Flood Immediate Actions Checklist

Administrators

Flooding

Floods can be forecasted several days before the event occurs. When a flood watch is announced, the following measures should be taken within 48 hours of precipitation beginning.

Done	Task	Assigned to
✓	Ensure all materials and supplies are raised off of the floor to prevent water damage in case the facility floods.	
✓	Fill sandbags and place them around doors and low-lying windows that have the potential of letting flood water inside.	
✓	If the facility commonly floods in the basement or ground level, purchase or rent a sump pump to ensure water can be removed as quickly as possible. ☐ Test pumps.	
✓	Clear all exterior drains and gutter systems to prevent large pools of water from forming.	
✓	Lock and seal any low-lying windows.	

Notes: