

Business Flood Planning

Many businesses in the UK are at risk from flooding. Therefore a flood plan is a very useful resource for businesses located in a flood risk area. They enable businesses to plan and prepare for a flooding event and help them to become more resilient to the effects of flooding. They allow businesses and landowners to take action once a flood alert or warning has been received.

Your business flood plan should include...

A checklist

This contains steps to check off once you have finished your flood plan.

- 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 flood damage.
- Make a floodkit using the floodkit checklist.
- Move important documents to a safe place out of the flood risk area and back them up electronically if possible.
- Investigate property flood resilience (PFR) options for your business. Make sure you consider both flood resistant and flood resilience measures.
- Make a schedule to keep PFR measures and products maintained.
- Create a list of all vulnerable staff on the premises.

Gas, electricity and water supply details

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
- Customer and supplier contact details to arrange business continuity
- Your local radio station details to keep you regularly updated
- Insurance company
- Local Authority



Floodkit checklist

Having a flood kit prepared prior to the event of a flood can be very helpful should you need to evacuate. Items can include:

- Multiple copies of the flood plan
- Staff register and contact details
- High visibility vests
- Disposable rain ponchos and foil blankets for staff
- Non-sterile medical nitrile gloves
- Bottled drinking water
- Important documents such as insurance documents, or data back-ups which can help maintain business continuity
- Mobile phones and chargers
- Torches and extra batteries if necessary
- Camera to take photos of any damage for your insurance company
- Two way radios for staff members
- Rigger gloves and wellingtons
- Set of site keys
- First Aid Kit

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, staff and your business. 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 useful to have an evacuation plan in place and noted on your flood plan. This should contain details of staff meeting points in the event of a site evacuation, which should not be in an area likely to flood and may need to be different to the fire evacuation points. Details of any vulnerable members of staff who may require assistance in an evacuation should also be noted down.

