

Hurricanes and Flooding Preparation Checklist:

BEFORE THE FLOOD/HURRICANE:

1. Evaluate risk

Identify key risk factors for flooding:

- Your proximity to bodies of water
- If you're in a floodplain
- Your proximity to storm-surge risk zones

Plan your evacuation response accordingly.

2. Identify “safe zones”

Identify the safest spaces from flooding in your office:

- Interior rooms far from windows
- Upper floors of your building

DURING THE FLOOD/HURRICANE:

3. Follow response leaders

- Listen for evacuation order

If you're preparing to evacuate the office:

- Unplug electronics
- Close and lock windows
- Back up files
- Relocate critical equipment to interior rooms without windows

If you don't evacuate, or flooding happens too fast:

- Listen for orders
- Go to your safe zone
- Stand on elevated surfaces

For more resources on hurricane and flooding preparation, go to www.ready.gov/hurricanes.