

**Potential Wind Event
Severe High Wind / Tornado Checklist**



Use the following checklist to prepare and secure projects from potential high wind events (high winds, straight-line winds or tornados).

Note: If there is water infiltration, refer to Alston's Water Intrusion Management Plan. For Hurricanes, refer to Alston's Hurricane Preparedness Plan

Project Name:
Job Number:
Location of Project:
Date:

	Yes	No	N/A	Date
Local Emergency Responders identified and their numbers posted.				
Local weather authorities (Advisories and Warnings) identified and monitored. Keep in mind, electrical service and cell phone service may be interrupted. Consider battery-operated weather radios.				
Evacuation Procedures and routes posted and properly communicated to sub/workers.				
Proper First Aid supplies maintained and readily available.				
Adequate potable water.				
Ensure that jobsite trailer is adequately secured to minimize displacement.				
All safety barrels/cones should be secured or a different means of traffic controls/ barrels should be installed.				
In the event of potential flooding, all heavy equipment/lifts should be brought to high ground.				
All aerial work platforms should be lowered and loose materials shall be removed from baskets.				
A thorough clean-up of the worksite should be conducted if safe to do so. Trash containers and dumpsters emptied if time permits. If possible, construction dumpsters should be removed from the site.				
Barricade materials (such as orange safety fencing) that are used to identify fall hazards such as excavations and trenches, must be in place and secured.				
Materials stored/staged on the roof must be secured or removed if safe to do so.				
Metal decking should be welded/screwed down 100% if safe to do so.				
Structural members such a metal joists, X-bracing and girders 100% bolted and/or welded if safe to do so.				
Wall bracing and anchors should be tight as specified.				
Place all construction materials, including generators and welders inside conex boxes or taken offsite. If that's not possible, secure or strap them down.				
Scaffolding should be either secured 100% or disassembled and the planking removed.				
Doors and windows closed and locked.				

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Roof drains checked to ensure they are not clogged so water can flow freely.				
Roof flashing tightly secured at the edge of the roof and around mechanical curbs and skylights.				
Cover glass windows, doors and storefronts with plywood.				
Take note of the location of existing and pre-existing overhead power lines.				
Ensure fuel tanks for generators, heavy equipment and vehicles are full. During power outages, it's likely that services stations will not be able to dispense fuel.				
Documented Roll Call. Ensure that all workers have been accounted for.				
"Cease Work and Evacuate" directive by Alston Superintendent.				

Note: Alston projects typically don't contain an approved storm shelter. If time permits, efforts should be made to secure the construction site several days prior to the anticipated wind event. Once the "Cease Work and Evacuate" directive has been given by the Alston Superintendent, the site will be shutdown until further notice. Workers will only be permitted to return to the site after the local emergency management authorities have deemed it safe to do so.

After the Wind Event

Follow guidance from local, state and federal authorities to ensure safety before any Alston employee or subcontractor returns to the jobsite.				
If there is damage, contact the Alston Safety Department/ Risk Management.				
Secure the site and survey the area for damage. Take LOTS of pictures and/or videos of the damaged property. If structural damage is been sustained, we must notify the Structural Engineer of Record.				
Assume all stairs, stair towers, floors and roofs are unsafe until they are properly inspected. Leave immediately if shifting or unusual noises signal a possible collapse.				
Wall bracing must be reinspected after the event but only when deemed safe to do so.				
Use extreme caution when moving ladders and other equipment near overhead power lines, to avoid inadvertent contact.				
Assume that all downed power lines are fully energized. KEEP AWAY. Barricade the area. Notify the local electrical service provider.				
Check for water leaks and gas line damage. If a gas leak is suspected, leave the building, get a safe distance away and contact the gas company. Do not allow smoking or other ignition sources in the building. Use flashlights.				
If there is broken glass or other debris, proper PPE such as hardhats, eye protection, proper leather gloves, and hard-sole work boots must be worn.				

This checklist is not meant to be all-inclusive. We strongly encourage you to contact the local authorities, VP, Safety or Risk Management with any concerns of questions.

Name of Person Completing Checklist:
Title:
Date: