



Flood Affected Information Sheet

Please read this document in its entirety

Before being accompanied to a damaged area:

- Please be prepared to only have a brief time in your office.
- Take a few moments before you enter the building to prioritize what you will need to gather and inspect in your office.
- Please be ready to document (photos or in writing) anything you deem appropriate to bring to UFV's attention
- Please note: for your safety and security we will accompany you to your office, stay during your brief stay, and assist while exiting.

During your brief visit to your office:

- **Please do not use your UFV issued computer, or any personal electronic devices that were in your office.** While we recognize the inconvenience, until remediation experts can evaluate the electronic integrity of devices, you will not be permitted to remove or turn them on. Damage must be inspected on site in order to comply with insurance protocol. This includes laptops and computers. Plans are underway to provide temporary work spaces and computer resources for those who are displaced. Relocation options will be available Tuesday morning.
- Please document any professional and personal items that you immediately observe to be damaged by contact with water. Please record or photograph any item that you believe has been damaged.
- If personal property has been damaged due to the flood please refer to the UFV Employees Handbook/Guide to UCIPP Coverage <https://www.ufv.ca/media/assets/finance/UCIPPHandbook.pdf> for details on possible coverage and the criteria. If applicable, please include details of the damaged personal property in your assessment.
- Gather any non-damaged personal effects and course materials that you immediately need, if you require more items, another visit can be arranged

After entering office area

Please summarize your office assessment via e-mail to: septflood@ufv.ca

Please also include the following questions / information to this e-mail address:

- Detailed list of items you've identified as damaged / impacted by contact with water
- Any photos you took while in your office
- If you have any concerns about long term impact to your courses / job function

- If you have questions re: claims for damaged items
- Any other questions directly relating to this incident.