



WINTER STORM PREPAREDNESS CHECKLIST

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WINTER STORM PREPAREDNESS AND RESPONSE CHECKLIST

Use this checklist to ensure safety and business continuity before, during, and after a winter storm.

Before The Storm [Prep Phase]

BUILDING & EQUIPMENT PREP

- Ensure all necessary emergency equipment is on hand and serviceable
- Verify plans for securing sensitive assets, data, and equipment
- Ensure you have the right supplies stocked: rock salt, sand, snow removal equipment that is in working condition, and lubrication for cold weather operation
- Repair walls and roofs to prevent drafts and roof drain obstructions, and caulk/insulate drafty areas
- Monitor building temperature to ensure at-risk areas remain above 40°
- Clean and inspect boilers and firing controls
- Drain idle pumps and compressors
- Ensure automatic sprinkler protection is free from impairments
- Mark hydrants near your business to ensure they are cleared during and after storms

COMMUNICATIONS

- Check your winter hazard protection coverage with your insurance
- Determine what the implications are for your remote workers, and how these areas may be impacted
- Establish clear chain-of-command and backups to ensure business continuity
- Create and test email and text communication via your CRM
- Update contact info (employees, vendors, etc.)
- Create notification templates to send when a winter storm hits
- Provide relevant contact info and resources to employees
- Update and distribute relevant company policies
- Contact a Disaster Resilience partner, like Signal, to perform a pre-planning evaluation to create a response plan



During the Storm [Response Phase]

RECOGNIZE & RESPOND

- Clear snow and ice from driveways, walkways, and doorways
- Open faucets to drip slowly through pipes that are susceptible to freezing
- Have a plan to check indoor temperature when the building is vacant
- Videotape/photograph interior and exterior of building for insurance purposes

COMMUNICATE

- Contact disaster resilience partner about the storm and relay critical updates about areas experiencing damage
- Provide local resources for employees
- Send text and email notifications via your CRM to employees about response plans, office closures, and next steps
- Set up phone redirection when away





After the Storm [Recovery Phase]

EVALUATE DAMAGE

- Identify any safety hazards
- Prioritize repair and recovery efforts
- Contact insurance provider
- Gather all photos, documents, and data pertaining to the damage on your property

ONGOING COMMUNICATIONS

- Send status updates from all stakeholders to employees
- Use email and text via your CRM to communicate important information, including office closures, people impacted, and relief information
- Establish recovery and relief assignments based on employee status and availability
- Offer help and ask what people need and have resources ready

RECOVER

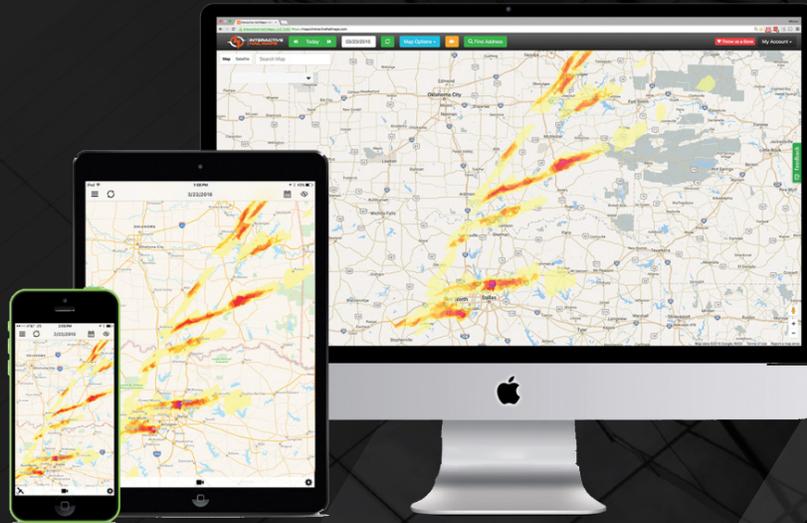
- Conduct state of the union from leadership and stakeholders on the status of your company
- Deploy resources to employees and their families in need
- Pair up with local non-profits, community services, and local officials to offer resources
- Move equipment, data, and operations back to the main site once all is safe
- Provide employees status updates on the recovery process





Interactive Storm Tracking

Signal's team utilizes a state-of-the-art technology that will help you stay ahead of the storm.



Click below to learn how we can be your disaster resilience partner
and get a personalized disaster plan before an event occurs.

[CLICK TO LEARN MORE](#)

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Emergency Response Hotline: 800.533.9898