

## ***Before a Flood***

### **Plan for a flood**

There is much you can do ahead of time to plan for a flood that will inevitably minimize the risks your business will sustain. First have your emergency plan in place. You will integrate much of the information you have collected in the [Emergency Action Plan](#).

#### **Key points in the plan:**

- Consult with local flood management authorities to determine what factors in the area are likely to produce flooding and how much warning are you likely to have.
- [Communications and Emergency Contacts List](#)
- Critical Equipment processes to provide instructions for safely shutting down processes, data processing equipment, etc. Consider disconnecting and relocating critical equipment to higher elevations.
- Identify a hot site (an off-site data processing location for immediate business resumption) or a cold site (an off-site location ready for setup of your own data processing equipment). Also, consider an off-site business recovery facility where you can resume general business operations.
- Identify actions to take in the event of live electrical wires, leaking gas, flammable liquids, corrosive/toxic materials, and damage to foundations or underground piping.
- Establish priority/backup personnel or rotation personnel for critical operations and/or processes. Employees may also have personal emergencies and may or may not be able to return to work promptly.
- Determine which company records are vital and make plans to protect/relocate them.
- Contact local authorities to plan and coordinate activities before the need for emergency action. This way you will both be better prepared.
- Arrange an off-site emergency communications control center, such as a hotel meeting room just outside your area, in case it becomes too dangerous to remain on site.
- Evaluate the interdependency of your facilities and develop a contingency plan. [Business Continuity Planning Process Diagram](#)
- Maintain ongoing agreements with contractors for supplies and repairs needed after a flood. When possible, use contractors who are outside your resort area, as local contractors may also have storm damage or local authorities' needs may be given a higher priority.

### **Prepare your facilities**

There are things you can do for your facilities to help mitigate the effects of a flood.

- Install manually operated valves on sewage disposal lines and drainage lines to prevent reverse flow from entering the facility.
- Consider providing flood barriers or shields for openings lower than the expected flood depth.
- Regularly clean roof and gutters.
- Verify that all fire protection equipment is in service.

- Maintain automatic sprinkler protection in idle buildings. Promptly handle sprinkler system impairments and notify the local fire department regarding any issues.
- Determine what equipment needs to be protected from water damage, e.g., computers, telecommunications and manufacturing equipment. Protect vital equipment that is located on the ground floor with low, watertight walls.
- Reinforce anchorage of all tanks so they will not float or be carried away by flood currents.
- Permanently move water-reactive chemicals that are stored below expected flood depths to a safe location.
- Ensure that pumps are in working condition.

### **Gather Supplies**

- Maintain emergency supplies. [Emergency Supplies List](#)