

# COVID-19 Response: Opening Idle Facilities

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## Managing the challenges of opening an idle facility

COVID-19 has been an unprecedented event creating business, social and economic challenges, with many businesses idling facilities or reducing production capacity as a result. Our objective is to help our clients avoid risk to the physical plant during resumption of operations. Any CDC and WHO directives take precedent and should be followed. Our checklist below offers a guideline for restarting an idle facility. *(The checklist can be customized and can be made available as a mobile form. The mobile forms capture data along with photos. Reports are generated and sent from your mobile device.).*

The extent of shutdown, and the implementation of idle facilities procedures, are two of the factors in determining the scope of work needed to bring your physical plants back to operation. If a hard start is required, a very basic notion is to ensure that licensed contractors are consulted for items such as electric power, HVAC components, life safety and security systems. We also recommend contacting equipment manufacturers where appropriate.

The restrictions of social distancing caused by COVID-19 should be considered in your restart plans. Communicate your COVID-19 protocols for Personal Protective Equipment, social distancing, etc. to all contractors that may need to be on premises in advance. In turn, determine what protocols they may have, also, a few minutes of planning between you and your contractors could save valuable time.

Changes in production/operations are often accompanied by changes in hazards. Changes to storage arrangements, hazardous materials handling, supply chain, etc. should be discussed with process safety and fire safety professionals.

Aon's Property Risk Control consultants are available to support our clients during this time. Please feel free to reach out to your Property Risk Control consultant or any member of the leadership team listed herein.

## We're here to empower results

Contact an Aon Property Risk Control expert for more information on how we can help address your risk control and asset protection needs.

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## Property Risk Control Precautions for Opening Idle Facilities

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General	
<input type="checkbox"/>	Review and revise all emergency actions plans as necessary. Reassignments may be necessary due to employee turnover
<input type="checkbox"/>	All entrances to the site and buildings should be checked to assure that locks, hinges, frames, doors and windows are in good repair and operational. This should also include skylights, roof hatches, fences and gates. Be aware of signs of vandalism.
<input type="checkbox"/>	Re-assign employees access to keys to any entrances or sprinkler control valves. All employees that previously had keys that are being recalled, re-key those locks.
<input type="checkbox"/>	Activate employee card readers to provide access to the site for all employees who had been laid off or furloughed.
<input type="checkbox"/>	Emergency exits should be inspected to make sure they are fully operational.
<input type="checkbox"/>	Prioritize the critical electrical components of your facility and inspect the incoming utility source at you site.
<input type="checkbox"/>	If power was turned off proper lockout/tagout procedures in accordance with NFPA 70E while energizing equipment, turning systems on in phases. It may be necessary to hire a certified electrical contractor to perform this work.
<input type="checkbox"/>	Any buildup of trash, soiled work rags and other combustible debris should be removed from the facility.
<input type="checkbox"/>	Inspect and test all fire sprinkler protection systems components and alarms using a certified sprinkler contractor.
<input type="checkbox"/>	Confirm that fire extinguishers are in the proper locations, readily accessible and fully charged.
<input type="checkbox"/>	Physically turn all sprinkler control valves larger than 1.5 in. (40mm) or controlling more than five sprinklers to make sure they are operational.
<input type="checkbox"/>	Check all fuel sources (i.e. diesel fuel, gasoline, etc.) for water and other impurities that may cause a problem with operations.
<input type="checkbox"/>	Verify that all fire doors can close automatically and have not been damaged.
<input type="checkbox"/>	Inspect all critical boilers, pumps, chillers, cooling towers, ventilation and support equipment to make sure that are in all good operating condition.
<input type="checkbox"/>	The roofs, exterior of the buildings and the adjacent grounds should be inspected cleaned and repaired as needed. Particular attention should be paid to gutters and roof drains.
<input type="checkbox"/>	Verify that all equipment related to flammable liquid or other hazardous materials are in good condition and in proper working order – ventilation, safety cans, bonding, grounding, containment, etc. Consider purging any lines with nitrogen before re-introducing a flammable liquid.
<input type="checkbox"/>	Have a qualified safety specialist review the operations and perform appropriate risk assessments of any changed operations.
Electrical	
<input type="checkbox"/>	Have a certified electrical contractor inspect the physical integrity of the electrical system.
<input type="checkbox"/>	Consider the use of a qualified infrared testing company for inspection of critical equipment.
<input type="checkbox"/>	Inspect and test all UPS systems to make sure they are operational.
<input type="checkbox"/>	Upon re-energizing, take amperage readings and compared with the pre-event readings to confirm that all systems are back in operation.
<input type="checkbox"/>	Test all surge protection devices have been tested/inspected on the incoming electrical service.
<input type="checkbox"/>	Test all protective relays and circuit breaker trip devices have been tested and calibrated.

