

For State Offices:

EMPLOYEE SAFETY is #1!

At a minimum, all state offices should have the following:

- A list of all employee and other important contacts and information placed in TWO easy to find locations. Important contacts should include the landlord contact information, building maintenance numbers, utility company numbers, and IT tech support staff numbers.
- A map showing locations of key equipment and where to shut off electricity and other services. Indicate any other key pieces of equipment that may need special care in case of water damage.
- Key procedures for employees prior to and during a flood (evacuation procedures if at the office)
- If not stored this way already, move important documents, archives, essential records, film, photos, and anything else vital to the state agency off the ground on high shelves in waterproof containers.
- Review plans with employees for: emergency procedures, including evacuation plans and phone call protocols for getting and receiving information in the event of a flood. Also include information on alternate working locations should the office building become off limits or there is loss of power.
- Review your emergency response obligations, communication plan, work relocation procedures, business recovery procedures and IT recovery procedures. If you have agreements in place with vendors or other agencies, you'll want to review them to make sure they are still in effect and meet your needs.

Resources:

www.dot.state.mn.us (road/travel information)

<http://www.noaa.gov/floods.php> (National Oceanic and Atmospheric Administration)