



Insurance
Property Risk
Engineering
GAPS

XL CATLIN

Materials Checklist

Keep an inventory of these items and hold in a secure, easily accessible location in preparation for a severe weather event.

- Batteries
- Bedding
- Blankets
- Bleach
- Boots
- Bottled Drinking Water
- Bug repellent
- Bungee Cords
- Cash
- Canned and Non-Perishable Foods
- Cleaning Supplies:
 - Buckets
 - Disinfectants
 - Shop Vacs
 - Mops
- Coolers
- Cutting Tools/
Razor Blades
- Digital Camera
- Dust Masks
- Eating Utensils
- Electrical Lock Out /
Tag Out Kits
- Extension Cords
- Fire Extinguishers
- First Aid Kits / Medical
Supplies
- Flashlights
- Floor Drain Plugs
- Fuel Cans
- Gas Wrench
- Generators
- Generator Fuel
- Gloves:
 - Leather
 - Nitrile
 - Rubber
 - Latex
- Hand Sanitizers
(Waterless)
- Hand Tools
(Battery Operated when
applicable):
 - Circular Saw
 - Screw Drivers
 - Hammers
 - Pliers
- Utility Knives
- Hard Hats
- Hoses
- Ladders
- Lighters
- Megaphone
- Plastic Bags
- Plastic Sheeting
- Rain Gear
- Ropes
- Safety Goggles / Glasses
- Safety Harness
- Sand
- Sand Bags
- Sealants
(expandable
polyurethane,
caulk, caulk guns)
- Shovels
- Spill Kits
- Spot / Flood Lights
- Steel Cables
- Sump Pumps
- Straps
- Tape:
 - Caution Tape
 - Duct Tape
 - Electrical Tape
- Tarpaulins
 - Waterproof
 - Fire Retardant
- Tie Down Kits / Ground
Anchors
- Tie Wraps
- Toiletries
- Turn Buckles
- Tree trimmers
- XL Catlin Hot Work
Permit Kits
- XL Catlin Fire Protection
Impairment Kits
- Yard Equipment:
blowers, trimmers,
- Waterproof Matches
- Weather / Portable
Radios
- Whistles
- Wood:
 - Plywood
 - Lumber

.....
MAKE YOUR WORLD GO
xlcatlin.com

The information contained herein is intended for informational purposes only. Insurance coverage in any particular case will depend upon the type of policy in effect, the terms, conditions and exclusions in any such policy, and the facts of each unique situation. No representation is made that any specific insurance coverage would apply in the circumstances outlined herein. Please refer to the individual policy forms for specific coverage details.
XL Catlin, the XL Catlin logo and Make Your World Go are trademarks of XL Group plc companies. XL Catlin is the global brand used by XL Group plc's (re)insurance subsidiaries. In the US, the insurance companies of XL Group plc are: Catlin Indemnity Company, Catlin Insurance Company, Inc., Catlin Specialty Insurance Company, Greenwich Insurance Company, Indian Harbor Insurance Company, XL Insurance America, Inc., and XL Specialty Insurance Company. In Canada, coverages are underwritten by XL Specialty Insurance Company—Canadian Branch. Coverages may also be underwritten by Lloyd's Syndicate #2003. Coverages underwritten by Lloyd's Syndicate #2003 are placed on behalf of the member of Syndicate #2003 by Catlin Canada Inc. Lloyd's ratings are independent of XL Catlin. Coverage may not be available in all jurisdictions. Information and ratings (if listed) accurate as of June 2016.
XL and XL Catlin are registered trademarks of XL Group plc companies



Insurance
Property Risk
Engineering
GAPS

XL CATLIN

Severe Weather Season Checklist

Monitor weather conditions for storm developments using the local national weather services on television, commercial radio, NOAA Weather Radio, or various websites that track and monitor storms. (See General Information.)

