Flooding Factsheet



Types of flooding Flooding can come from a variety of sources that may not be obvious or nearby, such as:

- river
- coastal
- surface water
- sewer
- ground water
- reservoir

Roles and responsibilities

North Somerset Council is the Lead Local Flood Authority and takes the lead for coordinating flood risk management in North Somerset, working closely with the Environment Agency, North Somerset Levels Internal Drainage Board, Wessex Water and Bristol Water. For more information about flood risk management in North Somerset visit www.n-somerset.gov.uk/flood.

Be prepared

Many areas in North Somerset are at risk from flooding from tides, rivers or excess surface water. The council and its partners are working to reduce the impact of flooding but residents are also encouraged to take precautions to reduce the risk of flooding to their own homes. There are many things that you can do to get prepared for a flooding event:

Sign up for Environment Agency warnings. Visit the Environment Agency website or phone 03459 881 188 to check if you're at risk of flooding and to sign up to their flood warnings service.

Prepare a flood plan. If you live in a flood risk area it's important you know what to do in the event of a flood. You can create a flood plan for your home or business, and the Environment Agency have readily available templates.

Ensure you have sufficient buildings and contents insurance for your property. The National Flood Forum can provide information and advice to people who find it difficult to get cover.

Protect your property. The council doesn't have a duty to provide flood protection products for residents or businesses – it is the responsibility of the home owner, landlord or business owner to investigate which products are best for their property. Visit www.bluepages.org.uk for details of suppliers.

Join your local community resilience network. Help to build the capacity of your community to respond to flooding. For more information visit www.communityresilience-ns.org.uk or call 01934 426 322.





Flooding factsheet



Know your flood warning codes and weather warnings



The Environment Agency warning service has three types of warnings that will help you to prepare for flooding and take action.



FLOOD ALERT



FLOOD WARNING



WARNING

Flooding is possible - be prepared

Flooding is expected - immediate action required

Severe flooding - danger to life



The Met Office operates a national severe weather warning service.



There are two types of warning:

- warnings (issued up to 24 hours ahead)
- alerts (issued more than 24 hours ahead)

What to do in the event of a flood

- always follow the advice of the emergency services
- remember that floodwaters contain hidden dangers
- put your flood plan into action

If you don't have a flood plan (and if it safe to do so) you should:

- tune into your local radio station
- put flood protection products in place
- move important items to safety
- turn off electricity, water and gas supplies
- roll up carpets and rugs
- hang curtains over rods unless you have time to remove them
- put important documents in polythene bags and move to safety

How to report a flood incident

If you are affected by, or notice a flooding incident you can report it to North Somerset Council. All reported incidents will be investigated and actions taken if necessary. The quickest way to report it is online at www.n-somerset.gov.uk/flood. You can also telephone Council Connect on 01934 888 802 to report it.

Flooding factsheet



Flood kit

Preparing a family flood kit and keeping it in a handy place is a great way to be prepared.

The kit should include:

- a torch
- first aid kit
- warm and waterproof shoes and clothes
- prescription medicines
- bottled water
- food
- rubber gloves
- children's supplies
- pet supplies
- insurance details
- portable radio
- spare batteries
- a bag or rucksack in case of evacuation



Useful contacts

Organisation	Contact number
North	Tel : 01934 888 802
Somerset	Web: www.n-somerset.gov.uk/flood
Environment	Floodline: 03459 881 188 (24hr)
Agency	Web: www.environment-agency.gov.uk
7	Customer Service Centre: 03456 004 600 (24hr)
Gessex	Floodline number: 03458 505 959
a VT. company	Web: www.wessexwater.co.uk
National Flood	Tel: 01299 403 055
Forum	Web: www.nationalfloodforum.org.uk
BRISTOL	Helpline: 08457 023 797 (24 Hour)
WATER	Web: www.bristolwater.co.uk
North Somerset Levels	Tel: 01934 833 388
internal drainage boo	Web: www.nslidb.org.uk
	Tel: 08709 000 100 or 01392 885 680
Met Office	Web: www.metoffice.gov.uk
SOMERSET DRAINAGE BOADE	Tel: 01278 789 906
CONSORTIUM INCORPORATING THE AXE BRUE AND PARRETT DRAINAGE BOARDS.	Web: www.somersetdrainageboards.gov.uk
ommunity Resilience	Tel: 01934 426 322
North Somerset	Web: www.communityresilience-ns.org.uk

Flooding information: Sandbag and flood resilience suppliers in North Somerset September 2015



Useful numbers

Environment Agency floodline 0845 988 1188

North Somerset Council – Council Connect (to report flood incidents) 01934 888 802 Flood Forum – national charity offering support and advice 01299 403 055

North Somerset Council (NSC) does **not** supply sandbags to the public.

There is no guarantee that any flood protection system will work and NSC does not endorse a particular product or supplier. It is the responsibility of the purchaser to ensure products are appropriate for their property, fit for purpose, correctly fitted and meets their specific needs. Please note that other retailers may stock sand bags and other flood resilience products.

