

# Template Flood Plan

The top priority in any flood is the safety of staff, customers and any visitors on site. There are steps you can take, however, to minimise damage and costs. The Flood Plan below is a suggested template to complete and keep in a safe place to ensure you have vital information to hand in the event of a flood.

Remember to review and update your Plan regularly – this should include:

- any lessons learned after a flood event or drill
- any changes to the flood warning process, or risk level
- changes of personnel / policy

If you prefer to create your plan digitally and then use 'cloud' storage, you need to ensure appropriate security precautions are followed (eg data encryption) for sensitive data. Please bear in mind electrical power may not be available and battery powered devices may be useful for limited periods only in the aftermath of flooding. It is recommended you always have a printed copy to hand.

## Business details

Company name:

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Registered address:

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VAT number:

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Insurance Policy number(s) (buildings/contents/business interruption/motor vehicles):

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Date form completed:

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## Utilities

Supplier	Contact number	Meter number	Description of (office) location
Gas			
Electricity			
Water			
Telephone			
Broadband			

Staff evacuation plan complete

Staff briefed

Staff aware of responsibilities /roles & specific training undertaken

### Location of important documents / equipment

(to be continued on separate sheet if necessary)

Name	Owner / holder	Location
Evacuation plan		
PFR deployment plan		
First Aid Kit		
Insurance policy		
List of contacts		
Staff files (hard copies and / or electronic)		
Suppliers' details (re suspending deliveries)		
Map / Floor Plan of building		
Other		

### Protecting your building and equipment

Think about items of stock, equipment and machinery that will need special flood protective measures, and the actions you will take. Actions you can take in the short term need not be expensive and could include:

- Raising items above ground level
- Moving items to another site/higher level in existing site
- Keeping copies of important information in a safe place

You should always ensure that any items of flood protection equipment you have (eg door barriers) are deployed as soon as possible when a flood warning / other severe weather warning is received.

Complete the list on the following page to show actions required for specific items.

Item	Steps taken to protect	Location
Computers and printers		
Other business critical items		
Photocopiers / other electrical items		
Chemicals (eg cleaning products)		
Company vehicles		
Staff vehicles		
Filing cabinets		
Paper documents / stationery stocks		
Tables, chairs		
Customer stock		
Exhibition stands / sales brochures		

### Flood advice for Businesses

Please fill in those contacts relevant to your business in case of the event of a flood, and keep in a safe place.

Gas Emergency	0800 111 999
Gas Safe Register (plumbing and heating engineers)	0870 401 2200
Floodline (Environment Agency)	0345 988 1188 (24 hours)
Local authority emergency services	
Local electrician	
Local plumber	
Local builder	
Security services	
Water pumping services	
Emergency power suppliers	
Other	

### Staff details

(to be continued on separate sheet if necessary)

Business owners should keep an up-to-date copy of this information in a secure place.

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

Emergency contact name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Special assistance required  Key Holder

**Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

Emergency contact name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Special assistance required  Key Holder

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