

# Flood Emergency Checklist

## Before the Flood:

- **Emergency Plan with a Dash of Drama:** Develop and review your Emergency Plan with your team, key employees, and third parties. Think of it as your business's own action-packed blockbuster!
- **Chemical Blockade in Style:** Prevent the release of dangerous chemicals stored on your property. Locate gas mains and electrical shut-offs, and give those fuel tanks a little anchor love.
- **Sandbags: Your Flood-fighting Allies:** Assemble and use sandbags in flood-prone areas. It's like building your own fortress against the floodwaters – just add a moat!
- **Turn Off the Drama... and the Gas:** Turn off gas and electricity before leaving the property. It's like powering down the set after a big show – safety first, folks!
- **Flood-Proof Your Delivery Drama:** Postpone goods receipt (deliveries, couriers, etc.). It's like telling delivery trucks, "Sorry, the show's canceled due to flooding!"
- **Insurance Plot Twist:** Discuss your insurance policy, coverage, and claims procedures with your insurance broker. It's time for your business to have its own superhero cape – insurance coverage!
- **Communication Heroes Unite:** Establish an emergency communication method and meeting place for your key employees. It's like creating your own Avengers team to tackle floods.
- **Elevate and Relocate:** Elevate equipment, stock, and records off the floor. Move them to higher ground like they're getting VIP treatment at a celebrity party.
- **Tech Cover-Up with a Twist:** Back up computers, cover them with plastic bags, and move them to a high point. It's like giving your computers their own flood-proof superhero suits!
- **Important Files in a Lifeboat:** Place important files and documents in sealed plastic bags, relocate them to higher ground, or a high area. They're like the precious cargo on a rescue mission.
- **Emergency Kit: The Ultimate Swag Bag:** Update disaster recovery kits and initiate crisis backup procedures. Think of it like packing a survival kit with everything you need for a surprise adventure.

## During the Flood:

- **Employee Evacuation Drama:** Relocate employees to a safe location before floodwaters rise. It's like getting everyone backstage before the big flood show starts.

- **Activate the Business Show Must Go On:** Activate the business continuity plan, if needed. It's like sending in the understudies to keep the show running smoothly.
- **Elevator Relocation Extravaganza:** Move elevators to the 2nd floor and turn them off. It's like giving the elevators their own backstage pass to the higher levels.
- **Stay Informed: Drama on Air:** Stay informed through local media and evacuate as required. It's like getting the latest scoop on the dramatic weather report.
- **The Great Evacuation Remix:** Remind employees to take essentials when evacuating. It's like reminding them to grab their backstage passes and emergency kits.
- **Technology's Grand Exit:** If possible, take critical hardware and unplug electrical items left behind. It's like unplugging the stage equipment before the floodwaters start their dance routine.
- **Communication: The Post-Flood Reboot:** Redirect business phones for effective post-event communication. It's like giving your phones a new script for the post-flood scene.
- **Media Monitoring for Drama Kings and Queens:** Monitor local radio, TV, and online platforms for real-time updates on flood conditions. It's like following the play-by-play commentary of a thrilling flood match.
- **No Utilities, No Drama:** Turn off utilities if instructed by authorities to prevent further damage. It's like the ultimate power-off for a dramatic effect.
- **Vehicles to the Rescue:** If safe, move vehicles to higher ground to prevent damage. It's like parking your vehicles in the VIP section away from the flood zone.

#### After the Flood:

- **Media Rundown and Refreshments:** Listen to media reports regarding the safety of the water supply. It's like getting the news update and grabbing a tub of popcorn for the next act.
- **The Floodwater No-Entry Policy:** Avoid floodwaters; they may be contaminated or electrically charged. It's like staying out of the splash zone during a water park adventure.
- **Roads and Dams: Flood's Comedy Duo:** Watch for weakened roads and check for electrical hazards. It's like navigating through the post-flood obstacle course.
- **Damage Assessment: Scene Inspection:** Implement damage assessment procedures, focusing on employee safety. It's like the investigative team getting to work to uncover the flood's drama.

