



**State of Wisconsin
Department of Administration
Bureau of State Risk Management**

**Spring/Summer Property Loss
Prevention Tip Sheet**

One of the Property Program's largest exposures is weather events with claims over the past few years reflecting the impacts of this type of loss. Taking into account that spring brings much rain (flooding), hail, high winds and tornadoes, efforts to prepare to the best of our ability can minimize any potential losses that spring weather may bring. Below are a few examples of pro-active property risk control.

Before the Storm

- Re-communicate (update) your emergency procedures – Who, What, When & Where
 - ✓ When was the last update of the procedures?
 - Have people changed positions or retired?
 - Current telephone numbers in case of emergency?
- Inspect property now to identify maintenance & repair needs
 - ✓ Gutters & drain pipes clear
 - ✓ Downspouts should be directed in a manner to drain water away from the foundation of structure.
 - ✓ Storm sewers, catch basins and spillways are open and free from debris.
 - ✓ Grade of landscape, sidewalks and parking areas adequate to direct water away from building.
 - ✓ If equipped, ensure sump pump(s) located in building are in working order with discharge of water directed away from building. Check operation of battery backup pump (or other alternate power source) and/or consider installing high water alarm.
- Roofing
 - ✓ Ensure roofing is protected. Inspect for visible damage and make necessary repairs including flashings and/or areas where various types of building materials intersect.
 - ✓ Keep indoor property free of areas that may be susceptible to water leaks
 - ✓ Are any temporary repairs adequate to withstand severe weather?
 - ✓ Do you have on hand necessary materials for temporary protection?
- Lead Time - take advantage of information about forecasted weather events
 - ✓ Know your emergency vendors/contacts –

- Not sure – here’s a list for starters:
<http://www.doa.state.wi.us/docview.asp?docid=8326>
- ✓ Sandbag availability
- ✓ Identify and secure in place portable equipment and other outdoor property that could be damaged or cause damage due to severe weather (high wind warnings)
- ✓ Move vehicles to covered locations whenever possible
- Vital Utility Services & Unique/Irreplaceable Properties
 - ✓ Fine arts & valuable papers – Are they above ground level? Or, otherwise protected?
 - ✓ Research materials, including animals – What is needed to prevent spoilage?
 - ✓ Are emergency backup generators needed and are they available? (Include proper authority/personnel and abide all safety regulations)

Remember - Life safety is always the highest priority

After the Storm: As soon as it becomes safe to do so:

- Inspect Property for Damage
- Begin Emergency Recovery and Repairs
- Contact Your Risk Management Professionals for Assistance
- Report Damage and Losses as Soon as Possible

For additional information, please visit our website:

<http://www.doa.state.wi.us/section.asp?linkid=55&locid=2>

Each agency/campus may have specific or unique situations. Please share this tip sheet with the appropriate departments and personnel in your organization that will be able to lead the pre-loss planning for the potential spring weather related events. **Your assistance in protecting our valuable State properties is much appreciated.**