

### 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
<p><b>1. Appoint a Flood Avoidance Group</b>  <i>Creates and executes the Plan. Indicate names and plan responsibilities:</i></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><i>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 in dealers absence.</i></p> <p>Owner/Dealer: _____</p> <p>Coordinator: _____</p> <p>People authorized to effect plan: _____</p> <p>_____</p> <p>Key Control &amp; Security: _____</p> <p>_____</p> <p>Drivers: _____</p> <p>_____</p> <p>Shuttle Drivers: _____</p> <p>_____</p>
<p><b>2. Evaluate Flood Threat to Your Lots</b>  <i>Consider both on-premises and off-premises areas. Indicate person responsible for this step:</i> _____</p>	<p><i>Describe low areas of lots and plan for these areas. Describe on and off premises concerns:</i></p> <p>1. _____</p> <p>_____</p> <p>2. _____</p> <p>_____</p> <p>_____</p>
<p><b>3. Identify "safe" alternate parking location. This must be off-site in a flood zone X.</b>  <i>Arrange parking rights, in writing. Indicate person that is responsible for this step:</i> _____</p>	<p><i>Indicate addresses and evaluate likelihood of flood at each address. Draw map for parking on separate page.</i></p> <p>1. _____</p> <p>_____</p> <p>2. _____</p> <p>_____</p> <p>_____</p>
<p><b>4. Establish a route to alternate parking facility.</b>  <i>Indicate person responsible for this step:</i> _____</p>	<p><i>Attach a copy of driving directions and map to "safe" parking facility. Will police assistance be needed?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p><b>5. Organize manpower for move:</b>  <i>Storm Coordinator will call Storm Team Members who will then call employees:</i></p> <p>Storm Coordinator: _____</p>	<p><b>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.</b></p>
<p><b>6. Designate priority vehicles:</b>  <i>Move high value vehicles first. Access to keys and key control is important.</i></p> <p>Indicate person responsible for this step: _____</p>	<p><b>Describe area of lots that will flood first. Begin with high value vehicles in this area.</b></p> <p>1. _____          _____</p> <p>2. _____          _____          _____</p>
<p><b>7. Monitor weather and tide conditions.</b>  <i>Provide the name of the person(s) responsible. Must owner approve before vehicles are moved?</i></p> <p>Indicate person(s) responsible for this step: _____          _____          _____</p>	<p><b>Specifically describe the trigger for each scenario.</b></p> <p>1. <b>Heavy Rain</b> – Will move if flood warning is in effect or if heavy rains. The people detailed at the beginning of this report have authority to move vehicles in the event of severe weather.</p> <p>2. _____          _____          _____</p> <p>3. _____          _____          _____</p>
<p><b>8. Implement plan, and Supervise move to alternate parking location.</b>  <i>Provide name of the person(s) with authority and responsibility to activate plan.</i></p> <p>Indicate person(s) responsible for this step: _____          _____          _____</p>	<p><b>Storm Coordinator and Owner's responsibility. Supervise key control, premises security, parking and safe driving.</b></p> <p>1. _____          _____</p> <p>2. _____          _____          _____</p> <p>3. _____          _____          _____</p>
<p><b>9. Returning the vehicles to the dealership premises.</b>  <i>Evaluate short-term weather before moving vehicles back to dealership.</i></p> <p>Indicate person(s) responsible for this step: _____          _____          _____</p>	<p><b>Stress safety, organized parking and key management.</b></p> <p>1. _____          _____</p> <p>2. _____          _____          _____</p>
<p><b>Need Help?</b></p>	<p><b>Call Your Insurance Agent</b></p>

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