Business Flood Plan

Location:

Effective Date:

Revision Number: 1

[By preparing in advance for floods, businesses can minimize damage and costs incurred. The following SAMPLE Business Flood Plan outlines how your business will respond in the event of a flood. Adapt and customize it to your business and specific circumstances]

**BUSINESS DETAILS**

|  |  |
| --- | --- |
| Company Name |       |
| Registered Address |       |
| Insurance Policy Number |       |

**RESPONSIBILITIES**

In order for this plan to be successful, commitment to executing this flood plan is required from every person in our workforce.

Senior management will:

* Require company-wide integration of this plan and provide full support as needed.
* Designate a Flood Plan Coordinator to adopt, implement and monitor this plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **Flood Plan Coordinator** | **Phone** | **Email** | **Office Location** |
| Name:       |       |       |       |

The Flood Plan Coordinator will:

|  |  |
| --- | --- |
| Maintain, update and monitor the plan as required. This will include an annual audit on flood risks and procedures. | Date Last Reviewed:       |
| Provide necessary training to managers, supervisors and employees. | Completed? [ ]  YES [ ]  NO |
| [INSERT ADDITIONAL RESPONSIBILITIES HERE] |       |

**STAFF CONTACT LIST AND DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address** | **Phone/Mobile** | **Emergency Contact/Phone** | **Special Assistance Required?** |
|       |       |       |       | [ ]  YES [ ]  NO |
|       |       |       |       | [ ]  YES [ ]  NO |
|       |       |       |       | [ ]  YES [ ]  NO |
|       |       |       |       | [ ]  YES [ ]  NO |
|       |       |       |       | [ ]  YES [ ]  NO |
| [INSERT ADDITIONAL STAFF HERE] |       |       |       | [ ]  YES [ ]  NO |
| [INSERT ADDITIONAL STAFF HERE] |       |       |       | [ ]  YES [ ]  NO |

**KEY LOCATIONS AND DOCUMENTS**

Know the key locations of utility shut-off points and important documents and supplies in the event of a flood.

|  |  |
| --- | --- |
| **Utilities** | **Shut-off Location and How-to** |
| Electricity |       |
| Gas |       |
| Water |       |
| Phone |       |
| [ADD ADDITIONAL UTILITIES HERE] |       |
| [ADD ADDITIONAL UTILITIES HERE] |       |

|  |  |
| --- | --- |
| **Documents/Items** | **Location** |
| First-aid kit |       |
| Fire extinguisher |       |
| Evacuation plan |       |
| Insurance policy and details |       |
| Emergency contacts list |       |
| [INSERT ADDITIONAL ITEMS HERE] |       |
| [INSERT ADDITIONAL ITEMS HERE] |       |

**PREVENTIVE ACTIONS – EQUIPMENT, STOCK AND DOCUMENTS**

Your business likely has stock, equipment and other belongings that may require special preventive measures in the event of a flood. Identify these items and describe the actions that you will take to protect them. Make sure these actions are communicated to employees.

|  |  |  |
| --- | --- | --- |
| **Items** | **Actions to Take** | **Complete** |
| Computers | Move items above flood levels, or move to another site or level. If this is not possible, consider covering items in protective materials. | [ ]  YES [ ]  NO |
| Customer files (physical and electronic) | Make copies and store in a separate, safe location. If possible, move physical copies to this location:      . | [ ]  YES [ ]  NO |
| Electrical items |       | [ ]  YES [ ]  NO |
| Staff files (physical and electronic) |       | [ ]  YES [ ]  NO |
| Furniture |       | [ ]  YES [ ]  NO |
| Any dangerous chemicals or materials |       | [ ]  YES [ ]  NO |
| Vehicles (company and staff) |       | [ ]  YES [ ]  NO |
| [INSERT ANY ADDITIONAL ITEMS HERE] |       | [ ]  YES [ ]  NO |

**PREVENTIVE ACTIONS – PROTECTING YOUR PROPERTY**

Consider things you may need to use or do to protect your building and property during a flood.

|  |  |  |
| --- | --- | --- |
| **Actions to Take** | **Materials Needed** | **Complete** |
| Creating flood barriers around the property | Accredited flood barriers, sand, unfilled sand bags, shovel, plastic sheeting | [ ]  YES [ ]  NO |
| Boarding up doors, windows and openings | Plywood, blocks of wood, hammer, saw, nails | [ ]  YES [ ]  NO |
| Creating barriers around furniture, such as tables and chairs | Plastic sheeting, plastic bags, etc. | [ ]  YES [ ]  NO |
| Raising equipment and stock above flood levels | Pallets | [ ]  YES [ ]  NO |
| Installing emergency power generator to run necessary equipment and systems | Power generator | [ ]  YES [ ]  NO |
| [INSERT ANY ADDITIONAL ACTIONS HERE] |       | [ ]  YES [ ]  NO |

**USEFUL CONTACTS**

Fill in any contacts that may be useful or need to be contacted in the event of a flood. This can include individuals, suppliers and companies that install flood prevention products, provide emergency storage or even clean up after a flood.

|  |  |  |
| --- | --- | --- |
| **Contact** | **Name/Company Name** | **Phone/Mobile** |
| Relevant environment agency  |       |       |
| Local government |       |       |
| Water supplier and meter number |       |       |
| Electricity supplier and meter number |       |       |
| Gas supplier and meter number |       |       |
| Telephone provider |       |       |
| Insurance broker |       |       |
| Electrician |       |       |
| Plumber |       |       |
| Builder |       |       |
| Suppliers |       |       |
| Security services |       |       |
| Water pumping services |       |       |
| Emergency power suppliers |       |       |