Company	Address	Products	Contact info
Jewson	Winterstoke Rd,	Sandbags – hessian	01934 412 822
Weston-super-Mare	Weston-super-Mare	Sand sold separately	www.jewson.co.uk
	BS23 3YB	25mm Residue Pump-available for hire	
Travis Perkins	Hither Green	Sandbags – hessian	01275 873 457
Clevedon	Clevedon	Sand sold separately	www.travisperkins.co.uk
	BS21 6XU	Also available to order:	
		FloodSax and airbrick covers	
Travis Perkins	Southfield Road Industrial Estate	Sandbags – hessian	01275 857 299
Nailsea	Nailsea	Sand sold separately	www.travisperkins.co.uk
	BS48 1JE	Floodsax-available to order	

Company	Address	Products	Contact info
Travis Perkins Portishead	Bristol Road Portishead BS20 6QG	Sandbags – hessian Sand sold separately Floodsax	01275 846 355 www.travisperkins.co.uk
Travis Perkins Weston-super-Mare	Philips Road Winterstoke Commercial Centre Weston-super-Mare BS23 3UZ	Sand bags – hessian Sand sold separately Flood Sax	01934 636 060 www.travisperkins.co.uk
Travis Perkins Wrington	Havyatt Road Wrington BS40 5PA	Sand bags – hessian Sand sold separately Flood Sax	01934 862 439 www.travisperkins.co.uk
Wickes Weston-super-Mare	Winterstoke Road Weston-super-Mare BS23 3YG	Available to order – sandbags (hessian) Self inflating sand bags- available to order	01934 421 070 www.wickes.co.uk
B&Q Weston-super-Mare	Flower Down Retail Park Weston-super-Mare BS22 8NA	All available to order: Floodtite Flood Door Panel Floodstop Flood Barrier Sandbag (hessian) Air Brick Cover Toilet Panseal	01934 424 343 http://www.diy.com/
Homebase Worle Portishead	Worle Queensway Centre Bristol Road Worle Weston-super-Mare BS22 0BT	Flood Pump-Available to order in both stores	03456 407 170 www.homebase.co.uk
	Wyndham Retail Park Wyndham Way Portishead BS20 8LR		0345 407 815

Company	Address	Products	Contact info
Clevedon DIY Centre	Teignmouth Road Clevedon BS21 6DL	Sand bags – hessian and plastic Sand sold separately	01275 876 736 www.clevedondiy.co.uk

September 2015

Personal floo	d plan Name		Environmen Agency
Are you signed up to receive If not call Floodline on 034 if your area receives free floodline on the floodline on the floodline on the floodline on the floodline of the floodl	5 988 1188 to see This wil	now when you've completed your floo help us learn more about how people	d plan by calling Floodline on 0345 988 1188 . are preparing for flooding.
General contact list	Company name	Contact name	Telephone
Floodline	Environment Agency		0345 988 1188
Electricity provider			
Gas provider			
Water company			
Telephone provider			
Insurance company and policy number			
Local council			
Local radio station			
Travel/weather info			
Key locations			
Service cut-off	Description of location		
Electricity			
Gas			
Water			
Who can help/who can you	u help?		
Relationship	Name	Contact details	How can they/you help?
Relative			
Friend or neighbour			

Be prepared for flooding. Act now

Personal flood plan

What can I do NOW?



Put important documents out of flood risk and protect in polythene Check your insurance covers you for flooding What can you do if a flood is expected in y	Look at the best way of stopping floodwater entering your property Make a flood plan and prepare a flood kit /our area?	Find out where you can get sandbags Identify who can help you/ who you can help	Identify what you would need to take with you if you had to leave your home Understand the flood warning codes
Actions		Location	
Home			
Move furniture and electrical items to sa	afety		
 Put flood boards, polythene and sandba 	ags in place		
 Make a list now of what you can move a 	away from the risk		
 Turn off electricity, water and gas suppl 	ies		
Roll up carpets and rugs			
 Unless you have time to remove them h 	ang curtains over rods		
Move sentimental items to safety			
 Put important documents in polythene l 	bags and move to safety		
Garden and outside			
Move your car out of the flood risk area			
Move any large or loose items or weigh	them down		
Business			
Move important documents, computers	s and stock		
Alert staff and request their help			
• Farmers move animals and livestock to	<u> </u>		
Evacuation - Prepare a flood kit in advance			
• Inform your family or friends that you m			
 Get your flood kit together and include a water, food, medication, toys for childre 	a torch, warm and waterproof clothing, in and pets, rubber gloves and wellingtons		
There are a range of flood protection produ	ucts on the market to help you protect		

National Flood Forum at www.bluepages.org.uk

your property from flood damage. A directory of these is available from the

Be prepared for flooding. Act now





Flood plan guidance for communities and groups

Practical advice to help you create a flood plan

We are the Environment Agency. It's our job to look after your environment and make it a better place – for you, and for future generations.

Your environment is the air you breathe, the water you drink and the ground you walk on. Working with business, Government and society as a whole, we are making your environment cleaner and healthier.

The Environment Agency. Out there, making your environment a better place.

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October 2012

Why you should read this guidance

Understanding the risk of flooding and preparing for it now will help save lives and minimise the damage and distress flooding can cause.

Working together as a community or group will help you respond quickly and efficiently in a flood.

Who is this guidance for?

This guidance is for anyone involved in supporting communities or groups to improve their ability to plan for a flood.

This could be:

- people active in the local community;
- leaders of community groups;
- schools, hospitals or residential care homes;
- local responders;
- people working in the voluntary sector.

As well as any other interested members of the community.

This guidance outlines things to consider and steps that you can take to inspire and involve residents, local communities and groups to work together to improve how you prepare for the risk of flooding.

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The importance of planning

Having a flood plan forms an important part of your community emergency plans. There are other situations for which you might require an emergency plan, such as pandemic flu, extreme hot and cold weather, and transport problems. Recovery from any emergency can be a complex and long-running process.

By planning in advance, you will not only be better prepared to respond in an emergency, but you will be better equipped to recover in the long-term.

The benefits of flood plans

Working together as a community or group to complete a plan will help you respond quickly when flooding happens. It can help you decide what practical actions to take before and during a flood, helping reduce the damage flooding can cause. Don't wait until it happens, you may not have time.

Being prepared in an emergency can help to reduce stress, panic and avoid loss of life.

Information to help you get started

First steps

The Civil Contingencies Secretariat (CCS) within the Cabinet Office works in partnership to enhance the UK's ability to prepare for, respond to, and recover from, emergencies.

It provides lots of information on community resilience, as well as tools and products that may help you develop your community emergency plan, including a useful guide, Preparing for Emergencies – Guide for Communities. It will help you think about how you can help your community be prepared for an emergency, including flooding.

