

## Storms/Flood Checklist

1. Are all roof slates/tiles, gutters and aerials secure?
2. Has flashing been checked?
3. Are gutters and down pipes clear of leaves and other debris?
4. Are all large trees close to your school maintained – branches trimmed, checked for rot or decay?
5. Are the grounds clear of loose materials and rubbish?

### **Suggested Actions:**

- Clean out gutters and down pipes of leaves, dirt and debris on a regular basis
- Keep trees trimmed to prevent from overhanging on buildings
- Regularly check trees which are close enough to fall onto buildings or parking areas. Where warranted have trees trimmed or removed by a qualified tree removal service
- Check for broken, damaged or loose tiles and have them repaired where necessary
- Check the flashing around skylights, vent pipes and any other projections where a roof covering meets an adjoining surface
- Repair any damaged gutters or down pipes and check their supports
- Ensure grounds are kept clear of loose materials and rubbish that may blow and cause damage
- Raise to higher ground (upstairs or on worktops) furniture, appliances or other items that may be damaged by direct contact with water for an extended period
- Move vehicles, valuables or other items to safety
- Put sandbags or flood boards in place (remember when the flooding is over to make sure your property is properly ventilated)
- Plug sinks/baths and put sandbags in all toilet bowls to prevent backflow
- If possible clear blocked drains
- Be ready to turn off gas and electricity supplies (get help if necessary)
- Never unplug or disconnect electric appliances or try to turn off the electricity supply if you have to stand in water or on wet floor surface to do so
- Don't enter basements or any rooms if water covers electric cables that are plugged in or if water covers electric outlets
- Keep a flash light and spare batteries in an accessible place
- If required to do so, exit your property with care as submerged debris could cause you to trip or fall
- You can contact a contractor to inspect the roof and if necessary carry out emergency repairs initially.

### **In the event of storm/flood property damage, you can take the following steps:**

- Photograph the damage to your property and contents, before any emergency repairs are carried out if possible
- Wet or damaged items can be lifted or removed from the building, please do not dispose of any items as we may arrange for an inspection
- Leave the heating on to help the property dry out. You can also hire dehumidifiers. When a dehumidifier is on, close your windows. A dehumidifier should be emptied on a regular basis

- You can take steps to remove the flood water from your property. In the event of widespread flooding your local council or fire brigade may be able to assist you
- Avoid touching any contaminated items, unless wearing suitable gloves
- Arrange for an electrician to check the electrics
- Unblock any external wall vents. Also check the floor void for flood water. This will need to be cleaned and disinfected
- Contact Allianz at 01 6133377 or [propertydamage@allianz.ie](mailto:propertydamage@allianz.ie) as soon as possible so that we can commence processing and investigation of your claim.