**Post Catastrophic Event or Flood Response Checklist**

In an effort to minimize damage as a result of flooding or catastrophic events, preventative actions should be considered as soon as conditions allow. The following are examples of mitigation efforts members may take to reduce and/or control the extent of losses. Employee safety should be a priority during these efforts and the member must remain cognizant that personnel may be asked to perform tasks where they are unfamiliar with the hazards. The list is not intended to be all inclusive, but should be used as a guide for initial response.

* Secure the site to prevent unauthorized entry.
* Organize and prepare emergency crews for salvage and initial cleaning operations. Make sure employees are provided with an orientation that addresses hazards and exposures that may affect them. Necessary personal protective equipment and proper tools/equipment should also be provided.
* Perform an immediate damage assessment of each structure to ensure the structure is safe to be entered.
* Clear debris from storm drains, floor and/or roof drains that may impede drainage from an impacted area.
* Identify and “mark” any structures that are in danger of collapse. Process for “marking” should be consistent.
* Ensure utilities are intact and do not create a hazard for crews entering the structure.
* Visually assess any open bus bars, conductors, and exposed insulators before restarting main electrical distribution systems.
* Separate damaged materials from undamaged materials so moisture does not create additional damage.
* Cover or protect material that may be damaged from further exposure.
	+ Remove carpet and dry out floors to prevent mold.
	+ Assess temporary and permanent repairs to roofs to prevent further damage. Personnel accessing roofs should be properly protected against potential fall hazards. TMLIRP’s Property Claims Department can be contacted for information related to temporary roof repairs.
	+ Provide equipment such as wet vacuums to clean and dry out wet areas.
	+ Keep track of all expenses, including receipts for material/supply purchases and for equipment rentals and/or overtime hours worked by employees repairing property.
	+ Take photos of damaged property.
	+ Keep small sample of damaged property, such as carpet pieces.
	+ Safeguard and protect important documents.
	+ Remove perishable foods from refrigerators unless facility has backup power (generator).