



FIRE



WATER



MOLD



WIND



STORM



CATASTROPHE

# Winter Storm Preparedness Checklist

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[signalrestoration.com](http://signalrestoration.com)





# 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]

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### 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]

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### 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 Future Ready 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 help create a tailored response plan for you and your team

[CLICK TO LEARN MORE](#)

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**Emergency Response Hotline: (800) 533-9898**