

POLICY

Business Flood Plan

Location:
Effective Date: [Effective_Date]
Revision Number: 1

[C_Officialname]

[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? <input type="checkbox"/> YES <input type="checkbox"/> NO
[INSERT ADDITIONAL RESPONSIBILITIES HERE]	

STAFF CONTACT LIST AND DETAILS

Name	Address	Phone/Mobile	Emergency Contact/Phone	Special Assistance Required?
				<input type="checkbox"/> YES <input type="checkbox"/> NO

Prepared by [B_Officialname]

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				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
[INSERT ADDITIONAL STAFF HERE]				<input type="checkbox"/> YES <input type="checkbox"/> NO
[INSERT ADDITIONAL STAFF HERE]				<input type="checkbox"/> YES <input type="checkbox"/> 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Customer files (physical and electronic)	Make copies and store in a separate, safe location. If possible, move physical copies to this location:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Electrical items		<input type="checkbox"/> YES <input type="checkbox"/> NO
Staff files (physical and electronic)		<input type="checkbox"/> YES <input type="checkbox"/> NO
Furniture		<input type="checkbox"/> YES <input type="checkbox"/> NO
Any dangerous chemicals or materials		<input type="checkbox"/> YES <input type="checkbox"/> NO
Vehicles (company and staff)		<input type="checkbox"/> YES <input type="checkbox"/> NO

[INSERT ANY ADDITIONAL ITEMS HERE]		<input type="checkbox"/> YES <input type="checkbox"/> NO
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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	<input type="checkbox"/> YES <input type="checkbox"/> NO
Boarding up doors, windows and openings	Plywood, blocks of wood, hammer, saw, nails	<input type="checkbox"/> YES <input type="checkbox"/> NO
Creating barriers around furniture, such as tables and chairs	Plastic sheeting, plastic bags, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Raising equipment and stock above flood levels	Pallets	<input type="checkbox"/> YES <input type="checkbox"/> NO
Installing emergency power generator to run necessary equipment and systems	Power generator	<input type="checkbox"/> YES <input type="checkbox"/> NO
[INSERT ANY ADDITIONAL ACTIONS HERE]		<input type="checkbox"/> YES <input type="checkbox"/> 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		