Visit the CCS website for guidance and information on developing a community emergency plan - including a template - www.cabinetoffice.gov.uk/content/ community-resilience

Developing your flood plan

To help you develop a plan, we have provided a template that you can use and amend. You can dowload the template from our website www.environment-agency.gov.uk/homeandleisure/floods/38329.aspx.

You should describe how information will be supplied, received and recorded during a flood. Include:

- details of local flood co-ordination centre;
- means of reporting incidents;
- location of emergency evacuation rest centres;
- methods of passing on information, for example, notice boards;
- details about the areas at risk.

You can use and modify this template to suit your needs. Try to keep your plan simple – there's no need for it to be long and complicated.

And remember that building relationships and ways of communicating can be as important as the plan itself.



Your guide to completing the template

Step 1 (Section 1 A of the template)

From the information you have available make a list of the areas that flood and the level of warning each area would receive.

Information on flood warnings and codes can be found in Appendix 1.

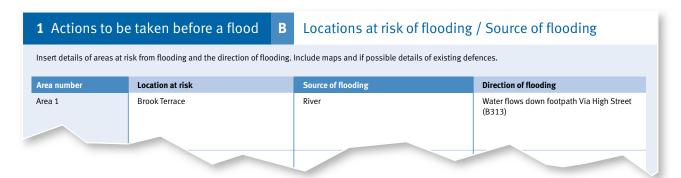
1 Locations	at risk of flooding	A Flood warnings	
From the information y	ou have available make a list of areas	s liable to flood and the level of warning which	would affect them.
Area number	Location at risk	Trigger level	Actions
Area 1	Brook Terrace	Flood Alert	Call the Environment Agency's Floodline (0845 988 1188) for more information using the quickdial number XXXXX

Step 2 (Section 1 B of the template)

Floods can happen anywhere at any time. They're caused by rising ground water levels, burst water drains, rainwater running off hillsides as well as flooding from rivers and the sea. Even if you live miles away from the coast or a river, there's still a chance flooding could affect you. The most common sources of flooding are explained in Appendix 2.

Investigate the range and extent of flooding in your area. You should consider the timing and direction of flooding (flow route). Often, the source of flooding is not immediately obvious; check local drainage and small watercourses. Find out about previous flooding in your area. Sources of information include the Environment Agency, your council and local library archives. Local knowledge, particularly from long-standing residents, is invaluable.

Add the details of areas at risk from flooding and the direction of flooding into your plan. Include maps and if possible details of existing flood schemes.



Step 3 (Section 2 A of the template)

Prepare in advance

With careful planning, you can take action to help reduce the impact of flooding. For example placing floodboards across openings, blocking airbricks, creating sandbag walls or temporary defence systems. It is impossible to completely flood-proof a property but there are lots of things you can do to reduce flood damage.

You can find more information on preparing your property for flooding on our website www.environment-agency.gov.uk/flood

Some people may need help or support to prepare for flooding. As part of your flood planning, we recommend you think about who may need help and who you can ask for assistance before, during and after a flood.

2 Actions t	to be taken during a	a flood A Loca	al flood actions		
Identify local flood actions					
Area number	Location at risk	Action / trigger	Local action	Equipment required	Time required
Area 1	Brook Terrace	Flood warning	Block the flow route where the footpath joins the High Street	Sandbags and polythene sheeting	1 hour and 30 min
Area 2					

Step 4 (Section 2 B of the template)

Compile a list of local volunteers/flood wardens who can be contacted in an incident. The CCS emergency plan toolkit has information on how you can assess skills and resources for these volunteer roles.

In a flood, volunteers may need to help people move furniture and other possessions so they should be reasonably active or fit. Consider using other volunteers as communicators, administrators or to help people who may need extra support during an incident. These volunteers could be registered on our Floodline Warnings Direct (FWD) service so they receive flood warnings.

Flood water is dangerous. Remember that you should not put yourself or others at risk. The emergency services are responsible for ensuring public safety and co-ordinating the incident response.

Step 5 (Section 2 C of the template)

Make a list of important telephone numbers so all the information you need during an incident is readily available.

Names and contact phone numbers need to be listed and made available to all potential emergency team members within your community. Once the list is prepared, it's also important that someone is given the task of updating any changes to the team. Members of your group will probably be first on the list and be allocated tasks, for example, phoning external agencies and local contacts, or alerting vulnerable residents. It is vital that the flood plan outline is discussed with the relevant individuals and organisations including your council, local Environment Agency office, landowners and water companies.

2 Actions to b	e taken during a flood C	Important telephone numb	ers
Make a list of important	telephone numbers so all the information you requ	ire during an incident is readily available.	
Organisation	Telephone (office hours)	Telephone (out of hours)	Fax
Floodline	0845 988 1188	0845 988 1188	
Environment Agency			

Step 6 (Section 2 D of the template)

It's really important that you are aware of the actions taken by all organisations that respond to flooding. This will help you contact the correct organisation when you need help. Details of who does what during a flood is available in Appendix 3. Identify the resources available to you and your community.

Identify available resources.				
Organisation	Resource	Number	Location	Notes
Local Health Centre/Doctors Surgery Contact Details: Dr Knott tel no: Mrs Clark tel no:	Evacuation centre	The health centre can hold up to 100 people. Anyone evacuated should take with them: warm clothing, a torch, food, drink, medication, children's toys and pets requirements etc	The health centre is situated on the outside of the flood risk area and access to the surgery can be made without driving or walking through floodwater.	Dr Knott and Mrs Clark are both key holders to the health centre
Local storage facility? District Council Contact details:	Sandbags, shovels, polythene sheeting, floodboards, torches etc		Local shopkeepers store	Shopkeeper has provided a key for access to equipment in his/her absence

Step 7 (Section 2 E of the template)

Details of specific arrangements between the various authorities can be included within this section of the template.

