WINTER HAZARDS

Winter weather brings concerns about heat and maximizing its retention, frozen pipes, and access to your place of business. Also included in this list, but not as obvious, are fire and electrical emergencies, since winter weather can delay emergency vehicles or cause a sudden power loss. For more information about fire or electrical emergencies, please refer to their respective sections of this Guide.

The following checklist is meant to help you identify the areas of your business that are most susceptible to winter hazards and to suggest ways to minimize damage. While you may need to consider additional items for your particular situation, some items on this list may not apply to you.

1. What is your greatest risk potential?
   _____ Loss of heat
   _____ Frozen pipes
   _____ Loss of access due to snow and/or ice

2. Who is responsible for keeping heating equipment in good working order?
   _____ Business owner
   _____ Landlord

3. Who is responsible for snow/ice removal?
   _____ Business owner
   _____ Landlord

4. What equipment needs to be protected from freeze-up?
   _____ Computer
   _____ Telecommunications
   _____ Manufacturing equipment

5. Are portable heaters or other emergency equipment needed?
   _____ Yes
   _____ No

6. If snow and/or ice prohibit access to your business, are there alternative ways to enter your premises?
   _____ Yes
   _____ No
7. Some steps to take BEFORE cold weather hits:

____ Seal all openings with caulking and insulation where cold air can enter. This is particularly important where cold air can get at unprotected water pipes.

____ Repair walls and roofs to prevent drafts

____ Make sure windows and doors close tightly to prevent drafts

____ Make sure storm windows are effective, if appropriate

____ Make sure heating and heat-producing process equipment is in good condition and operating efficiently

____ Arrange for snow removal from driveways, doorways, and roofs

____ Inspect roof drains for debris

____ Drain all idle pumps and compressors, making sure jackets are vented

____ Provide proper lubrication for cold weather operation (i.e., emergency generators, snow blowers)

____ Test cold weather equipment

____ Clean and inspect boilers and firing mechanism/controls

____ Maintain automatic sprinkler protection in idle buildings

____ Promptly handle sprinkler system impairments; notify local fire department

____ Monitor building temperature especially in hard-to-heat areas containing vulnerable equipment. Keep temperatures above 40°F.

____ Mark hydrants near your business for ease in locating and clearing after a heavy storm

For specific ways to protect your business from water damage as a result of burst pipes, see the Flood Emergency Section of this Guide.

8. Some steps to take WHEN cold weather hits:

____ Position heaters, snow blowers, generators, and other cold-weather equipment where it is most likely to be used

____ Keep driveways, walkways, and doorways clear of snow and ice
Open water faucets slightly to let them drip slowly to keep water flowing through the pipes that are vulnerable to freezing. Ice may still form, but the open faucet helps prevent the pipe from bursting by allowing relief for any built up pressure.

Have easily accessible the names and phone numbers of your heating contractor, plumber, fire department, insurance agent, and building owner, if appropriate.

Have someone assigned to check indoor temperatures should your place of business be vacant for long periods of time.

9. Do you have a written emergency preparedness plan?

Yes
No

9a. If "Yes," does your emergency plan include:

Master list of the names, home addresses, and phone numbers of all employees?
Plan to move your operation to a location out of the affected area?
Actions to take in response to particular problems and the names of those responsible for taking the action?
Procedure for notifying employees?
Salvage and clean-up operations and the names of those responsible for taking action?
Procedure for restoring electrical services on an item-by-item basis, only after thorough checkout by competent persons?
Procedure for relocating salvageable and undamaged stock and supplies?
Procedure for removing combustible debris?

10. Have you checked your insurance for coverage against winter hazards?

Yes
No

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