

# Flood Preparedness Checklist

## PLAN AND PREPARE YOUR BUSINESS FOR FLOODS

Flooding is a temporary overflow of water onto land that is typically dry. Failing to evacuate flooded areas, entering flood waters, or remaining after a flood has passed can be deadly.

The following checklist will help keep your business afloat even if the worst happens. Most companies can save between 20% and 90% on the cost of stock and portable equipment by taking action to prepare in advance of flooding.

These steps will help mitigate your organization's risk and protect your assets, revenue, and most importantly, your people.

### FLOODS MAY:

- Be a result of rain, snow, coastal storms, storm surges, and overflows of dams.
- Develop slowly or quickly, with flash floods occurring with no warning.
- Cause outages, obstruct transportation, damage buildings, and create landslides.

## BEFORE THE FLOOD

Review emergency plan and evaluate your area's flood risk with your team and key employees.

Take all necessary steps to prevent the release of dangerous chemicals that might be stored on your property, locate gas main and electrical shut-offs, and anchor all fuel tanks.

Postpone any deliveries of nonessential goods.

Contact your insurance agent to discuss policy and coverage through the National Flood Insurance Program (NFIP).

Establish emergency communication method (e.g., alert notification and incident management system); identify meeting place and time for all key employees in crisis management team; create voicemail for evacuation or office closure.

Ensure you have an accurate and accessible inventory list.

Use plugs to prevent floodwater from backing up into sewer drains, or install flood vents or flood proof barriers.

Stay tuned to local television and social media accounts. Check if your city or county has an emergency alert system and note how they'll be updating the public.

Contact Agility Recovery to go on alert; this will enable you to exchange contact information and set up regular communication times to discuss your status.

Ensure you have an emergency communication plan.

## DURING THE FLOOD

Check if everyone is safe.

Contact organizational stakeholders including employees, board members, customers, and media members with audience appropriate updates.

Send noncritical employees home or notify them not to report to work.

Raise elevators to the 2nd floor and turn off.

Stay tuned to local media; safely evacuate when required.

Take cell phones, chargers, emergency kits, and critical hardware with you.

Unplug electrical items.

Consider redirecting your business phones to cell phones in the event of evacuation or office closure through an answering service, Google Voice, or Agility Recovery.

Contact Agility Recovery to go on alert; this will enable you to exchange contact information and set up regular communication times to discuss your status.

## AFTER THE FLOOD

Listen to news reports to learn whether the community's water supply is safe to drink.

Avoid floodwaters; water may be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.

If you must drive, take extra precautions. Read our guide to driving in flood conditions on the next page.

Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.

Contact employees using alert ladder notifications system and discuss next steps.

Review any damage to assets and contact your insurance agent.

# Flood Preparation 101

## KNOW THE TERMS:

**Flood Watch:** Flooding is possible. Tune in to NOAA Weather Radio, commercial radio, or television for information.

**Flash Flood Watch:** Flash flooding is possible. Be prepared to move to higher ground; listen to NOAA Weather Radio, commercial radio, or television for information.

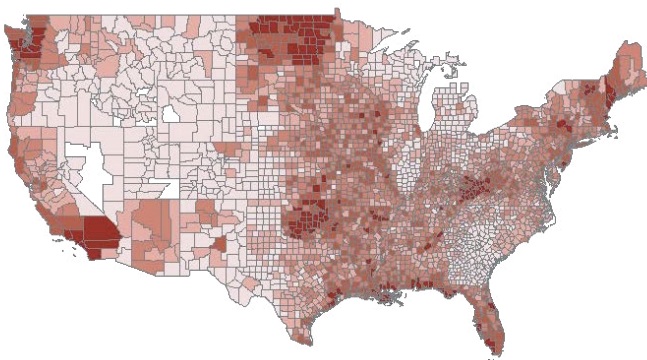
**Flood Warning:** Flooding is occurring or will occur soon; if advised to evacuate, do so immediately.

**Flash Flood Warning:** A flash flood is occurring; seek higher ground on foot immediately.

## A SHORT GUIDE TO DRIVING IN FLOOD CONDITIONS:

- If you can avoid driving, please do.
- If you see a flooded road turn around. According to FEMA, most flood fatalities happen because people try to drive through dangerous waters.
- Six inches of water will reach the bottom of most passenger cars, causing loss of control and possible stalling. Water at 12 inches can sweep most cars off the road entirely.
- Be aware of areas where floodwaters have receded. Roads may have weakened and are at risk of collapsing.

## FREQUENCY OF FEMA PRESIDENTIAL DECLARATIONS 1964-2016



Presidential disaster declarations related to flooding in the United States and Puerto Rico:

- 1 - 6
- 7 - 10
- 11 - 14
- 15 - 19
- 20 - 29

References: [ww.arcgis.com](http://ww.arcgis.com), [www.read.go](http://www.read.go)