

Staying afloat in the Square Mile



A guide for City businesses on preparing for flooding

Flooding presents a risk in the City and to the City businesses' ability to operate as normal, even where it occurs outside the Square Mile. The impact of flooding could affect your premises, the homes of your workers and the transport network.

Preparing in advance can help limit the impact of flooding on your business and workers. 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 business? What impact will it have on staff and your supply chain? How long could business continue without deliveries or key personnel being present?

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 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.

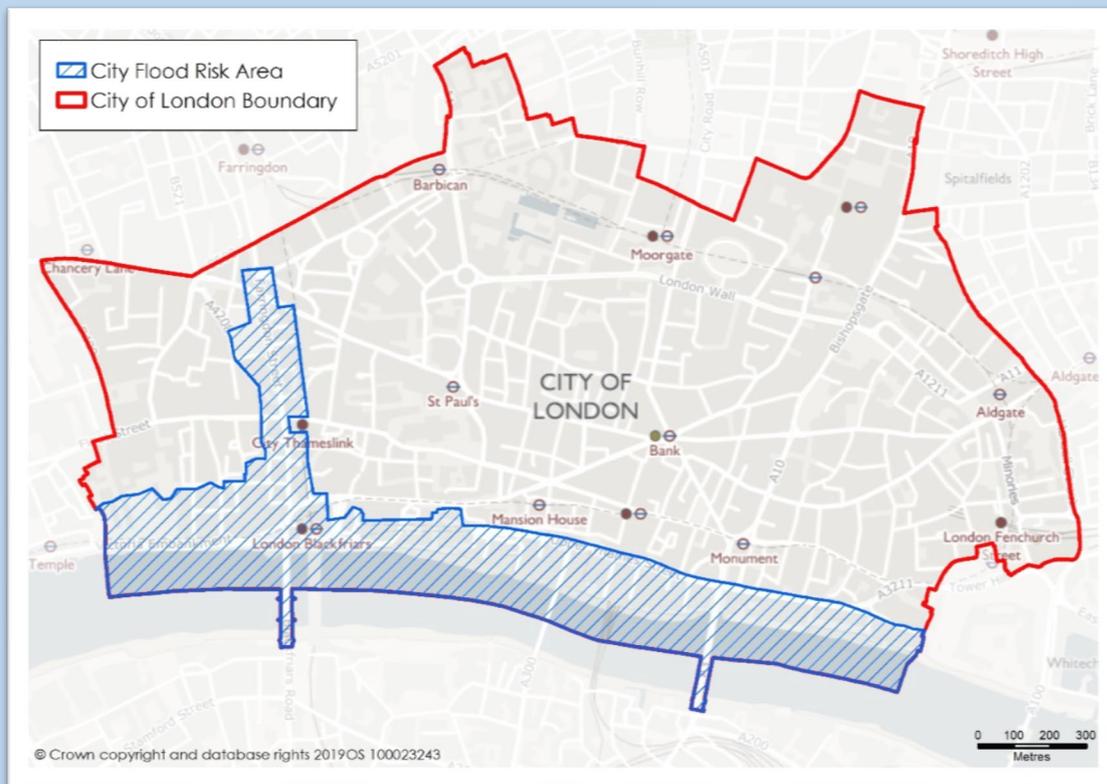
Manage

- 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 is useful to keep copies of insurance documents and contact details for your utilities providers. It may also be necessary to have a Flood Warning and Evacuation Strategy.

Staff should be made aware of your plan and you should encourage them to think about their own flooding risks. Flooding can have huge personal impacts and your flood plan should make provision for staff dealing with flooding. This may cover long term support if their homes have been flooded or shorter-term measures for when transport routes are affected.

Remember flooding may affect the electrical supply. A printed copy of your plan 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. If you rent your premises you should discuss with your landlord appropriate steps that they could take.

What's in your Basement?

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

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?

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