



DEVELOPMENT SERVICES DEPARTMENT – BUILDING SERVICES

FLOODPROOFING EMERGENCY OPERATIONS PLAN

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Project Name:

Project Address:

Date Prepared:

Prepared By:

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Document Change Control

Date	Version	Initiated By	Notes



Chain of Command

Severe weather event information, including flood warnings, will be communicated from top management to every employee at every level of the organization based on the following chain of command.

Procedure for Notification

Once NOAA and the State Emergency Response Team have issued severe weather event information, the following procedure for notification will be utilized by the established chain of command to notify every employee within the organization.

Materials Storage

All materials, tools, anchors, flood panels, and flood barriers considered part of the floodproofing design components are stored at the following location.

Specific Duties

A list of specific duties assigned and/or delegated to ensure that all responsibilities are addressed is set forth as follows.

Installation Table

The following table provides information on the panels, including identifier, install location, size, and time required for installation.

Panel ID	Location	Height	Width	Required Time for (2 persons)	Required Time for (4 persons)
Total Time Required					

Evacuation Plan

The plan for evacuation of all personnel including those without response duties as well as those with duties is set forth as follows.

Training and Exercise

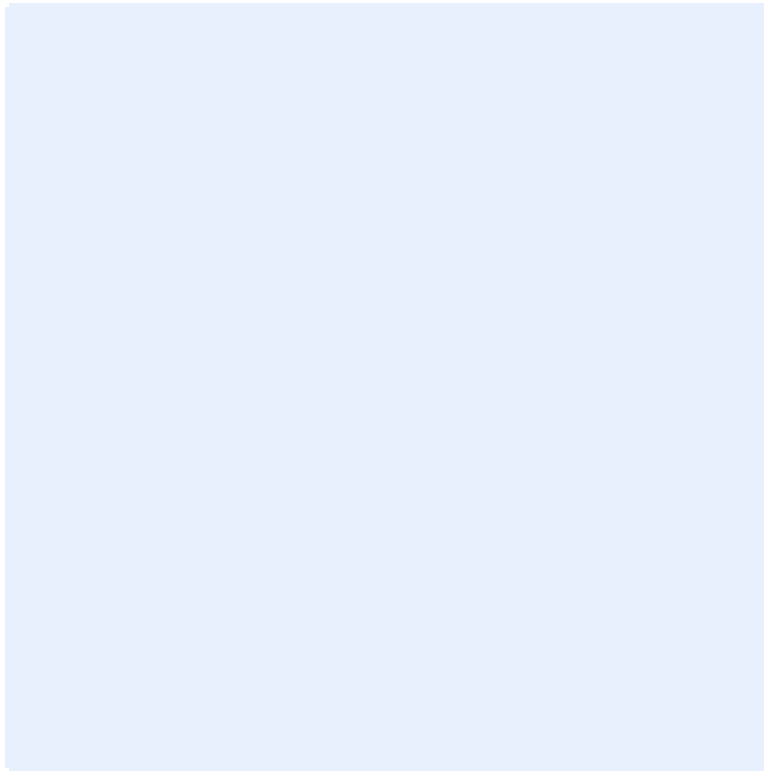
The property owner is responsible for providing a program of periodic training and exercises. The purpose of this periodic training and exercise is to keep personnel aware of their duties and responsibilities within a flood emergency and to review flood safety precautions.

