

Out of your depth in the Square Mile

A guide for City building owners on preparing for flooding



Flooding presents a risk in the City and to the City businesses' ability to operate as normal. The impact of flooding could affect both your own business and impact on any tenants you may have.

Preparing in advance can help limit the impact of flooding on your building. The steps below outline a simple approach you can take.

Assess

- Determine the likelihood of flooding to your premises and the area it's in. Flooding isn't just from the river and all types of flooding should be considered.
- How would flooding impact your building? What impact will it have on access and your ability to operate? How long could you stay open without key personnel on site?

Prepare

- Take steps to secure your premises to floods (**resistance**) and measures to enable quick recovery (**resilience**). Ideas of property level interventions can be found over the page.
- Create a **Flood Plan**. This should outline the steps you'll take in the event of a flood, give protocols for staff if they're affected by flooding, have useful contacts and copies of relevant paperwork. It should also cover what support will be needed following any flooding. Ensure staff and tenants are aware of the Flood Plan.
- Consider reviewing your insurance arrangements and making sure you're appropriately covered for the risk you're exposed to.
- Sign up to the Environment Agency's **Flood Alert** system.

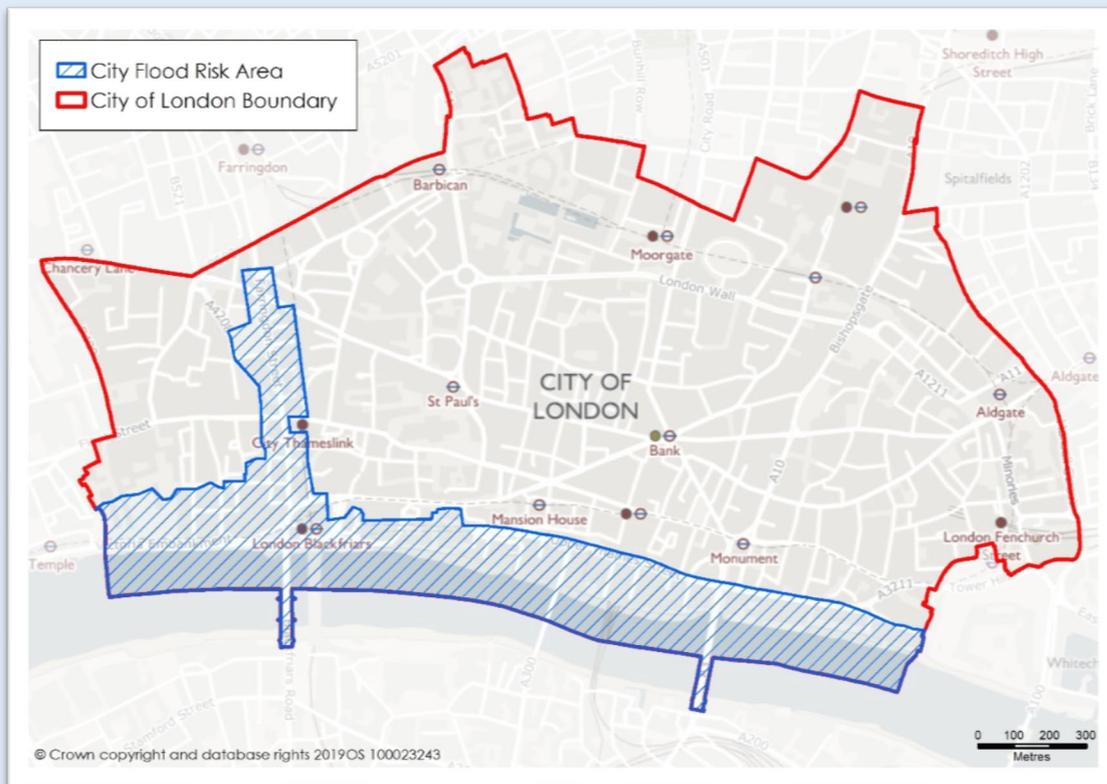
Manage

- Enact your Flood Plan, make sure not to endanger yourself or staff during the flood.
- Report any flooding to the City of London at floodrisk@cityoflondon.gov.uk

Recover

- Ensure your property is safe to enter and work in. Flooding can cause structural damage to buildings and flooding detritus can be harmful to health.
- Any work that is required to the building should incorporate resistance and resilience measures.
- Reevaluate your Flood Plan. What worked well and what weaknesses did the flooding expose.

Flooding in the City can be caused by the river, from the sewers overflowing on to the streets and into buildings, from rainwater unable to drain away and from the groundwater locally increasing the water table. More information about flooding and where it occurs in the Square Mile can be found in the City of London's Strategic Flood Risk Assessment.



Flood Plans

Your flood plan should cover what to do in the run up to a flood and how you'll recover afterwards. It should attribute specific tasks to individuals or groups of staff. It may also be necessary to have a Flood Warning and Evacuation Strategy. Staff and other building users should be made aware of your plan and a printed copy should be kept somewhere on your premises unlikely to be flooded. More information on preparing flood plans is available at www.knowyourfloodrisk.co.uk

Property level Resistance and Resilience

You can take action at your own premises that will reduce the impact of flooding on you. This can be either to stop flood water entering your property or to enable quick recovery if it should.

What's in your basement?

Move sensitive infrastructure and storage. If this isn't possible consider temporary barriers that could stop water entering.

At ground floor

If your threshold is below the floodwater level, is there a way you can permanently raise it? Is your flooring water resistant?

Walls and floors

Consider using materials that can be easily restored after flooding such as hard surfaces.

Your electrical supply

If you have a back-up generator is it and its fuel protected? Could you change the wiring to be able to cope with low level flooding?

The drainage system

The foul water system could allow sewer surcharge, consider either separating the lower appliances or using anti-flooding valves.

Raise items up

Items that aren't easy to move should be permanently raised above flood level.

Further information:

www.cityoflondon.gov.uk/services/environment-and-planning/sustainability

www.gov.uk/topic/environmental-management/flooding-coastal-change

Or contact us at floodrisk@cityoflondon.gov.uk