PRIMA'S 2018 RISK MANAGEMENT
WEBINAR SERIES

Property Conservation Essentials

Define
Property Conservation

Discuss the Purpose of a Property Conservation Program

Review Property Conservation Implementation Strategies

Explain the Common Exposures and Recommendations for Protecting Public Assets

Property Conservation



Each public agency is encouraged to develop and implement a property conservation program.

What is property conservation?

Property Conservation is the organized and managed effort directed toward *loss prevention* and *pre-planned* emergency action.

What is a property conservation program?

Property Conservation Program

A property conservation program is a planned approach towards the elimination of conditions that can cause a crippling financial loss to a town, city or public agency.

Most importantly, the purpose of a property conservation program is to preserve the assets of the public agency.



Key Implementation Strategies

Implementation Strategies

Implementation Steps:

Implementation Strategies

When implementing your program, you must first ask:

- What do we own?
- Where is it located?





IMPLEMENTATION STRATEGIES

Capital (Fixed) assets list is one of the best places to start!

SAMPLE CAPITAL ASSETS LIST

Assessment made by: _____

ITEM NO.	Building and Address	Square Footage	Replacement Cost
1.	Water Filtration Plant Admin Bldg. 3330 Olsen Lane	3,000 sq. ft.	$200,000
2.	City Hall 100 Main Street	5,000 sq. ft.	$500,000
3.	Fire Station #1 1313 Mockingbird Lane	10,000 sq. ft.	$1,000,000

Implementation Strategies

Members should:

- Conduct regular documented property inspections.
- Identify hazards that can lead to loss.
- Ensure that proper loss control efforts are implemented.







