

# DISASTER FIELD STAFF GUIDE FOR USING NFIP PUBLICATIONS

As FEMA's National Flood Insurance Program (NFIP) continues to grow and evolve, it is important that all information distributed to stakeholders is current. This document provides directions for disaster field staff at Disaster Response Centers (DRCs), Joint Field Offices (JFOs) and other post-disaster sites to ensure the use of current NFIP publications.

There are now strict limits on how many NFIP publications can be ordered from the FEMA Publication Warehouse. FEMA requests that you share electronic versions of approved publications, available at [agents.floodsmart.gov/flood-disaster-recovery](https://agents.floodsmart.gov/flood-disaster-recovery), rather than order from the FEMA Publications Warehouse.

## HOW TO ENSURE NFIP PUBLICATIONS ARE CURRENT

The NFIP understands that disaster offices often reuse NFIP publications from previous disasters.

- First, please review the **NFIP Resource Spreadsheet**. These are the publications the NFIP has identified to be shared with policyholders, potential policyholders and insurance agents.
- Second, ensure that you are distributing only the most recent version of a publication. The NFIP frequently updates publications (such as flyers, infographics, fact sheets and brochures) to ensure it provides up-to-date information to its stakeholders. The following guidance will ensure your publications are current:
  - All printed NFIP publications have a number, formatted P-XXX(X). It is usually on the bottom left corner or the backside of a publication.
  - When a publication is updated, its publication number stays the same. However, the published date will change.
  - You can access the Resource Library on [agents.floodsmart.gov](https://agents.floodsmart.gov) to find the publication by its title. Check the publication number on the online version against the printed version that you have.
  - Compare the month and year of the publication you have on-hand to the version on the Resource Library. If there are differences between your version and the online version, FEMA requests that you recycle the older version of the publication.

## POST-DISASTER STORAGE OF NFIP PUBLICATIONS

Please only store those publications that are on the **NFIP Resource Spreadsheet** (review the previous section for this list). When closing the disaster office, ensure you store printed NFIP publications in a box.

- Keep an inventory of the NFIP publications you need on-hand for future flood disasters.
- To track the publishing date of your stored publications, create a simple document that includes the title, month and year of each publication and insert this document in each box.
- Compare the inventory checklist you placed in each box of publications to their online counterparts to determine which publications are out-of-date.
- Recycle any outdated publications.
- Store the publications you plan to keep in a cool, dry area.
- Store publications in a sealed container to prevent mold, in case moisture is introduced into the environment.

For any questions about the storage, distribution and recycling of publications, contact [NFIPCommunications@fema.dhs.gov](mailto:NFIPCommunications@fema.dhs.gov).

