

[Insert Name of Your Municipality]

**FLOOD RESPONSE AND RECOVERY CHECKLIST**

Situation	Action	See NH Flood Hazards Handbook Page(s)	Staff Responsible/Notes
Before the Flood (Warning Phase): Threat of flooding exists	<input type="checkbox"/> Evaluate flood/weather forecasts and stream or tidal gage data.	12 - 14	
	<input type="checkbox"/> Review Local Emergency Operations Plan, FEMA floodplain maps, floodplain development ordinance, other relevant community documents.	3 - 4, 20 - 25	
	<input type="checkbox"/> Identify areas, facilities, and infrastructure potentially at risk.		
	<input type="checkbox"/> Evaluate status of flood control devices and barriers (if applicable).	34	
	<input type="checkbox"/> Pre-position resources to support the response:		
	<input type="checkbox"/> Inventory heavy equipment, vehicles, and vessels to support response.		
	<input type="checkbox"/> Move emergency equipment, fuel, and medical supplies from threatened areas to higher ground.		
	<input type="checkbox"/> Evaluate the need for evacuation, relocation, and sheltering.	31, 35 - 37	
	<input type="checkbox"/> Establish shelters, if necessary.	31	
	<input type="checkbox"/> Disseminate public information about preparedness, areas at risk, evacuation routes, and shelters.	39	
<input type="checkbox"/> Activate incident management team, and establish command center at Emergency Operations Center.	30		
During the Flood (Response Phase): Flood is occurring	<input type="checkbox"/> Notify NH Homeland Security and Emergency Management/Access Web EOC to report situation and if necessary, request resources.	30	
	<input type="checkbox"/> Establish a watch system for status/level of flooding.		
	<input type="checkbox"/> Monitor status of structures or obstructions that pose a threat such as dams, ice jams.	33 - 34	
	<input type="checkbox"/> Issue evacuation orders, if warranted.	35 - 37	
	<input type="checkbox"/> Activate Community Emergency Response Team (CERT) as needed		
	<input type="checkbox"/> Limit travel in affected areas.		
	<input type="checkbox"/> Conduct search and rescue in flooded areas.	32	
	<input type="checkbox"/> Secure evacuated areas (if applicable).		
	<input type="checkbox"/> Estimate the extent of damage. Safely document with pictures of flooding.		
	<input type="checkbox"/> Keep community leaders (e.g. Community Administrator, Board of Selectmen) informed.		
<input type="checkbox"/> Continue to disseminate public information about weather, flood status, road closures, available shelters, evacuation orders, safety measures.	38 - 39		
After the Flood (Recovery Phase): Flood has occurred	<input type="checkbox"/> Disseminate public information about safety considerations and cleanup, permitting and rebuilding requirements, how to apply for assistance.	70	
	<input type="checkbox"/> Coordinate recovery activities with state and federal agencies.		
	<input type="checkbox"/> Participate in FEMA/state preliminary damage assessments (if applicable).	62	
	<input type="checkbox"/> Identify safety hazards and undertake corrective action.		
	<input type="checkbox"/> Assess condition of structures, including bridges, culverts, dams.	45, 50	
	<input type="checkbox"/> Assess status of water/septic systems and conduct water quality testing.	46	
	<input type="checkbox"/> Arrange for debris removal, especially in culvert/drainage areas.	44	
	<input type="checkbox"/> Work to restore damaged utilities and roadways.	45	
	<input type="checkbox"/> Assess flood damage and identify damaged properties within the Special Flood Hazard Area.	52 - 54	
	<input type="checkbox"/> Make substantial damage determinations for damaged properties in the Special Flood Hazard Area and notify property owners of determinations.	53 - 56	
	<input type="checkbox"/> Require floodplain development permits for all development activity in Special Flood Hazard Areas.	57	
	<input type="checkbox"/> Ensure all other federal and state permits are obtained for development and rebuilding efforts by property owners and for municipal projects.	47	
	<input type="checkbox"/> Monitor rebuilding efforts to ensure compliance with all community regulations, including floodplain development regulations.	58	
	<input type="checkbox"/> Secure additional staff resources through NH Public Works Mutual Aid program (if needed).	68	
	<input type="checkbox"/> Identify forms of assistance to apply for based on community needs.	61-63, 66, 75	
<input type="checkbox"/> Perform an incident critique to identify procedural changes and resource needs for future events.			