

# Business Flood Plan



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.

## FLOOD PLAN CHECKLIST:

- Fill in this plan giving consideration to staff safety, site and buildings and key operational facilities, and keep it up to date.
- 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 DETAILS PHONE NUMBERS ADDITIONAL INFORMATION

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		
Gauge Map monitoring station		<a href="https://www.gaugemap.co.uk/">https://www.gaugemap.co.uk/</a>
Flood Warden		

## 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:

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Actions to take when a trigger warning is reached. This could be when you receive an Environment Agency flood alert or warning, or a Met Office weather warning:



## Flood Alert

(Met Office: Yellow warning)

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

Monitor the situation. Check weather forecast and river levels, listen to local radio.

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.

Alert no longer in force

Alert still in force/  
escalated

Stand down.



## Flood Warning

(Met Office: Amber warning)

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

If out of hours, contact the flood team.

Continue to monitor the situation using Floodline, local radio stations.

Move electrical equipment, stocks 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.



## Severe Flood Warning

(Met Office: Red warning)

Severe flooding is expected.  
Significant risk to life and 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 using Floodline, local radio stations etc.

Evacuation is likely. Start your emergency evacuation plan and cooperate with the emergency services

Ring 999 if you 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.

## FLOOD PLAN CHECKLIST:

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Continue to monitor the situation.



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