Responsibility and Accountability

SAMPLE

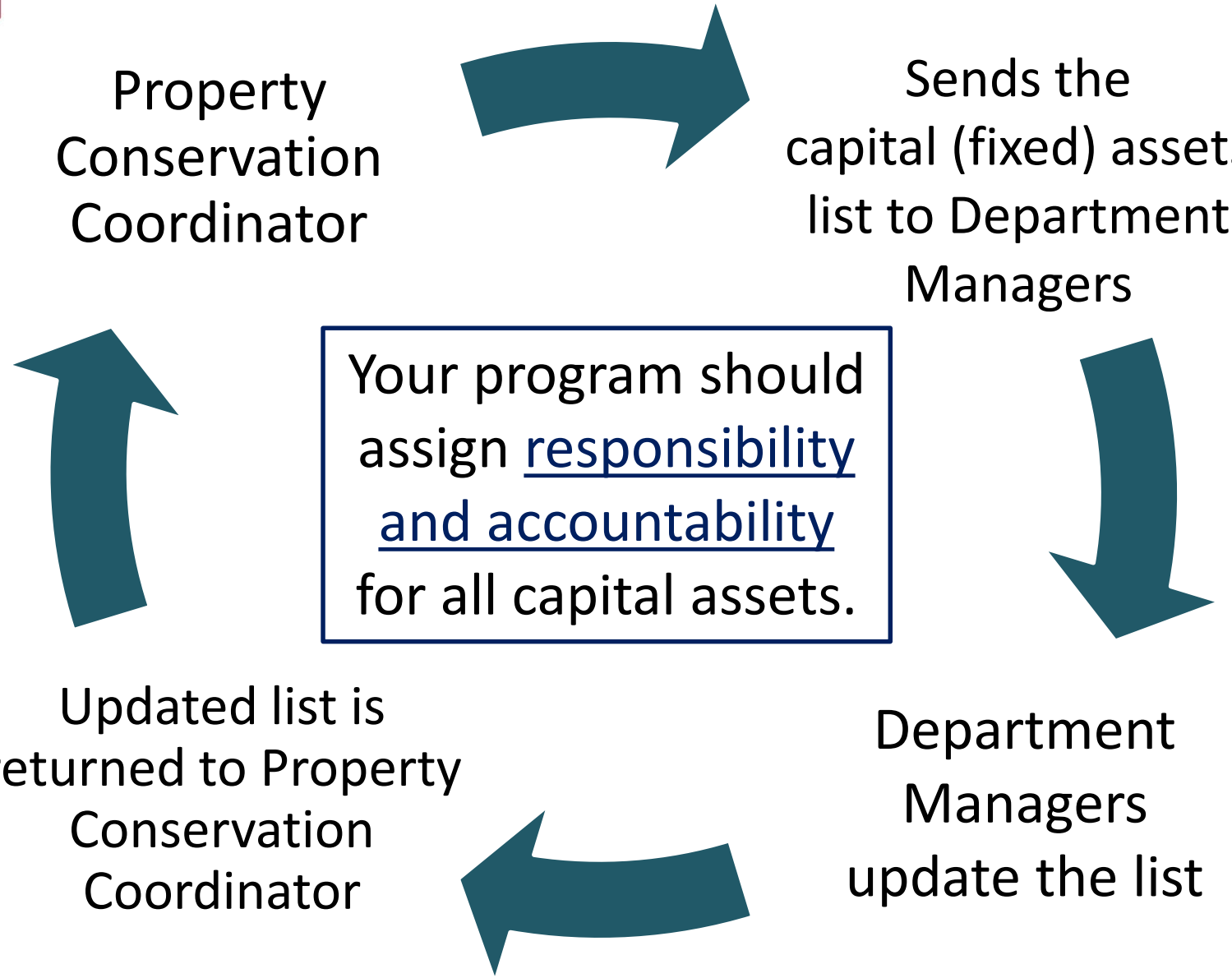
Property Inspection Form

This inspection form is by no means all-inclusive. It is designed to assist employees with the task of inspecting for basic property hazards. Items may need to be added or deleted from this form depending on the type of property to be inspected and the kind of activities present at or in the property.

DATE:	INSPECTED BY:		
AREA INSPECTED:			
Electrical Safety	**YES**	**NO**	**N/A**
Access to electrical rooms restricted to authorized personnel, signage posted, keys Identified and labeled	☐	☐	☐
Breakers/switches in electrical panel boxes labeled.	☐	☐	☐
Storage prohibited in electrical rooms	☐	☐	☐
Power panels/panel boxes accessible in accordance with local fire codes and OSHA standards.	☐	☐	☐

Designate the Risk Manager (or other staff member) as the Property Conservation Coordinator, and ensure that managers at every level have been informed of their responsibility for protecting assets.

Responsibility and Accountability



EMERGENCY ACTION TEAM

An **Emergency Action Team** made up of members from each department or functional area should be designated to assist in protecting public assets.



Make Use of Local Professional Fire Personnel



Local fire prevention officer should conduct a **fire safety survey** of each public building.

Pre-Fire Planning

Local fire department should <u>also</u> conduct a **<u>pre-fire planning</u>** visit for each public building.

Pre-fire planning simply means that department, a department r becomes fami with a propert fires in the mo way



SMOKING AS A FIRE HAZARD



Smoking should be prohibited in areas with flammable or highly combustible materials, and should be controlled in other buildings or storage facilities.

CONTROL SMOKING AS A FIRE HAZARD



CONTROL SMOKING AS A FIRE HAZARD



Implement a no Smoking Policy

- Unextinguished cigarettes carelessly or deliberately exposed to clothing, furniture or other combustible materials can eventually ignite and cause significant destruction of property.



Implement a no Smoking Policy

- Cigarette butts, unless totally extinguished, can blow into garages and ignite flammable and combustible materials.





- **<u>It is recommended that a no-smoking policy is implemented and enforced in all buildings to reduce the risk of fire.</u>**

Implement a no Smoking Policy

- Finally, if a designated smoking area is allowed in a building or outside the building, a cigarette butt receptacle should be available for use.

