



# WINDSTORM



## BEFORE WINDSTORM PLANNING

- + Develop a windstorm emergency response plan and educate your local personnel about the plan.
- + Designate a weather monitor who reports weather conditions and keeps the designated emergency response team up to date on conditions of the windstorm.
- + Emergency Response Team leader should have authority to implement the windstorm plan based on predetermined checkpoints.
- + Develop a checklist of procedures that should be completed by portions of the emergency response team based on stages of the windstorm. The checklists should be completed and returned to the emergency response leader.
- + Develop a safe route for evacuation for clients, tenants, and/or employees.

## CHECKLIST TO BE COMPLETED BEFORE WINDSTORM SEASON

- + Identify all critical areas of a facility, proper shutdown procedures, and who is authorized to implement shutdown.
- + Update list of phone numbers and contacts for local offices.
- + Arrange backup communications – two-way radios or cell phones. If a backup generator is on-site, ensure it is properly filled and in good working condition.
- + Have equipment (bands, bungees, etc.) on hand to properly secure outdoor storage, signs, or other potential projectiles.
- + Inspect and repair roof coverings and roof equipment prior to windstorm season.
- + Provide appropriately sized shutters or plywood for windows and doors on site before windstorm season starts. Perform a dry-run installation to determine how long installations take for preparation purposes.
- + Identify equipment that could be damaged by windstorm water (flooding or wind driven rain) and determine how it can be protected (tarps or waterproof covers). Ensure the covers are appropriately stored and do not have holes prior to windstorm season.
  - If your facility is experiencing in a flood or storm surge, develop specific response procedures as part of the emergency response plan.



## WINDSTORM CONTINUING TO TRACK TOWARDS THE FACILITY

In the United States, hurricane warnings are provided within 36 hours of a potential land mass as hurricane conditions intensify.

- + Map and track the windstorm as it forms and progresses.
- + Begin implementing a windstorm emergency response plan. Perform specific actions based on the predetermined checklist (i.e., note when shutdowns will occur and install protection plans (window coverings)).
- + Ensure fuel tanks (generators and fire pumps) are adequately filled.
- + Anchor the roof equipment (HVAC, exhaust fans, solar panels, exterior ducting, etc.), outside storage and all other potential projectiles.
- + Protect or relocate vital records.
- + Clean out drains and catch basins around the facility, anticipating increased levels of debris around the facility due to the high winds.
  - Ideally, this should be completed in the summer months before hurricane season.

## STORM WITHIN 12 HOURS

- + Disconnect main electrical feeds, if possible, to prevent a potential fire caused by a short-circuit of damaged equipment.
- + Shut off natural gas to the facility.
- + Shut down operations safely following previously established procedures.

## DURING THE STORM

- + Monitor all equipment that could not be shutdown safely, including boilers.
- + Monitor electrical equipment that suffered a power failure to prevent reactivation before necessary checks are completed.



# AFTER THE STORM

- + Secure the site and provide security as needed.
- + Survey for damage.
- + Survey for safety hazards such as live wires, leaking gas or flammable liquids.
- + Begin salvage as soon as possible to prevent further damage.
- + Cover broken windows and torn roof coverings immediately.
- + Clean roof drains and remove debris from roof to prevent drain issues.
- + Remove any standing water from the building. Determine appropriate actions for individual pieces of equipment. Can they be dried or cleaned based on the manufacturer's specifications?
- + Consider loss prevention measures, if applicable.
  - Note fire protection impairments.
  - Careful consideration for hot work procedures during debris removal.



This material is for general information only and should not be considered as a substitute for legal, medical, tax and/or actuarial advice. Contact the appropriate professional counsel for such matters. These materials are not exhaustive and are subject to possible changes in applicable laws, rules, and regulations and their interpretations.  
NPN 1316541 | IMA, Inc dba IMA Insurance Services | California Lic #0H64724  
©IMA Financial Group, Inc. 2025 | CT-MP-IMA-102925