

Extreme Winter Weather

GENERAL PREPARATION

- Confirm insurance eligibility for winter weather coverage.
- Confirm if the landlord or business owner is responsible for heating.
- Confirm if the landlord or business owner is responsible for snow/ice removal.
- Develop a procedure to restore electrical services.
- Develop a procedure to move undamaged supplies.
- Develop a procedure to communicate with staff and customers.

BEFORE THE STORM

- Check your Emergency Preparation Kit.
 - Is everything well stocked?
 - Is everything working?
- Check thermostats are set properly. The recommended range for heating is 68-72° F. Avoid setting the thermostat higher than 76° F, as it could overwork the HVAC system and potentially cause additional problems.
- Move cold-weather Kit items somewhere convenient to access.
- Fix wall and roof damage to prevent drafts.
- Seal drafts elsewhere with caulk or insulation.
- Remove debris from roof drains.
- Inspect storm windows.
- Inspect sprinkler system. Notify the fire department if there are any problems.
- Consider investing in HVAC preventative maintenance so heating can be inspected regularly.
- Arrange for snow/ice removal from driveways, sidewalks, and roofs.
- Clean and store outdoor patio furniture (if applicable).
- Turn off and bleed water lines to any exterior plumbing, such as sprinkler systems or exterior hose hookups (if applicable).

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DURING THE STORM

- Keep interior temperatures above 40°F to avoid internal freezing.
- Clear driveways, sidewalks, and doorways of snow and ice.
- Maintain a slow drip from faucets throughout the restaurant to keep water flowing and avoid burst pipes. This is especially important in areas that don't typically experience cold weather, as the building likely has less insulation to protect against low temperatures.
- Consider redirecting calls to the business to a cell phone or answering service.
- If the restaurant will be closed for a while, assign a staff member to check on interior temperatures and any potential damages.

AFTER THE STORM

- 86 Repairs customers should call or text for assistance with any damaged equipment or infrastructure.

