



Preparing for a Flood

1. Appoint a flood response leader

2. Know your risks

- Find out if your parish is located in the floodplain and/or behind a dike system. To do so, contact your municipality.
- Contact your local municipal or regional government to find out if there is a local flood phone number or web page to check for changes in the situation and what local authorities are doing when a flood threatens.
- Be sure to tune into the local media for up to date information about weather conditions and flood advisories and if the local authorities are asking residents to evacuate or to be ready to evacuate. (Have a battery operated or wind up radio handy).
- Take pictures of your facilities and major assets.

3. Identify your critical assets and their exposures

Staff members and their families

- Emergency supply kit for workplace.
- Support your staff in preparing family emergency supply kits.
- Develop contact lists, a phone tree, and a contact point outside of the impacted area.

Preparing your parish for a flood

Documents:

- Move critical documents to safe storage or offsite.
- Protect paperwork in waterproof containers.

Information and information technology:

- Ensure information is secure and protected.
- Ensure electronic information is backed up regularly and stored offsite. Offsite storage should be outside of impacted area.
- Raise critical computer equipment off ground or basement levels, or move to higher floors or out of impacted area.
- Computer equipment should be turned off if you have to evacuate the building.



Major equipment:

- Move any equipment you can above the water line or away from the impacted area.
- Equipment that cannot be moved should be readied for storage and protected from water as much as possible.

Facilities:

- Put plastic sheeting and/or sand bags at doors and other points where water could enter the building.
- Protect major appliances (furnace, hot water heater, etc.) by turning off fuel and water supply lines.
- Secure the building.

Review your plans regularly and practice them

- Walk through your plans with your key staff.

Assemble an Emergency Kit for the workplace

Your emergency kit should include enough supplies for each employee for at least 72 hours.

- First aid kit with manual.
- Water (4 litres per person per day).
- Energy bars and dry food.

4. After the flood has passed

Begin Recovery

- Assess the damage with your key people, insurance representative and any required authorities to ensure the workplace is safe and recovery requirements are determined.
- Contact restoration companies that can assist you in your recovery (here's a helpful link to finding restoration companies in BC - <http://www.insurancewest.ca/servicesandsuppliers.html>).