

Prevent Further Damage:

Turn off electricity, blocking entry until done. The power company may have to do this

Switch off, divert, or sandbag the water source

Cover drains as soon as possible

Cover places where water is entering

Move collections up if water is rising

Allocate staff and volunteers for work, tea breaks, and food

Locate supplies: containers, blank newsprint, clean sheeting, blotter paper, towelling, flashlights, batteries, fans, extension cords, work lights, ladders, padding materials, mops, buckets, sponges, hand tools, plastic bags, boots, aprons, tags and labels, scissors, pencils and paper, clipboards, filament tape, waterproof markers, rubber gloves, and a source of clean water

Contact engineer if your building is a historic structure, or if a great deal of water has been absorbed. Contact a commercial dehumidification firm if your building is large, based on the advice of a conservator

Locate pump and fans, and use only if you know the area is dry

Plan mud or silt removal, remembering that it may be contaminated

Raise objects out of water

Cover objects. Check every 24 hours, uncovering if there is a threat of mould

Secure floating objects