



Business Flood Plan

Address:

Postcode:

Flood warning trigger:

**Quick action
flood plan:**

- Activate your Business Flood Plan
- Contact Floodline or tune in to local media for up to date information
- Evacuate everyone to a safe location away from the flood affected area
- Call 999 if anyone is trapped or in danger and await instructions from emergency services

Floodline number: 0345 988 1188 (choose option 1)

Receiving warning: 0345 988 1188

Alerting staff / customers (and how):

Installing flood protection products:

Switching off – gas, water, electricity:

Taking action on business items:

Taking action on hazardous substances / items:

Other:

Location of First Aid kit:

Assembly point:

Staff contact list:

Staff who may require assistance in the event of a flood:

Location of switch off points (mains supply):

Electricity:

Gas:

Water:

Other:

Business Items:

(stock, equipment and possessions that may need special protective measures (for example: move to a higher position))

Item	Storage location	Action location

Hazardous Substances / Items:

(stock, equipment and possessions that may need special protective measures (for example: things that could contaminate water))

Oil Based Item	Chemicals	Other

Useful numbers: