



# Checklist

## Business Flood Preparation

<b>Inspector(s):</b>	<b>Date:</b>
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<b>Your Flood Risks</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Is your business at risk of flooding? Make sure to check flood risk maps from relevant environment agencies and your local government.	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know the different types of floods that could affect your business (surface water, coastal, river)?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Creating a Flood Plan</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Do you have flood procedures in place?	<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 government, insurance broker, insurer, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you know how to shut off your main utilities, such as electric, gas and water?	<input type="checkbox"/>	<input type="checkbox"/>	
Are your valuable items, stock and fittings stored above possible flood levels?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there continuity plans in place with vendors and clients in the event of a flood?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have plans in place to deal with cleanup 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"/>	

<b>Staff Training</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are your employees properly trained on and knowledgeable about 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 severe weather 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 garbage, utilities concerns, sharp objects and pest infestations?	<input type="checkbox"/>	<input type="checkbox"/>	
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<b>General Flood Procedures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Do you have flood protection products installed?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have flood prevention materials, such as plywood, plastic sheeting, sand, sandbags and tools available and ready for use?	<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 and supplier data stored safely 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 cleanup 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 all vehicles been moved to higher ground?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Flood Insurance</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
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 an up-to-date inventory of your important possessions to facilitate any claims that are submitted?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Evacuation Procedures</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Do you have a system in place to evacuate employees and any third parties on the premises in the event of a flood?	<input type="checkbox"/>	<input type="checkbox"/>	
Can your employees execute the evacuation plan quickly and efficiently?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a safe shelter for your employees to evacuate to in the event of a flood?	<input type="checkbox"/>	<input type="checkbox"/>	

Do you have procedures in place to prevent employee panic during a flood?