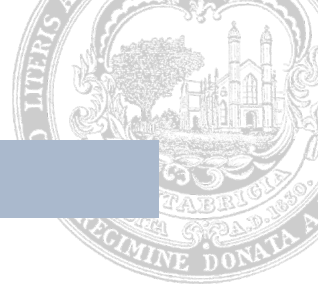


Ready for Flooding?

PREPAREDNESS FOR EXTREME WEATHER



Get started: Flooding can occur in any season and for many different reasons. This document provides the steps to prepare within 24 hours or less of a flood event to reduce the probability of your business being impacted by flooding. If you lease your commercial space, review this list with the owner/building manager.

1. ARE YOU AT RISK OF FLOODING?

YOUR BUILDING



You have experienced a damaging weather event or want to proactively protect your business from the impacts of extreme flooding.

YOUR BUSINESS OPERATIONS



Identify who or what is at risk. This could be staff, equipment, or site.

CHECKLIST TO ASSESS RISK

- You have equipment/stock on the 1st floor/basement
- Your records/computers are on the 1st floor/basement
- Your doors/windows are at grade
- You have groundwater in your basement
- Staff relies on public transportation
- Your business cannot operate remotely
- You do not have access to the basement to protect utilities
- You rely on cell phones to contact staff

2. ASSESS POSSIBLE IMPACTS

YOUR BUILDING

- Your insurance policy doesn't cover flood damage and you must pay for repairs
- You're unable to access your business premises because of flooding
- Your building is damaged causing delay in business opening
- Your building loses power

YOUR BUSINESS OPERATIONS

- Important documentation is damaged by flooding
- You aren't able to access internet-based point-of-sale or data systems
- You aren't able to contact your staff
- Your staff isn't able to come to work because of transportation failure
- Supplies aren't delivered



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3. WHAT YOU CAN DO TO REMAIN OPEN FOR BUSINESS

BEFORE

- Sign up for emergency alerts
- Activate your business continuity plan
- Deploy flood barriers or sandbags at low openings
- Clean storm drains around property
- Raise important items vulnerable to flooding
- Make sure your emergency generator is operable
- Check sump pump
- Update your insurance policy to cover flooding
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DURING

- Call the fire department if you feel you are at risk
- Avoid traveling
- Do a periodic check of at-risk areas for flooding
- Accomodate staff on-site to support emergency
- Set all powered equipment to open/close position
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AFTER

- Review Extreme Weather Toolkit for permanent solutions
- Protect heating systems from flooding
- Rebuild with flood-resistant materials
- Inventory damage of property
- Develop/adjust business continuity plan based on lessons learned
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*Fill out blank spaces with actions specific to you

4. RESOURCES

Learn about what changes you can make to **protect your building**:
www.cambridgema.gov/climateprep

Sign up for **Cambridge emergency alerts**, such as **CodeRed**:
www.cambridgema.gov/subscribe

Develop/update a business continuity plan to provide a clear connection with action proposed in Step 3:
www.cambridgema.gov/CDD/econdev/smallbusinessassistance/emergencypreparednessforbusinesses

Check the **FloodViewer**:
<https://www.cambridgema.gov/Services/FloodMap>