

EMERGENCY CHECKLIST

self storage property risk management: flood

sage



know them
before you
need them

FIRE DEPT PHONE

POLICE DEPT PHONE

INSURANCE AGENT PHONE

BUILDING OWNER PHONE

HVAC CONTRACTOR PHONE

ELECTRICIAN PHONE

PLUMBER PHONE

OTHER

flood emergency response plan

A Flood Emergency Response Plan (FERP), a much more detailed document than a checklist, helps reduce the potential for a flood-related loss at your facility. Once you have a FERP in place, review the plan annually, and have one-or more drills. What are the advantages of having a FERP in place before a flood occurs at your facility?

a FERP helps you:

- Gain a thorough understanding of how a potential flood event could affect your facility
- Make your emergency response team (ERT) and/or other personnel aware of their roles during such an event
- Ensure you have adequate resources on hand

We do realize, however, that not everyone has the time or the resources to develop a plan immediately. So, until you have a FERP in place, here are some steps to take before and after a flood hits your facility.

WHEN FLOOD IS IMMINENT

When flood is threatening your facility, ERT members and employees should take the following actions (where appropriate):

Monitor flood conditions and keep the ERT leader updated. This should be done by a specifically designated person. (Call the U.S. Army Corps of Engineers [or other reliable source] or the local equivalent in your area for the most recent and accurate prediction of water levels/crests.)

Relocate the following items to a safe area:

- **valuables:** high-value items or those critical to continued operation
- **equipment:** portable electronic equipment, computers, testing and quality-control devices
- **vehicles:** trucks or other modes of transportation that will be needed after flooding
- **files:** critical drawings, records, files or computer tapes

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REDUCE THE CHANCE OF FIRE DURING FLOODS

While it might not be the first thing you think of, flooding actually presents a high risk of fire. Resulting from short-circuiting, gas line ruptures, failed fire detection devices, to name a few, fires can strike during or immediately following a flood. Making the following preparations in advance can help reduce the risk of such fires.

- **shut-off:** power down electricity and gas to prevent short-circuiting of electrical equipment and lessen the fire hazard of ruptured gas lines. (If the facility's fire pump is electricity-driven, have a diesel-driven pump available as backup.)
- **install:** place barriers around sprinkler risers, yard valves and hydrants to protect them from floating debris.
- **drain:** shut down and drain flammable liquid piping systems
- **protect:** fill sandbags and place around possible entry points and vital protection equipment
- **secure:** anchor any outside storage or equipment that cannot be moved to another location
- **cover:** use plastic sheets to cover machinery that might be exposed to condensation dripping from the ceiling
- **check:** give sump pumps a final check to make sure they are operational
- **close:** manually close hand-operated valves on drain piping to prevent back-flow through floor drains or plumbing fixtures
- **clear:** check roof, floor or yard drains to see if they are clear, and then continuously monitor them to make sure they remain clear
- **security:** consider increasing security and facility surveillance
- **alert:** place contractors and equipment repair companies (already identified in your FERP) on alert, as well as salvage crew (one that is prepared to take actions outlined in your FERP)

AFTER THE FLOOD HAS HIT

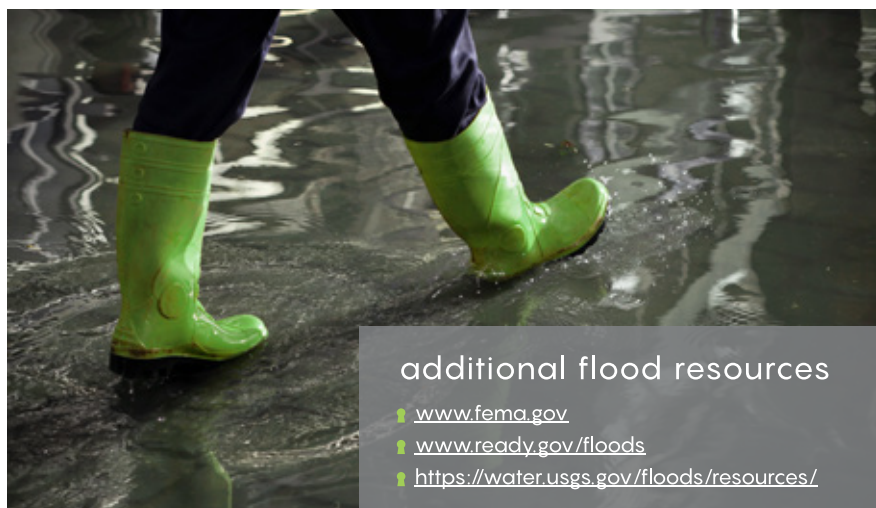
As soon as possible after the flood, the ERT and other personnel should begin salvage procedures, beginning with the immediate drying of equipment and dehumidifying areas of critical importance. During this time you can also:

- **fire protection:** keep fire protection systems in service. This is vital because cleanup can result in the build-up of large piles of combustible material- return any impaired FPS (including alarm notification services) to service as soon as possible
- **test:** perform tests on any system potentially affected by the flood
- **survey:** assess the actual impact, determine needs and initiate planned cleanup, repair and business resumption services
- **check:** ensure safety of flooded buildings for structural stability before starting cleanup inside
- **remove:** eliminate any standing water, spilled flammable liquids or contaminants, etc from facility before work begins
- **clear:** eliminate food debris from the facility and separate wet material
- **evaluate:** check, clean and test all electrical distribution equipment and system components exposed to flood water or humidity
- **develop:** if you don't already have one in place, develop a flood emergency response plan (FERP) now



know the facts

90% of all U.S. natural disasters involve **flooding**.



additional flood resources

- www.fema.gov
- www.ready.gov/floods
- <https://water.usgs.gov/floods/resources/>