

BUSINESS PREPAREDNESS FOR FLOODS

Helping to Mitigate your Risk for Flood Interruption

Floods are one of the most common and widespread of all disasters, especially during our rainy season, and flash flooding continues to pose a severe threat to businesses and is quite frequent now.

The following checklist will help businesses prepare and develop a mindset of 'preventative precautionary measures and may well keep your business afloat even if the worst happens. Most businesses can save much of their stock and movable equipment, if not all, by taking preventative and precautionary action in advance of flooding.

The following resources and tools will help mitigate your risk and protect not only your business, but also the most critical element of your business – 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 main gas and electrical shut-offs (circuit box, fuse box) and anchor all fuel tanks
- Postpone any receipt of goods - deliveries, couriers, etc.
- Contact insurance agent, discuss policy, etc.
- Establish emergency communication method
- Identify meeting place and time for all key employees in 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 on site
- Use plugs to prevent flood water from backing up into sewer drains, or install floodvents / or flood proof barriers
- Stay tuned to local media & community messaging

DURING THE FLOOD

- Life safety is paramount
- Begin next phase of your business continuity plan
- Send non-critical staff home
- Raise elevators to the second floor and turn of
- Stay tuned to local media and evacuate when required
- Take cell phones, charger, critical hardware, and emergency kits with you
- Unplug electrical items before leaving
- Consider your business phones and redirection to cell phones, an answering service, or Google Voice

AFTER THE FLOOD

- Listen for 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
- 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
- Contact employees via determined method of communication and discuss next steps
- Contact your insurance agent

YOUR PEOPLE

- Ensure you have an emergency communication plan in place prior to the flood, evacuation, or threat
- Have all employees, vendors, and client contact information on hand
- During evacuation have a central point of contact for all employees, and ensure you know where your employees are located
- Following the flood, notify all critical people of next steps, based on damage.

