Cambridge Businesses

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.

**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

**YOUR BUSINESS OPERATIONS**

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

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
### 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

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

**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

*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