If the projected path of the storm is near your facility, follow these procedures:

Storm Conditions Are Expected Within 72 Hours

- Activate Severe Weather Emergency Response Plan (SWERP) and schedule Severe Weather Emergency Response Team (SWERT) meetings.
- Inspect and repair loose flashing, clogged drains, gutters, downspouts.
- Inspect air conditioning (AC) equipment, AC drain lines, antennas, vents, piping, ductwork, satellite dishes, lightning aerials, and any other roof mounted equipment for proper foundation securement. Check all equipment panels. Replace missing screws on panels and add extra screws to foundations if possible.
- Remove all loose roof equipment and debris. Ensure all contractor materials are removed if roof work was in progress.
- Check skylight base securement and cracks. Make any necessary repairs.
- Fill emergency generator and fire pump fuel storage tanks.
- Contact diesel fuel suppliers alerting them to your anticipated needs based on severity of storm.
- Inspect all fire protection and detection systems to be sure they are in service.
- Trim and dispose of any landscaping that poses a threat to become wind-blown debris.
- Remove, secure or strap any loose yard equipment, storage, etc.
- Notify customers, suppliers, vendors of potential plant shut down and contingency plans.
- Begin shipping out / reducing finished goods storage.

Storm Conditions Are Expected Within 24 Hours – 48 Hours

- Notify local fire department and follow XL Catlin Impairment System if sprinkler system, fire pump, detection systems, fire alarm systems are to be taken out of service.
- Protect or relocate vital records.
- Close and secure any wall vent louvers.
- Install window protection.
- If no window protection is provided, close perimeter office doors.
- Use tarps or plastic sheeting to cover computer equipment, machinery, and stock susceptible to potential water damage from broken windows and roof leaks.
- If prone to flooding:
 - Elevate stock / equipment.
 - Seal water entry points.
 - Install flood gates if applicable.
 - Sand bag where needed.
- Conduct Full or Partial Shut Down procedures if needed.



Severe Weather Season Checklist

During The Storm If Volunteers Are Remaining On Site

Note: During the height of the storm volunteers should remain in a safe area. If safe conditions permit, the following activities may be conducted:

- Monitor areas for leaks in roofs, windows, walls, and vent openings.
- Mitigate water damage by providing buckets or plastic sheeting over affected areas, or by squeegeeing or mopping.
- Document items needing repair.
- Monitor critical equipment that has been left operational.

Post Storm Activities

Recovery And Start Up

- Assess facility's overall conditions immediately following the storm.
- Notify the Severe Weather Emergency Response Team (SWERT) of the property damage and overall conditions.
- Take measures to secure access to the property such as repairing fencing and posting security guards until normal conditions can be restored.
- Inspect critical utility lines for damage including electrical, flammable liquids, gases, ductwork, water, etc.
- Complete building repairs.
- Remove debris from roofs, roof drains, and sewer drains.
- Once conditions are satisfactory, begin general startup activities such as Fire Protection Systems, Utilities, Electrical, Boilers, Compressors, Gas Systems, Refrigeration Systems, Operations / Production Lines.

Review and Feedback

- Review plan effectiveness.
- Obtain detailed feedback from all involved.
- Implement changes to improve plan.

.....
MAKE YOUR WORLD GO
xlcatalin.com

The information contained herein is intended for informational purposes only. Insurance coverage in any particular case will depend upon the type of policy in effect, the terms, conditions and exclusions in any such policy, and the facts of each unique situation. No representation is made that any specific insurance coverage would apply in the circumstances outlined herein. Please refer to the individual policy forms for specific coverage details.

XL Catlin, the XL Catlin logo and Make Your World Go are trademarks of XL Group plc companies. XL Catlin is the global brand used by XL Group plc's (re)insurance subsidiaries. In the US, the insurance companies of XL Group plc are: Catlin Indemnity Company, Catlin Insurance Company, Inc., Catlin Specialty Insurance Company, Greenwich Insurance Company, Indian Harbor Insurance Company, XL Insurance America, Inc., and XL Specialty Insurance Company. In Canada, coverages are underwritten by XL Specialty Insurance Company—Canadian Branch. Coverages may also be underwritten by Lloyd's Syndicate #2003. Coverages underwritten by Lloyd's Syndicate #2003 are placed on behalf of the member of Syndicate #2003 by Catlin Canada Inc. Lloyd's ratings are independent of XL Catlin. Coverage may not be available in all jurisdictions. Information and ratings (if listed) accurate as of June 2016.

