

# Winter Preparedness - Winter is Coming

Winter storms can bring freezing temperatures, rain, ice, snow, high winds, or a combination of these conditions. They can cause power outages lasting for days, make roads and walkways dangerous, and affect community services. Planning and preparing for winter's possible impacts will help you manage the risk of winter storms and keep you, your staff, and your families safe.

## RiskWise



## A Guide to Controlling Risk

### Winter Preparedness - Winter is Coming

- Agency Risks and Reduce Agency Risks
- Insurance Coverages
- Prepare Your Staff - Prepare Your Organization
- Protect Your Property— Buildings, Vehicles, Employees
- Protect Yourself Before, During and After a Winter Storm
- Additional Resources, Links and Information

Published November 2016  
Revised August 2023

## Agency Risks

- Injury to the public and/or employees (especially slip/fall).
- Damage to state property.
- State property repair or replacement costs.
- Third-party property damage.
- Civil penalties and fines.
- Higher agency risk charges due to increased claims.



## Insurance Coverages

The state's tort liability insurance covers all authorized state employees and volunteers for accident/damages to outside parties caused while performing official duties at the state's direction and control. The state's property insurance covers all state property as outlined in the Property Manual and reported on the Risk Report. All state employees are covered by workers' compensation insurance for on-the-job injuries.

For more information, see the following Oregon Department of Administrative Services (DAS) Risk Management Self-Insurance policies.

[DAS Policy 125-7-101](#), *Property Self-Insurance Policy Manual*.

[DAS Policy 125-7-201](#), *Liability Self-Insurance Policy Manual*.

[DAS Policy 125-7-202](#), *Employee Liability Self-Insurance Policy Manual*.

## Prepare Your Staff - Prepare Your Organization

Conducting a [drill or preparedness activity](#) can help your staff be more prepared at home and work. Take simple steps now to make a real difference in the event winter weather strikes.

- Create an [emergency communications plan](#) for your agency and families.
- Encourage employees to build an [emergency supply kit](#) and keep one at work, in their vehicle and home.
- Regularly conduct a walk-through of your facility to identify ways to mitigate hazard-prone areas.
- Post reflective [Ice Alert Temperature Sensitive Reflectors](#) around our facility.
- Test your [Business Continuity](#) or Operations Plan by conducting a tabletop exercise.
- Rehearse and discuss ways your agency can better prepare for weather related situations.
- Know your alerts and warnings - listen to the radio and TV broadcasts. Download a notification app for your smartphone. Sign up for [Wireless Emergency Alerts](#) texted to cell phones. Check for [State Building Closure](#) notices and use ODOT's [Trip Check](#).

## Reduce Agency Risks

- Avoid travel
- Reduces potential crashes, stranded or damaged vehicles, or emergency situations.
- Maintain paths of travel (inside and outside) to reduce the opportunity for slips, trips, and falls.
- Maintain buildings and surrounding areas to reduce potential damage/claims (eg. freezing pipes, falling debris, roof snow buildup, clogged gutters, falling trees/limbs, and saturated soils).

**WINTER STORM  
PREPAREDNESS  
TAKES ACTION.**

**JOIN IN!**



AMERICA'S  
**PrepareAthon!**  
BE SMART. TAKE PART. PREPARE.

# Protect Your Property - Buildings, Vehicles, and Employees

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Winter conditions can be dangerous. During the fall, before winter weather sets in, take the following actions:

## Protect Your Buildings:

- Insulate water lines and faucets along outer walls to avoid freezing or bursting pipes.
- Learn how to shut off water valves if a water pipe does burst to quickly reduce or limit damage.
- Clear rain gutters, repair roof leaks and cut away tree branches that could fall and damage property.
- Maintain, clean, inspect and service heating equipment.
- Stock up on deicer or rock salt to melt walkway ice or sand to improve walkway traction.
- Clear debris or snow from walkways and driveways. Pay attention to gutter locations and ensure they are clear.

## Protect Your Vehicles:

- Make sure radiator antifreeze levels are adequate.
- Clean battery terminals.
- Check brakes for wear and fluid levels.
- Ensure heater and defroster work properly.
- Check all vehicle lights.
- Check windshield wipers and washer fluid level. If your area freezes, make sure to use an anti-freeze formula.
- Install new or verify current tire condition and rating is appropriate for the winter weather.
- Carry traction devices. Know how to install them properly before being in a situation where they are needed. Practice installing them before any winter trip. Check their location and condition before every trip.
- Build an emergency supply kit for your car.

## Protect Your Employees:

- Meet with landlord each fall, discuss parking lot and sidewalk responsibilities re: ice/snow removal. Document conversations. Be prepared to assist SAIF with subrogation.

# Protect Yourself Before, During and After a Winter Storm

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## Protect Yourself Before:

- Gather emergency supplies in one easy-to-access spot.
- Make a plan and communicate it. Make sure coworkers, family and others know where you are going, your travel plan/route, and when you expect to arrive.
- Discuss emergency notifications and expectations with family, work and/or schools.
- Be alert to changing weather conditions.
- Be alert to your situation and environment.



## Protect Yourself During:

- Stay indoors and avoid driving if possible. If driving is necessary, have an emergency kit for your vehicle and develop a trip communication plan.
- Wear layered clothing appropriate for the conditions.
- Never heat a building with an oven or propane heater.
- Select proper footwear to the weather.

## Protect Yourself After:

- Stay Warm. If the power is out for more than a few days, your community may set up warming shelters. Seek warm and safe locations.
- If you do not have adequate supplies, you may want to go to a shelter.
- If you go outside to clear debris, snow or to prepare for the next storm, dress accordingly.

## Additional Resources, Links and Information

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- Federal Emergency Management Agency: [Winter Storm](#)
- Federal Emergency Management Agency: [Ready — Winter Weather](#)
- Federal Emergency Management Agency: [When the Sky Turns Gray - Animated Video](#)
- Centers for Disease Control and Prevention: [Winter Weather](#)
- National Weather Service: [Winter Storm Safety](#)
- American Red Cross: [Winter Storm Preparedness](#)
- United States Department of Labor - OSHA - [Winter Weather](#)
- Oregon OSHA - [Cold Stress Pocket Card](#)
- SAIF Corporation - [Slips, Trips, and Falls \(winter weather\)](#)

[<https://www.oregon.gov/das/Risk/Pages/PubsToolsRes.aspx>]

### DAS RISK MANAGEMENT

[www.oregon.gov/das/Risk/Pages/index.aspx](http://www.oregon.gov/das/Risk/Pages/index.aspx)

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*We commit to be KNOWLEDGEABLE, RESPECTFUL AND  
RESPONSIVE in business and interactions.*