

Checklist for shutdowns

Facility/Area: _____

Date: _____

| Category | OKAY? | | Comments |
|---|-------|----|----------|
| | YES | No | |
| Have a Plan | | | |
| <input type="checkbox"/> Establish or review the emergency action plan to consider actions after the exit of non-essential occupants. | | | |
| <input type="checkbox"/> Designate an Emergency Coordinator and Emergency Action Team. | | | |
| <input type="checkbox"/> Schedule meetings and drills to ensure essential onsite staff knows roles and responsibilities. | | | |
| <input type="checkbox"/> Detail communication procedures for employees, suppliers, vendors, contractors, and clients. | | | |
| Building Systems and Maintenance | | | |
| <input type="checkbox"/> Understand critical ongoing facility utility needs; particularly energy, fire protection, and plumbing. | | | |
| <input type="checkbox"/> Be proactive in performing preventative maintenance on back up resources such as emergency generators, and fire pumps. | | | |
| <input type="checkbox"/> Plan for unavailable contractors and third-party maintenance vendors. | | | |
| <input type="checkbox"/> Prioritize considerations for conducting in-house inspection, testing, and maintenance as allowed by local regulations on critical building systems. | | | |
| <input type="checkbox"/> Cross train essential employees that would be expected to remain onsite during the event. | | | |
| <input type="checkbox"/> Establish shut down and isolation procedures for critical equipment, utilities, and entire facility. | | | |
| <input type="checkbox"/> Properly shut down any nonessential equipment or systems (electric, water, gas) as appropriate. | | | |
| <input type="checkbox"/> Gas should be isolated (unless essential for maintaining heating). | | | |
| <input type="checkbox"/> Heating – ensure there is no possibility of freezing. | | | |
| <input type="checkbox"/> Fire sprinkler systems, fire detection systems, fire alarms, and fire pumps are maintained and remain operational. | | | |
| <input type="checkbox"/> Proper machinery start up procedures are required to recommission the facility. | | | |

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| | YES | No | |
| Building Fire & Security | | | |
| <input type="checkbox"/> Plan for additional security guards, roving tours, and fire watches. | | | |
| <input type="checkbox"/> Notify local authorities including police and fire service when a building becomes unoccupied. | | | |
| <input type="checkbox"/> Make sure existing facility security systems are well maintained, and in good working order now, including alarm transmission. | | | |
| <input type="checkbox"/> Remove external combustible material (including trash bins, etc.) from nearby the building. | | | |
| <input type="checkbox"/> For any proprietary fire and security systems, ensure there is available back up personnel in the event of widespread illness. | | | |
| <input type="checkbox"/> A minimum of two individuals should remain available at all times to monitor critical fire and security alarm conditions. | | | |
| <input type="checkbox"/> Report any fire protection system (sprinkler systems, fire detection systems, special extinguishing systems) impairments to your local fire service, central monitoring station, and to your insurance carrier. | | | |
| <input type="checkbox"/> Train essential staff now on roles and responsibilities in reporting any fire protection impairments. For Chubb clients, report impairments to the relevant local Chubb impairment contacts. | | | |
| <input type="checkbox"/> For buildings lacking any fire detection or sprinkler systems, consider implementing a 24-hour fire watch. | | | |
| <input type="checkbox"/> Consider fire watch rounds to be conducted hourly whenever the building is not occupied. | | | |
| <input type="checkbox"/> Rounds should be recorded and should cover all areas of significant buildings on the site. | | | |
| <input type="checkbox"/> Ensure the fire watch has reliable means of communication and are instructed to call the fire department upon discovery of fire. | | | |
| <input type="checkbox"/> Ensure all handheld fire extinguishers and standpipe hose connections are in good working order now, in accordance with local regulations. | | | |
| <input type="checkbox"/> Conduct updated essential employee training on proper use of handheld fire extinguishers and hose connections as appropriate. | | | |
| <input type="checkbox"/> If Hot Work is conducted, be sure to follow the Chubb Hot Work Permit Program and Procedures | | | |

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| Building Water & Freezing | | | |
| <input type="checkbox"/> Shut off water in any areas of the building where it is not needed to help prevent interior water damage. | | | |
| <input type="checkbox"/> Drain domestic plumbing water pipes and add anti-freeze to any areas where water might remain. | | | |
| <input type="checkbox"/> Guards and other remaining essential staff should be trained for critical valve shut off locations and water damage mitigation efforts in the event of pipe burst, leakage event, etc. | | | |
| <input type="checkbox"/> Ensure the building maintains reliable heat to maintain a minimum temperature of 4 °C. | | | |
| <input type="checkbox"/> For areas protected by a wet pipe sprinkler system, maintain adequate heat to prevent freezing of sprinkler pipes. | | | |
| <input type="checkbox"/> Consider installing IoT (internet of things) enabled water leak detection and temperature sensors in key critical areas of the building. | | | |
| <input type="checkbox"/> Make sure the building remains weather (wind and water) tight. | | | |
| <input type="checkbox"/> Inspect roofs and flashing to ensure they are secured properly. | | | |
| <input type="checkbox"/> Clear clogged roof drains, rain gutters and downspouts. Check drain pumps and downspouts. | | | |
| <input type="checkbox"/> Plan for cold weather as appropriate. Implement a program for snow removal for emergency access and roof loading to the building during the cold season. | | | |
| <input type="checkbox"/> Ensure all doors, windows, skylights, ventilators and shafts are weather tight to prevent cold air intrusion. | | | |
| <input type="checkbox"/> Inspect emergency heating systems now to assure proper operation and ensure adequate fuel supplies and reserves. | | | |

Completed by:

Date:

Reviewed by:

Date:

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