

CHECKLIST #7**FLOOD SAFETY CHECKLIST**

If you are at risk from flooding, here are protective measures that need to be taken:

Preparatory Stage

- KNOW YOUR RISK!

Contact your insurance agent to determine if your business is in the 100-year or 500-year flood plain. If it is, purchase flood insurance! If it isn't, consider purchasing flood insurance. More than 40% of all disaster flood loans are made to victims outside of the designated flood plain. Check your policy (ies) to ensure your business is adequately protected.

- DISASTER SUPPLIES KIT

Your kit may include a stock of food that requires no cooking/ refrigeration, but it should - at a minimum - have a first aid kit and weather alert radio.

- If you are vulnerable to flooding, consider acquiring sandbags or other materials to slow seepage into your building. Investigate other methods to reduce your risk of flooding including floodproofing, elevation or relocation.
- Have a plan to protect your records, equipment and files. Move valuable objects higher. Place them on shelves, tables and counter tops.
- Fuel your vehicle(s) and check oil and water.

AFTER THE FLOOD: SAFETY TIPS FOR EMPLOYEES

- Stay on higher ground until coast is clear.
- DO NOT DRIVE ON A FLOODED ROAD
- Don't attempt to wade in the water.
- Stay away from disaster areas.
- Do not handle live electrical equipment.
- Report downed power lines.
- Keep tuned to local stations for emergency information.