Step 8 (Section 2 F of the template)

Certain groups, the elderly or infirm for example, may require assistance in a flood. You should establish who these people are and what their needs are in advance. Encourage people who may need more time during a flooding event to prepare now. In an emergency these people may, for example, need help obtaining medicine/supplies or need help to secure their property.

Some locations may be more vulnerable than others. Identify properties which may flood first. Any schools, residential care homes or campsites in your area may require assistance or an early warning. We recommend that people in charge of such properties should also develop their own flood plan.

List vulnerable people, properties and locations where early assistance may be required. The CCS toolkit gives more information on how to gather information and how to find out about your vulnerable community members. This can be found at www.cabinetoffice.gov.uk/content/community-resilience

Step 9 (Section 3 A of the template)

Make a list of reputable contractors who may be required after a flood.

After a flood, be careful of bogus trade people calling door-to-door. Always check references and do not pay in advance.

How will you know when to activate your plan?

The Environment Agency offers a free flood warning service in many areas at risk of flooding from rivers and the sea. FWD gives you an advance warning for your area by telephone, mobile, fax, text message or email. All you need to register is a telephone number that we can use to send you flood warnings at any time of the day or night.

Flood warnings are not available in every area. Find out if you can receive flood warnings for your area by calling Floodline, our 24-hour telephone information service, on **0845 988 1188** or going online at www.environment-agency.gov.uk/flood.

You can also get up to date information about potential flooding or flood warnings for your area by:

- calling Floodline and asking for a quick-dial number that will give you direct access to recorded flood warnings for your local area;
- visiting our website (www.environment-agency.gov.uk/flood) for flood risk forecasts, live flood warnings and alerts;
- listening to local radio and TV for weather information.

If flood warnings are not available for your area

If there is no flood warning service available for your area, then you need to have your own system in place for activating your plan. The following points should help to establish when to activate your plan:

- use local information and observations. You are the local experts and will know, for instance, whether the river responds rapidly or not to heavy rainfall;
- the plan should be activated when river levels are approaching bank full. If the river responds rapidly, you may need to set a lower level as your trigger point;
- consider putting a depth marker by the river to help gauge levels. A marker will help confirm whether the river is rising or falling. Alternatively use an existing structure such as a bridge or other local reference on the river that shows you when the river is getting to dangerous levels;
- decide what level the water needs to reach in order for you to activate your plan and write this in your flood plan.

We can advise you on monitoring techniques and flood warning methods. If you need help with flood warning arrangements ring your local Environment Agency office.

Raise awareness and promote your plan

You have worked hard to help prepare the community, so you should let them know the flood plan exists. Consider promoting the plan at local meetings, through parish newsletters, leaflets, drop-ins in affected areas, through the local press or at flood exhibitions.

We may be able to help you raise awareness and promote your plan. Call 03708 506 506* (Mon-Fri, 8am - 6pm) and ask to be put through to your local Flood Resilience team.

Remind local residents that they have a responsibility to prepare and protect their lives and property. Encourage them to check to see if they can receive a flood warning, and to develop their own personal flood plan, including preparing for possible evacuation. A template for producing a personal flood plan can be found on our website here www.environment-agency.gov.uk/ homeandleisure/floods/38329.aspx.

Test your flood plan

The next step is to see if your plan works. You could ask your local Environment Agency office and local authority to help you carry out a simulated flooding event. This would also help to check that communications are correctly set up and that contact numbers are up to date.

Keep your plan up to date

Your plan has been designed and developed by you and your community. It belongs to you and not the Environment Agency or your local council. You will need to ensure that the details in your plan are checked and updated regularly so that all details remain up to date with current contact numbers.

Where to get further information

Web links:

- Civil Contingencies Secretariat information and tools www.cabinetoffice.gov.uk/content/community-resilience
- National Flood Forum www.floodforum.org.uk/
- Flood Group UK a Facebook community for people and community groups affected by or at risk of flooding www.facebook.com/floodgroupuk
- Health Protection Agency www.hpa.org.uk/flooding
- Your council list of councils available here www.direct.gov.uk/localcouncils

Other publications:

- Living on the edge https://publications.environment-agency.gov.uk/PDF/FLHO0912BWUP-E-E.pdf
- What to do before, during and after a flood https://publications.environment-agency.gov.uk/pdf/flho1110btfk-e-e.pdf
- Prepare your property for flooding http://publications.environment-agency.gov.uk/pdf/GEHO1009BRDL-e-e.pdf

^{*}Calls to 03 numbers cost no more than a national rate call to an 01 or 02 number and must count towards any inclusive minutes in the same way as 01 and 02 calls. These rules apply to calls from any type of line including mobile, BT, other fixed line or payphone.

Appendix 1 - Flood warning codes

ONLINE FLOOD RISK FORECAST

Meaning

Be aware.

Keep an eye on the weather situation.

General advice

- · Check weather conditions.
- · Check for updated flood forecasts on the Environment Agency website.



Meaning

Flooding is possible Be prepared.

General advice

- Be prepared to act on your flood plan.
- Prepare a flood kit of essential items.
- · Monitor local water levels and the flood forecast on our website.



Meaning

Flooding is expected. Immediate action required.

General advice

- Move family, pets and valuables to a safe place.
- Turn off gas, electricity and water supplies if safe to do so.
- Put flood protection equipment in place.



Meaning

Severe flooding. Danger to life.

General advice

- Stay in a safe place with a means of escape.
- Be ready should you need to evacuate.
- Co-operate with the emergency services.
- Call 999 if you are in immediate danger.

WARNING **NO LONGER** IN FORCE

Meaning

No further flooding is currently expected in your area.

General advice

- Be careful. Flood water may still be around for several days.
- If you've been flooded, ring your insurance company as soon as possible.

