

# CHECKLIST | PREPARING YOUR JOBSITE FOR SEVERE WEATHER

JOBSITE PREPARATIONS CAN PREVENT DAMAGES TO YOUR EQUIPMENT AND LOSS OF PRODUCTIVITY. CONSTRUCTION SAFETY IN SEVERE WEATHER CAN MEAN THE DIFFERENCE BETWEEN LIFE AND DEATH FOR YOUR EMPLOYEES.

## Severe Weather Monitoring:

During hurricane season, project teams must maintain an awareness of developing and approaching hurricane activity. As a hurricane develops, the National Hurricane Center issues a sequence of maps showing hurricane watch areas, hurricane warning areas, the past hurricane track, and the potential hurricane track. <http://www.nhc.noaa.gov/>

Throughout hurricane season the Director of Risk Management, as well as Project Managers and Superintendents, shall monitor tropical storm activity that may impact operations

By maintaining a continuous awareness of hurricane activity, project teams can develop a sense of when and how to react to an approaching tropical storm or hurricane.

NOTIFICATION CHECKLIST BEFORE SEVERE WEATHER	YES
<p><b>Review Action Plan:</b> The Project Manager and Superintendent shall review these severe weather procedures with Jobsite staff and Superintendents / Foreman of the subcontractors on site before the start of the current hurricane season.</p>	<input type="checkbox"/>
<p><b>Create a Contact Flowchart:</b> The Project Manager shall collect and maintain the names and numbers of those individuals that need to be contacted in the case of an emergency.</p>	<input type="checkbox"/>
<p><b>Utilities &amp; Vital Contacts:</b> Phone numbers for local utilities shall be posted in the event temporary utility services need to be disconnected as a precaution against secondary damage from gas or electrical services.</p> <p>Contact information for the Owner, Insurance Carrier, and Insurance Broker should also be included for quick reference.</p>	<input type="checkbox"/>
<p><b>Personnel List:</b> Each Project Manager will maintain an up-to-date list of personnel required to secure the Jobsite in the event of a severe weather advisory. - The number of persons to be called in shall be left up to the discretion of the Project Manager.</p>	<input type="checkbox"/>

**IMPORTANT NOTE:** Photograph and/or video tape the project condition before the storm causes any damage. Photograph and/or video tape the precautions taken to minimize damage to the structure, materials in storage, office trailers and any other equipment. Ensure that the inside and outside of the project structure, including the roof, is photographed. Make sure the camera and/or video recorder illustrate the date the photos are taken.

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**Execution:** The areas affected by a tropical storm and hurricane watches and warnings constantly change as a storm moves. The watches and warnings provide an indication of the time available for taking action. Keep in mind these times are estimates at best, as tropical storms and hurricanes are unpredictable. They may strengthen, weaken, or change course in a very short amount of time. Likewise, construction sites are dynamic, continually changing environments. The following steps shall be taken as they are applicable to the status of each individual project. Additional measures may need to be taken based on the specific requirements of your project.

## EXECUTION CHECKLIST FOR SEVERE WEATHER – 48 Hours Before

<p><b>Check building roofs</b></p> <ul style="list-style-type: none"> <li>o Make repairs to coverings and flashing as time allows</li> <li>o Remove all loose items and debris from the roof</li> <li>o Verify roof drains are clear of trash or other objections</li> <li>o Verify roof-mounted equipment is secure</li> </ul>	<input type="checkbox"/>
<p><b>Secure lightweight materials:</b> Many severe weather events have high winds: Secure signage and loose articles either inside or under tarps.</p>	<input type="checkbox"/>
<p><b>Prevent drain blockages:</b> Verify storm drains are clean and unobstructed Don't let sand clog drains. Place filters over the drains or protects them from dirt accumulation to prevent flooding—also, clear stormwater inlets and catch basins of any debris.</p>	<input type="checkbox"/>
<p><b>Check water pumps:</b> Keep your water pumps in top condition to prevent flooding of subgrade areas.</p>	<input type="checkbox"/>
<p><b>Cover holes:</b> Cover excavation holes on your Jobsite to protect them from flooding.</p>	<input type="checkbox"/>
<p><b>Remove debris and materials</b> from outside areas, which may become “missiles.”</p>	<input type="checkbox"/>
<p><b>Secure equipment:</b> If you can, move equipment into a sheltered area until the storm passes. Also, cover and secure any dumpsters and smaller trash receptacles. Crane booms are to be lowered when winds reach 25mph.</p>	<input type="checkbox"/>
<p><b>Remove temporary structures:</b> Dismantle all temporary structures, including fencing around your Jobsite. Failing to remove these structures could result in you having to search the neighborhood for them after the storm when they blow away in the wind. Lower any onsite booms you have, too.</p> <p>Exterior scaffold should be cleared of all materials and dismantled</p> <p>Verify that the job trailer tie-downs are proper and secure</p>	<input type="checkbox"/>
<p><b>Verify onsite portable fuel tanks are secured or removed from the project</b> (be aware that fuel will be needed for post-storm cleanup)</p>	<input type="checkbox"/>
<p><b>Cover windows:</b> Cover windows with storm shutters or plywood. Do not use tape over windows, as it does not prevent the glass from shattering. When winds will be above 50 MPH</p>	<input type="checkbox"/>

