



# 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:**