

# Self-inspection checklist



## Preparing for a storm

Please note: This is a Vero Insurance sample template only.

Company/Division:	
Performed by:	
Location	
Date:	

Any 'No' response should be explained. Note specific problem, location and improvement action to be taken.

Risk: Failure to Prepare, Act and Survive.						
		Yes	No	N/A	Comments	Completed (date)
Prepare						
	A system to <b>monitor weather services</b> and react to authority directives as issued has been implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	An <b>emergency evacuation plan</b> is in place, tested and updated yearly (at least) and all staff (including visitors) are familiar with it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	A <b>storm response plan</b> is provided (per Act following) tested and updated yearly (at least) and all staff (including visitors) are familiar with it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	A <b>business continuity plan</b> is provided, tested and updated yearly (at least) and all staff (including visitors) are familiar with it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	All plans are duplicated and retained in off-site storage (e.g. disaster proof storage) and we have included our broker and insurance company in the review/update process on a yearly frequency (at least)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We know what we can't afford to lose and act to protect those assets (e.g. identify critical equipment and valuables, raise inventory off the floor by about 150 mm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Where we have water-resistant walls, we have provisions to cover openings with appropriate barriers (or sand bags) to prevent the ingress of water. We seal wall and floor penetrations where water may seep in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Provisions to install temporary perimeter barriers to surround structures that are not water-resistant are provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	There is a plan for water leakage and have/able to access sump pumps and other devices to remove water that penetrates the protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Checks of the condition of the roof, skylights, walls, windows to prevent the ingress of water is undertaken at least yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Debris is cleared from the roof and ground water drainage systems to ensure they are free of debris yearly at least. Includes checking and trimming trees with branches overhanging roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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	We have provisions/equipment to secure windows, doors, roller shutters (e.g. boarding, metal sheeting, fixings, tools etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have secured roof top mounted chimneys, stacks, HVAC plant etc. considering high winds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	Employees are aware of what to do and how to react in response, having been trained yearly at least	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We avoid large concentrations of company vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We know where floods do occur, and we avoid parking vehicles there	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We know we are susceptible to hail and have provided cover for all parked vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have provided all employees with an early warning system on their phones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We discourage our employees to drive in storms and flood events. Safe driver training is provided yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We have a safe driver 'check-in' procedure to ensure all drivers are safe and accounted for after a major weather event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Act</b>						
	We would implement the <b>emergency evacuation plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	We would implement the <b>storm response plan</b> to include (if safe to do so):					
	<ul style="list-style-type: none"> <li>relocating yard storage (that may be picked up in high winds) to inside our premise (or tying down), covering windows with boarding, securing/bracing doors and roller shutters</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>relocating stock to an alternative location (outside of storm area)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>gathering critical documentation (e.g. insurance, financial, legal, identification, inventory listing), computers etc. and relocated to an alternate location (outside of storm area)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<ul style="list-style-type: none"> <li>backing up critical data to a portable storage device and store it in a secure location</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Survive</b>						
	We would implement the <b>business continuity plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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