

CHECKLIST | BUSINESS FLOOD PREPARATION

Presented by The Risk Hub Ltd

| | |
|-----------------|-----------|
| Company Name: | Date: |
| Inspector Name: | Location: |

| Your Flood Risks | YES | NO | COMMENTS |
|--|--------------------------|--------------------------|----------|
| Is your business at risk of flooding? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are you signed up for advance flood warnings through email or text? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you know the different types of floods that could affect your business? | <input type="checkbox"/> | <input type="checkbox"/> | |

| Creating a Flood Plan | YES | NO | COMMENTS |
|---|--------------------------|--------------------------|----------|
| Do you have flood procedures ready? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Have you created a list of important phone numbers to call in the event of a flood, including your local authority, national floodlines, broker or insurer? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you know how to shut off utilities, such as electric, gas and water? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are your valuable items, stock and fittings stored above flood levels? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are there continuity plans with vendors and clients in place in the event of a flood? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you have plans in place to deal with clean-up after a flood? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are your flood plan and procedures reviewed on a regular basis? | <input type="checkbox"/> | <input type="checkbox"/> | |

| Staff Training | YES | NO | COMMENTS |
|--|--------------------------|--------------------------|----------|
| Are your employees properly trained and knowledgeable on flood safety procedures? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you have communication procedures set up to alert your employees in the event of a flood? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do your employees understand the different types of flood warnings and how to respond appropriately? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Are your employees aware of safety issues that can arise with flooding, including contaminated rubbish, utilities concerns, sharp objects and pest infestations? | <input type="checkbox"/> | <input type="checkbox"/> | |

| General Flood Procedures | YES | NO | COMMENTS |
|--|--------------------------|--------------------------|----------|
| Do you have flood protection products installed? | <input type="checkbox"/> | <input type="checkbox"/> | |

This checklist is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2014, 2018 Zywave, Inc. All rights reserved.

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| | | |
|---|--------------------------|--------------------------|
| Do you have flood prevention materials, such as plywood, plastic sheeting, sandbags or tools available? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are electric sockets and wiring raised above potential flood levels? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is your customer/supplier data stored and backed up on a regular basis? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all of the drains running from your premises in good working order? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have clean-up procedures in place? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you removed all valuable equipment to higher areas? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have vehicles been moved to higher ground? | <input type="checkbox"/> | <input type="checkbox"/> |

| Flood Insurance | YES | NO | COMMENTS |
|--|--------------------------|--------------------------|----------|
| Do you have flood insurance? Is it sufficient to cover possible losses and damage from a flooding situation? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Does your flood insurance cover business interruption? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you know what information you need to provide or document when submitting a claim? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you have your broker's/insurer's contact information at the ready? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you keep a current inventory of your important possessions to facilitate claims that are submitted? | <input type="checkbox"/> | <input type="checkbox"/> | |

| Evacuation Procedures | YES | NO | COMMENTS |
|---|--------------------------|--------------------------|----------|
| Do you have a system in place to evacuate employees and any third parties on the premises during a flood? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Can your employees execute the evacuation plan efficiently? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you have a shelter for employees to evacuate to during a flood? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Do you have procedures in place to prevent panic during a flood? | <input type="checkbox"/> | <input type="checkbox"/> | |

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