☑ CHECKLIST

PANDEMIC PROPERTY LOSS PREVENTION

A pandemic is an epidemic that occurs over a wide geographical area, affecting an exceptionally high proportion of the population. Governments around the world are taking steps to prepare for, and respond to, a pandemic.

Your local government will provide advance warning to those areas that likely will be exposed to an impending pandemic. The warning levels, and safety measures applied at each level, will differ from country to country. You should become familiar with the local government plan for your area.

This document provides a property loss prevention focus for facilities that are experiencing a pandemic event. Employee absenteeism or disruption to public infrastructure may result in reduced operations or an idle facility. Property loss prevention controls during these conditions may reduce the likelihood of property damage to your facility, helping to ensure that site operations return to normal as soon as possible.

Use these guidelines to help focus your property loss prevention efforts during the pandemic, in line with established company policies.

SITE SECURITY

Secure your property (buildings, external equipment and company-owned vehicles) to prevent intentional or accidental damage:

☐ Limit site access to authorized personnel during any emergency. Authorized personnel may include employees, contractors, suppliers or customers.
☐ Secure and inspect all potential entrance points to your facility, including external doors, skylights, windows and fences.
☐ Inspect and test exterior lighting systems at least weekly.
☐ Test and maintain security systems, including relay of remote alarms.
☐ If facility is idle and vacant, provide on-site security, or at least weekly recorded security visits.

EMERGENCY RESPONSE

Provide your emergency response team (ERT) with backup communications, such as two-way radios or cellular phones, in case of loss of landlines. If there are limited personnel available on site, the following ERT positions would be considered a minimum for each shift:

☐ Person in charge with the authority to initiate shutdown of operations and send any non-essential personnel home
☐ Pandemic monitor who will access and review pandemic conditions (domestic and international) and report back to the person in charge
☐ Fire service notifier who will call and direct the fire service in the event of a fire
☐ Fire pump and sprinkler control valve operators to check fire protection equipment and ensure operation in the event of a fire
☐ Knowledgeable operators who can shut down process and support equipment when directed by the person in charge

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HOUSEKEEPING
Maintain good housekeeping standards throughout the emergency to reduce the fire and arson hazard

- ☐ Remove trash and any other unnecessary combustible material from inside and around the building
- ☐ Provide at least 50-ft. (15.2-m) of separation between any combustible yard storage and buildings

FIRE PROTECTION EQUIPMENT
Ensure your fire protection systems remain in good working condition to reduce the consequences of a fire at your facility:

- ☐ Inspect all fire protection systems, including fire pumps, sprinkler systems, gaseous-suppression systems and water tanks/reservoirs for good working condition.
- ☐ Lock all fire protection control valves in the wide-open position and inspect on a weekly basis.
- ☐ Inspect manual firefighting equipment (fire extinguishers, fire hose) for correct location, accessibility and good working condition.
- ☐ Close or remove any obstruction from self-closing fire doors.
- ☐ Test and maintain fire protection systems and fire alarms throughout the emergency according to normal schedules.
- ☐ Manage any impairment of fire protection equipment using FM Global's Red Tag Permit System.
- ☐ Advise your local FM Global operations center of the impairment.

MANUFACTURING OPERATIONS
Monitor site conditions and take appropriate action to minimize property damage during the emergency.

Unplanned interruptions to utilities e.g. electricity, gas, water, or absence of trained operators could result in damage to equipment and process material.

- ☐ Shut down noncritical or nonessential utilities, process and support equipment.
- ☐ Lock out/tag out idle equipment according to company policy.
- ☐ Maintain idle equipment according to manufacturer's guidelines.
- ☐ Secure cranes and other material-handling equipment.
- ☐ Prior to start-up of equipment or processes, ensure all equipment safety controls and interlock devices are fully operational.
- ☐ Follow established procedures or manufacturer's guidelines for placing idle equipment back in service.

IGNITABLE LIQUID
Reduce your fire hazard with safe handling and storage of combustible or ignitable liquid and gas during the emergency.

- ☐ Minimize quantities of material stored on site.
- ☐ Relocate storage of these products from idle production areas to dedicated ignitable-liquid storage areas, using appropriately rated containers.
- ☐ Drain any idle processes using such material, including dip tanks, quench tanks and storage tanks, into appropriate containers and clean and/or inert, as required.

IGNITION SOURCES
Reduce the likelihood of fire ignition by:

- ☐ Maintaining hot work procedures, including the use of a suitable permit system such as the FM Global Hot Work Permit System.
- ☐ Managing temporary heaters as hot work.
- ☐ Enforcing existing smoking policy.
- ☐ Isolating electricity to idle or vacant buildings while making sure not to affect security or fire protection systems.

EXTREME WEATHER
Contact FM Global for specific property loss prevention recommendations if your facility is exposed to extreme weather conditions. The following checklists also are available:

- ☐ Emergency Checklist—Flood (P9805)
- ☐ Emergency Checklist: Freeze-Up (P9521) – for locations exposed to cold weather (less than 40o F [4o C])
- ☐ Emergency Checklist: Wind (P9308) – for locations exposed to hurricanes, cyclones, typhoons or severe localized winds

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GENERAL ITEMS

- ☐ Protect valuable drawings, records and similar material by storing them in fire-rated, watertight file cabinets, vaults or safes.
- ☐ Determine if there is spoilage potential for existing product or raw material storage and take steps to reduce your exposure.
- ☐ Fill fuel tanks of generators, fire pumps and company-owned vehicles.
- ☐ Test and maintain on-site emergency power systems.
- ☐ If no backup power is available on site, turn off electrical switches during any unplanned power failures to prevent reactivation of equipment before necessary checks are completed.
- ☐ Communicate with employees, key customers and vendors on status of your operations.
- ☐ Advise FM Global, fire service and law-enforcement organizations when areas of the facility are to be vacated and secured.
- ☐ For idled buildings subject to humid conditions, maintain air conditioning sufficient enough to avoid mold growth.

Continue to monitor your facility throughout the pandemic for damage to buildings, building services, piping systems or production equipment. If a loss does occur, contact FM Global at (1)877 NEW LOSS (639 5677) as soon as possible.