



# BUSINESS FLOOD PLANNING

Many businesses in the UK are at risk of flooding, often with little warning or time to prepare, especially in areas prone to flash flooding. Having a business flood plan in place can be invaluable, as it consolidates all necessary information in one accessible location and provides clear instructions on how to respond. This can save critical time and help minimise damage when flooding is expected.

## Checklist:

- Site managers and head office staff should sign up for Environment Agency flood alerts and warnings, ensuring all staff understand what they mean.
- Confirm that your business insurance covers flooding.
- Create a flood kit using the flood kit checklist.
- Move important documents to a safe, flood-free location and back them up electronically, if possible.
- Investigate property flood resilience (PFR) options for your business, considering both flood resistance and resilience methods.
- Develop a maintenance schedule to keep PFR products in good working order.
- Maintain a list of 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.

### Flood alert - 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.



### Flood Warning - Flooding is expected

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



### Severe Flood Warning - 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 included in 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 before a flood event can be invaluable if you and your staff need to evacuate.

The flood kit checklist should include essential items you may need if your business is closed for several days. Recommended items include:

- Multiple copies of the flood plan
- Warm, waterproof clothing, and blankets
- First aid kit
- Bottled drinking water and non-perishable food
- Important documents (e.g., insurance documents, or those needed for business continuity)
- Mobile phones and chargers
- Up-to-date staff contact list, including out-of-office numbers
- Torch with extra batteries
- Camera for documenting damage
- Two-way radios for staff communication
- Rubber gloves and wellingtons
- Keys