

Flooding Checklist



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This checklist is intended to be used in conjunction with the All Hazards Checklist in Appendix 1.

PHASE 1 – PREPARATION	Not Started	In Progress	Complete
Review flood insurance coverage annually, and adjust as necessary. To determine the church property’s flood risk, contact the local property appraiser’s office or visit www.fema.gov/nfip .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep insurance policies, documents, and other valuables in a safe-deposit box. You may need quick, easy access to these documents. Keep them in a safe place less likely to be damaged during a flood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevate utilities (electrical service panel, disconnects, air conditioner, water heater, etc.) two to three feet above the base flood elevation using professional licensed contractors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sewer backflow valves installed to prevent sewage entry into buildings during flooding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sewer backflow valves inspected annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you live in a frequently flooded area, stockpile emergency building materials. These include plywood, plastic sheeting, lumber, nails, hammer and saw, pry bar, sand, shovels, and sandbags.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop an evacuation plan for the facility and practice it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have a NOAA Weather Radio with a tone-alert feature, or a portable, battery-powered radio (or television) tuned for emergency information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When a Flood or Flash Flood WATCH is issued, listen continuously to a NOAA Weather Radio, or a portable, battery-powered radio (or television) for updated emergency information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once a Flood WATCH is issued, elevate all interior items that could be damaged by flood waters to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once a Flood WATCH is issued, move (if necessary) post-disaster relief supplies and ministry team equipment, that will be needed immediately following the flooding, to a “safe” location based on storm predictions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once a Flood WATCH is issued, fill and place sandbags, as needed, to redirect storm water (no more than 2ft of water) away from church buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Once a Flood WATCH is issued, fill bathtubs, sinks, and plastic bottles with clean water. Water may become contaminated or service may be interrupted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once a Flood WATCH is issued, bring outdoor items that may be swept away indoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once a Flood WATCH is issued, construct any needed barriers such as levees, berms, and flood walls to stop flood water from entering the building. Permission to construct such barriers may be required by local building codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once a Flood WATCH is issued, move furniture and valuables to higher floors or stack to keep items a few feet off of the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Once a Flood WATCH is issued, fill your car's gas tank, in case an evacuation notice is issued. If electric power is cut off, gas stations may not be able to operate pumps for several days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are instructed by local authorities, turn off all utilities at the main power switch and close the main gas valve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 2 – IMPACT	Not Started	In Progress	Complete
When a Flood or Flash Flood WARNING is issued, listen continuously to a NOAA Weather Radio, or a portable, battery-powered radio (or television) for updated emergency information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unless church facilities are certified as a shelter or there is no other feasible alternative, evacuate all personnel to a non-evacuation zone until the “All-Clear” is given.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 3 – IMMEDIATE RESPONSE	Not Started	In Progress	Complete
Continue listening to local radio or television stations or a NOAA Weather Radio for information and instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help injured or trapped persons within your immediate vicinity. Give first aid where appropriate. Do not move seriously injured persons unless they are in immediate danger of further injury. Call for help.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If individuals have sheltered in church buildings, encourage them to remain there until local officials say it is safe from the residual effects of floods, such as contaminated waters, crumbled roads, landslides, or mudflows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Immediately report loose or dangling power lines to the power company, police, or fire department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment should be checked and dried before being returned to service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stay out of any building if flood waters remain around the building. Flood waters often undermine foundations, causing sinking, floors can crack or break and buildings can collapse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and disinfect anything in the interior of the building that is wet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remove storm debris from the grounds to the county appointed pick-up point on the church property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the telephone only for emergency calls. Telephone lines are frequently overwhelmed in disaster situations. They need to be clear for emergency calls to get through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the All Hazards Checklist in Appendix 1 for additional actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 4 – RELIEF	Not Started	In Progress	Complete
Remind anyone conducting relief efforts to wear sturdy shoes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use battery-powered lanterns or flashlights when examining buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watch out for animals, especially poisonous snakes that may have come into buildings with the flood waters. Use a stick to poke through debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examine walls, floors, doors, staircases, and windows of all church buildings to make sure that the buildings are not in danger of collapsing. Inspect foundations for cracks or other damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examine church buildings for fire hazards, gas leaks, electrical system damage, sewage and waterline damage, loose plaster, drywall or ceilings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take pictures of all damage for insurance claims.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Throw away food that has come in contact with flood waters. Food contaminated by flood waters can cause severe infections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If water is of questionable purity, boil or add bleach, and distill drinking water before using.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact the church's insurance agent concerning filing a claim for damages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open windows and doors to ventilate and dry out any church buildings with water damage. Call a contractor for assistance with large amounts of water damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Consult the Thunderstorm and Lightning Action Checklist, Appendix 4 for additional actions that might apply.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult the All Hazards Checklist in Appendix 1 for additional actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 5 – RECOVERY	Not Started	In Progress	Complete
Consult the All Hazards Checklist in Appendix 1 for actions to be accomplished during this phase.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>