Flood Preparedness

Checklist

(for businesses)

| Today |  |
| --- | --- |
| * Create an emergency contacts list: Friends/Neighbors who can help, MPD (Montpelier Police), Fire Dept, Montpelier Volunteer Hub #, Montpelier Alive # * Sign up for VT Alerts * Buy plastic bins, and construction bags for storage * Locate place to store inventory: Second floor, high shelving, off-site rental unit * Prioritize valuables (does insurance cover it? What is its worth?) * Locate where your utilities are, where the breaker is, and all outlets/cords * Use water resistant, flood resilient materials (metal vs. wood, removable hooks and shelving) * Don’t use the basement for storage if you can avoid it! * Create customized check-list for preparedness: Share with Staff!!! * Read VTSBDC Disaster Recovery Toolkit for Businesses: <https://www.vtsbdc.org/disaster-recovery/> * Get flood insurance through Nat’l Flood Insurance program if possible * Understand your insurance policy, and how a flood may effect it * Review lease with landlord: nobody wants any surprises! Be specific and detail oriented. Advocate for what you think you’ll need. * Pivot to Quickbooks online and other mobile technology * Know what the plan is if you are on vacation or unable to be at the shop: identify key staff or available staff and talk through the plan before leaving. | |

| Flood Warning: Action Stage, Major Flood Risk |  |
| --- | --- |
| * Plan for up to 5 hours of prep time (close early, it’s worth it!) * Pack up merchandise, office files, and anything else that fits into the plastic bins * Unplug power cords for the computers and electronics, heater/AC * Turn off main breaker * Pack up POS system * Move inventory 4-6 feet off the floor, move equipment out of basement, wrap freezers/equipment in plastic/saran wrap if you can’t move them. * Elevate display cases (use milk crates or cinder blocks/bricks, plastic buckets) * Roll up and stash away rugs, anything on the floor * Mentally prepare: take the time to think through your recovery steps and the worst case scenarios. Plan ahead. Breathe. | |

| Recovery: First Steps |  |
| --- | --- |
| * File 211 form (Disaster Declaration and FEMA) * Take pictures for insurance purposes, document inventory * Clean and muck out, discard toxics * Ask for volunteers through the Montpelier Hub * Reserve a moving truck or van if need be * Find storage space off site or above * Apply for disaster unemployment: Department of Labor, Employees apply for unemployment if needed * Pivot to maintain a revenue stream: Plan flood sale, boost online sales, enter Merchant Market * Find your resources: [Montpelier Alive](http://www.montpelieralive.com), [State of Vermont](https://accd.vermont.gov), [VTSBDC](https://www.vtsbdc.org/disaster-recovery/), [CVEDC](https://www.centralvermont.org/regional-project-priority-list?ss_source=sscampaigns&ss_campaign_id=66c38fccd4afc426a1d3822f&ss_email_id=66c394dc3d1c787332de5866&ss_campaign_name=Apply+now+for+Regional+Project+Priority+List&ss_campaign_sent_date=2024-08-19T18%3A54%3A38Z), [Main Street America](https://mainstreet.org/resources/knowledge-hub/toolkit/main-street-disaster-and-resilience-toolkit), [City of Montpelier](https://www.montpelier-vt.org/DocumentCenter/View/11218/Disaster-Preparedness-Checklist-PDF?bidId=) and [Montpelier webpage](https://www.montpelier-vt.org/1407/Flood-Disaster-Recovery-Assistance), [Montpelier Commission for Recovery and Resilience](http://www.montpelierstrong.org) * Research grant funding and disaster relief: [Montpelier Alive](http://www.montpelieralive.com), [State of Vermont](https://accd.vermont.gov), [CVEDC](https://www.centralvermont.org/regional-project-priority-list?ss_source=sscampaigns&ss_campaign_id=66c38fccd4afc426a1d3822f&ss_email_id=66c394dc3d1c787332de5866&ss_campaign_name=Apply+now+for+Regional+Project+Priority+List&ss_campaign_sent_date=2024-08-19T18%3A54%3A38Z), [MCRR](http://www.montpelierstrong.org), [Montpelier Foundation](https://www.montpelierfoundation.org), etc. | |

Comments and Feedback:

* Decide Where are you getting your information? What channel are you going to tune into
* Each business should hash out a thorough plan based on their own needs
* Volunteer hub functions best if they know how many volunteers might be needed prior - submit expected numbers to Montpelier Alive, or write it into your emergency plan