

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.

Trigger 1



Flood Alert



Met Office Yellow Weather Warning

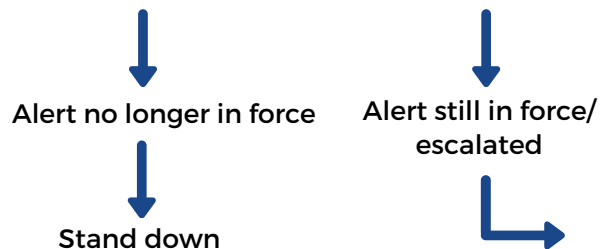


Community telemetry, e.g river level sensor

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. air brick covers, door barriers.
- 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.

- Check on vulnerable family, friends and neighbours.
- 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. Gather your flood kit 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.

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.

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

CONTACT LIST	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		
Evacuation Centre		
Gauge Map Monitoring Station		https://www.gaugemap.co.uk/
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:

Trigger 1



Flood Alert



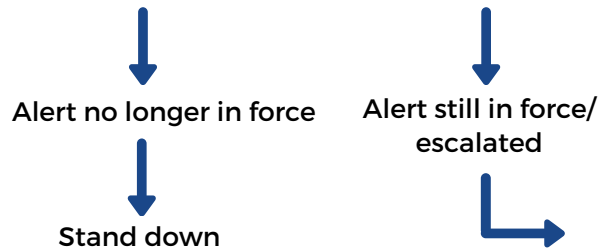
Met Office Yellow Weather Warning



Community telemetry, e.g river level sensor

What to do at this stage

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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.

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.

- Evacuation is likely. Gather your flood kit 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.

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