Understanding different sources of flooding

Floods can happen anywhere at any time, caused by rising ground water levels, burst water drains, rainwater running off hillsides as well as flooding from rivers and the sea.

Even if you live miles away from the coast or a river, there's still a chance flooding could affect you.

The most common sources of flooding are:

- River flooding happens when a watercourse cannot cope with the water draining into it from the surrounding land. This can happen, for example, when heavy rain falls on an already waterlogged catchment.
- Coastal flooding results from a combination of high tides and stormy conditions. If low atmospheric pressure coincides with a high tide, a tidal surge may happen which can cause serious flooding.
- Surface water flooding happens when heavy rainfall overwhelms the drainage capacity of the local area. It is difficult to predict and pinpoint, much more so than river or coastal flooding.
- Sewer flooding happens when sewers are overwhelmed by heavy rainfall or when they become blocked. The likelihood of flooding depends on the capacity of the local sewerage system. Land and property can be flooded with water contaminated with raw sewage as a result. Rivers can also become polluted by sewer overflows.
- **Groundwater flooding** results from water levels in the ground rising above surface levels. It is most likely to occur in areas situated over permeable rocks, called aquifers. These can be extensive, regional aquifers, such as chalk or sandstone, or may be more local sand or river gravels in valley bottoms underlain by less permeable rocks. This is not a significant source of flooding in Wales.
- Reservoir flooding. Some reservoirs hold large volumes of water above ground level, contained by walls, or 'dams'. Although the safety record for reservoirs is excellent, it is still possible that a dam could fail. This would result in a large volume of water being released very quickly.

Who does what during a flood?

This lists the principle actions of each organisation. It may not always be possible for all actions to be carried out during a flood event.

Responding organisations have limited resources so may not be able to provide assistance in all circumstances. In such cases the owners and occupiers need to be aware that they should make their own arrangements to protect their property from flooding. This should be clearly stated in the plan.

Environment Agency

- issues flood warnings for flooding from rivers, the sea and groundwater;
- receives and records details of flooding incidents;
- monitors the situation and advises other organisations;
- deals with emergency repairs and blockages on main rivers and own structures:
- responds to pollution incidents;
- advises on waste disposal issues.

County Council and Unitary Authority

- co-ordinates emergency arrangements;
- maintains safe conditions on the roads;
- puts flood warning signs on the highway;
- organises road closures and traffic diversions;
- clears blockages on highway drainage systems;
- may take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system.

Lead Local Flood Authorities (LLFA)

- leads the co-ordination of flood risk management in their areas;
- · develops local flood risk management strategies for local sources of flooding:
- manages surface water and groundwater flooding;
- maintains a register of structures or features which have a significant effect on flood risk in their area;
- investigates flooding incidents in its area.

District Council

- co-ordinates emergency response for its own area;
- issues flood warnings (by local agreement with Environment Agency);
- provides emergency assistance including providing sandbags;
- clears blocked watercourses (Land Drainage Act powers);
- deals with environmental health issues, including pollution;
- clears blocked road channels and gully gratings and street cleaning;
- runs emergency planning support groups.

Town and Parish Council

- issues flood warnings (by local agreement with Environment Agency);
- some distribute sandbags.

Police

• takes an overall co-ordination role during an incident.

Fire and Rescue Service

- responds to all emergency incidents as required;
- assists the public where a need is identified and the use of Fire Service personnel and equipment is required.

Water companies

- clears blockages in public sewers;
- may take action to protect property from flooding by water from the public water mains or discharges from the public sewerage systems.

Electricity, gas and telecommunication companies

- attends to emergencies relating to their service at properties where life is at risk as a result of flooding;
- attends to flooding emergencies at their own serviced installations.

Large industrial companies

- protects own premises and installations;
- provides resources which could be hired.

Property owners

- moves to a safe area if life at risk;
- prevents water from entering property if possible;
- switches off electricity and gas supplies at mains;
- moves valuable possessions above areas liable to be flooded.

Flood plan co-ordinator

- is aware of the current situation;
- contacts flood wardens or volunteers and advises on actions to prepare for flooding;
- liaises with the local authority, Environment Agency and other organisations;
- updates the flood wardens if the situation changes;
- maintains emergency contacts.

Flood wardens/volunteers

- acts on the advice received from the flood plan co-ordinator or their assistant;
- puts flood protection measures in place;
- helps and advises vulnerable people and helps move them to safety early if required;
- informs the community of the situation and advises them to prepare by moving cars, putting sandbags or floodboards in place etc.

Would you like to find out more about us, or about your environment?

Then call us on 03708 506 506* (Mon-Fri, 8am - 6pm) email enquiries@environment-agency.gov.uk or visit our website www.environment-agency.gov.uk

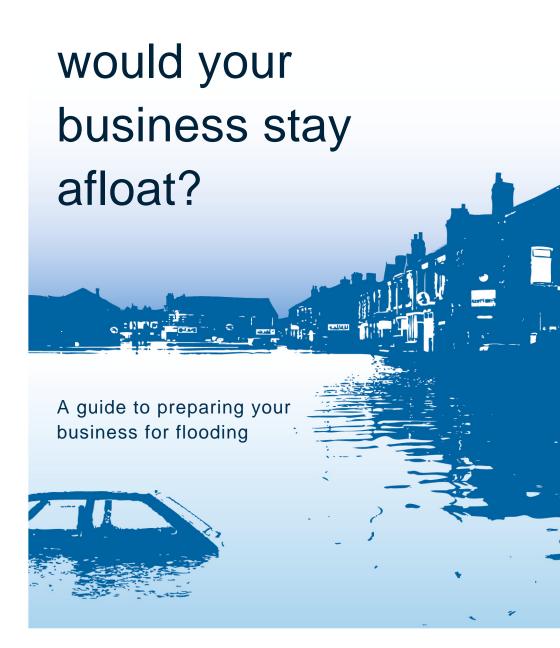
incident hotline 0800 80 70 60 (24hrs) floodline 0845 988 1188

*Calls to 03 numbers cost no more than a national rate call to an 01 or 02 number and must count towards any inclusive minutes in the same way as 01 and 02 calls. These rules apply to calls from any type of line including mobile, BT, other fixed line or payphone.



