



TEMPORARY FACILITY SHUTDOWN:

PROPERTY AND GENERAL LIABILITY LOSS CONTROL MEASURES

The COVID-19 pandemic is affecting many businesses. During these unprecedented times, it is important to understand how to protect your property and facility in the event of a temporary shutdown. Communicate regularly with employees during this time and keep them up to date on developments regarding company operations and timelines. For the security and protection of your property, we have identified some items to consider to ensure a safe, secure and operational facility upon your return.

COMMUNICATION TREE

Establish a communication tree for the shutdown and communicate to all employees. Advise employees that if the information does not come from those identified on the communication tree, they should verify the information with the appropriate contact.

BUILDING AND EQUIPMENT SECURITY

Shutdown all equipment and ensure power sources are secured.

Lock doors to hazardous material storage areas.

Remove keys from forklifts and other equipment and place in secure location.

Turn off all lighting except for security lighting.

Shut all blinds on windows.

Verify all doors are closed, secured, and locked.

- Interior doors that provide protection between sections of the facility.
- Exterior doors that provide access to the building.

Stop by the property at least once weekly, if able to do so, to verify its condition.

SECURITY SYSTEMS

Verify security cameras and/or intrusion alarms are working properly.

- Verify communication protocols are in place with monitoring companies.

Ensure camera lenses are clear of obstacles that may obstruct vision.

Verify Wi-Fi capabilities during shutdown period.

If cameras are used for playback only, identify personnel for periodic monitoring during the shutdown.

GUARD SERVICES

If you utilize guard services, communicate with the provider to determine their availability during the COVID-19 pandemic. Verify they have coverage for patrols should a team member be exposed to COVID-19. Ensure communication protocols regarding exposure of any guard on site are in place.

- In the event of a “Shelter in Place” Order from authorities, this may disrupt the security guard services that are being provided. Ensure communication protocols are in place with your provider. Notify your IMA team immediately with any disruption of services.

PERIMETER SECURITY

Verify exterior lighting is working during dark hours.

Verify there are no breaches in perimeter fencing.

Ensure that signage is legible and in place.

If there are gates, close and lock gates to prevent unauthorized access.

SUPPLY CHAIN – SHIPPING AND RECEIVING

Notify all vendors and customers on the timeframe of the temporary shutdown.

Continuously communicate with vendors and customers on any changes to the shutdown timeframe.

FIRE

Maintain the sprinkler protection in full working order, including supervision and regular maintenance and testing (as required by fire code).

Assure sprinkler valves are maintained open.

Remove unnecessary combustible materials, both inside and outside the building.

Remove waste from the premises.

Maintain clear access routes to the building for fire department access.

WATER INTRUSION

Maintain a nominal temperature (~41°F) in the building to prevent pipes from freezing and bursting.

Verify proper drainage in landscaping and parking areas.

You may consider turning off any non-essential water supply to the building. Ensure this does not interrupt the water required for a fire sprinkler system.

CYBER SECURITY

During this time, if you allow some personnel to work from home to maintain areas of business operations, ensure that all employees are properly equipped with the right cyber security tools for this change in environment.

- Develop work from home policies.
- Ensure there is capability for secure access to company files from remote locations.
- Beware of phishing scams during this time as they rise during times of crisis.



We're more than just insurance. IMA goes the extra mile to bring you tools, research and insights to help your business face the many challenges of operating in a rapidly changing environment.