

Note staff who may require assistance in the event of a flood.

Special needs staff member	Office location	Volunteer aide/s

Key locations

Service cut-off	Description of location
Electricity	
Gas	
Water	

Answer the following if applicable

Hazardous material	Description of location	How to protect from a flood (i.e. move, cover, tie down)
Chemicals (including cleaning products)		
Oil based products (gasoline, oil, cooking oil etc.)		
Other contaminants (i.e. asbestos insulation, lead-based paint)		

Protective actions

Identify stock, equipment and possessions that may need special protective measures, and describe the actions you will take to prevent their damage in the event of a flood. We have suggested items and ways to protect them, but make sure you follow through on your plans. For example, if you say you will move an item to a safer location, then do it!

Please continue on a separate sheet if necessary.

Items to consider

Computers	In-store stock	Chairs / stools	Computer files
Machinery	Warehouse stock	Tables / heavy furniture	Staff files
Vehicles	Fittings	Soft furnishings	Paper files
Electrical	Movable goods		Databases
	Food		

Ways to protect items

- Make a copy and store in safe location
- Raise above ground level
- Buy flood protection products
- Buy new flood-resistant item
- Move to safer location

Valuable item	Protective action	New location (if applicable)	Done

Note basic building materials required. If materials are not needed, leave the relevant section blank.

Materials	Used for	Items to protect / where to use	Storage Location	Done
Sand & sand bags (unfilled), shovel	Creating flood barriers (used with plastic sheeting)			
Tools - hammer, nails, saw	Boarding up doors, windows and openings, creating shelves			
Wood - plywood, blocks of wood	Boarding up doors, windows and openings, creating shelves			
Sturdy plastic sheeting	Sandbag barriers, pulling up around furniture and appliances			
Plastic bags	Putting around legs of tables and chairs			
Pallets	Raising stored stock above flood level			
Emergency power generator	Maintaining function of air conditioning units (can help dry out a building), running fridges & freezers			

Note options for moving key operations to another site in the event of a flood. If you are a small business and relocation is not an option, leave this section blank.

Function	Temporary relocation	Telephone	Fax
Shipping & receiving			
Production			
Customer services			
Payroll			
Information support systems			

Suppliers and external links

Identify back-up plans for disruption of deliveries, or arrangements for short-notice cancellation with suppliers. Suggested back-up arrangements are listed below. Make sure that you follow through on your plans. For example, if you say you will use an alternate delivery address, make sure you provide that delivery address to your supplier in advance.

Please continue on a separate sheet if necessary.

Possible contingency plans

- (1) Contact supplier immediately on evacuation
- (2) Use alternate supplier
- (3) Use alternate delivery address
- (4) Individual terms detailed in separate document (attach document to this plan)

Supplier	Contingency plan	1) Supplier contact & telephone	2) Alternate supplier contact & telephone	3) New delivery address	4) Own agreement (attached)

List companies whose help you may need after a flood. Make sure that you follow through on your plans, and get contracts in place, or know who to call for assistance. If help is not needed, you can leave this section blank. If you contract in advance, attach the contract to this flood plan.

Flood service company	Company name	Contact	Telephone / mobile	Contract agreed
Hazardous materials response team				
Security services				
Water pumping services				
Suppliers of emergency power / equipment				
Equipment repair				
Earthmoving or engineering				

Identify people who can help you before, during and after a flood, and what they can do. We have suggested ways they might be able to help, but you'll need to discuss this with them.

Please continue on a separate sheet if necessary.

Ways people can help

- Assistance with installing flood products
- Assistance with evacuation transport
- Able to use their property for shelter
- Able to use their property as assembly point
- Provision of emergency storage
- Provision of emergency supplies or medical support

Relationship	Name	Contact details	How they can help	Help agreed
Neighbour				
Neighbour				
Volunteer				
Volunteer				
Other				