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Flooding is the most common and widespread natural disaster in the UK. Since 1998 there has been at least one serious flood every year. Businesses like yours are more likely to be flooded than destroyed by fire. As our climate changes we can expect to see more extreme weather – and more floods.

We aim to reduce the likelihood of flooding by managing land, rivers, coastal systems and flood defences. While we do everything we can to reduce the chance of flooding, it is a natural process and can never be completely eliminated.

By taking action to prepare in advance for flooding, most businesses can save between 20 and 90 per cent on the cost of lost stock and movable equipment, as well as some of the trouble and stress that goes with such an event.

This is a simple guide to some of the easy actions that you can take to make sure that your business is as well prepared as possible.

It tells you about how to find out if your business is at risk, our flood warning service and what our flood warning codes mean. It also has a simple template to use to design a flood plan for your company.

For more information about flooding, visit our website at www.gov.uk/flood or call Floodline on 0345 988 1188.

Make sure that your business is prepared for flooding.

How do I find out if my business is at risk from flooding?

There are two quick and easy ways for you to find out if you're at risk.

call us on 0345 988 1188

Our Floodline service is open 24 hours, calls are charged at local rate. By taking your postcode, our operators will check and see if your business is in a flood risk area.

Look at our website

www.gov.uk/flood

You need to be aware of flooding and keep an eye on the water levels and weather situation at all times. You can do this by checking the flood forecasts and the river and sea levels on our website.

Our online flood map uses the latest technology and data gathered over many years to give the most accurate view of flooding in your area.

By entering your postcode you can find out if your business is at risk. Areas at risk from flooding are shown in dark blue and areas at risk from extreme flooding in light blue.

My business is at risk from flooding. What should I do now?

Start preparing now. If the weather conditions are right, flooding can happen at any time.

Remember, floods can happen at any time and any day – make sure you provide a number that can be contacted at all times – even out of working hours.

Sign up for flood warnings.

The first thing you should do is find out if you can receive flood warnings. In areas of high flood risk, we offer a service called Floodline Warnings Direct. This is a free, 24 hour service that sends automated flood warnings by telephone, SMS text, email, fax or pager.

To find out if you can receive this service, call Floodline on 0345 988 1188.

If your business isn't in an area covered by our warnings you can still check the latest flood warnings in force on our website.

When the situation is serious, flood warnings will also be broadcast on local television and radio news.

What practical steps can I take to protect my business?

Now that you've checked your risk and found out about flood warnings, it's time to start thinking about preparing a flood plan specifically for your business.

Taking simple steps can go a long way to protecting your business from flooding. Preparing a flood plan could:

- Significantly reduce financial losses, damage to property and business interruption;
- Help compliance with regulatory requirements (for example, Occupier's Liability Act 1984);
- Reduce exposure to civil or criminal liability;
- Enhance your company's image and credibility with employees, customers, suppliers and the community;
- Help fulfil your moral responsibility to protect employees, the community and the environment:
- Help you to obtain insurance cover.

What is a flood plan?

Just as many businesses have health and safety policies and contingency plans for an emergency, they should also have flood plans.

A flood plan is a written document that outlines how your business will respond to a flood.

This might include a list of steps you will take in case of a flood and the order you will take them in. It could also include the purchase of flood products and insurance.

A written plan can make information easy to access during a flood, easy to communicate to staff, and easy to remember

Small businesses should make sure there is a plan of action in case of flooding. As the business owner, this may be your responsibility.

If your business is medium sized, flood preparation might be the responsibility of a team of people from different areas of the business.

If your business decides to have a flood planning team, this could be led by the business owner or Managing Director.

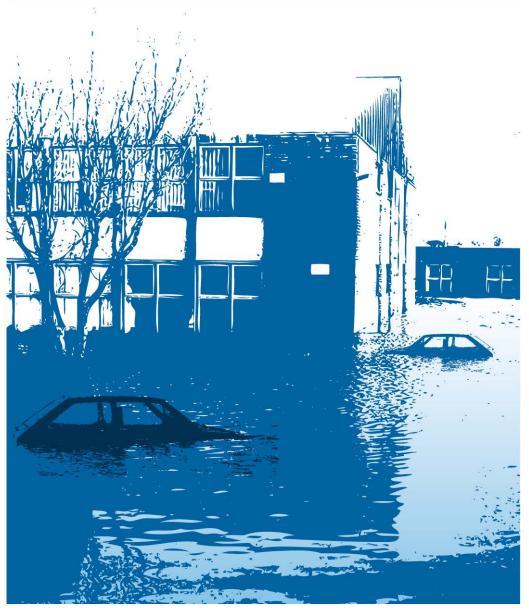
The leader of the flood planning team will need to let staff know about the plan once it is finished.

All members of the team should also keep a copy of important flood contacts at home for easy access.

Key areas to consider in your flood plan are:

- human resources:
- maintenance/facilities:
- · finance and purchasing.

Once you have completed your plan don't forget about it. Look at it regularly and make sure it is up to date and in the event of a flood use it.



Environment Agency A guide to preparing your business for flooding 6

business flood plan



A written flood plan is recommended for businesses.

It should include:

- · A list of important contacts, including Floodline, building services, suppliers and evacuation contacts for staff:
- A description or map showing locations of key property, protective materials and service shut-off points;
- Basic strategies for protecting property, preventing business disruption and assisting recovery;
- Checklists of procedures that can be quickly accessed by staff during a flood.

If a flood is imminent, your main priority is to make sure that your staff are safe. However there may be other actions that you can take to prepare your building and it's contents to minimise damage and post-flood repair and restoration costs.

