



Emergency Shutdown Procedures

During this unpredictable and unprecedented time, it is becoming commonplace for State and Local governments to mandate Stay-at-Home, or Shelter-in-Place Orders. These orders have the potential to affect your business directly, or indirectly, which could lead to the need to cease or reduce operations. Continental Underwriters, Inc. is following these events closely and is here for your business. In order to ensure that your property is safe, secure, and ready for you when you return, please refer to our Plant Shutdown Procedures, and take the necessary steps to close your business in a proper manner.

These Procedures are specific to the Wood Products Industry, but they do not account for individual needs or unique business characteristics. While using this document, it will be necessary to consider any additional steps that should be taken to address business-specific items that may not be addressed here.

Procedure Overview:

- Housekeeping
- Surveillance
- Non-Essential Maintenance & Hot Work
- Electrical
- Fire Protection Systems

The goal of these items is to remove unnecessary hazards, monitor the property, and ensure operational vitality when you and your staff return. It will be important to perform a thorough cleanup in and around all buildings, removing dust and debris, and reducing fire loading. A member of your staff, or hired watchman should monitor the property daily, nightly, and on weekends. This can be done continuously, or periodically throughout each day. Electrical systems should be disconnected and locked out, while leaving the essential services on for lights, security systems, CCTV cameras, etc. If your property is equipped with a fence or gates, it will be necessary to lock them, and check that they have not be comprised, during the daily/nightly inspections. **Throughout the process, keep Continental Underwriters, Inc. informed and up-to-date on status.**

While the operation is shuttered, it will be especially important to reduce, or eliminate Hot Work Activities. Hot Work is already a leading cause of loss, and can prove even more risky when there are less personnel present to monitor the area. If Hot Work is required, it should be limited to



the first half of the day, 3 employees should be onsite (2 at the job site, and 1 that can contact emergency services), and a MINIMUM OF 5 HOURS OF FIREWATCH MUST TAKE PLACE.

For properties that are equipped with Fire Protection Systems, make certain that all systems are on, maintained, and prepped to operate as designed. Although we are heading into spring and summer, there will be certain regions that will need to monitor for freezing temperatures. Ensure that pipes are not exposed to freezing, Electric and Diesel Fire Pumps should still be run according to NFPA monthly/weekly schedules, and Central Monitoring Services (alarm companies) should be made aware of your current operational status before leaving site.

Plant Shutdown Checklist

Before Leaving Site

Housekeeping	Performed?	Notes
- Perform a thorough cleanup to remove waste material from equipment, walls, floors, and hard to reach areas.	<input type="checkbox"/>	
- Return all flammable liquids to their proper safety cans and storage area/cabinet(s)	<input type="checkbox"/>	
- Ensure all aisles and cat walks are clear of tools and debris	<input type="checkbox"/>	
- Remove all "in-process" material from manufacturing lines	<input type="checkbox"/>	
- Empty food from breakroom appliances and cabinets	<input type="checkbox"/>	

Electrical	Performed?	Notes
- Identify critical equipment (heat, security, etc.) and leave energized	<input type="checkbox"/>	
- Disconnect and lock out any non-essential pieces of equipment	<input type="checkbox"/>	
- Remove and properly store any extension cords	<input type="checkbox"/>	
- Post procedures or connection notes in case critical personnel are not present	<input type="checkbox"/>	

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During Shutdown

Hot Work

(cutting, welding, grinding, etc.)

Performed?

Notes

- Cease all non-essential Hot Work activities

- If Hot work is needed:

a. At least 3 personnel are present

b. Proper Hot Work Safety Procedures have been performed

c. Hot Work Permit issued

d. 60 minutes of continuous fire watch after work is complete

e. Fire watch continues every 30-45 minutes for 4 more hours

Property Surveillance

Performed?

Notes

- Assign duties for employee(s) to monitor the property periodically:

a. During the day

b. During the night

c. On weekends

- Ensure power is on to lights, cameras, alarms, and other security equipment

- Secure gates, fences, and any access points to the property

- Notify the local police department of the shutdown

- Ensure emergency contact information is up to date and posted for employees/watchman to access



Fire Protection Systems

Performed?

Notes

- | | | |
|--|--------------------------|--|
| - Identify your Fire Protection Systems (hoses, extinguishers, sprinklers, hydrants, etc.) | <input type="checkbox"/> | |
| - Ensure all water supply valves are in the open position | <input type="checkbox"/> | |
| - Notify local Fire-Department of the shutdown | <input type="checkbox"/> | |
| - Notify Central Monitoring service provider of the shutdown | <input type="checkbox"/> | |
| - Maintain a 3 foot clear radius around all protection systems | <input type="checkbox"/> | |
| - Develop a formalized plan for daily & weekly checks of equipment and systems | <input type="checkbox"/> | |
| - Ensure any pumps are properly powered, or that fuel tanks are full | <input type="checkbox"/> | |
| - Notify authorities and Insurance Provider of any system impairments | <input type="checkbox"/> | |