbox"/>





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COMBAT FROZEN PIPE DAMAGE: PHLY'S HEAT STRATEGY

Action – Before the Freeze	Explanation	Additional info
Insulate water lines with foam insulation	Helps to keep pipes insulated	Start with pipes along exterior walls or in attics, crawl spaces or basements
Inspect all plumbing fixtures and repair as needed.	This should be part of your preventative maintenance program	Replace any plastic connectors with metal connectors.
Inspect building for other areas that may need additional insulation	Areas such as crawl spaces and attics may benefit from more insulation, especially older buildings	
Seal your building envelope ahead of winter	Consider a thermographic study of your building to identify areas leaking heat and provide additional sealants, etc. to keep cold drafts out.	This will also save on energy bills, winter and summer.

Action – if Freeze is imminent	Explanation	Additional info
If freezing weather is a reality, keep water lines warm and moving.	Allow water to slowly run from faucets. Open both cold and hot water faucets if separate.	Open faucets can possibly prevent pipes breaking from expanding ice.
Direct heat to all areas with water pipes	Heating ducts and vents should be located and directed so that all areas with water lines and fixtures are maintained and 45F and above. Only use portable heaters with constant supervision.	Monitor temperatures inside the building.
Implement emergency cleanup if you have a pipe break.	If you have a claim, contact PHLY claims at www.PHLY.com . Report by phone or email: Phone: 1.800.765.9749 Email: Claimsreport@phly.com	

