

Flood risk checklist

Know your flood risk	
Do you know if you're at risk of flooding?	
Are flood warnings available in your area?	
Do you know how you can receive flood warnings? (Scotland only)	
Preparing a flood plan	
Do you know how your business will respond to a flood	
Do you have a list of useful phone numbers including Floodline (Scotland), Local Rivers Agency (Northern Ireland), your local council and insurance company?	
Do you know how to shut off your gas/electricity/water supplies?	
Is your stock, fittings and valuable equipment stored above flood level?	
Have you developed contingency plans with your suppliers and/or clients?	
Can you call someone to help you in the event of a flood?	
Staff training	
Are you aware of correct flood safety procedures for you and your staff?	
Have your staff been trained in flood safety?	
Can your staff work quickly and effectively to protect your business in the event of a flood?	
Protecting property	
Have you installed flood protection products? (eg door seals, drain blocking equipment etc.)	
Do you keep a stockpile of useful materials including plywood, plastic sheeting, unfilled sandbags, sand, nails, hammer, shovel, blocks of wood and a ssaw?	
Do you have high ground where you can park cars or vans?	
Are your electrical sockets above flood level?	
Do you have computer equipment or other electricals in the basement?	
Have you considered ways in which your building could be modified to make it more resilient to flooding?	
Flood insurance	
Do you have sufficient insurance cover in the event of a flood?	
Do you know what information your insurer will need in the event of a claim?	
Evacuation	
Do you have an easy way to let your staff know about an evacuation?	
Do you know which local roads are likely to remain open in the event of a flood?	
Have you identified somewhere staff can shelter in the event of a flood?	
Can you control staff panic during a flood?	
After the flood	
Is there a qualified electrician you can contact to make sure your electricity is safe after a flood?	