

May 9, 2011

INSURANCE INFORMATION NOTICE 2011-9

**SUBJECT: MITIGATION OF LOSS DUE TO IMMINENT THREAT OF FLOODING ALONG
THE MISSISSIPPI RIVER AND OTHER STATE BODIES OF WATER**

It is recommended that each State agency in the parishes that may be impacted by the rising of the Mississippi River and other State bodies of water take necessary precautions to protect the State against loss. Most importantly, protect the health and safety of State employees.

Following are precautions that should be considered:

- Sandbag exterior building openings as needed.
- Remove all items from the floor to a higher elevation.
- Protect all IT equipment from water and humidity.
- Perform a back-up of all computers and servers and store back-up in a secure location, preferably off-site.
- Maintain a current inventory list of supplies and equipment and store list in a secure location, preferably off-site.
- Protect vehicles by moving them to a higher elevation.
- Notify employees of communication chain in the event of a disaster.
- Assess whether or not an off-site location is needed to perform critical tasks should the current location become inaccessible.

For more information regarding the imminent threat of flooding, refer to www.louisiana.gov. If you have any questions or concerns, please contact Susan West, State Risk Administrator, at (225) 342-6031, susan.west@la.gov.