A program of the Insurance Institute for Business & Home Safety

OFF-SEASON

Every region of the county is at risk for severe weather during at least some seasons of the year. Ideally, emergency planning is considered a 12-month priority, but even if that is not the case, the weeks before the start of a severe weather season in your area is a good time to refocus your efforts.

COMPLETED	Off-Season: [Month - Month] Tasks	Primary Staff Responsible	Alternate Staff Responsible
☐	Create emergency response teams, including a chain of command, a current list of telephone numbers and contacts for emergency plan team members, local police and fire departments, utilities, contractors, HVAC contractor, electrician, plumber, building owner, if applicable, etc.		
☐	Create checklists for all employees, specifically for those who have assigned responsibilities. Be sure to assign primary and alternates for each action/task.		
☐	Designate a knowledgeable person who will be responsible for monitoring the news and weather, and for disseminating weather updates.		
☐	Assemble needed supplies for an emergency supply kit and first aid kit. If employees are to remain on site in safe conditions, ensure proper supplies such as food, bedding and life safety equipment are included. Be sure to reinspect and replenish supplies annually or after an actual emergency.		
☐	Create emergency shutdown and start-up procedures with appropriate personnel for components such as computer systems, special equipment, refrigeration systems, etc., and for building systems such as electric systems, gas and/or other utility systems, HVAC and boilers. Review procedures annually.		
☐	Establish a relationship in advance (thereafter, revisit relationship) with local, reliable contractors that will be available for post-storm building repairs.		
☐	Inspect the building envelope (roof cover, flashing, windows, walls, warehouse doors) and conduct repairs.		
☐	If located in a flood or storm surge zone, determine water entry points and document flood protection techniques.		
☐	Inspect and conduct repairs of surrounding grounds to ensure proper site drainage, including ground drains and gutters to facilitate water runoff.		

A program of the Insurance Institute for Business & Home Safety

OFF-SEASON (CONT.)

COMPLETED	Off-Season: [Month - Month] Tasks	Primary Staff Responsible	Alternate Staff Responsible
☐	If backup power such as a diesel generator is to be used, test the system and establish proper contracts with fuel suppliers for emergency fuel deliveries.		
☐	Maintain fire sprinkler systems, fire extinguishers and smoke detectors. Consider a fire protection system that is monitored so the fire department is immediately notified when the sprinklers are activated.		
☐	Inspect and replenish critical spare parts inventory.		
☐	Consider replacement contingencies (i.e., equipment leasing contracts or plans) for critical business equipment that can cause a bottleneck in business operations or may take extensive time to replace.		
☐	For production facilities, back up capabilities by adding additional production lines, shifts, outsourcing, etc.		
☐	Create a system to communicate after an emergency such as message templates for the business' website, telephone recording, social media sites, company intranet, employee communications, etc. Maintain a list of local radio and TV stations in the event the business needs to broadcast information on closings/reopenings.		
☐	Create and disseminate a payroll policy in the event of office closings due to an emergency.		
☐	Consider how documents, records and reports (both hard copies and electronic copies) will be safeguarded including storing in fire-rated cabinets, relocating records above ground level, bolting cabinets in earthquake areas, transferring to an off-site location, backing up at a distant location, etc.		
☐	[Insert additional rows for your own specific action items or tasks]		