

# The flood preparation checklist



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## RISK CONTROL BULLETIN

When preparing for a flood, a detailed checklist should be developed indicating the order in which processes are to be shut down and the facility secured. The length of time needed (expressed in hours or days) to accomplish these tasks should be determined in advance so that appropriate actions can be initiated at the proper time. Then, as each task is completed during either a flood watch or flood warning, check it off and move on to the next one. The extent of the checklist will vary based on occupancy and prior history of flooding. Below is a sample of what can be included in your checklist.

COMPLETED	ACTION	TIME NEEDED
<input type="checkbox"/>	Shut down processes safely and drain open tanks of flammable or combustible liquids.	
<input type="checkbox"/>	Update important back-up records and move them to a location not vulnerable to flooding.	
<input type="checkbox"/>	Relocate or anchor yard items that can be moved by flood waters, such as trailers, lumber or loose yard storage. Move stored materials inside if practical.	
<input type="checkbox"/>	Assemble the following supplies and equipment at a central, secure location: <input type="checkbox"/> Portable pumps and hose <input type="checkbox"/> Mops and squeegees <input type="checkbox"/> Sandbags <input type="checkbox"/> Emergency lighting <input type="checkbox"/> Tarpaulins <input type="checkbox"/> Shovels and axes <input type="checkbox"/> Lumber and nails <input type="checkbox"/> Power and manual tools	
<input type="checkbox"/>	Ensure that the emergency crew remaining on the premises has the following: <input type="checkbox"/> Non-perishable food <input type="checkbox"/> First aid equipment <input type="checkbox"/> Lighting <input type="checkbox"/> Radio receivers <input type="checkbox"/> Stored drinking water	
<input type="checkbox"/>	Fill emergency generator and fire pump fuel tanks.	
<input type="checkbox"/>	Inspect all fire protection equipment to be sure it is in service.	
<input type="checkbox"/>	Check travel brakes on movable cranes and bridges. Anchor them in accordance with the manufacturers' out of service instructions.	
<input type="checkbox"/>	Place sandbags at vulnerable openings. Divert water from critical areas such as holes in foundations, doorways and sills.	
<input type="checkbox"/>	Move important machinery, stock and reports to higher elevations. By knowing the past flooding history of the area, reasonably safe areas can be selected.	
<input type="checkbox"/>	Shut off all flammable and combustible liquid lines at their source to prevent the discharge of such liquids from piping broken by floating debris. Support exposed piping properly.	
<input type="checkbox"/>	Make sure above and below ground tanks are properly anchored to prevent flotation. Fill empty tanks with water or product, and extend vent lines on active tanks above the anticipated maximum water level.	
<input type="checkbox"/>	Lash down portable containers of flammable or combustible liquids.	
<input type="checkbox"/>	Shut off electrical power at the main building. Disconnect when that building is in imminent danger of flooding.	
<input type="checkbox"/>	Install flood doors/covers.	

**For additional information and emergency preparedness resources, please call 866-262-0540, visit [www.cna.com/actnow](http://www.cna.com/actnow) or contact your local independent agent or broker.**