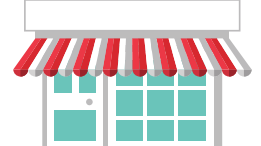




BUSINESS FLOOD PLANNING



Many businesses in the UK are at risk of flooding, and there may be very little warning or time to prepare for a flood, especially in areas where flash flooding occurs. By creating a business flood plan, valuable time can be saved when a flood is expected, by having all the relevant and useful information you need in one easily accessible place, providing clear instruction on how to respond.

Checklist

- Site managers and head office staff should sign up for Environment Agency flood alerts and warnings and all staff should understand what they mean.
- Check that your business insurance covers flooding.
- Make a floodkit using the floodkit checklist.
- Move important documents to a safe place out of the flood risk and back them up electronically if possible.
- Investigate property flood resilience (PFR) options for your business - consider both flood resistance and resilience methods.
- Make a schedule to keep PFR products maintained and in good working order.
- Create a list of all vulnerable staff on the premises.

Utility Supplies

The location of your utility supplies should be noted down along with instructions on how to switch them off. This will prevent further damage should a flood occur.



Important Contacts

A general list of contacts should be recorded and kept up to date. This list may be useful should you have to evacuate your business. Important contacts may include:

- Environment Agency's Floodline - 0345 988 1188
- Your gas, electricity and water suppliers
- Important customer and supplier contact details to arrange business continuity
- Local radio stations to keep regularly updated
- Insurance company
- Local Authorities



Environment Agency Flood Alerts and Warnings

These flood warnings can be used as a trigger to put your flood plan into action, so it is important to understand what each warning means and decide what actions to take at each stage.



Flooding is possible

At this stage, you should ensure that you stay vigilant and make early preparations for a potential flood. There is the possibility that your flood plan may need to be put into action.



Flooding is expected

At this stage, immediate action is required to protect yourself, staff and your business. Many people use this stage as a trigger to put your flood plan into action.



Severe flooding is expected

There is a significant risk to life and property. Prepare to evacuate and cooperate with the emergency services.

It is also useful to have an evacuation plan in place and noted on your flood plan. This should contain details of where to go if you need to evacuate, including the address and contact details of an emergency assistance centre if known.

Floodkit Checklist

Having a flood kit prepared prior to the event of a flood can be very helpful if you and your staff need to evacuate. The flood kit checklist should be composed of essential items you will need if you're going to be away from your business for a few days. Some of the recommended items include:

- Multiple copies of the flood plan.
- Warm and waterproof clothing and blankets.
- First aid kit.
- Bottled drinking water and non-perishable food.
- Important documents such as insurance documents, or those needed for business continuity.
- Mobile phones and chargers.
- An up to date staff contact list, including out of office numbers.
- Torch and extra batteries if necessary.
- Camera to take photos of damage.
- Two way radios for staff members.
- Rubber gloves and wellingtons.
- Keys.