## Property Risk Control Precautions for Idle Facilities Checklist

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<b>Backup Power Supplies</b>	
<input type="checkbox"/>	Test and inspect your backup generators in accordance with NFPA 110.
<input type="checkbox"/>	Exercise the transfer switches to make sure they are operational.
<input type="checkbox"/>	Inspect/check the fuel, oil, coolant or exhaust leaks from the engines that may need attention.
<input type="checkbox"/>	Test and inspect the batteries under load.
<input type="checkbox"/>	Conduct a full-load test during which all electrical loads are transferred to the standby generators prior to reopening.
<b>External Security</b>	
<input type="checkbox"/>	Check and illuminate the exterior and entrances to make sure they are operational.
<input type="checkbox"/>	Test all motion-activated lighting near doors and windows.
<input type="checkbox"/>	Remove any temporary installed signs around the building
<input type="checkbox"/>	Check all basement entries that are hidden from view. These should be secured with locking ground-level doors.
<input type="checkbox"/>	Inspect all ladders, external stairways and fire escapes allowing access to roof should be secured.
<input type="checkbox"/>	Test your video surveillance equipment.
<b>Internal Security</b>	
<input type="checkbox"/>	Review your internal security force at your sites.
<input type="checkbox"/>	Train/retrain your security personnel on where shutoffs are for utilities, sprinkler systems and potable water to mitigate water losses in the event of an accidental leak.
<input type="checkbox"/>	Test all burglar alarm systems.
<input type="checkbox"/>	Review and update your current list of all individuals that have access to keys and change locks periodically.
<input type="checkbox"/>	Be aware of individuals who may still be disgruntled that may cause damage to property through arson or vandalism.
<b>Community Awareness and Cooperation/First Responders</b>	
<input type="checkbox"/>	Be aware that vandalism can be a precursor of arson.
<input type="checkbox"/>	Appoint a person to be a liaison with law and fire officials.
<input type="checkbox"/>	Work with law enforcement officials to reeducate staff on recognizing unusual activities.
<input type="checkbox"/>	Conduct a pre-fire planning session and review/update your emergency action plans in the event of a fire at the facility.
<input type="checkbox"/>	Re-familiarize fire department personnel with sprinklers and alarms that are in service.
<input type="checkbox"/>	Make sure the fire department has keys for easy access or knows where to meet on-site security staff.

## Property Risk Control Precautions for Idle Facilities Checklist

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Training	
<input type="checkbox"/>	Retrain all personnel in safe operation of equipment if shutdown has been extended.
<input type="checkbox"/>	Refresh all personnel that will conduct hot work operations in the safe performance of those duties.
<input type="checkbox"/>	Provide general safety training for all employees as if they were new hires.
<input type="checkbox"/>	Review your sites the sprinkler impairment procedures that you had in place to monitor any sprinkler closures and fire pump issues.
<input type="checkbox"/>	Review with all employees assigned to response activities in the event of an emergency – someone to call the fire department, someone to isolate utilities, someone to check that the fire systems are operating correctly, and someone to guide public response teams, etc.

### Meeting the Challenge – The Aon Approach

Aon provides property risk control and engineering services globally, offering our clients access to a team of more than 500 qualified professionals, who average over 15 years of relevant experience. All our recognized industry thought leaders collaborate effectively to meet the specific needs of each of our clients, leveraging proven and globally consistent processes and protocols.

Aon assigns a lead consultant to each client engagement, who deploys and oversees all relevant Aon resources to deliver a strategy built around the client's specific value, growth, profitability and continuity objectives.

Our track record spans all industries and geographies, and our impact on cost of risk for many clients can be measured in millions of dollars in direct and indirect savings, as well as improved insurance terms and conditions. Furthermore, clients often benefit from reduced costs of engineering solutions implemented with the support of Authorities Having Jurisdiction, ensuring compliance with building codes around the world.

### About Aon

Aon is a leading global professional services firm providing a broad range of risk, retirement and health solutions. Our 50,000 colleagues in 120 countries empower results for clients by using proprietary data and analytics to deliver insights that reduce volatility and improve performance.

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