



Instruction Guide for Creating a Flood Avoidance Plan

- 1) **Appoint a Flood Avoidance Group of Employees.** Write the names of the people that the owner wants to be accountable for avoiding a flood loss. This list should include the owner.
 - a) Appoint enough people so that one of them will always be at the dealership, or in the vicinity during evenings and weekends.
 - b) Appoint someone as a Storm Coordinator to complete the Flood Avoidance Plan.
 - i) This person should confirm the plan with the owner, including necessary parking adjustments, lot repairs, permission from owners of alternate parking locations, etc...
 - c) Be sure the plan is well organized. It is possible that the cars will need to be moved while it is raining.
- 2) **Evaluate the Flood Threat to Your Lots.** Specifically write out the problems with your lots, and surrounding areas that make them susceptible to flooding.
 - a) If only a portion of your lot is in the flood zone, determine if you can avoid parking cars in that area.
 - i) Mark low areas with a painted line, and instruct employees not to park vehicles below the line.
 - ii) Consider using low areas for customer's cars, which are usually gone in the evenings and weekends.
 - iii) Decide if you can build the lot to a higher elevation.
 - iv) Determine if you can construct a raised parking structure that will be above the floodwater.
 - b) Determine if your storm drains need to be cleared of obstruction and debris.
 - c) Evaluate the local area around the dealership.
 - i) Specifically write concerns about the area on the plan, and resolve the concerns that are within your control or influence.
 - (1) Plan for local drainage systems to be overwhelmed and fail.
 - (2) Evaluate whether culverts and drains have become clogged in past storms.
 - (3) Building materials and silt from local construction can clog drains quickly.
 - (4) Be sure that your property, especially the service and body shop areas, is clutter free.
- 3) **Identify a "safe" alternate parking location(s).**
 - If On-Premises**
 - a) Create a map of your lot that shows the area that will flood, and the lot where the cars are to be moved.
 - If Off-Premises**
 - a) Write the address(s) on the plan.
 - i) This location should be as close as possible to the dealership.
 - b) Contact the property owner and ask for permission to move your cars to the location if needed.
 - i) Obtain an exclusive right, in writing, to use the property. This will make vehicle security easier.
 - ii) You may need to compensate the property owner for the parking rights.
 - c) Be certain that this location will not flood. Obtain a flood map for the new location from your local municipality. Find a different location if it is in a 100 year or 500 year flood zone.
 - d) Draw a map of the location and indicate how the vehicles should be parked. You want the parking to be efficient, and to prevent collisions. Make several copies of the map, and attach them to the plan. They will be given to the drivers when the plan is implemented.
 - e) Determine if you will need to hire a security service for the alternate location.



4) Establish a route to the alternate parking location.

If On-Premises...

- a) Use the map of your lot to show which cars are to be moved to specific areas of the lot that will not flood.

If Off-Premises...

- a) Specifically type up driving directions, make several copies, and attach them to the plan. These will be given to the drivers when the plan is implemented.
- b) Keep in mind that traffic may be very heavy at the same time that you need to move the cars. Evaluate alternate routes.
- c) Determine how long it will take you to move your cars, and write this on the plan.
- d) If needed, assign someone to control traffic as your drivers exit your dealership. Determine if this requires assistance or approval from the police.

5) Organize the manpower for the move.

- a) Attach a list of the names and addresses of the people that will be called when the plan is implemented.
 - i) Be sure to include cell phone numbers.
- b) Decide who will be drivers, and who will be shuttle drivers.
 - i) Decide this now, and list them specifically for these functions.
- c) Designate who will be responsible for putting the keys in the cars for the drivers, and who will have responsibility for controlling the keys after the cars have been moved, as well as being responsible for the security of the vehicles at the alternate location. Write their name on the plan.
 - i) This person should develop a plan and explain it to others, in case the coordinator is not available when the plan is implemented. This plan should be attached to the avoidance plan.
- d) Don't wait until an event arises to ask your employees for their help. Tell all of your employees about the plan as soon as it is completed.

6) Designate priority vehicles.

- a) Move cars from the lowest areas first.
- b) Prioritize high value vehicles within these areas.

7) Monitor weather and tide conditions.

