

STANDARD OPERATING PROCEDURE (SOP)

Flood Emergency Response

1. PURPOSE

This SOP outlines the procedures to be followed before, during, and after a flood to ensure safety, efficient coordination, and timely response.

2. SCOPE

This procedure applies to all emergency personnel, volunteers, and community members involved in flood management and evacuation operations.

3. RESPONSIBILITIES

- Emergency Response Team (ERT): Coordinate evacuation, rescue, and communication.
- Medical Team: Provide first aid and medical assistance.
- Logistics Team: Manage supplies, shelters, and transportation.
- Communication Team: Disseminate warnings and information.
- Public: Follow evacuation orders and safety guidance.

4. PRE-FLOOD PREPARATION

- Monitor weather updates from authorities.
- Inspect and prepare evacuation centers.
- Ensure emergency kits and rescue equipment are ready.
- Train volunteers and assign tasks.
- Set up communication channels and backup power sources.

5. FLOOD WARNING PROCEDURE

- Issue alerts through sirens, SMS, radio, and social media.
- Activate Emergency Response Team.
- Inform community leaders and schools.
- Prepare transportation for vulnerable groups (OKU, elderly, children).

6. EVACUATION PROCEDURE

- Deploy personnel to assist affected areas.
- Prioritize evacuation of high-risk individuals.

- Provide clear instructions and safe routes.
- Register evacuees upon arrival at shelters.
- Ensure shelters are equipped with water, food, and bedding.

7. SAFETY MEASURES DURING FLOOD

- Avoid walking or driving through floodwaters.
- Shut off electricity in affected buildings.
- Maintain hygiene in shelters.
- Keep communication lines open.
- Provide continuous medical support.

8. POST-FLOOD RECOVERY

- Conduct headcount and verify evacuee status.
- Inspect homes for structural safety before returning.
- Clean and disinfect affected areas.
- Assess damages and document reports.
- Provide counseling and community support.

9. REPORTING AND DOCUMENTATION

- Record actions taken during emergency response.
- Submit daily situation reports.
- Conduct post-operation review and improvements.

10. CONTACT INFORMATION

- Local Disaster Hotline: 999
- Emergency Response Team Leader: 012-3456789
- Medical Assistance Unit: 013-9876543

This SOP serves as a guideline and may be updated based on situation requirements.