- **Flashlights and Drama Reveal:** Use flashlights to inspect building integrity and gas lines. It's like being in your very own flood-themed detective show.
- **Inventory: Lights, Camera, Action!** Inventory all damage unit-by-unit, documenting with photos. It's like cataloging the aftermath scenes for a blockbuster movie.
- **Vendor Cleanup: The Post-Flood Cast:** Contact vendors for cleanup and mitigation. They're like the behind-the-scenes crew making the set sparkle again.
- **Adjuster Call: Time for a Rewrite:** Report damage to your insurance broker and retain receipts. It's like sending in the report to the insurance scriptwriters for a coverage review.
- **Business Continuity Encore:** Initiate the business continuity plan and monitor local authorities. It's like getting the sequel ready with a better storyline after the flood plot twist.
- **Employee Reunion Drama:** Contact employees and discuss next steps. It's like planning the cast reunion for the post-flood wrap-up party.

### Your People:

- **Emergency Communication in the Limelight:** Ensure you have an emergency communication plan in place. It's like setting up a secret messaging system for your very own spy thriller.
- **Contacts: Your Cast and Crew:** Have all contact information on hand for employees, vendors, and clients. It's like having your own rolodex of characters for the flood adventure.
- **Location, Location, Location:** During evacuation, designate a central point of contact for all employees. It's like assigning a meeting spot for your ensemble cast during intermission.
- **Notification Drama:** Notify critical people of next steps after the flood. It's like sending out invitations to the after-party, complete with flood-themed cocktails.
- **Preparedness App: Your Pocket Sidekick:** Install the Red Cross Get Prepared Smartphone app. It's like having a personal assistant guiding you through flood preparation steps.
- **Emergency Kit: Your Survival Swag:** Keep an emergency kit stocked with supplies for three days. It's like having your survival toolkit for the flood-themed camping trip.
- **Flood-Proof Humor:** Remember, a sense of humor can lighten the mood even during a flood. It's like adding a comedic twist to an otherwise dramatic situation.
- **Above All, Stay Safe and Smiley:** Taking the time to plan and prepare for floods is like getting your business and team ready for the best

performance, rain or shine. And remember, floods might be dramatic, but your preparedness can steal the show!

### **Flood Hazard Analysis:**

- **Mapping the Drama:** Nearby flood sources – think rivers, creeks, and streams – are like the dramatic villains in this story.
- **The Floodplain Plot Twist:** Check flood maps to see if your site is in a flood plain. It's like reading the script to see if your business has a surprise plot twist.
- **Historical Flashbacks:** Consider historical flood events like flashbacks in a movie. It's like learning from the past to navigate the present flood situation.
- **Water Runoff Drama:** Identify areas where water runoff collects. It's like figuring out where the water's main stage will be.
- **Basement High Drama:** Check basements with important stuff for flood exposure. It's like safeguarding the backstage area of your business from water intrusions.
- **Drainage Drama Queen:** Be wary of sewer and drain lines. They're like divas that could throw a fit and cause water backup into your building.
- **Access Road Drama:** Access roads can be flood-vulnerable entrances. It's like checking if the red carpet is getting soaked before the big premiere.
- **ARC Engineer: Flood Risk Expert:** Call your local ARC engineer for their expert assessment. It's like calling in a flood risk detective to uncover potential trouble spots.
- **Pre-flood Plotting:** Develop a comprehensive flood emergency plan – your business's escape plan. It's like drafting a thrilling climax to your flood movie.
- **Training: Flood Academy:** Train your team annually for their flood roles. It's like preparing the cast for their flood-related character arcs.
- **Emergency Supplies: The Flood Kit:** Assemble emergency supplies in a safe spot – like your business's survival arsenal. It's like packing props for the dramatic flood scene.
- **Salvage and Recovery Choreography:** Plan for salvage and recovery operations – the business's resurrection choreography. It's like preparing the encore after the flood performance.
- **Business Continuity Sequel:** Craft a business continuity plan for post-flood recovery. It's like planning a sequel that picks up right where the flood story left off.

Remember, even in the midst of flood drama, a little humor and preparation can make the difference. Stay safe, stay dry, and make your business's flood story one for the books!

 **Call:** 021-877-504 for expert flood preparedness assistance.

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