Flood Preparedness

 Checklist

(for businesses)

| Today |  |
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| * 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.
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| Flood Warning: Action Stage, Major Flood Risk |  |
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| * 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.
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|  Recovery: First Steps |  |
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| * 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.
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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