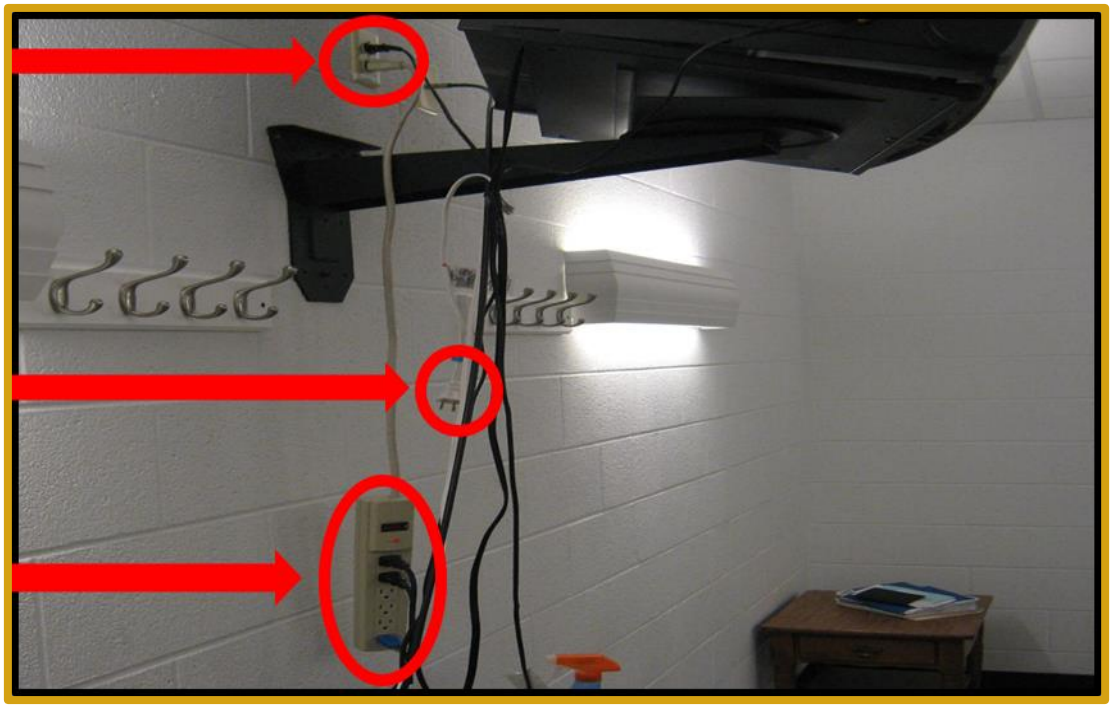


Hazards of Welding and Cutting Operations



Welding, cutting and other hot work operations should be conducted in areas clear of flammable & combustible items.

Overloaded Circuits



Whenever electrical equipment is added to an office or work area, circuits should be tested for adequacy and additional circuits added if necessary.

