

Emergency winter weather preparedness checklist

Vicinity has rigorous cold weather protocols to ensure safe, reliable, and consistent operation of its facilities to prevent service disruptions. Our interconnected energy facilities offer 99.99% uptime energy delivery through multiple power supplies, backup generation, and several water and fuel sources in case of interruptions to other utilities.

To enhance preparedness, we encourage you to utilize our emergency winter weather preparedness checklist. Regularly reviewing and implementing this

guide ensures proactive building readiness for winter conditions. It safeguards against potential freeze-ups in steam and sprinkler systems, mitigates the risk of roof collapses due to heavy snowfall, and protects against potential flooding during extremely cold temperatures. These risks present safety concerns and entail substantial financial and time investments in repairs, with the possible consequence of building shutdowns.

Print out this emergency winter weather preparedness checklist and review it every winter to prepare staff and equipment.

Checklist

- Designate a team member as a 'weather watcher' to monitor weather conditions.
- Provide training and implement procedures for proper snow removal. Mobilize and test snow removal equipment. Develop staffing plan for various conditions.
- Gather emergency supplies, including portable heaters, antifreeze supplies for cooling systems, shovels, warm clothing, hand protection, and steam hoses for thawing frozen lines.
- Utilize a comprehensive temperature monitoring program that includes areas with critical equipment. Consider installing an alarm system that monitors building power supply, indoor temperature, water temperature on exposed water-storage tanks, and process controls.
- Implement adequate heat-trace system testing and inspection of heat trace circuits and piping.
- Drain equipment that carries water or is at risk of condensation or freezing. Blowout stagnant water using air or add antifreeze to equipment that cannot be successfully drained.
- Keep all fire-protection-related equipment free of snow and ice for easy access. Check wet and dry sprinkler systems and keep them clear of snow and ice. Utilize a comprehensive temperature monitoring program that covers fire mains and storage.
- Implement an operator surveillance program to identify cold spots, structural damage, leaks, sprinkler piping breaks, building penetrations, ventilation dampers, or open doors and windows before and during severe weather events.

- ❑ Maintain a building temperature of at least 40°F.
- ❑ Check pressure-vessel vents, relief valves, and safety valves to ensure moving parts are protected from water accumulation, vapor freezing, or buildup of snow and ice.
- ❑ Make sure fixed and portable heaters are working and have appropriate fuel levels and power sources.
- ❑ Perform integrity inspection of insulation for buildings and piping systems with special attention to recent maintenance activity.
- ❑ Identify any concealed space with vulnerable piping and provide interior openings to allow heat to reach those areas.
- ❑ Elevate low points or provide drain valves on condensate return lines. Install steam traps or drain valves on piping.
- ❑ If applicable, ensure backup equipment, fuel, and power sources are operational. Best practice is to test functionality before a weather event. Check dryers on instrument air systems for proper operation.
- ❑ Monitor roof conditions, keep drains clear, install windbreaks as needed, remove snow and ice to prevent overloading and roof collapse, and ensure roof-mounted equipment and safety devices are clear of snow and ice. Follow cooling tower protocols to prevent freezing.
- ❑ Top-off storage of necessary commodities, such as chemicals and fuel, in advance of weather events.
- ❑ Develop procedures to respond to the loss of heat. Consider specific equipment and their design operating ranges. (For example, drain certain systems or establish flow to prevent freezing.) Evaluate which critical activities and production can continue or should be paused.
- ❑ Once heat returns to the building after a loss, perform a surveillance round to ensure there are no signs of damage.



To learn more about Vicinity's preventative services, visit www.vicinityenergy.us, or email info@vicinityenergy.us.