X^L and XL Catlin are registered trademarks of XL Group plc companies



Insurance
Property Risk
Engineering
GAPS

XL CATLIN

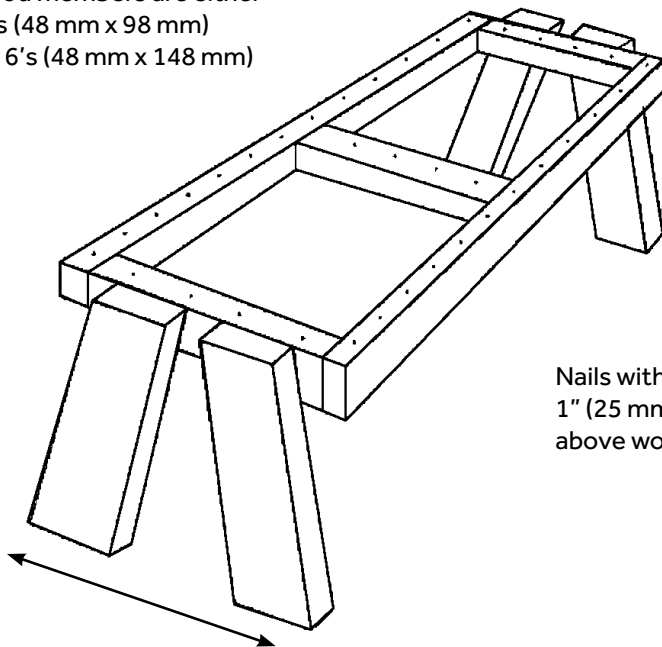
Sand Bagging Procedures

Bags must be filled, tied off, and placed properly to give the best protection. Bags are available in different types and sizes, but it is easier to handle if weight is limited to less than 35 pounds (16 kg).



If extensive sand bagging is needed, construct a portable work stand as described below to ease bag filling. Overlap the bags over the nails above and fill by shovel, front end loader, etc. Tie off and install as described in the following steps.

All wood members are either
2 X 4's (48 mm x 98 mm)
or 2 X 6's (48 mm x 148 mm)

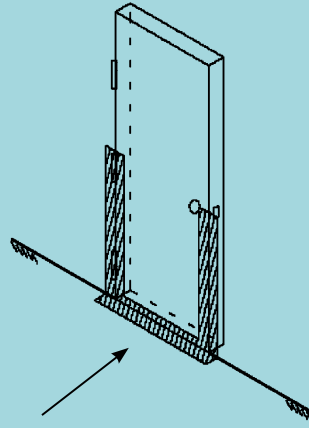


Nails with heads clipped
1" (25 mm)
above wood members

14" (356 mm) to 16" (406 mm) wide

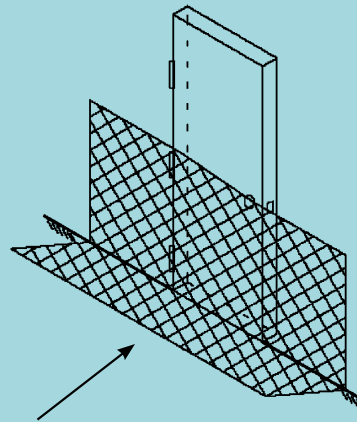
Step 1

Seal entrance way such as doors with expandable polyurethane foam several feet above the ground, well above the expected water height.



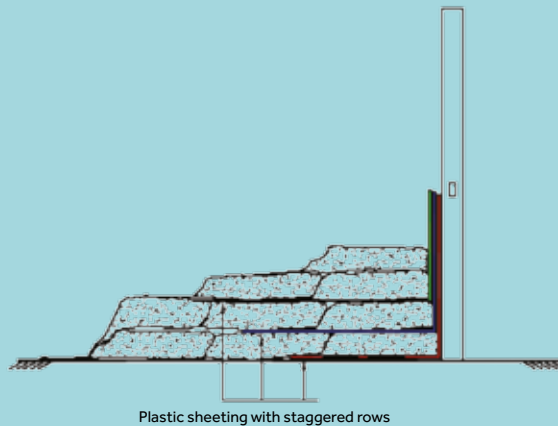
Step 2

Use duct tape to secure plastic sheeting to the walls around the doorway. Attach it several feet wider than the door and lay it out several feet on the ground.



Step 3

Place 3 rows of sand bags in front of the door on the sheeting. Place them tight against the door as well as extending beyond the sheeting. Continue alternating plastic sheeting with staggered rows of sandbags until complete.



