



Preparing for imminent disasters

While we can't always prepare for disasters or emergencies, in some cases we get enough notice to put a few last-minute actions into place. The following are some suggestions if you are alerted to an event in your area and it is safe to access your site. Always remember that your safety and the safety of others is your first priority and **do not enter** an unsafe site or building.

Last-minute disaster checklist

Floods

- Lift items up off the floor
- If possible move items to a higher floor
- Check areas known to have leaked before
- Unplug electrical equipment
- Check for blockages in gutters and drains
- Pack up and if possible relocate significant items
- Pack up and if possible relocate computer back ups
- Check stocks of emergency supplies
- Know who is going to be available to assist if you need to respond

Storms

- Remove any loose items from around the site
- Charge all battery-operated equipment
- Unplug electrical equipment
- Check for blockages in gutters and drains
- Check areas known to have leaked before
- Pack up significant items
- Pack up computer back ups
- Pack up and if possible relocate significant items
- Pack up and if possible relocate computer back ups
- Check stocks of emergency supplies
- Know who's going to be available to assist if you need to respond