



Flood Damage Prevention Checklist

Location:

Date of Site Visit:

Turn off electrical power to nonessential equipment and appliances. Mark all appropriate switches.

Sump Pumps: leave power on and install battery power backups or connect to an emergency generator.

Turn off gas and water supplies. Label all appropriate valves with valve shut off tags identifying what each valve is for.

Check that all computer data has been backed up.

Move electronic equipment, important papers and valuables to a safe, "high and dry" location such as upper floors.

Secure structurally unstable building materials.

Check that any hazardous materials (i.e. gas cylinders/tank, combustible and flammable liquids) have been safely protected and stored.

Make sure all basement windows are closed. Repair window seals where needed, use a weatherproof sealant.

Inspect seals on ground level doors and use weather stripping and weatherproof sealant where possible.

Fuel tanks subject to flood damage (indoor/outdoor or underground)

Turn off power to fuel tanks including any electrically powered units attached such as pumps.

Close fuel valves.

Check all seals and tighten caps.

Temporarily cap off the vent pipe to keep water from entering the tank.

Secure outdoor tanks by anchoring the tank and using sandbags to prevent tank from floating.

Additional notes or comments:

Completed by:

Title/Position:

Signature:

In the event of a loss, ensure that the incident is immediately reported to Ecclesiastical Insurance online at ecclesiastical.ca/contact/reportclaim or if it is an emergency, through our after-hours claims number at 1-888-693-2253.