

Water Mitigation Program (WMP): Roles and Responsibilities



As you build your Water Mitigation Program (WMP), you should include key personnel who can help identify potential risks and enhance the program's effectiveness. Key factors in choosing a team can include expertise, authority and availability. Good candidates include those: who live near the facility, have comprehensive understanding of water exposures and mitigation techniques.

Corporate Leadership

Corporate leadership can consist of CEO, president, and other top executive leadership capable of making policies, setting standards, and providing direction of the WMP. The roles and responsibilities of this group include:

- Allocating financial and other resources necessary to achieve WMP objectives
- Drafting policies and standards for the company to follow regarding WMP
- Issuing guidance regarding how the company implements the WMP
- Providing support for the program by attending executive-level WMP committee meetings
- Participating in annual reviews/audits of the WMP

This group should also assign a WMP Administrator. To ensure continuity of this function, this group will be responsible for assigning a back-up program administrator, who will be designated to carry out these functions in the absence of the primary administrator.

WMP Administrator

The designated WMP administrator will interact with the employees, management and supervisor contacts, insurer contacts and authorized third-party providers, which will assist in the mitigation process.

Additional responsibilities of the program administrator include:

- Assign duties to supervisors and inform them of their roles to assign specific duties to their employees
- Train employees prior to implementation of WMP
- Provide annual employee and supervisor training
- Work with supervisors to identify gaps in the WMP
- Hold supervisors and employees accountable for not utilizing the WMP
- Maintain all documented program records and communications
- Maintain files on third party contractors to be used during response to water intrusion including weather related incidents
- Review the WMP Program annually and make any needed changes or updates

Facility and Building Manager Responsibilities

- Customize WMP to their facility. The customized plan should be submitted to the WMP administrator for review
- Continuously update the WMP as the occupancy of the building changes and exposures go away and as new exposures occur
- Assign duties to employees participating in the WMP plan
- Approve Wet Work Permits and verify utilization of other plan components

- Review assigned duties and tasks with employees as exposures change
- Maintain list of local contacts that may help during the mitigation process. (e.g. disaster restoration companies, equipment rental, debris removal, etc.)

Designated Employees

- Demonstrate understanding of their assigned responsibility
- Responsible to perform their given responsibility in the facility
- Communicate with supervision and other team members regarding mitigation efforts

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