Inspection and Maintenance

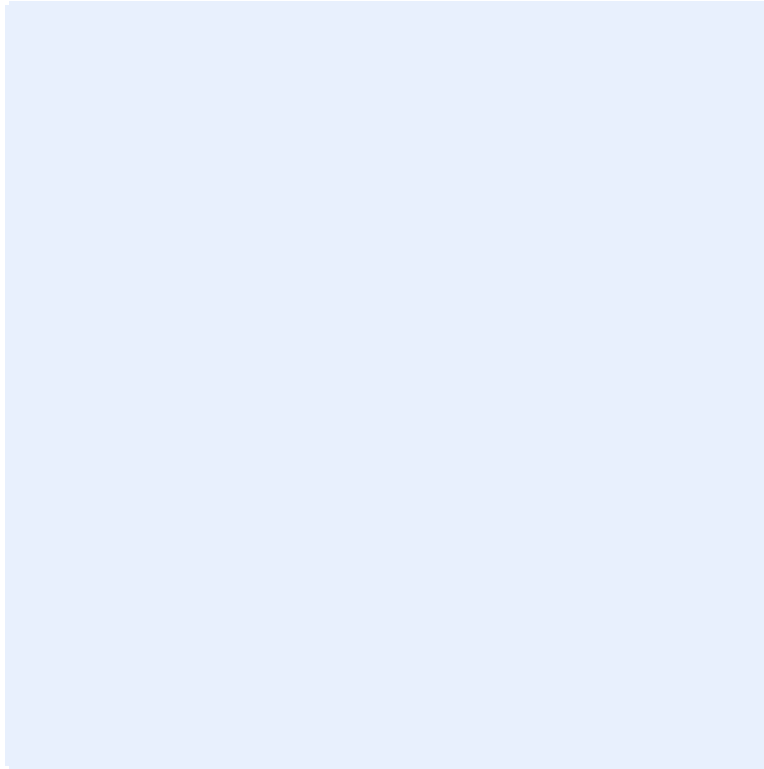
On an annual basis, in conjunction with the training and exercise program, the property owner is responsible for performing an inspection of the floodproofing design components and for ensuring any repairs are made. Components that should be inspected as part of the inspection program include (1) mechanical equipment such as sump pumps and generators; (2) flood panels; and (3) walls and wall penetrations. Flood barriers are to be checked to ensure that they fit properly and that the gaskets and seals are in good working order, properly labeled, and stored as indicated in this plan. The walls and wall penetrations will be checked for cracks and potential leaks.

Photos

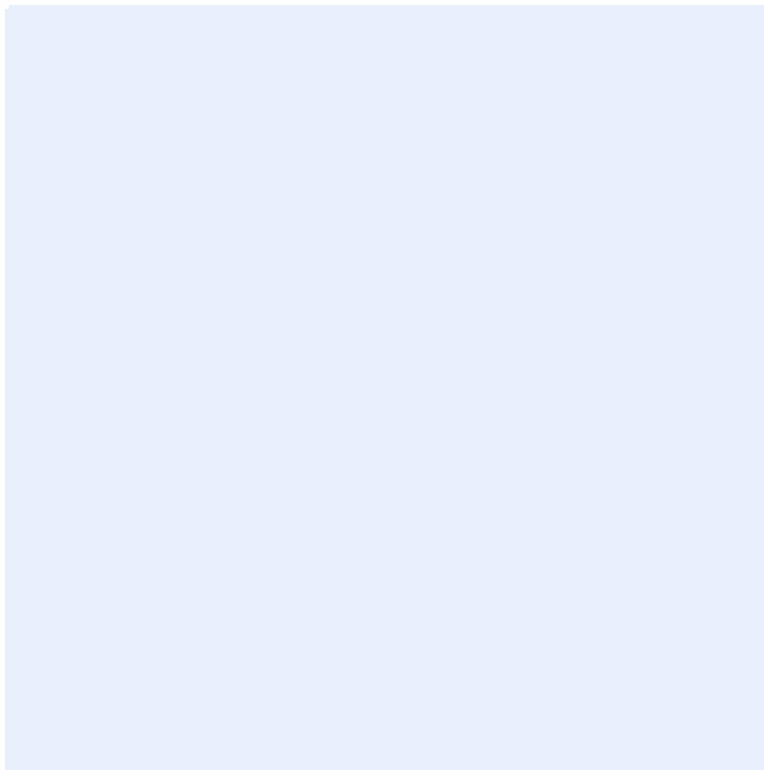
Panel ID:



Panel ID:



Panel ID:



Panel ID:

