



Flood Checklist

When preparing for a flood, a detailed checklist should be developed indicating the order in which processes are to be shut down and a dwelling 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.

Action		Time Needed	Done
1.	Shut down processes safely, and drain open tanks of flammable or combustible liquids.		
2.	Brace unsupported structural members at construction sites.		
3.	Update important back-up records, and move them to a location not vulnerable to flooding.		
4.	Anchor yard items that can be moved by flood waters, such as trailers, lumber, or loose yard storage. Move stored materials inside if practical.		
5.	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"/> Emergency lighting	<input type="checkbox"/> Tarpaulins	
	<input type="checkbox"/> Lumber and nails	<input type="checkbox"/> Power and manual tools	
	<input type="checkbox"/> Sandbags	<input type="checkbox"/> Shovels and axes	
6.	Ensure that the emergency crew remaining to service managed dwellings has the following:		
	<input type="checkbox"/> Non-perishable food	<input type="checkbox"/> First aid equipment	
	<input type="checkbox"/> Radio receivers	<input type="checkbox"/> Stored drinking water	
	<input type="checkbox"/> Lighting		
7.	Fill emergency generator and fire pump fuel tanks.		
8.	Inspect all fire protection equipment to be sure it is in service.		
9.	Place sandbags at vulnerable openings. Divert water from critical areas such as holes in foundations, doorways, and sills.		
10.	Move important machinery, stock, and reports to higher elevations. By knowing the past flooding history of the area, reasonably safe areas can be selected.		
11.	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.		
12.	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.		
13.	Lash down portable containers of flammable or combustible liquids.		
14.	Shut off electrical power to the dwelling. Disconnect when that dwelling is in imminent danger of flooding.		