

Flood Preparedness Checklist for Businesses

✓	Before the flood
	Take all necessary steps to prevent the release of dangerous chemicals that might be stored on your property. Locate the gas main, electrical and water shutoffs.
	Postpone any receipt of goods-deliveries, couriers, mail
	Contact Insurance agent to discuss current policy coverage
	Have current contact numbers for all employees and discuss how you will contact them to when they are needed.
	Maintain accurate inventory of product, merchandise on site
	Move all product possible to upper floors
	Establish alternate storage locations off site if necessary
	Document serial numbers of any equipment that cannot be moved
	Look into purchasing or renting sump pumps to pump out water that gets in basement
	Take pre-flood photos to document current conditions
	Stay tuned to local and social media for updates
	Register with <i>Code Red</i> for emergency notifications. The link is available at www.alton-il.com
✓	During the flood
	Life safety is paramount
	If the hot water, heater, furnace or electrical panel is in jeopardy of coming in contact with flood waters contact Ameren 1-800-755-5000
	If you smell gas, smoke or see arching electricity, get out and CALL 911
	Begin next phase of your business continuity plan
	Send home unneeded staff
	Raise elevators to 2nd floor and lock out tag out
	Keep cell phones and chargers close by
	Take all critical hardware with you, unplug electrical items to protect them from power surges
	Stay tuned to local and social media for updates and public safety messages
	Avoid flood waters. It only takes 6" of water to knock you off of your feet and 16" of water to move a car.
✓	After the Flood
	Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
	Contact local authorities to make sure that it is safe to re-enter your business
	Contact Ameren if your utilities have been turned off
	Photograph damage prior to cleaning.
	Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.
	Contact employees via previously determined method of communication to advise them of the business continuity plan
	Contact your insurance agent
	Notify vendors as to when you will be ready to accept inventory again