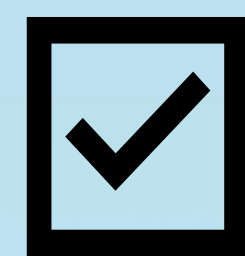


# Is your business prepared for flooding?

## Business checklist



### Know if you are at risk

- Do you know if you are at risk of flooding?
- Are flood warnings available in your area?
- Do you know how you can receive flood warnings?

### Preparing a flood plan

- Do you know how your business will respond to a flood?
- Do you have a list of useful numbers, such as Floodline, the local authority and your insurance company?
- Do you know how to shut off your gas/electric/water supplies?
- Are your fittings, stock and valuable equipment able to be stored above flood level?
- Have you developed contingency plans with suppliers and clients in the event of a flood?
- Do you have someone you can call to help you in the event of a flood?

### Staff training and evacuation

- Are you aware of correct flood safety procedures for you and your staff?
- Are your staff trained on flood safety procedures?
- Can your staff work quickly and efficiently to protect your business in the event of a flood?

### Protecting your property

- Have you installed flood protection products?
- Do you have a stockpile of useful materials such as plastic sheeting, empty sandbags, sand, nails, hammer, shovel, saw, wood?
- Have you installed non-return valves in your toilets and drains?
- Do you and your staff have higher ground to park cars?
- Are electrical sockets above flood level?
- Do you have items stored in a basement? Electrical equipment or computers?

### Flood insurance

- Do you have sufficient insurance cover in the event of a flood?
- Do you know what information your insurer will require to support a claim?

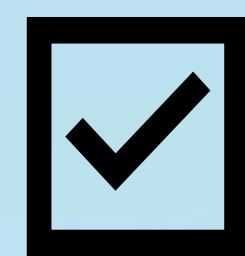
### Evacuation

- Do you have an easy way to let your staff know about an evacuation?
- Do you know which roads and routes will remain open in your area during a flood?
- Have you identified where staff can shelter in the event of a flood during work hours?



# Are you prepared for flooding?

## Personal checklist



### Know if you are at risk

- Have you checked if you are at risk of flooding?
- Have you signed up to receive free flood warnings?
- Do you know what the flood warning codes mean?

### Preparing a flood plan

- Do you know how you will respond to a flood?
- Do you have a list of useful numbers, such as Floodline and your insurance company?
- Do you know how to shut off your gas/electric/water supplies?
- Have you thought about how you would keep your pets safe?
- Do you have someone you can call to help you in the event of a flood?

### Prepare a flood kit

- Have you got copies of your insurance documents?
- Do you have a torch, spare batteries, warm waterproof clothing, first aid kit and medication?
- Do you have bottled water, food and baby care items if required?

### Protecting your property

- Have you installed flood protection products?
- Do you have materials to make a sandbag wall if required?
- Have you installed non-return valves in your toilets and drains?
- Do you have somewhere to park your car, so it is not at risk of flooding?
- Are electrical sockets above flood level?
- Are your personal and valuable items stored above flood level?

### Flood insurance

- Do you have sufficient flood insurance?
- Do you know what information your insurer will require to support a claim?

### Evacuation

- Do you have the number for your local authority?
- Do you know which roads and routes will remain open in your area during a flood?
- Do you know where your local rest centre will be?