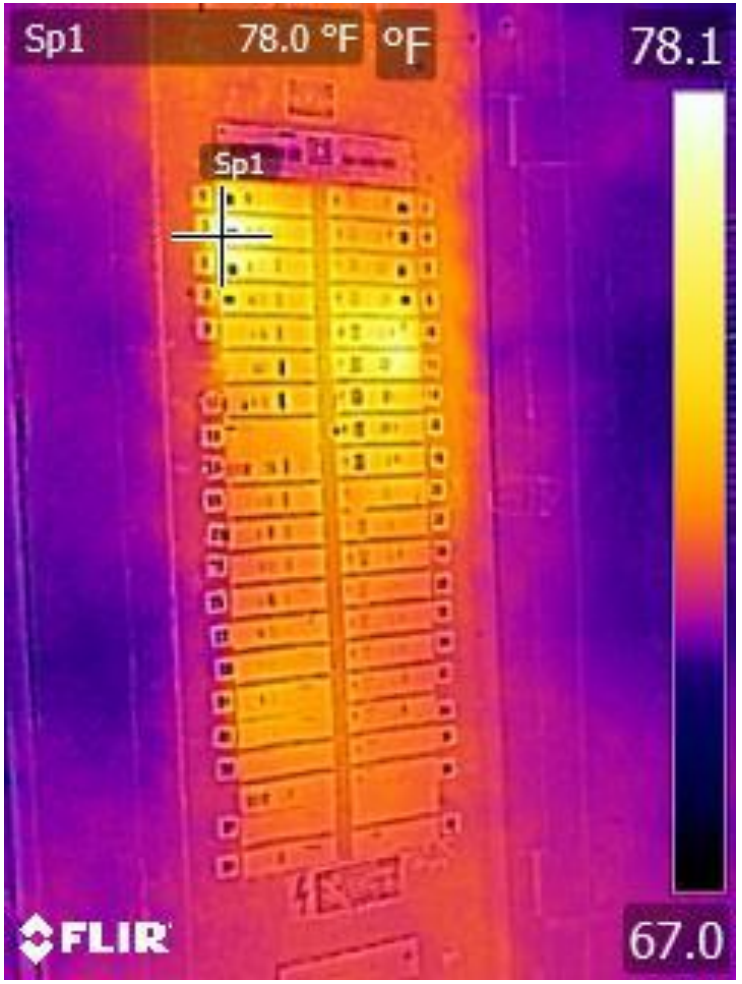
Grounding of Electrical Circuits



All electrical circuits should be properly grounded.

