Winter Storm & Freeze Preparedness Plan

(This document is based on the *Church Mutual Insurance* template)

It is essential to plan for the possibility of freezing weather and winter storms. Assessing and planning for these natural threats is an ongoing process that will be reviewed and updated on an annual basis. This plan sets forth guidelines to ensure proper planning and a coordinated and timely response to freezing weather conditions.

Preventative Actions inside the Facility

⬜ **Temperature and Water Sensors**

- Temperature sensors are installed in the facility, properly connected and functioning. These temperature sensors are part of the Nest thermostats in use at the building and are only functional with electricity and Wi-Fi. Currently water sensors are not used nor considered critical. The facility is not in danger of storm flooding and only significant water leakage would be from baptismal pool, which is well maintained and continually monitored.

⬜ **Thermostat**

- Set the interior temperatures no lower than 55 degrees Fahrenheit regardless of whether the building is occupied.

⬜ **insulation**

- Help prevent burst pipes by insulating the building including attic space and attic penetrations such as partition walls, vents and plumbing stacks.
- Add insulation sleeves or wrapping to all water lines or pipes that travel through poorly heated areas.
  Noted but not an issue at the 2525 McKnight building.
- Check ceilings and attics for pipes that are in uninsulated areas (such as on top of insulation). Wrap pipes or add insulation to these areas. Make sure to check the sprinkler pipes.
  Noted but not an issue at the 2525 McKnight building.
- Take extra precautions to protect pipes that have frozen in the past.
  Noted but freezing pipes have not been an issue at the 2525 McKnight building.

⬜ **Excess Flow Valve**

- Consider having an automatic excess flow valve installed on the main incoming domestic water line to monitor and provide early detection of a broken pipe or valve. Excessive flow valves automatically shut to stop the flow of water when preset normal flow settings are exceeded.
  Not considered necessary

⬜ **Emergency Kit**

- Prepare an emergency kit(s) for use in the event of a freeze and/or power loss.

- include items such as batteries, flashlights, first aid supplies, blankets, water, nonperishable foods and a weather radio.
  MX should also consider the following:
  1. Propane or Kerosene heaters. In the event of a long-term power outage or loss of heating, the facility should have one or two internal propane or kerosene heaters. These are needed to keep the building warm enough to prevent pipes from freezing (not to maintain a comfortable temperature for occupants).

Preventative Actions Outside the Facility

☐ **Caulking**
- Seal cracks and seams on the outside of the building that may allow air and moisture to pass through.
- Use caulking around windows, doors and any openings cut for faucets, gas and electric services.

☐ **Weather Stripping**
- Use weather stripping around doors and windows to seal them against moisture and cold air.

☐ **Backup Power Source/Generator**
- If not already in place, consider purchasing a backup power source or generator in case of power loss.
- inspect backup power sources for proper functioning prior to winter.
- Generators should be placed outside for proper ventilation and to avoid carbon monoxide poisoning.
- If operating a portable generator, ensure it is not left running unattended.
- Portable generators must be cooled down before refueling to avoid fire.
- If it is snowing, periodically clear snow from accumulating on the generator.
  Backup power generation not considered important for how building is used

☐ **Building Exterior**
- Have a qualified contractor check exterior roof, walls and footings to ensure your building is prepared for winter temperatures and weather.
  Not considered necessary
- Keep ice and snow away from any drain areas on your roof to prevent ice dams.

☐ **Irrigation Systems and Exterior Water Faucets**
- ***o*** Shut off and drain irrigation systems. ***N/A***
- Disconnect hoses from exterior faucets.
- Shut off the water valve leading to exterior faucets and drain the exterior section of the pipe by opening the exterior faucet.

- Consider installing freezeproof outdoor faucets with anti-siphon valves. Alternatively, protect the faucet with a foam insulation cover.

In the Event of a Freeze (temps drop below 20 degrees F for more than 24 hours)

⬜ **If power and/or heat to the building is lost, shut off water in the facility and drain water from pipes. To do this:**

- Locate the main water valve in the building (often found near the water meter) and shut it off.
- Starting from the topmost floor, open all sink faucets in the building to a trickle to allow air into the system.
- Open tub or shower faucets and flush all toilets.
- Leave faucets in the open position, no water should be coming out except for the occasional drip.
- Fire sprinkler systems will not be turned off or drained.
- Once freezing temperatures have passed, keep faucets about 1/3 open as you turn the main water valve back on SLOWLY, keeping an eye out for any leaks.
- Once water is flowing smoothly, the faucets can be closed.

⬜ **If shutting off the water to the facility is not an option, faucets should be opened to a drip to prevent burst pipes.**

⬜ **If power to the building is lost and your building relies on electronic security systems, arrange for alternate security.**

⬜ **Periodic inspections of the building and its pipes should be performed:**

- More frequent inspections should be performed if uninsulated water pipes exist, or there is a lack of a reliable backup power source on the premises.
- Less frequent inspections will be performed with the presence of a reliable backup power source on the premises.
- Check multiple faucets around the building. Are they all off or just one?

⬜ **Open doors to cabinets, closets and any other unheated rooms containing water pipes.**

⬜ **Remove ceiling tiles to expose ceiling pipes to warmer air from the room.**

⬜ **After shutting off water to the building, make sure there is no standing water in the pipes by running all faucets and/or blowing out the lines with compressed air.**

⬜ Monitor interior temperature and use portable propane or kerosene heaters to maintain a temperature above freezing.

In the Event of a Frozen Pipe

⬜ Turn up the heat in the building.
⬜ Turn on the hot and cold faucets fed by the frozen pipe.

⬜ If the pipe is accessible, apply heat with heating tape, an electric hair dryer, hot towels or a portable space heater until water running through the faucet returns to full strength. Keep heat sources away from flammable materials and monitor as you thaw the pipe(s). DO NOT use open flames such as a blowtorch or candles.

⬜ If the frozen pipe is not accessible or you are not able to thaw it, contact a licensed plumber.

⬜ If a frozen pipe burst:
- o Make sure water to the building is turned off.
- o Contact your insurance company.

Responsibility for implementing Plan

_____[Name or Title] is designated as the individual responsible for implementing the organization's winter storm and freeze preparation plan. They report to _____ [Title or Board/Committee] and will keep that individual/ entity informed of activity surrounding implementation of the plan.

Building Emergency Contacts:

Name	Title	Contact Number
Tom Hunsaker	Facilities Technician	314-805-7668
Bret Blackford	MX Elder (building)	314-402-7086
Don Fitzgerald	MX Elder (building)	314-791-5038
Elizabeth McPherson	Office Administrator	314-740-2194
Tech Electronics	Alarm System	314-2366-5900
Kings III	Elevator phone	314-798-76608