- a) Designate who will be responsible for this, and write their name on the plan.
 - i) Be sure that someone with authority to implement the plan will always be in the vicinity, including evenings and weekends.
 - ii) If your dealership is closed during a flood warning, have an employee remain at the dealership, and check the water level every 30 minutes.
- b) Describe what conditions must exist or occur as indicators to activate the plan to move the vehicles.
 - i) Be sure the designated people understand the activation requirements, and that they have authority to activate the plan.
- c) Examples for monitoring water levels are:
 - i) Monitor National Weather Service flood gauges in your area at http://weather.gov/rivers_tab.php.
 - (1) Be sure to monitor gauges that are upstream from your location.
 - ii) Insert a post in the low-lying area. When the water reaches a predetermined height on the post, you will know that it is time to move the cars.



- 8) Put the plan into effect, and supervise the move to the alternate parking location.**
 - a) Remember that there may be mandatory evacuations that will prevent you from completing your plan.
 - i) Prepare for this.
 - b) Follow the plan as outlined, and provide people with driving and parking directions.
 - i) Require them to take a moment to read the driving directions and parking map.
 - c) The owner or storm coordinator should supervise all aspects of the activity.
 - i) Safe driving, Organized parking, Traffic control, Vehicle security.

- 9) Returning the vehicles to the dealership premises.**
 - a) Evaluate the short-term weather before returning the vehicles to the dealership.
 - i) Ground saturation can contribute to flooding from subsequent rainstorms.
 - b) Stress safe driving and organized parking.
 - c) Decide if you will need traffic control for a safe exit from the alternate location.

- 10) Call Risk Point at 214-369-3900 if you have questions.**

Flood Avoidance Plan

This worksheet will assist you develop a plan to protect your vehicle inventory. It is important that you decide whether to relocate the vehicles on your property or move them off-site. Follow the steps provided. Your Flood Avoidance Plan will become invaluable when you need to move your vehicles quickly.

Dealership Name: _____

Assigning Responsibilities & Develop Your Plan.
Refer To The Flood Avoidance Plan Instruction Guide For Assistance.

Responsibilities and Duties		Required Actions
1.	Appoint a Flood Avoidance Group. Creates and executes the Plan. Indicate names and plan responsibilities.	Coordinator is responsible for planning, organizing, recognizing when to execute the plan, and supervising the execution of the plan. Should be authorized to make decision to implement plan in dealer's absence. Owner / Dealer _____ Coordinator _____ People authorized to effect plan _____ Key Control and Security _____ Drivers _____ Shuttle Drivers _____
2.	Evaluate Flood Threat to Your Lots. Consider both on-premises and off-premises areas. Indicate person responsible for this step. _____	Describe low areas of lots and plan for these areas. Describe on and off premises concerns. 1. 2. 3. 4.
3.	Identify "safe" alternate parking location. This may be off-site or on-site. Arrange parking rights, in writing. Indicate person that is responsible for this step. _____	Indicate addresses and evaluate likelihood of flood at each address. Draw map for parking. 1. 2. 3.
4.	Establish a route to alternate parking facility. Indicate person responsible for this step. _____	Attach a copy of driving directions and map to "safe" parking facility. Will police assistance be needed? 1. 2.
5.	Organize manpower for move: Storm Coordinator will call Storm Team Members who will then call employees. _____	Attach the names and phone numbers (include cell phones) of team members and employees. Decide who will shuttle and who will drive. Designate who will be responsible for keys and security. Attach a copy of key and security plan. 1. 2.



6.	<p>Designate priority vehicles: Move high value vehicles first Access to keys and key control is important. Indicate person responsible for this step.</p> <p>_____</p>	<p>Describe area of lots that will flood first. Begin with high value vehicles in this area.</p> <p>1. 2.</p>
7.	<p>Monitor weather and tide conditions. Provide the name of the person(s) responsible. Must owner approve before vehicles are moved? Indicate person(s) responsible for this step.</p> <p>_____ _____ _____</p>	<p>Specifically describe the trigger for each scenario.</p> <p>1. Heavy Rain – 2. Tropical Storm – 3. Hurricane – 4. High tide – 5. Combinations</p>
8.	<p>Implement plan, and Supervise move to alternate parking location. Provide name of the person(s) with authority and responsibility to activate plan. Indicate person(s) responsible for this step.</p> <p>_____ _____ _____</p>	<p>Storm Coordinator and Owner’s responsibility. Supervise key control, premises security, parking and safe driving.</p> <p>1. 2. 3. 4.</p>
9.	<p>Returning the vehicles to the dealership premises. Evaluate short-term weather before moving vehicles back to dealership. Indicate person (s) responsible for this step.</p> <p>_____ _____</p>	<p>Stress safety, organized parking and key management.</p> <p>1.</p>
10.	<p>Need Help?</p>	<p>Call Risk Point at 214-369-3900.</p>