Thermal Imaging





Extension Cords



Other Electrical Issues



Other Electrical Issues



Other Electrical Issues



Other Electrical Issues



Other Electrical Issues



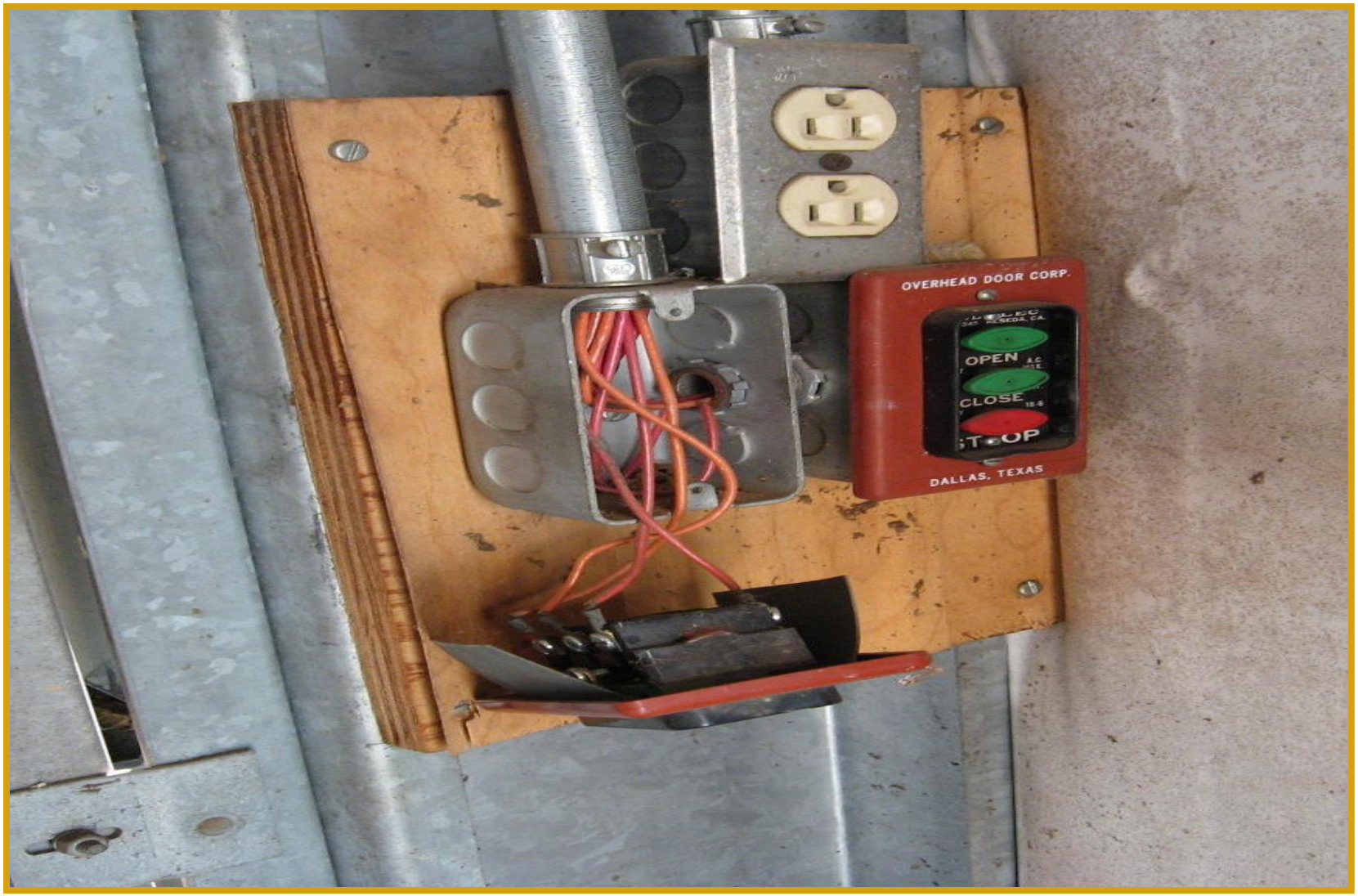
Other Electrical Issues



Other Electrical Issues



Other Electrical Issues



- It is recommended that electrical panel doors remain closed at all times for fire and/or spark protection.
- It is also recommended that plastic blanks be installed in the void spaces to prevent possible fire and/or personal injury.
- Finally, it is recommended that no combustible materials be stored within 30” of electrical panels, water heaters or other mechanical/electrical equipment.

GOOD HOUSEKEEPING



Maintain **reasonable housekeeping** at all facilities and worksites.

Good Housekeeping

- Good housekeeping is a basic element of a property conservation program.
- Good housekeeping is the beginning of loss prevention.
- The proper use of housekeeping controls helps to minimize fuel sources.



HOUSEKEEPING RECOMMENDATIONS

- It is recommended that a housekeeping program is implemented.
- Combustible materials like straw or hay should not be stored in buildings.





HOUSEKEEPING RECOMMENDATIONS

- There should be proper storage of files, excess equipment, spare parts, or tires, and used oils should be discarded through approved procedures.



HOUSEKEEPING RECOMMENDATIONS

- Removing sawdust shavings or excess lumber from woodworking areas reduce risks
- And finally, cleaning up oil spills, and making sure all trash cans are emptied at the end of each work day.



Storage of Propane Tanks & Steel Chemical Tanks

- It is recommended that propane tanks be stored outside of buildings in a well-ventilated area.



- It is also recommended that steel chemical bottles, such as chlorine bottles, nitrogen bottles and acetylene bottles be secured to walls or placed in stands to prevent tipping.

GASOLINE STORED NEAR ELECTRICAL PANELS



Improper Storage of Propane Tank



Improper Storage of Propane Tanks



Sulfur Dioxide Bottles Could Tip Over



Portable Fire Extinguishers



Every public agency should provide **portable fire extinguishers** within its facilities.

Portable Fire Extinguisher



It is recommended that all portable fire extinguishers are inspected and tagged annually by a certified safety contractor

Portable Fire Extinguishers

- Portable fire extinguishers are the first line of fire suppression.

- The proper and immediate use of a portable fire extinguisher can mean the difference in a small fire and a large fire with severe financial consequences.

Portable Fire Extinguishers

- Managers should ask the assistance of the fire prevention officer to determine the proper size, number and placement of portable fire extinguishers in a building.
- Once in place, employees should be trained on the proper use of fire extinguishers.



Portable Fire Extinguishers

- Each extinguisher should be checked on an annual basis.

- Finally, a discharged extinguisher should be recharged and serviced immediately after use.

Wind Damage



Regarding windstorms, make sure all buildings with metal roofs and metal sheet siding are securely fastened to the roof beams or joists.

Overhanging Limbs & Roof Damage



It is recommended that overhanging limbs are trimmed away from buildings to prevent possible roof damage.

This Tree Could Do Some Damage



It is also recommended that trees and shrubs are trimmed away from buildings to prevent damage to the foundations.

LIGHTNING PROTECTION



It is recommended that radio towers are properly grounded for lightning protection.

Losses from Vandalism and Burglary



- Buildings & mobile equipment should be secured after hours.
- Buildings & parking areas should be well-lit.
- Alarms should be installed & wired to a central alarm system.

Losses from Vandalism and Burglary



- Police patrol should include public buildings & areas where equipment is stored.
- Serial numbers of expensive equipment should be recorded.
- Security fences should be installed where needed.