Flood plan for					dated	
Postcode						
Staff contact list						
Name	Address		Telephone/mobile	Emergency contact	Emergency telephone and address	
Note staff who ma	ay require assistanc	e in the eve	nt of a flood.			
Name		Office	Office location			

Key locations

Service cut-off	Description of location	
Electricity		
Gas		
Water		

Answer the following if applicable

	Description of location	How to protect from a flood (for example, move, cover, tie down)
First Aid Kit		
Oil based products (gasoline, oil, cooking oil etc.)		
Chemicals (including cleaning products)		

Protective actions

Identify stock, equipment and possessions that may need special protective measures, and describe the actions you will take to prevent 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.

think about:

- Computers:
- Tables / heavy furniture;
- Vehicles:
- Paper files;
- Electrical items:

- Chairs / stools:
- Databases:
- Soft furnishings;
- Computer files;
- Staff files.

ways to protect items

- Make a copy of important documentation and store in safe location:
- Raise items above ground level;
- Buy flood protection products:
- Buy new flood-resistant items;
- Move items to a safer location if possible to an upper level of the building or off site.

Valuable item	Protective action	New location (if applicable)	Done

Suggested basic building materials to help protect your property

If materials are not needed, leave the relevant section blank

Materials	Used for	Items to protect / where to use	Storage location	Done
Sand and 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			
Strong 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 and freezers, medical equipment if appropriate			

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.

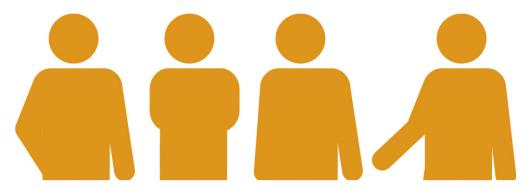
Name	Address	Telephone day	Telephone evening	Mobile

Ways people can help

- assistance with installing flood products;
- assistance with transporting stock/materials to new location if possible;
- provision of emergency storage;
- provision of emergency supplies or medical support if required.

discussion guide

This discussion guide sums up the key areas of flood planning. Some of this information can be found in this pack to help get you started.



Research

· Look at your existing business policies, and think about whether they are appropriate in the event of a flood.

Staff

- Make a list of employees' contact details in the event of an evacuation. This might include mobile telephone numbers, or numbers for their home or the home of a friend or relative:
- Think about staff who may need special assistance in the event of a flood (for example, elderly, deaf, blind etc.)

Security procedures

- · Locking windows, doors and setting the alarm. You might need more than one person to help do this;
- Insurance policies Are you insured for flood damage, business interruption and lost revenue?
- Employee manuals You might add flood safety to staff information packs, or adapt job descriptions to include flood warden duties:
- Hazardous materials plan You must ensure that chemicals, oils and other substances in your possession are kept safe and do not contaminate flood water:
- Health and safety assessment Plan to check the functioning of flood products and flood warning systems regularly, just as you do for fire safety equipment.

Check codes and regulations that might apply to your business in the event of a flood. The following could provide guidance on the right actions to take:

- Occupational health and safety regulations;
- Environmental regulations.



Important contacts

Make a list of important telephone numbers, including contacts for gas, electricity, water and telephone providers.

Key locations

- Know the location of cut-off points for gas, electricity and water. Ideally. these should be marked on a map that is stored with your flood plan;
- Know the location of chemicals, oils or other materials that could be dangerous or contaminate flood water. These should be stored safe from floods and other damage.

Protective actions

- Note key stock, equipment and possessions that may need special protection from flood water;
- Consider things you may need during or after a flood (for example, sandbags, plastic sheeting, loudspeaker):
- See if it's possible to move key operations, such as shipping or customer services, to another building.

Suppliers and external links

- Identify products and services you won't need in the event of a flood, or which suppliers may not be able to provide. Make back-up plans or arrangements for short-notice cancellation of deliveries;
- Consider contracting in advance with companies whose help you may need after a flood

business checklist

Are you prepared for flooding?

If you answer no to any of the questions overleaf, there may be more you can do to protect your business.

The individual sections will give you valuable information on effective actions you can take to prepare for a flood.



If you can answer yes, please 🗷, otherwise leave blank for no.

Know if you're at risk	Protecting your property
Do you know if you're at risk of flooding?	Have you installed flood protection products?
Are flood warnings available in your area?	 Do you have a stockpile of useful materials including plywood, plastic sheeting,
Do you know how you can receive flood warnings?	sandbags (unfilled), sand, nails, hammer, shovel, blocks of wood and a saw?
Preparing a flood plan	Have you installed non return
Do you know how your business will respond to a flood?	valves in your toilets and drains?
Do you have a list of useful numbers including Floodline,	Do you and your staff have high ground where you can park your cars?
local authority and insurance company?	Are your electrical sockets
Do you know how to shut off	above flood level?
your gas/electric/water supplies?	Do you have computer equipment in the basement?
Are your stock, fittings and	equipment in the basement:
valuable equipment stored above flood level?	Flood insurance
Have you developed flood contingency plans with suppliers and/or clients?	Do you have sufficient insurance cover in the event of a flood situation?
Can you call someone to help	Do you know what information
you in the event of a flood?	your insurer will require to support a claim?
Staff training and evacuation	Evacuation
9	☐ Do you have an easy way to let
Are you aware of correct flood safety procedures for you and your staff?	your staff know about an evacuation?
Have you trained your staff on flood safety procedures?	Do you know which roads will stay open in your area during a flood?
Can your staff work quickly and efficiently to protect your business in the event of a flood?	Have you identified where staff can shelter in the event of a
a susmoss in the event of a nood!	flood?
•	Could you control staff panic during a flood?

understand your flood warning codes

Our warning service has three types of warnings - Flood Alert, Flood Warning and Severe Flood Warning - that will help you prepare for flooding and take necessary actions.

