

# Windstorm/Rainstorm Emergency Checklist

When preparing for a possible windstorm, don't be led into a false sense of security. Use this checklist to minimize the exposures of your facility. Instituting the following precautions, before, during and after a severe windstorm, rainstorm, tornado or hurricane, can help mitigate the severity of the loss as well as enhance the overall safety of the facility.

## MISCELLANEOUS

- Establish an action plan. Residents and volunteers should understand their duties for facility protection, coordination of clean-up, salvage, and restoration operations after the storm.
- Establish emergency repair contacts with utility contractors after loss of electric or gas power, telephone services, or public water supply.
- Develop a list of emergency phone numbers of weather forecasters and contractors; appoint someone to monitor daily weather reports.
- Update action plan annually.
- Be aware that excessive damage can also be done by hail and flooding (see Flood Emergency Checklist at [www.phly.com](http://www.phly.com) for additional precautions).

## BUILDINGS

- Close unnecessary openings and make windows and doors weather-tight.
- Check windows for broken panes and nail down loose window framing.
- Provide wind shutters or board up all windows and doors at first sign of advancing storm.
- Close all windows on the windward side of a hurricane.
- During a hurricane, strong winds blowing from a single direction can enter window openings and pressurize the inside of a building. Closing these windows will help hold the roof down.
- Open all windows on the side of the building away from a tornado's approach. (During a tornado, the air pressure within the funnel cloud is extremely low while the air pressure within nearby buildings is high. Opening these windows will help reduce the dangerous pressure differential).
- Inspect and clean all roof drains.
- Inspect roof coverings. All loose coverings should be nailed down or covered with sandbags without blocking roof drains.
- Inspect roof's perimeter flashing. Nail down loose flashing sections. Replace rusted nails or anchor bolts where needed. Install perimeter flashing on roof coverings if not already provided.
- Create suitable permanent levees or flood walls where possible. Plan the placement of sandbags to divert water away from critical buildings. Estimate the number of bags needed and the time needed to fill and place them.
- Provide barriers or eliminate low-lying doors and other openings in exterior walls. Waterproof basements.
- Provide shut-off valves on sewer and drainage lines to stop reverse flow.

## MISCELLANEOUS STORAGE OR EQUIPMENT

- Review inside storage arrangements and relocate all susceptible materials to safe areas away from windows.
- Anchor loose yard storage or furniture that could be moved by excessive winds. If possible, relocate outside equipment or materials inside.
- Cover computers and stock with tarpaulins and waterproof covers.
- Establish contracts with restoration companies.
- Remove all valuable equipment or papers from basement areas.



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## TOP PRIORITY

- Medications
- First Aid Kit
- Extra Batteries
- Cash/Credit Cards
- Cell Phones
- Flashlights
- Battery Operated Radio

## IMPORTANT DOCUMENTS

- Insurance Cards
- Social Security Cards
- Passports
- Drivers Licenses
- List of Illnesses, Allergies and Medications
- Mortgage Paperwork

## FOOD AND WATER

- Water
- Canned Foods (and can opener)
- Granola Bars
- Pet Food
- Baby Food
- Boxed Foods (Crackers)

## HYGIENE ITEMS

- Change of Clothes
- Garbage Bags
- Soap
- Toilet Paper
- Bleach
- Paper Towels

## BASIC TOOLS

- Wrench
- Knife
- Scissors
- Pens/Paper
- Pliers
- Hammer/Nails

## INSURANCE CONTACT INFORMATION

Holmes Murphy Fraternal Practice  
[fraternalclaims@holmesmurphy.com](mailto:fraternalclaims@holmesmurphy.com)  
800.763.4321 ext. 5503

ServiceMaster  
[www.servicemastercat.com](http://www.servicemastercat.com)  
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