

## Sample Checklist for Floods

Flooding is the number one natural hazard in the Commonwealth of Pennsylvania. It has impacted every county in the state. Many of our school districts/schools have suffered damaged during previous flooding events.

**DIRECTIONS:** Use the following checklist to assess the school building's/school district's response. Place the date below and mark the individual's name, in the completed block, who is confirming that the action item has been completed.

**DATE:** \_\_\_\_\_

Action Item	Completed
<b>Flood Procedures:</b>	
During periods of Flood Watches or Warnings, listen to NOAA Weather Radio for Emergency Alert System (EAS) notifications of current conditions.	
Based on National Weather Service reports and Emergency Management Agency advice, discuss cancellation, early dismissal of school, or Shelter in Place procedures.	
Implement cancellation early dismissal of school procedures or Shelter in Place procedures.	
Notify Transportation Director of cancellation, early dismissal, or Shelter in Place decision.	
Refresh Bus Drivers on flood safety tips.	
Notify Facilities Manager of cancellation, early dismissal, or Shelter in Place decision.	
Notify staff of cancellation, early dismissal, or Shelter in Place decision.	
If cancellation or early dismissal, dismiss students.	
Call staff meeting to hold a review of the incident and discuss changes to procedures.	
Update checklist, if necessary.	
<b>Reunification:</b>	
If Shelter in Place procedures are implemented, Reunification Plan is activated.	
<b>Communications:</b>	
Notify the Public Information Officer to activate the Communications Plan.	
Communication Plan is activated.	
<b>Cautions/Notes:</b>	
Ensure discussion includes dismissing students into flooded areas.	