



Sample Severe Weather Pre-Planning Checklist

The following checklist is designed to provide assistance when trying to protect property, equipment, and materials during and after severe weather. Preparing your building for severe weather can help mitigate costly property damage and employee injuries. A simple yet effective tool to ensure your team and business are prepared is a Severe Weather Plan. This checklist outlines the basic steps to assign responsibilities and develop a formal plan. In addition to a severe weather plan, there are more resources such as information on setting up an Emergency Action Plan (EAP) at [MyLossControlServices.com](https://www.myllosscontrolservices.com).



PRE-WEATHER PLANNING

Pre-Weather Planning occurs prior to any severe weather. The following checklist items should be considered for your building.

- Identify a severe weather coordinator. This person should have authority to implement the severe weather plan at the facility.
- Designate a severe weather team and assign roles and responsibilities to team members. This should include after-hours response procedures.
- Have employees read, review and sign-off that they understand their roles and responsibilities as part of the severe weather plan.
- Discuss the severe weather action plan at your facility so everyone understands exactly what to do when a storm hits.
- Identify items that are highly susceptible to severe weather. This should include documents, materials or equipment that would be damaged by water, susceptible to high winds, and/or easily damaged by hail.
- Identify hazardous materials that will be in and around your building and ensure proper securement and storage measures are available.
- Identify flood plains and flood zones to ensure materials and equipment are not being stored in this area.
- Include sediment control measures within the severe weather plan.
- Identify contingency storage areas for moving materials offsite during severe weather. Routes should be pre-planned and timing to move items should be considered.
- A severe weather notification system should be available (weather radio, phone notifications, alerts from home office, etc.).
- Materials to protect the structure should be ordered and on standby (ex. temporary coverings, temporary roof materials, tarps, straps, etc.).
- Emergency supplies should be ordered and on hand prior to severe weather (ex. clean-up kits, emergency generators, pumps, etc.).

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For your risk management and safety needs, contact Nationwide Loss Control Services: 1-866-808-2101 or LCS@nationwide.com.