

This pre-populated plan can be used as it is, or as a guide to help you create your own flood plan using one of our blank templates. You should give consideration to staff safety, site and buildings and key operational facilities, and keep it up to date.

## Trigger 1



FLOOD ALERT



Met Office Yellow Weather Warning

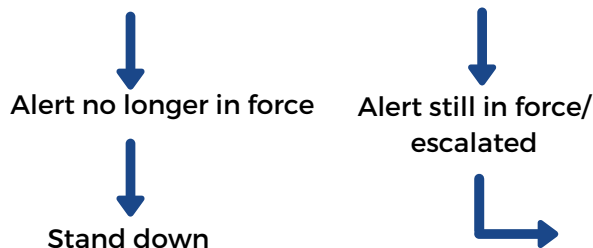


Community telemetry, e.g river level sensor

### What to do at this stage

**Flooding is possible.**  
Stay vigilant and make early preparations for a potential flood.

- Monitor the situation through forecasts, the Environment Agency's 'Check for Flooding' service, local radio stations and monitoring stations.
- Locate flood kit, check it is complete and ready if needed.
- Check reverse of sheet is completed and you know what to do if the situation gets worse.
- Ensure that your property flood resilience is in working order and ready to install.



## Trigger 2



FLOOD WARNING



Met Office Amber Weather Warning



Community telemetry, e.g river level sensor

### What to do at this stage

**Flooding is expected.**  
Immediate action is required to protect yourself and your property.

- Continue to monitor the situation.
- Move electrical equipment, stock and valuables to a higher level using racking or pallets or put items on top of desks.
- Deploy property flood resilience e.g. door barriers, pumps and air brick covers.
- Ensure all employees are safe.
- Move vehicles to high ground out of the flood risk area.

## Trigger 3



SEVERE FLOOD WARNING



Met Office Red Weather Warning



Community telemetry, e.g river level sensor

### What to do at this stage

**Severe flooding is expected and is likely to cause significant risk to life and destruction of property.**

**Prepare to evacuate and cooperate with emergency services.**

- If safe to do so, turn off utility supplies (see reverse of this sheet).
- Continue to monitor the situation, e.g., check river levels and listen to the local radio.
- Evacuation is likely. Start your emergency evacuation plan and cooperate with the emergency services.
- Ring 999 if you or any of your staff are in immediate danger.

**If your business is located in an area where flash flooding occurs, there can be very little warning. It is best to be as prepared as possible at all times.**

# Business Flood Plan



# Pre-populated Plan

## ADDRESS OF EVACUATION CENTRE

## FLOOD PLAN CHECKLIST:

- Sign up to Environment Agency flood alerts and warnings (ensure appropriate staff members are registered to receive these notifications).
- Understand what the flood alert and warning codes mean and what to do if you receive one (see reverse of this page).
- Check your business insurance covers flood damage to buildings, contents and stock, as well as business interruption and lost revenue cover.
- Investigate Property Flood Resilience (PFR) options (e.g. door barriers, pumps, racking, shelves).
- Back up records and store off site out of the flood risk area, whether paper or electronic (identify what data is crucial to business continuity).
- Make a flood kit if necessary.

## CONTACT LIST

Environment Agency Floodline	0345 988 1188	@EnvAgencyNW	
Electricity North West	0800 195 4141	@electricityNW	
Electricity Helpline	105		
National Grid	0800 111 999	@nationalgriduk	
United Utilities (sewer flooding)	0345 672 3723	@unitedutilities	
Local Council			
Lead Local Flood Authority (LLFA)			
Insurance Company			
Local radio station			
Evacuation centre			
Gauge Map monitoring station		<a href="https://www.gaugemap.co.uk/">https://www.gaugemap.co.uk/</a>	
Flood Warden			

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## WHEN PROTECTING YOUR BUSINESS, CONSIDER:



- Having a communication tree, contact details of all staff and important contacts.
- Including flood events in evacuation procedures (different assembly points may be required).
- Installing racking/shelving to raise important items such as servers and stock.
- Protection of any hazardous materials.
- Identifying key locations for the installation of Property Flood Resilience (PFR) options.
- Creating a flood kit to include; a copy of the flood plan, staff contact info, important documents for business continuity inc. data back up, two-way radios, first aid kit.

## PROPERTY FLOOD RESILIENCE (PFR) AND EQUIPMENT LIST

ITEM:	WHERE IT IS KEPT:	HOW TO INSTALL IT:

## WHERE IS THE...?

- Location of electricity cut off:
- Location of water cut off:
- Location of gas cut off:
- Location of flood kit:

## Trigger 1



FLOOD ALERT



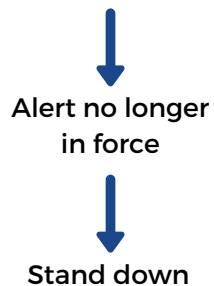
Met Office Yellow  
Weather Warning



Community telemetry,  
e.g river level sensor

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## Trigger 2



FLOOD WARNING



Met Office Amber  
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- Continue to monitor the situation.

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WARNING



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## FLOOD PLAN CHECKLIST:







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Location of water cut off:

Location of gas cut off:

Location of flood kit: