

FLOOD EMERGENCY OPERATIONS PLAN MINIMUM REQUIREMENTS

Flood emergency operations plans address the implementation of active flood shield measures when flood events are anticipated. Design professionals engaged in designing flood shielded buildings should evaluate flood warning time and the estimated time and level of effort necessary to install and deploy various measures that require human intervention well in advance of the onset of flooding or high winds

When there may be insufficient time to implement specific measures and evacuate, designers should re-examine the measures and specify those that can be installed safely within the available warning and evacuation time. If the entire flood shield system cannot be implemented and personnel safely evacuated in the available time, designers should specify alternative flood shield system components

Building owners, operators, and responsible personnel must be able to implement the plan and make sure that occupants are aware of what is required when plans are activated. Flood emergency operations plans must be tailored for each flood shielded building. At a minimum, plans should specify the following:

- The personnel, equipment, tools, and supplies needed to deploy all flood shield system components with sufficient time prior to the onset of flooding or conditions such as high winds that could interfere with efficient deployment of measures
- REQUIRED POSTING OF FLOOD EMERGENCY OPERATIONS PLANS IN VISIBLE LOCATIONS, flood emergency operations plans are to be permanently posted in dry flood shielded buildings in at least two clearly visible locations.
- Clearly defined chain of command and assigned responsibilities for personnel involved in the installation of flood shield measures
- Procedure for notifying personnel responsible for installing flood shield measures, along with a list of duty requirements
- Decision tree that identifies the sequence, timeline, and responsible parties for installing the flood shield components, including the triggers or benchmarks that will initiate procedures
- Written description and map of the storage locations and types of flood shield measures to be installed or deployed, along with any equipment, tools, and materials required for installation
- Conditions that require the deployment of active flood shield measures (e.g., installation of flood shields, closing of flood doors, closing of manual valves, staging of pumps)
- Instructions for installing or deploying each flood shield measure and the order of installation if important for effectiveness
- Repair procedures and component maintenance procedures that may be necessary during a flooding event
- Contact information for the manufacturer and designer to expedite obtaining replacement parts and support as needed
- Evacuation plans and maps for all personnel, staff and occupants
- Requirements for installation and deployment drills and training program (at least once a year)
- Requirement for regular review and update of the plan procedures