



## Business Continuity Team

### Covered everything? Use our business flood checklist

Are you prepared for flooding? If you answer 'no' to any of the questions below, there may be more you can do to protect your business. The relevant sections of this guide will give you valuable information on effective actions you can take to prepare for a flood. A flood plan template is available to download from the Environment Agency website.

#### Know your flood risk

- Do you know if you're at risk of flooding? **Yes/no**
- Are flood warnings available in your area? **Yes/no**
- Do you know how you can receive flood warnings? **Yes/no**

#### Preparing a flood plan

- Do you know how your business will respond to a flood? **Yes/no**
- Do you have a list of useful numbers including Floodline, local authority and insurance company? **Yes/no**
- Do you know how to shut off your gas/electric/water supplies? **Yes/no**
- Are your stock, fittings and valuable equipment stored above flood level? **Yes/no**
- Have you developed flood contingency plans with suppliers and/or clients? **Yes/no**
- Can you call someone to help you in the event of a flood? **Yes/no**

#### Staff training and evacuation

- Are you aware of correct flood safety procedures for you and your staff? **Yes/no**
- Have you trained your staff on flood safety procedures? **Yes/no**
- Can your staff work quickly and efficiently to protect your business in the event of a flood? **Yes/no**

#### Protecting property

- Have you installed flood protection products? **Yes/no**
- Do you have a stockpile of useful materials including plywood, plastic sheeting, sandbags (unfilled), sand, nails, hammer, shovel, blocks of wood and a saw? **Yes/no**
- Have you installed non-return valves in your toilets and drains? **Yes/no**
- Do you and your staff have high ground where you can park your cars? **Yes/no**
- Are your electrical sockets above flood level? **Yes/no**
- Do you have computer equipment in the basement? **Yes/no**

#### Flood insurance

- Do you have sufficient insurance cover in the event of a flood situation? **Yes/no**
- Do you know what information your insurer will require to support a claim? **Yes/no**

#### Evacuation

- Do you have an easy way to let your staff know about an evacuation? **Yes/no**
- Do you know which roads will stay open in your area during a flood? **Yes/no**
- Have you identified where staff can shelter in the event of a flood? **Yes/no**
- Could you control staff panic during a flood? **Yes/no**

Information supplied from the Environment Agency website:

<http://www.environment-agency.gov.uk/subjects/flood>

Log on to find templates, information and advice.