MAKE YOUR WORLD GO

xlcattlin.com

The information contained herein is intended for informational purposes only. Insurance coverage in any particular case will depend upon the type of policy in effect, the terms, conditions and exclusions in any such policy, and the facts of each unique situation. No representation is made that any specific insurance coverage would apply in the circumstances outlined herein. Please refer to the individual policy forms for specific coverage details.

XL Catlin, the XL Catlin logo and Make Your World Go are trademarks of XL Group plc companies. XL Catlin is the global brand used by XL Group plc's (re)insurance subsidiaries. In the US, the insurance companies of XL Group plc are: Catlin Indemnity Company, Catlin Insurance Company, Inc., Catlin Specialty Insurance Company, Greenwich Insurance Company, Indian Harbor Insurance Company, XL Insurance America, Inc., and XL Specialty Insurance Company. In Canada, coverages are underwritten by XL Specialty Insurance Company—Canadian Branch. Coverages may also be underwritten by Lloyd's Syndicate #2003. Coverages underwritten by Lloyd's Syndicate #2003 are placed on behalf of the member of Syndicate #2003 by Catlin Canada Inc. Lloyd's ratings are independent of XL Catlin. Coverage may not be available in all jurisdictions. Information and ratings (if listed) accurate as of June 2016.

XL and XL Catlin are registered trademarks of XL Group plc companies



Insurance
Property Risk
Engineering
GAPS

XL CATLIN

Off Season Checklist

Use this checklist prior to the severe weather season in your area to keep on top of areas that face risk of damage during a storm.



Review / Audit / Training / Exercises

- Audit the Severe Weather Emergency Response Team (SWERT) and Severe Weather Emergency Response Plan (SWERP), and update as needed.
- Conduct training.
- Conduct at least one exercise with defined scope, objectives, and feedback.
- Determine site security plans.

Review Plant Shut Down / Start Up Procedures

- Include all Operations / Production Lines, Utilities, Fire Protection, Electrical, Boilers, Compressors, and Gas Systems.
- Ensure personnel are trained in proper shut down / start up procedures in accordance with manufacturer's specifications.
- Review plant load analysis to ensure proper back-up supplies can meet existing plant loads, noting renovations / additions.
- Ensure satisfactory contracts exist with two diesel fuel suppliers for emergency deliveries.

Physically Inspect Facility For Repairs

- Repair roof leaks, loose flashing, gutters, down spouts.
- Check for corrosion and securement of roof equipment.
- Install / replace / repair tie down cables / straps securing roof equipment.
- Ensure window protection materials / systems are in proper working condition.
- Inspect perimeter conditions and determine what steps may be needed immediately prior to a storm's arrival.
- Inspect warehouse doors for securement.
- Identify possible water entry points and determine mitigation procedures. See *Sandbagging Procedures* insert.
- For metal buildings, replace corroded / loose metal roof / wall panels & bolts.

Materials Acquisition

- Acquire all needed materials. See the *Materials Checklist* insert for assistance.
- Inspect condition of stored materials, including plywood for warping and sand bags for deterioration. Replace as needed.

.....
MAKE YOUR WORLD GO
 xlcatlin.com

The information contained herein is intended for informational purposes only. Insurance coverage in any particular case will depend upon the type of policy in effect, the terms, conditions and exclusions in any such policy, and the facts of each unique situation. No representation is made that any specific insurance coverage would apply in the circumstances outlined herein. Please refer to the individual policy forms for specific coverage details.
 XL Catlin, the XL Catlin logo and Make Your World Go are trademarks of XL Group plc companies. XL Catlin is the global brand used by XL Group plc's (re)insurance subsidiaries. In the US, the insurance companies of XL Group plc are: Catlin Indemnity Company, Catlin Insurance Company, Inc., Catlin Specialty Insurance Company, Greenwich Insurance Company, Indian Harbor Insurance Company, XL Insurance America, Inc., and XL Specialty Insurance Company. In Canada, coverages are underwritten by XL Specialty Insurance Company—Canadian Branch. Coverages may also be underwritten by Lloyd's Syndicate #2003. Coverages underwritten by Lloyd's Syndicate #2003 are placed on behalf of the member of Syndicate #2003 by Catlin Canada Inc. Lloyd's ratings are independent of XL Catlin. Coverage may not be available in all jurisdictions. Information and ratings (if listed) accurate as of June 2016.
 X^L and XL Catlin are registered trademarks of XL Group plc companies