

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 numbers including Floodline, Local Rivers Agency Office in NI, local authority and insurance company?
- Do you know how to shut off your gas/electric/water supplies
- Are your stock, fittings and valuable equipment stored above flood level?
- Have you developed flood contingency plans with 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 you trained your staff on flood safety procedures?
- Can your staff work quickly and efficiently to protect your business in the event of a flood?

Protecting property

- Have you installed flood protection products
- Do you have a stockpile of useful materials including plywood, plastic sheeting, unfilled sandbags, sand, nails, hammer, shovel, blocks of wood and a saw?
- Do you and your staff have high ground where you can park your cars?
- Are your electrical sockets above flood level
- Do you have computer equipment in the basement?
- Have you considered ways in which your property might be modified to make it more resilient to flooding?

Flood insurance

- Do you have sufficient insurance cover in the event of a flood situation?
- 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 will stay open in your area during a flood?
- Have you identified where staff can shelter in the event of a flood?
- Could you control staff panic during a flood?

After the Flood

- Have you contacted a qualified electrician to make sure that your electricity supply is safe after a flood?