

Flood Preparedness Checklist

The following checklist will help keep your operations afloat in case of a serious flood. Most organizations can save 20-90% on the cost of stock and movable equipment by taking action to prepare in advance of flooding. The following resources and tools will help mitigate your risk and protect not only your continuity of operations, but also the most critical element of your operations – your people.

✓	Before the Flood
	Review Emergency Plan with 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, anchor all fuel tanks.
	Postpone any receipt of goods – deliveries, couriers, etc.
	Establish emergency communication method (Alert Notification System, phone tree, etc.); identify meeting place and time for all key employees on Crisis Management Team; create voicemail for when evacuated or out of office, etc.
	Update disaster recovery kits and begin crisis back-up procedures.
	Maintain accurate inventory of product and supplies on site.
	Use plugs to prevent floodwater from backing up into sewer drains, or install flood vents/or flood proof barriers.
	Stay tuned to local media and community messaging. Provide all parties with as much information as possible.
✓	During the Flood
	Life Safety is paramount.
	Begin implementing your continuity plan.
	Send unneeded staff home.
	Raise elevators to the 2 nd floor and turn off.
	Stay tuned to local media and evacuate when required, safely.
	Take cell phones, chargers, and emergency kits with you.
	Take all critical hardware with you, unplug electrical items, etc.
	Consider your inbound phone lines and decide whether to redirect calls to cell phones, an answering service, Google Voice, or Agility lines.
✓	After the Flood
	Determine whether the community's water supply is safe to drink.
	Avoid floodwaters because they might be contaminated by oil, gasoline, or raw sewage. Water may also be electrically charged from underground or downed power lines.
	Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
	Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.
	Implement your Disaster Recovery Plan and monitor all local authorities.
	Contact employees via determined method of communication and discuss next steps.
	Contact PACIF to report any claims, discuss coverage, and have questions answered.
✓	Your People
	Ensure you have a Crisis Communication Plan in place prior to the storm, evacuation, or threat.
	Have all employee, vendor, and community contact information on hand.
	Use the Alert Notification System on myAgility to keep everyone aware of status and next steps.
	During evacuation, have a central point of contact for all employees and ensure that you know where your people are located.
	Following the flood and damage assessment, notify all critical parties of next steps.