ONLINE FLOOD **RISK FORECAST**

What it means

Be aware. Keep an eye on the weather situation.

When it's used

Forecasts of flooding on the Environment Agency website are updated a least once a day.

What to do

- Check weather conditions.
- Check for updated flood forecasts on our website.



What it means

Flooding is possible. Be prepared.

When it's used

Two hours to two days in advance of flooding.

What to do

- Be prepared to act on your flood plan.
- Prepare a flood kit of essential items.
- Monitor local water levels and the flood forecast on our website



What it means

Flooding is expected. Immediate action required.

When it's used

Half an hour to one day in advance of flooding.

What to do

- Move staff, stock and valuables to a safe place.
- Turn off gas, electricity and water supplies if safe to do so.
- Put flood protection equipment in place.



What it means

Severe flooding. Danger to life.

When it's used

When flooding poses a significant risk to life.

What to do

- Stay in a safe place with means of escape.
- Be ready should you need to evacuate.
- Co-operate with the emergency services.
- Call 999 if you are in immediate danger.

WARNING **NO LONGER** IN FORCE

What it means

No further flooding is currently expected in you area.

When it's used

When river or sea conditions begin to return to normal.

What to do

- Be careful. Flood water may still be around for several days.
- If you've been flooded, ring your insurance company as soon as possible.

useful contacts

Fill in the contact details you may need if your business floods. Keep it in a safe place, where you can hold of it quickly.

	Company name	Telephone number/s	
Environment Agency Floodline		0345 988 1188	
Electricity supplier and meter number			
Gas supplier and meter number			
Water supplier and meter number			
Telephone provider			
Local authority emergency services			
Insurance company 24-hour number and policy number			
Insurance agent			
Local radio station for news alerts and weather updates			
Companies that may be able to help you after a flood			
Electrician			
Plumber			
Builder			
Equipment repair/suppliers			
Security services			
Water pumping services			
Emergency power suppliers			

Would you like to find out more about us, or about your environment?

Then call us on

08708 506 506* (Mon-Fri 8-6)

email

enquiries@environment-agency.gov.uk

or visit our website www.gov.uk/environment-agency

incident hotline 0800 80 70 60 (24hrs) floodline 0345 988 1188 (24hrs)

^{*} Weekday Daytime calls cost 8p plus up to 6p/min from BT Weekend Unlimited. Mobile and other providers' charges may vary.



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Coronavirus (COVID-19) (/coronavirus) Latest updates and guidance

- 1. Home (https://www.gov.uk/)
- 2. Environment and countryside (https://www.gov.uk/browse/environment-countryside)
- 3. Flooding and extreme weather (https://www.gov.uk/browse/environment-countryside/floodingextreme-weather)

Prepare for flooding

1. If you're about to be flooded

Check the National Flood Forum or speak to a Floodline adviser to find out how to stay safe during a flood.

Floodline

Telephone: 0345 988 1188

24-hour service

Find out about call charges (https://www.gov.uk/call-charges)

You can check if there's currently a flood warning in your area (https://www.gov.uk/check-flooding).

Sandbags

Contact your local council (https://www.gov.uk/find-your-local-council) to find out where to get sandbags. You can also get them from some DIY or building supplies shops.

If you need to travel

Check flood warnings (https://www.gov.uk/check-flooding) and road travel information (https://www.gov.uk/traffic-information).

2. Protect yourself from future flooding

Plan how you'll respond to a flood. Use a template to make a:

- personal flood plan (https://www.gov.uk/government/publications/personal-floodplan)
- community or group flood plan
 (https://www.gov.uk/government/publications/flood-plan-guidance-for-communities-and-groups) if you're responsible for an organisation such as a school, hospital, care home or community group
- business flood plan (https://www.gov.uk/government/publications/preparing-yourbusiness-for-flooding)

Protect your property

You can:

- get advice from the National Flood Forum about how to protect your property and how much this will cost
- find flood protection products and services at Blue Pages

You may need permission to do work (https://www.gov.uk/permission-work-on-river-flood-sea-defence) that will affect the flow of a river or divert flood water.

If you own a riverside property

If you own property next to a watercourse, for example a river, culvert, brook or mill stream, you must:

- maintain river beds and banks
- not obstruct the water flow

Read guidance on the rights and responsibilities of owning a riverside property (https://www.gov.uk/government/publications/riverside-ownership-rights-and-responsibilities).

Contact the Environment Agency if you have questions about your responsibilities.

Environment Agency

enquiries@environment-agency.gov.uk

Telephone: 03708 506 506 Monday to Friday, 8am to 6pm

Find out about call charges (https://www.gov.uk/call-charges)

If your property's next to a canal

Contact the Canal and River Trust to check who's responsible for maintaining the canal.

If you have a disability or need extra help

Ask your council (https://www.gov.uk/find-your-local-council) if you can be put on a list to get extra help during a flood.

Citizens Advice can help make sure you'll get support if your energy supply is affected.

Ask Floodline to send flood warnings to a friend or relative on your behalf.

Floodline

Telephone: 0345 988 1188

24-hour service

Find out about call charges (https://www.gov.uk/call-charges)

3. Get insurance

You can:

- find lower-cost home insurance through Flood Re if you're in a flood-risk area
- get insurance advice from the National Flood Forum

 find a broker that specialises in properties that are difficult to insure

Get evidence of flood risk

Contact the Environment Agency if your insurer asks for evidence of your flood risk.

Environment Agency

enquiries@environment-agency.gov.uk

Telephone: 03708 506 506 Monday to Friday, 8am to 6pm

Find out about call charges (https://www.gov.uk/call-charges)

You'll get a letter within 20 days. It's free for individuals and businesses.

If you've done work on your property

You or a surveyor can complete a Flood Risk Report (https://www.gov.uk/government/publications/property-flood-protection-flood-risk-report). This will tell insurers or buyers how the work has reduced the flood risk.

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