

Windstorm action plan

Zurich's "easy-tough" approach to preparing a windstorm emergency action plan



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If you have any locations in a hurricane-prone region, you should always have an up-to-date hurricane emergency action plan in place. But hurricanes are unpredictable—how do you know which actions to take when? Zurich’s “easy-tough” approach can help. This guide will help you know which “easy” actions, meaning those that don’t require a large resource investment, you can take when a hurricane or other type of windstorm threatens your location. If a hurricane in your area is imminent, you can take the “tougher” actions that require more time, effort and possibly investment, but will go further in helping you to protect your property.

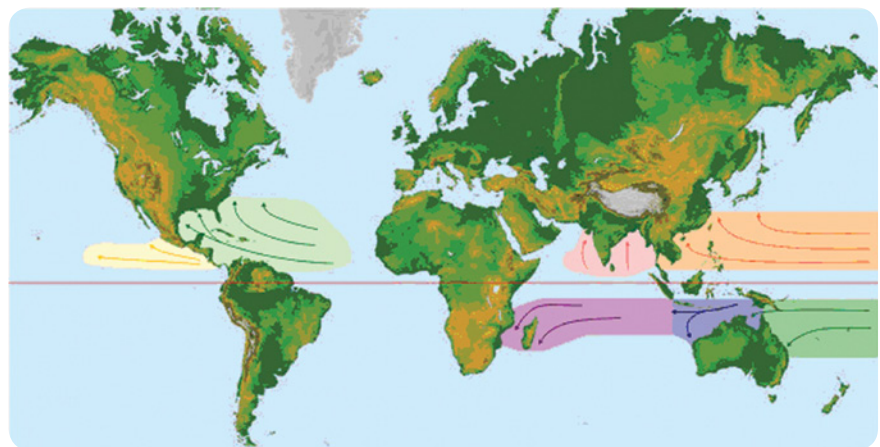
A hurricane emergency action plan should be a living document. You should review and update it each year before hurricane season begins and after any major storm. The plan should address actions to take before hurricane season begins, when a hurricane watch is issued, when a hurricane warning is issued, during a hurricane and after a hurricane.

Easy actions – Measures you can take that will still make sense even if the hurricane turns and never affects your location.

Tough actions – Measures that you would only want to take once you are certain that a hurricane will be directly affecting your location.

Some information about hurricanes

Hurricane prone regions exist around the world. For the U.S., the regions include the states along the Atlantic and Gulf coasts, Hawaii, Puerto Rico, the U.S. Virgin Islands, Guam and American Samoa.



*Tropical regions where hurricanes are born. Source - National Weather Service
<http://www.srh.noaa.gov/srh/jetstream/tropics/tc.htm>*

For the continental U.S. and Caribbean, hurricane season extends from June 1 to November 30. For the Northeast Pacific basin, the hurricane season is similar; however, it begins in mid-May. During hurricane season, stay aware of hurricane

activity. For the U.S., check the National Hurricane Center Website daily at <http://www.nhc.noaa.gov/index.shtml> for hurricane forecasts and advisories. Also, consider signing up for Tropical Cyclone Advisory Mailing Lists at <http://www.nhc.noaa.gov/signup.shtml>, but be aware this is an experimental email alert system and should not be the sole source of maintaining hurricane awareness.

Easy actions

About two days before a hurricane is expected to affect your location, begin implementing the easy actions. A ***hurricane watch*** is issued 36 hours before a hurricane may become a threat to your location. You should take the easy actions once a watch is issued. Easy actions include:

- Check building roofs. Make repairs to coverings and flashing as needed.
- Remove loose equipment and debris from roofs.
- Verify roof drains are clear of obstructions.
- Fill fuel tanks serving emergency generators and other vital services.
- Verify dewatering pumps are in-service and working.
- Verify outside drains and catch basins are clean.
- Remove debris from outdoor areas.
- Remove loose, outdoor, inactive equipment.
- Back-up computer data.
- For healthcare:
 - Verify that 96 hours of supplies are on hand.
- For manufacturing:
 - Ship out as much stock as possible.
 - Verify all stock is skidded at least 4 inches above the floor.
- For new construction projects:
 - Remove loose equipment and temporarily brace new construction.

Based upon your specific needs, add to the list of easy actions.

Tough actions

A hurricane warning is issued 24 hours before a hurricane makes landfall. Between the time the hurricane watch is issued and the hurricane warning is issued, make sure you have the time needed to complete all of the tough actions and still have time to evacuate employees who will not be remaining on site. The tough actions include:

- Protect or relocate vital business records.
- Remove all loose outdoor storage or equipment.

- Anchor portable buildings or trailers to the ground.
- Secure outdoor storage or equipment that cannot be moved.
- Start the installation of manual protection systems (e.g. shutters, plywood covers and flood gates).
- Raise critical equipment off floors (e.g. PC towers).
- Move critical equipment from below grade areas.
- Cover critical stock and equipment with waterproof tarpaulins.
- Initiate an orderly shutdown of production equipment and systems that rely upon normal power.
- Turn off fuel gas services.
- Turn off non-essential electrical systems.
- Verify all fire protection systems are in service (e.g. water supplies, fire pumps, sprinklers, fire alarms and special extinguishing systems).

Again, based upon your specific needs, add to the list of tough actions.

When a hurricane threatens your facility, you need to be prepared to manage rather than react. Begin your hurricane planning effort using the Zurich easy-tough approach. Evaluate the time needed for each action plan, and coordinate them in conjunction with the watches and warnings issued by the National Hurricane Center. Once your easy-tough plan is in place, begin the ongoing process of enhancement. Develop, implement, practice and maintain a comprehensive hurricane emergency action plan. Remember, a solid hurricane preparedness plan begins well before hurricane season starts.

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