Water Intrusion Incident Response Checklist

Safety first: *If anyone is in danger, there is standing water near live electrical equipment, or you suspect structural damage, evacuate the area and call 911 before taking any other step.*

Incident Information			
Facility Name		**Location / Area**	
Incident Date		**Time Discovered**	
Reported By		**Response Team Lead**	

Action	Complete	Time Completed / Notes
Immediate (first 15 to 60 minutes)		
Evacuate the area and account for everyone. Call 911 if anyone is at risk.	☐	
Identify and stop the source of water, if safe to do so.	☐	
Shut off electricity in affected areas, if safe to reach.	☐	
Cordon off the area and post warning signs.	☐	
Notify the Response Team Lead and call a plumber or restoration provider.	☐	
Containment and documentation (first 24 to 48 hours)		
Photograph and document the damage before cleanup begins.	☐	
Start water extraction (mops, wet vacuums, or pumps).	☐	
Remove water-damaged materials that cannot be dried.	☐	
Set up dehumidifiers and fans to dry the area.	☐	
Contact your insurance broker or carrier to report the loss, if needed.	☐	
Follow-up		
Start a mold inspection.	☐	
Schedule a follow-up inspection and confirm electrical systems are safe before power is restored.	☐	

Response Team Lead Signature: _____ **Date:** _____