Windstorm Checklist

Preplanning and Preparation

- ☐ Establish a Disaster Preparedness Plan
- ☐ Review the plan annually and modify as needed
- ☐ Have at least an annual performance drill
- ☐ Keep all the trees pruned away from the building and trimmed of dead limbs
- ☐ Do not plant large trees close to the building
- ☐ Replace decorative rocks and gravel with pine bark and mulch
- ☐ Photograph or video the property thoroughly and put those documents in a safe place
- ☐ Keep the building roof, gutters, downspouts, and roof drains in good condition
- ☐ Keep windows and doors in good repair and the frames secured
- ☐ Have general repair material and tarpaulins on hand
- ☐ Have emergency and employee phone numbers available (set up a call down procedure)
- ☐ Reduce roof attachments to as few as possible
- ☐ Develop a plan to protect all documents and office equipment
- ☐ Have a qualified licensed professional evaluate the building to identify feasible retrofit improvements (such as hurricane straps, laminated window glass, safety film, etc.)

Before the Storm Arrives

- ☐ Bring inside any item that may become air borne in a strong wind
- ☐ Turn off all the utilities where they enter the building (gas, electric, and water) when told to do so
- ☐ Fill vehicles' tanks with fuel
- ☐ Remove important documents and/or copies of files to a safe and protected location
- ☐ Contact all your locations, which may be exposed to a windstorm
- ☐ Protect and cover any other wall or roof openings
- ☐ Apply extra bracing for overhead and double doors
- ☐ Get extra cash for emergency contractors and services
- ☐ Take important items off the floor
- ☐ Cover computers, printers, copy machines with plastic bags, etc.

After the Storm

- ☐ Contact the Claims department to report damages
- ☐ Before entering the building be sure the structure is safe and not in danger of collapse
- ☐ Contact the utility companies before re-energizing your building
- ☐ Inspect the property carefully for live, downed power lines
- ☐ Open windows and doors to remove foul odors and to release escaping gas
- ☐ Photograph or video the damage
- ☐ Do not strike a match or use any open flame
- ☐ Dispose of spoiled perishable food
- ☐ Make temporary repairs to reduce further losses
- ☐ Notify workers when they should report to work
- ☐ Secure all hazardous, flammable, and combustible liquids and gases
- ☐ Clearly mark the street address on your building