

Flood Plan

A flood plan is a written document that outlines how you will respond to a flood.

If you are in a flood risk area, you should have a flood plan. There are three types of flood plans household, business and community.

Household

If you live in a flood risk area you should have a flood plan for your household. Below is a list of what should be included:

Contacts

A general contact list should be recorded and kept up to date. This will include the Environment Agency (0345 988 1188), electricity, gas, water and telephone suppliers, insurance company, local council and local radio stations. The contact list may also include details of people who can help you such as relatives, friends and/or neighbours.

Gas, electricity and water

Know the location of your gas, electricity, and water main supplies and how to turn them off. If necessary ask your supplier and mark taps or switches with labels to help you remember.

Actions

A flood plan should include the actions you will take if a flood is expected in your area.

The actions you take will depend on the flood warning issued. When a flood alert is issued in your area you should be prepared to act on your flood plan. When a flood warning is issued you should put your flood plan into action. When a severe flood warning is issued you should be prepared to evacuate.

The actions implemented will vary between properties but general actions include:

- Moving furniture and valuable items to safety,
- Deploying flood defences such as flood barriers, airbrick covers and toilet blocks
- Turning off electricity, water and gas supplies,
- Moving your car out of the flood risk area.
- Moving or weighing down garden/outside furniture and decorations.

Documents

Have important documents, such as insurance documents, in waterproof packets or saved on a memory pen and keep upstairs.

Evacuation

Details of what your household should do if they must evacuate and where they should go should be included in a flood plan. You should also prepare a flood kit to take with you which will include a torch, water, food, medication, warm and waterproof clothing, and rubber gloves.

Newground's Household Flood Plan Template is available below.

Business

A business flood plan is similar to a household flood plan but includes additional information and is bespoke to each business.

Newground are able to offer a bespoke flood plan service for businesses.

Staff

A business flood plan needs to include a list of staff, their contact details and an emergency contact. Staff who may require assistance in the event of a flood should also be recorded.

Actions

Businesses may have more actions that need to be put in place if a flood is expected in the area. Stock, equipment and possessions may need special protective measures. The flood plan should include a description of the actions that need to be taken to prevent damage in the event of a flood. For example, businesses may have oil based products and/or chemicals which need to be protected from a flood.

Training

Businesses will have to provide staff with information and/or training about the flood plan and the procedures they must follow.

Additional documents may also be prepared alongside the flood plan including a map showing the location(s) of key property protection materials and service cut-off points and a checklist to be followed if a flood is expected.

Community

Communities or groups can significantly reduce the impact of floods by working together to prepare a flood plan. The plan must be developed, maintained and if necessary implemented by the community or group.

Flood risk areas

A community flood plan should include a list of the areas liable to flood and the source of flooding. A map of flood risk areas is also useful and can be generated on the Environment Agency's website.

Contacts

Names and contact phone numbers need to be listed and made available. Useful contacts will include floodline, your local council, local Environment Agency, and local flood plan coordination team.

Actions

Communities must carefully plan the actions to be taken during a flood.

Local flood actions can be put in place to protect properties. For example, if there is a community flood scheme in place this should include who will deploy flood defences such as a roll out flood barrier

Volunteers/flood wardens can be recruited and their contact details provided. Volunteers may help people move furniture, put up defences, and offer extra support to vulnerable people.

Vulnerable people, such as the elderly, should be identified and provided with extra support during a flood.

Organisations that can help during a flood event should be identified and utilised. For example, organisations that can be used as an evacuation centre and organisations with storage facilities that can store flood protection equipment.

Contractors

A list of repeatable contractors who may be required after a flood.

It is important to raise awareness and promote the community flood plan, test it and keep it up to date.

The Environment Agency has a Community Flood Plan Template and guidance available below.

Flood warnings

The Environment Agency, the Met Office, and local news/radio stations provide flood warnings.

A flood alert means flooding is possible. You should stay vigilant, prepare your flood kit and be prepared to implement your flood plan.

A flood warning means flooding is imminent and you should put your flood plan into action to protect yourself and your property.

A severe flood warning means there is a significant risk to life and destruction of properties. You should prepare to evacuate and cooperate with emergency services.