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- D. Activate the Incident Command System (ICS) to manage the incident. The most qualified staff member (in regard to the Incident Command System) on duty at the time will assume the Incident Commander position.
 - E. Incident Commander must decide whether to flood proof (see attached flood proofing methods) or evacuate based on geographical location and history of flooding of the facility. If evacuation is necessary, Evacuation Emergency Procedures will be followed.
 - F. It is essential that all internal emergency operations are coordinated with the local authorities. They will be able to quickly assist in controlling the situation provided that a good line of communication is established between them and the Incident Commander.
 - G. The situation shall only be deemed “under control” after the local authorities have concluded emergency operations and the Incident Commander has declared the situation “safe.”
 - H. Account for all staff members and residents.

Flood proofing measures

Permanent flood proofing measures are to be taken before a flood occurs and require no human intervention when floodwaters rise. They include:

- Filling windows, doors, or other openings with water-resistant materials such as concrete blocks or bricks. This approach assumes the structure is strong enough to withstand floodwaters
- Installing check valves to prevent water from entering where utility and sewer lines enter the facility
- Reinforcing walls to resist water pressure and sealing walls to prevent or reduce seepage
- Building watertight walls around equipment or work areas within the facility that are particularly susceptible to flood damage
- Constructing floodwalls or levees outside the facility to keep flood waters away
- Elevating the facility on walls, columns, or compacted fill. This approach is most applicable to new construction, though many types of buildings can be elevated

Contingent flood proofing measures are also taken before a flood but require some additional action when flooding occurs. These measures include:

- Installing watertight barriers, called flood shields, to prevent the passage of water through doors, windows, ventilation shafts, or other openings
- Installing permanent watertight doors
- Constructing movable floodwalls
- Installing permanent pumps to remove flood waters

Emergency flood proofing measures are generally less expensive than those listed above, though they require substantial advance warning and do not satisfy the minimum requirements for watertight flood proofing as set forth by the National Flood Insurance Program (NFIP). They include:

- Building walls with sandbags
- Constructing a double row of walls with boards and posts to create a “crib,” then filling the crib with soil
- Constructing a single wall by stacking small beams or planks on top of each other
- Evaluate the need for backup systems, such as:
 - Portable pumps to remove flood water
 - Alternate power sources such as generators or gasoline-powered pumps
 - Battery-powered emergency lighting
 - Participation in community flood control projects