

Business Flood Plan, Be Flood Ready.

Checklist	
Create a tailored business flood plan giving consideration to staff safety, site and buildings and key operational facilities	<input type="checkbox"/>
Sign up to receive Environment Agency flood warnings (ensure the appropriate staff members are registered to receive these notifications)	<input type="checkbox"/>
Investigate Property Level Protection (PLP) and resilience options i.e. door barriers, pumps, racking and shelving etc.	<input type="checkbox"/>
Check your business insurance covers flood damage to buildings, contents and stock, as well as business interruption and lost revenue cover	<input type="checkbox"/>
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)	<input type="checkbox"/>
Understand what flood warning codes mean and what steps would need to be carried out at each stage (example on the reverse of this page)	<input type="checkbox"/>
Make a flood kit	<input type="checkbox"/>

Contact Details	Phone numbers	Additional information
Environment Agency Floodline/Twitter	0345 988 1188	@EnvAgencyNW
Electricity North West	0800 195 4141	@electricityNW
Electricity Helpline	105	
National Grid	0800 111 999	@nationalgriduk
United Utilities (sewerage flooding)	0345 672 3723	@unitedutilities
Local Council - BwDBC	01254 585585	@blackburndarwen
Insurance Company		
Local Radio Station	Radio Lancashire	95.5, 103.5 or 104.5 FM
GaugeMap Monitoring Station (Location/Tiwtter)	Hardman Way	@riverlevel_0551
Flood Warden contact		
Flood Warden contact		



When planning to protect your business...

Consider:

- ✓ Having a communication tree, contact details of all staff and important contacts.
- ✓ Including flooding events in evacuation procedures (different assembly points may be required).
- ✓ Installing racking/ shelving to raise important items such as servers and stock etc.
- ✓ Protection of any hazardous materials.
- ✓ Identifying key locations for the installation of PLP (including map of the site and installation instructions).
- ✓ Creating a flood kit to include; a copy of the flood plan, staff contact info, important documents for continuity including data back-up, two-way radios, first aid kit etc.

Where is/ are my....?

Location of electricity cut off
Location of water cut off
Location of gas cut off
Location of flood kit
Nearest river monitoring reading found on http://www.gaugemap.co.uk/

Contact your supplier if you are unsure of where or how to turn of your electricity, water or gas supplies. Mark taps/switches with labels to help you remember.

For Further information on being prepared:

Newground Tel: 01254 265163 Email: flood@newground.co.uk

Twitter: @nwrnd_flood Web: www.newground.co.uk/flood

www.flood-warning-information.service.gov.uk

www.gov.uk/government/publications/preparing-your-business-for-flooding

Flood Alert/Warning received from Environment Agency or Weather Warning issued by MET Office via website, local weather reports or app



FLOOD ALERT

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 Level Protection is in working order and ready to install



No longer in force

Still in force/ escalated

Stand down.



FLOOD WARNING

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

If out of hours contact flood team

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

Move electrical equipment, stock and valuables to a higher level using racking or pallets or put on top of desks.

Deploy Property Level Protection 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

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.

Evacuation is likely. Start your emergency evacuation plan and cooperate with the emergency services. Ensure all employees are safe.

Ring 999 if you are in immediate danger.

If you live in an area where flash floods occur there can be very little warning so it is best to be as prepared as possible at all times.