

Appoint leader / someone takes charge

Assess environment (rH, temp); add dehumidifiers

Call on extra staff / pairs of hands

Call plumber / facilities

Check adjacent areas for further leakage

Debrief, restock kit, revise building risks

Determine documentation for tracking damaged items

Establish control point

Fetch disaster kit (crates, polythene sheeting)

Fetch the emergency plan

Find safe means of moving items to assessment area

Investigate leak source (pipe knocked)

Isolate electricity (you/facilities)

Mop up water / use wet vacs for puddles

Move objects to assessment area

Move users/visitors to safety

Need contract restoration? Gain financial approval

Photograph scene

Protect unaffected at risk collections

Raise alarm with emergency team

Restrict access to the area

Risk assess area of damage for salvage safety

Set up treatment and assessment area

Turn stopcock off (you/facilities)