

# Flood and Storm Preparation Checklist



## Are you prepared for flooding?

Flooding can cause damage to your business assets or indirectly impact on your business activities. Floods can occur rapidly and without warning. Use this checklist, along with your Business Continuity Plan, to prepare your business in advance and take action to reduce potential flooding impacts.

### Are you at risk?

Do you know if your business is at risk of flooding?	
Have you contacted your local Catchment Management Authority for flood information specific to your area and property?	
Are you aware of any problem areas and potential flood heights affecting your property?	
Are flood warnings available in your area?	

### Preparing a flood and storm plan

Do you have a flood and storm plan?	
Do you know how your business will respond to a flood?	
Have you identified the triggers that apply to your local area to implement your flood or storm plan?	
Have you identified specific actions you need to do to prepare for a flood or storm?	
Do you have a list of emergency numbers including Councils, local authorities and insurance broker or Insurer you can call for help in the event of a flood or storm?	
Ensure your staff are aware of emergency evacuation procedures and familiar with their roles, including knowing when to activate emergency plans?	
Is there a list of emergency and staff contact numbers is available to all staff?	
Have you developed flood contingency plans with suppliers and/or clients?	

### Protecting your property and assets

Have you completed a property check to identify risks and hazards and stock relocation?	
Can you make changes to your business buildings/property to protect against flood?	
Can your staff work quickly and efficiently to protect your organisations assets in the event of a flood?	
Are you able to install flood-proofing devices or equipment to protect assets such as IT and communications?	
Does your incident response plan or evacuation plan include instructions to turn off electricity, gas and water at the mains in the event of a flood?	
Are hazardous materials in stored waterproof containers to prevent leakage?	
Can you secure objects that are likely to float and cause damage?	
Can you store equipment where it can be protected?	

## Evacuation

Have you trained staff about flood awareness in the local area and flood response procedures?	
Do you have an easy way to let your staff know about the event of a flood and any requests for evacuation?	
Do you have a place on your property where you can shelter and make sure to include this in your emergency plan?	

## Business Continuity

Do you have a business continuity plan?	
Have you trained your staff on your business Continuity plan?	
Have you included a risk mitigation strategy for flood in your Business Continuity Plan?	
Do you have a communicate plan for staff, contractors or clients in the event of an emergency (e.g. meetings, notice boards, or social media)?	
Have recently backed-up critical documents and business data in a secure off-site location?	
Do you know which key areas need to keep operating in case of an emergency?	

## Insurance

Have you spoken to your broker or insurer in relation to flood coverage in your policy?	
Does your insurance policy cover flood damage to buildings, contents and stock, as well as business interruption and lost revenue cover?	

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