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## Smart business owners know: It's all in the preparation.

**Taking time to prepare before a forecasted flood event can help to protect employees and customers and make the difference between losing valuable company data and resources, or not.**

- Valuable papers, documents, equipment should all be moved to higher elevations or removed altogether from the office/business location. Ensure you have back-up copies of all insurance policies and any vendor or customer information. If your business isn't doing this regularly, now is the time to back up all computer files and store them offsite.
- If your office or business has a refrigerator with foods, clean it out before you leave. Food in refrigerators should be safe as long as the power is out no more than four to six hours.<sup>i</sup>
- Think about routing inventory or deliveries to another facility until flood waters have subsided. Remember, delivery schedules may be delayed so consider any impacts this could have on your operations.
- Make sure the drains around your building are free of debris, and gutters are clear. Fuel tanks in the basement? Make sure they're firmly anchored, based on local code.
- Get rid of old paints, oils, cleaners, flammable liquids, etc. from the premises. This not only keeps them from potentially damaging the rest of the facility, but also protects the health of anyone who may engage in clean-up operations after the event.
- Invest in a sump pump if your building does not have one.
- Understand your community's emergency plans, warning signals and locations of emergency shelter. (If you have pets at work, make sure you have a plan for them too.)
- Future Planning: Consider flood insurance. Most insurance companies define rain water that has hit the ground as flooding, so your business plan should contemplate how rainwater incursion could impact your business.

### Resources to get your business or home ready and to clean up after a flood:

- Flood information/City of Saint Paul Emergency Management:  
<https://www.stpaul.gov/departments/emergency-management/flood-preparations>
- CDC: <https://www.civicplus.com/blog/ps/flood-emergency-preparedness-and-citizen-communications>
- Ramsey County/Preparation and Clean Up:  
<https://www.ramseycounty.us/content/flooding-clean-and-preparation-tips>
- University of Minnesota Extension/Moisture in basements:  
<https://extension.umn.edu/moisture-and-mold-indoors/moisture-basements-causes-and-solutions>
- Sandbagging:  
<https://www.mvp/usace.army.mil/Portals/57/docs/Operations%20Center/1sandbags0330.gr.pdf>
- Cleaning Up After a Flood:  
<https://extension.umn.edu/flooding/cleaning-after-flood>

<sup>i</sup>University of Minnesota Extension