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**At 36 hours** before anticipated landfall, time is limited. Make sure you have the staff needed to complete all of the necessary actions and leave plenty of time to evacuate and or to allow personnel to handle personal preparations.

EXECUTION CHECKLIST FOR SEVERE WEATHER – 36 Hours Before	
<b>Relocate</b> project sensitive files such as blueprints, specifications, as-built documents, subcontractors files, etc.	<input type="checkbox"/>
<b>Back-up</b> and/or relocate all computers	<input type="checkbox"/>
<b>Stop incoming deliveries</b> of materials and equipment	<input type="checkbox"/>
<b>Turn off non-essential electrical systems</b> <b>Disconnect power:</b> Disconnect any temporary power connections. If you intend to restart operations and local power is still out, have a working generator onsite. If necessary, you may rent a generator. <u>After Hurricane Sandy</u> , rental power generators helped the entire area get back to normal. Also, shut off gas and water connections, if you have those on the Jobsite.	<input type="checkbox"/>
<b>Off the Ground:</b> Raise critical equipment and files that will remain on the project off floors to protect from flooding	<input type="checkbox"/>
<b>Set up flood-barriers at first floor doors and entrances</b>	<input type="checkbox"/>
<b>Temporarily close up buildings if possible to avoid wind-driven rain</b>	<input type="checkbox"/>

**At 24 hours** before the anticipated landfall, the Ajax executive team will make a determination as to whether to shut down and evacuate the project. All preparation activities should be completed at this time, and personnel shall be allowed to evacuate to a safe area as necessary.

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EXECUTION CHECKLIST FOR POST SEVERE WEATHER	
<b>Communicate</b> with local authorities as needed to ensure the area is safe to enter	<input type="checkbox"/>
<b>When returning to the site bring identification, supplies, and cameras to document conditions</b>	<input type="checkbox"/>
<b>Survey the site for:</b> o Live electrical wires and other damaged utilities (notify the utility company, police, and/or fire department as necessary) o Broken glass and sharp metal o Leaking fuel tanks and flammable liquids o Structural damage to buildings or components which could shift or collapse	<input type="checkbox"/>
<b>Communicate</b> conditions to the management staff to determine what support and supplies are needed to return to normal activities.	<input type="checkbox"/>
<b>The management team will notify the insurance carrier of damage as necessary</b>	<input type="checkbox"/>
<b>Promptly notify</b> subcontractors and establish repair priorities including the building envelope, utilities, and fire protection systems	<input type="checkbox"/>
<b>Clear</b> roof drains and stormwater inlets in preparation for future rain events	<input type="checkbox"/>
<b>Begin salvage operations as soon as possible to prevent further damage</b> o Protect the building/contents from further damage o Separate all damaged goods and equipment o Save all damaged goods and equipment o Avoid accumulations of combustible materials inside the building o Clean debris from roofs and property as safe to do so.	<input type="checkbox"/>

Always consult with your insurance agent for policy-specific questions. If you had any losses, make notes, and take pictures. Depending on your policy, the claims process may differ. Contact an advisor at BSBD Group for your customized Severe Weather Policy, Safety Evaluation, or Risk Management Assessment.

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