



Pre-Flood Readiness Checklist

Task and Objectives	Assigned To	Results - Actions	Date Completed
Obtain and review FEMA flood plain documents and assess the potential impact to facilities			
Survey & inspect known flood sources or physical conditions to determine if any mitigation activity is useful/practical applying to: <ul style="list-style-type: none"> • Grading/drainage • Damming concerns • Trash/debris • Erosion/undergrowth • Inadequate capacity • Maintenance & repair 			
Contact appropriate authorities/property owners to report hazards or flood causing obstructions. Make arrangements for their remediation			
Analyze any past flooding losses for information leading to corrective measures that will aid in reducing future losses.			
Evaluate facility services to determine which are at risk from flooding. Develop prioritized plan for relocation; replacement; or protection of critical services, equipment and documents: <ul style="list-style-type: none"> • Outside storage • Standby generator • HVAC systems • Water heater • Electrical panels • Computers & radios • Sensitive documents • Compressors/cascade systems 			
Develop and implement a vehicle and equipment relocation plan for flood events: <ul style="list-style-type: none"> • Appropriate high ground staging location • Security while at alternate location • When to relocate • Notification to members of alternate location • Develop alternate response routes 			
Develop and implement a property self-inspection form to help identify maintenance or repair issues that may have an impact on flood or water damage: <ul style="list-style-type: none"> • Clear floor drains • Check sump pumps • Rain gutters and downspout clear with proper discharge • Storm drains, ditches clear of debris • Check for foundation settlement & cracking which could allow for infiltration • Soil graded away from foundations 			

This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.