Segregation of Vehicles and Equipment

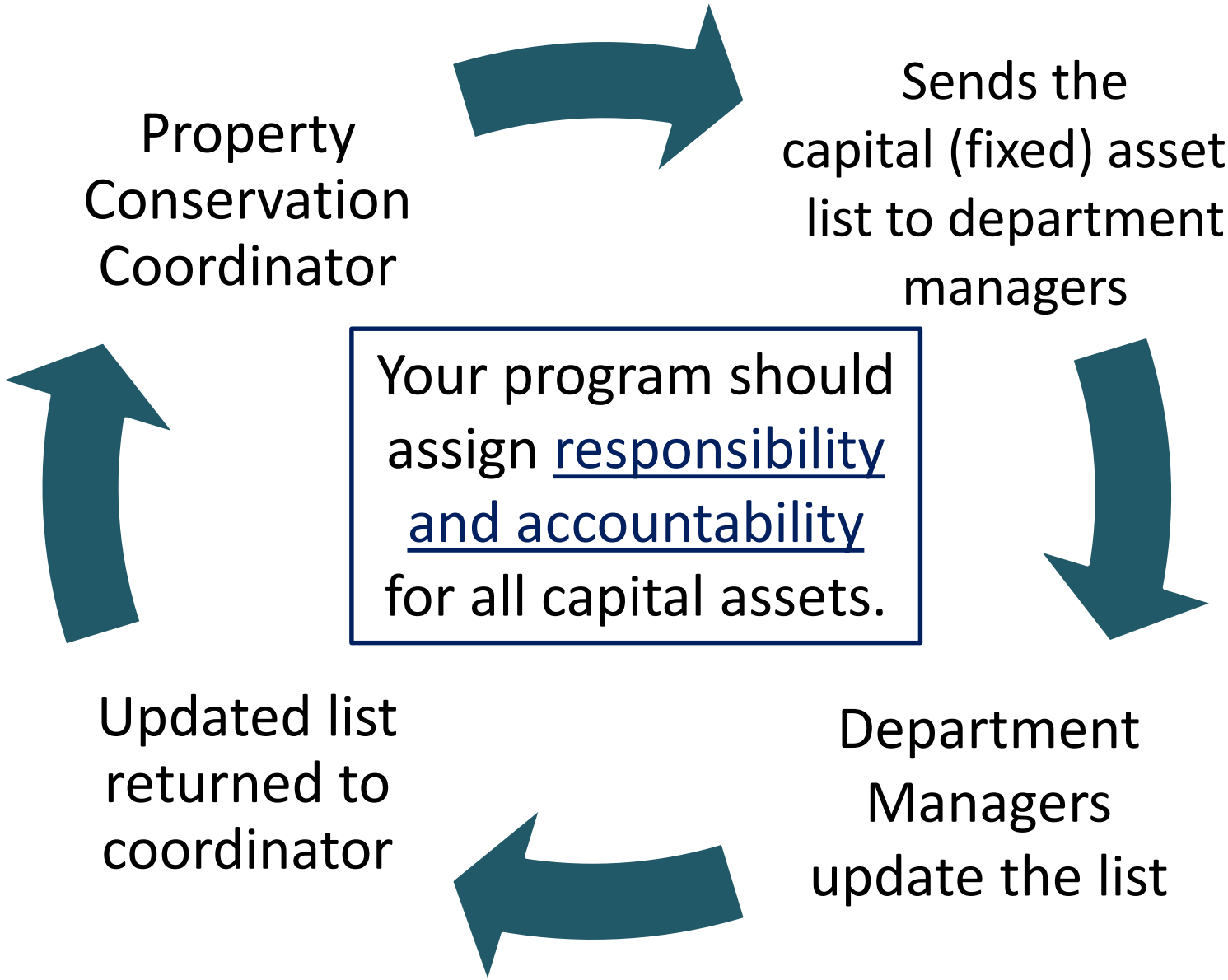


Ensure that vehicles & equipment are not all stored within one large facility. Similar equipment should be segregated into at least 2 storage areas.

PROPERTY LOSS CONTROL

In conclusion, implementing a property conservation program with proactive loss control can lead to a reduction in losses and insurance costs. In fact, controlling losses at the source remains the most effective way to protect property and contain insurance costs.

Responsibility and Accountability



THANK YOU!

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