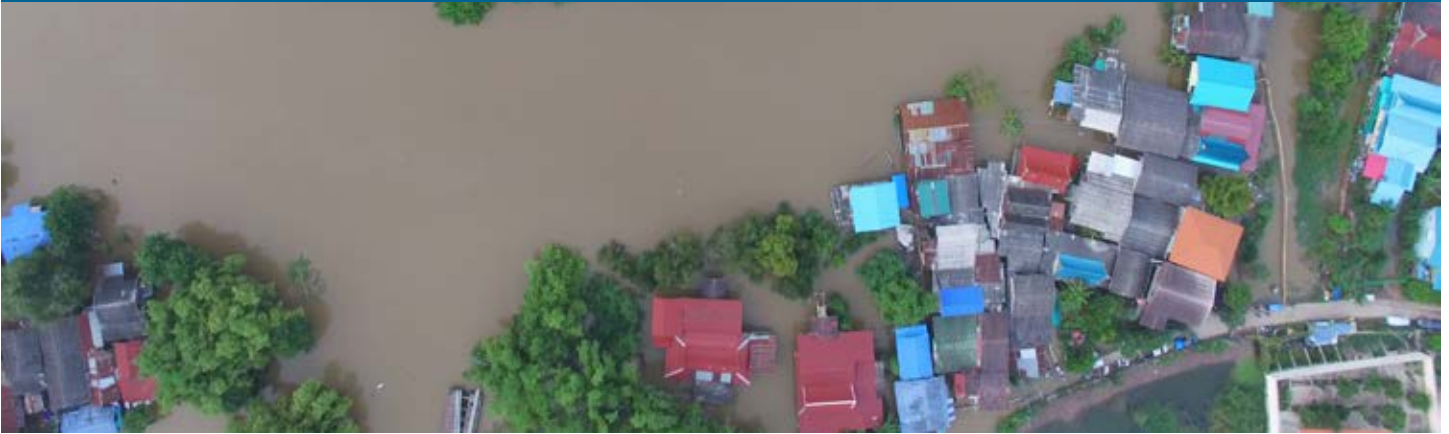


## Flood Emergency Planning Checklist



### NCMEP Urges Importance of Flood Emergency Planning

As flooded rivers across the Carolinas swell, the North Carolina Manufacturing Partnership (NCMEP) is urging the importance of flood emergency action planning for businesses in flood-prone areas.

Floods are among the most common and widespread of all disasters, and they continue to grow in frequency and severity. While there is no substitute for a comprehensive flood contingency plan, the following steps serve as a guideline to help mitigate loss in the event of unexpected flooding.

#### Remove from Site

- Tax records—three years minimum
- Insurance policies
- Human resource records
- Current supplier, customer and employee contact lists
- Payroll provider and financial institution contact lists
- Accounts receivable and payable
- Lease agreements or property title
- Photo inventory of facility, equipment, materials and finished goods
- Detailed list of all materials and finished goods\*
- Detailed list of capital equipment\*
- Detailed list of office furniture and equipment, software, etc.\*
- Servers and computers (if you cannot move computers, pull the hard drives)\*
- Valuable equipment—high producers or those that are older where it is difficult to find replacement motors that match
- Footprint and other components

\* Include information regarding brand name, where/when purchased, etc.. This will be critical for insurance filing and loss verification.

## Task List

- Shut off all power before you leave the premises
- Remove controllers and motors from equipment; if not possible, remove batteries from controllers
- Raise all machine heads to their highest level
- Retract all hydraulic and air cylinders
- Review inventory racking; if impossible to remove inventory from the building, move high-dollar inventory to top and low-dollar
- Inventory to bottom
- Protect your high-dollar equipment, tooling, and parts
- Move consigned items and customer-owned items to protected place
- Take advantage of hoists to elevate items
- Grease machine surfaces that are prone to rust, especially bearings
- Identify a rallying point/communication plan for employees, customers and suppliers
- Begin identifying alternate office/manufacturing space

## Other Considerations

- Communication is key—identify the official voice of the company
- Remember that utilities and resources may be rationed or not available
- Critical items will sell out quickly—e.g., generators, gloves, boots, masks
- Bank safety deposit boxes—arrange access to your critical documents



NCMEP is administered by NC State Industry Expansion Solutions (IES) and is joined by partners from the North Carolina Community College System, NCWorks Customized Training; the Economic Development Partnership of NC; the Polymers Center of Excellence; the Manufacturing Solutions Center; North Carolina A&T State University; and UNC Charlotte.