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FLOOD RISK EMERGENCY CHECKLIST

1. Monitoring & Readiness (Watershed Conditions Statement)

- ☐ Monitor Conservation Authority and Surface Water Monitoring Centre alerts
- ☐ Confirm Emergency Response Team roles and on-call availability
- ☐ Review flood scenarios in Emergency Response Plans
- ☐ Verify drainage systems and sump pumps
- ☐ Confirm backup power readiness

2. Escalation & Asset Protection (Flood Watch)

- ☐ Brief leadership and activate escalation protocols
- ☐ Identify assets for protection or relocation
- ☐ Deploy sandbags or flood barriers where safe
- ☐ Secure hazardous materials and critical records
- ☐ Confirm fleet access and alternate routing

3. Response & Safety (Flood Warning)

- ☐ Suspend non-essential operations in affected areas
- ☐ Ensure staff safety and follow emergency authority direction
- ☐ De-energize equipment where required and authorized
- ☐ Document conditions and actions in real time

4. Recovery & Re-Entry (Post-Flood)

- ☐ Confirm site safety clearance from authorities
- ☐ Inspect electrical, fire protection, and structural systems
- ☐ Document damage with photos and written records
- ☐ Coordinate restoration and insurance activities
- ☐ Conduct after-action review and update plans