

## FLOOD

Floods are among the most frequent and costly natural disasters in terms of human hardship and economic loss. The following checklist is meant to help you identify the areas of your business that are most susceptible to flooding and to suggest ways to minimize damage. While you may need to consider additional items for your particular situation, some items on this list may not apply to you.

1. What are the likely sources of flood water in your business location. (Check all that apply.)

- Heavy rainfall
- Snow melt
- Hurricane
- Leaky water pipes

2. How would water enter your facility? (Check all that apply.)

- Through windows
- Through doors
- Through the plumbing system

3. What is the maximum water level expected

- 1-3 feet
- 3-6 feet
- Over 6 feet

4. Could floodwaters surround the facility, making it inaccessible to emergency help?

- Yes
- No

4a. If "Yes," what are the options to solve the problem?

- Install the proper drainage immediately
- Develop an emergency plan
- Build a moat around the facility?
- Other

5. Some steps to take BEFORE a flood:

- Store response and salvage tools such as mops, pails, squeegees, large waterproof tarpaulins for covering vital equipment and stock, and sand and bags for making sandbags

Check sump pumps to make sure they are in good operating order

If your business location is below ground level, have you installed a sump pump system?

Yes

No

Raised all utilities and equipment, such as the water heater, oil tanks, furnace and electric wiring, above the base flood level?

Yes

No

Stored inventory in areas above the base flood level?

Yes

No

Installed flood shields for windows, doors, and ground level openings?

Yes

No

6. Some steps to take AFTER a flood:

Move your operation out of the affected area if able to do so

7. Do you have a written emergency preparedness plan?

Yes

No

7a. If "Yes," does your plan include:

Master list of the names, home addresses, and phone numbers of all employees?

Plan to move your operation to a location out of the affected area?

Location of main fuse box or circuit breaker panel?

A way to transport or raise building contents including vehicles, carts, pulleys, pallets...

Actions to take in response to a flood warning and the names of those responsible for taking the action?

\_\_\_\_ Procedure for notifying employees?

\_\_\_\_ Procedure for shutting down electrical services?

\_\_\_\_ Procedure for relocating stock or equipment, particularly high-value items or those critical to continued operation?

\_\_\_\_ Procedure for covering large, stationary machines with water displacing, rust-preventive compound or large plastic sheets?

\_\_\_\_ Procedure for placing sandbags around possible entry points?

\_\_\_\_ Salvage and clean-up operations and the names of those responsible for taking action?

\_\_\_\_ Procedure for restoring electrical services on an item-by-item basis, only after thorough checkout by competent persons?

\_\_\_\_ Procedure for relocating salvageable and undamaged stock and supplies?

\_\_\_\_ Procedure for initiating a continual fire watch until normal operations are resumed?

\_\_\_\_ Procedure for restoring sprinkler protection?

\_\_\_\_ Procedure for removing water and mud from premises?

\_\_\_\_ Procedure for removing combustible debris?

There are four phases to effective emergency planning (1) identify and rank your risks, (2) take steps to reduce the damage, (3) respond to the emergency, and (4) recover from the emergency. Much can be done to minimize the effect of flooding. Preparedness is the key.

For additional information contact: Massachusetts Emergency Management Agency (MEMA) 508-820-2000 [bill.perry@state.ma.us](mailto:bill.perry@state.ma.us). [www.state.ma.us/mema](http://www.state.ma.us/mema).