

EMERGENCY CHECKLIST

self storage property risk management: **windstorm**



know them
before you
need them

FIRE DEPT PHONE

POLICE DEPT PHONE

INSURANCE AGENT PHONE

BUILDING OWNER PHONE

HVAC CONTRACTOR PHONE

ELECTRICIAN PHONE

PLUMBER PHONE

OTHER

wind emergency response plan

for locations exposed to hurricanes, tornadoes, or severe localized wind

During the past 25 years, 11 percent of all damage sustained was related to wind. Approximately 70 percent of those losses were attributed to severe wind storms. Additional studies of severe windstorms, show conclusively that windstorm-related damage can be prevented or at least minimized with an organized plan of action before, during and after a storm.

If you don't have an emergency response plan specific to windstorm, it's not too late. Start planning right away. This checklist offers suggestions you can build into your plan to minimize windstorm-related damage. Use the extra space provided to add procedures specific to your facility. If you need help, or would like someone to review your plan with you, contact our office.

PRE-WINDSTORM PLANNING

- **develop:** if you do not already have one, develop a windstorm emergency response plan, and educate appropriate personnel on its aims and procedures
- **train:** Staff and train an emergency response team (ERT) whose members are willing to stay on site during a windstorm (if safe to do so)
- **designate:** appoint a weather monitor who will report weather conditions and keep the ERT leader up-to-date on conditions before, during and after a windstorm
- **delegate:** Give the ERT leader the authority to implement the plan based on predetermined checkpoints (e.g., when a storm is within a certain distance from a facility)- this includes shutting down operations and sending personnel home
- **distribute:** ERT leader should create and distribute task checklists to all operational managers involved, to complete and return to the ERT leader

elements of the plan:

- Identify all critical areas of a facility, and make sure someone on all shifts knows the proper shutdown procedures and is authorized to implement them
- Determine which company records are vital and make plans to protect/relocate them.
- Maintain an updated list of the telephone numbers and contacts for local offices of emergency preparedness. Contact local authorities to plan and coordinate activities before the need for emergency action. That way, both you and they will be better prepared

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elements of the plan *continued* :

- arrange backup communications, such as two-way radios or cellular phones- have spare batteries + diesel-driven emergency generator
- arrange an off-site emergency communications control center, such as a hotel meeting room, just outside the windstorm area, in case it becomes too dangerous to remain on site
- identify a hot site (off-site data processing location where you can continue business immediately) or a cold site (off-site location where you can set up your own data processing)- also consider identifying a business recovery facility where you can resume operations
- maintain ongoing agreements with contractors for supplies and repairs that may be needed after a windstorm- if possible, use contractors who are from outside potential windstorm areas, as local contractors may be over-committed
- order emergency supplies and maintain them throughout the windstorm season
- have straps or other means on hand to brace/anchor yard storage, signs, cranes and roof-mounted equipment
- inspect and repair roof coverings and edges a few months before windstorm season
- provide pre-fitted windstorm shutters and/or plywood for windows and doorways where practical
- perform a dry-run installation of windstorm shutters annually- if practical, leave shutters in place
- prepare for windstorm-related flooding with sandbags and an ample supply of brooms, squeegees and absorbents
- identify key equipment and stock that must be protected with tarpaulins or waterproof covers
- identify and consider removal of any large trees that could fall and damage buildings, fire pump houses or power/communication lines
- have plans in place for site security after a windstorm

IMPENDING WINDSTORM

Your weather service will provide advance warning to those in areas likely to be in the path of an approaching storm. In the United States, the National Weather Service issues a hurricane watch when winds of 74 mph (120 km/hr) or greater pose a potential threat within 36 hours. A hurricane warning in the United States indicates hurricane conditions are expected within 24 hours. The warning stages differ from country to country, and you should be familiar with the system applied where your facilities are located. Windstorms also can be tracked on the Internet. Use the advance warning to begin taking action consistent with your emergency plan.

AS THE WINDSTORM FORMS

- **track:** map the windstorm front and stay up-to-date on the storm's progress
- **initiate:** begin implementing your windstorm emergency response plan, taking specific actions based on the predetermined checkpoints outlined in your plan (for example, you will begin shutting-down processes when a storm is at a certain distance away)
- **inspect:** inspect and make emergency repairs to drains, gutters and flashing
- **maintain:** check/maintain all necessary backup equipment, such as emergency generators and communication devices
- **e.r.t.:** ensure that the ERT members who volunteered to stay on site have proper supplies and equipment (drinkable water, nonperishable food, medical supplies, flashlights, walkie-talkies)
- **fuel:** fill fuel tanks of generators, fire pumps and all company-owned vehicles



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AS THE WINDSTORM THREATENS

It's time to secure the facility, both inside and out. Take the following steps to protect the building, and prevent items outdoors from blowing away or causing damage.

- **anchor:** strap or anchor to the roof deck all roof-mounted equipment such as HVAC units and exhaust vents, anchor or relocate all nonessential equipment to a safe indoor location, and anchor all portable buildings (i.e. trailers) to the ground
- **relocate:** protect and/or relocate all vital records
- **cover:** install windstorm shutters/plywood over windows and doors
- **clear:** remove all loose debris outdoors
- **secure:** locate and secure flammable-liquid drums, or move them to a sheltered area (but never into main facility areas)
- **brace:** make sure outdoor signs are properly braced
- **inspect:** check all fire protection equipment, such as sprinkler control valves and fire pumps
- **stash:** have cash on hand for post-windstorm needs, such as buying food and supplies, or paying employees and contractors
- **clean:** make sure to clean out drains and catch basins
- **protect:** cover computers and/or machinery with tarpaulins and waterproof protection
- **shut down:** power off all noncritical and nonessential electrical equipment

WHEN THE WINDSTORM IS IMMINENT

- **fire protection:** shut off gas or other possible flame sources to minimize fire-related loss
- **disconnect:** if possible, disconnect main electrical feeds to the facility, to prevent fire caused by short-circuiting of damaged equipment
- **shut down:** cease operations that depend on outside power sources in an orderly manner, following established procedures

DURING THE WINDSTORM

- **patrol:** monitor the property continuously, watching for roof leaks, pipe breakage, fire or structural damage
- **e.r.t.:** emergency response personnel should stay at the facility only if safe to do so, remaining in a designated safe area
- **shut down:** during power failure, turn off electrical switches to prevent reactivation before necessary checks are completed

AFTER THE WINDSTORM

- **secure:** secure the site, surveying for damage and safety hazards such as live wires, leaking gas or flammable liquid, poisonous gas, as well as damage to foundations or underground piping
- **repair:** fix any damage to the automatic sprinkler system and get it back in service as soon as possible
- **notify:** Call in key personnel/contractors to start repairs, making sure safety systems are fully implemented before work is allowed to begin (control smoking), and require contractors to share responsibility for establishing fire-safe conditions before and during the job
- **salvage:** begin salvage ASAP to prevent further damage, by covering broken windows/torn roof coverings immediately, and separating damaged goods (beware of accumulating too much combustible debris inside a building)



know the facts

75% of all derechos (straight-line, severe wind storms) occur in the U.S. between April and August.



additional wind resources

- www.fema.gov
- www.ready.gov/tornadoes
- www.nssl.noaa.gov/education/svrwx101/wind/