

WISMA MULIA FLOOD AND EVACUATION POLICY

1. Procedure at Wisma for all staff and residents
2. Responsibility of the Emergency Management Team
3. Communication with the Emergency Management Team
4. Evacuation Procedure
5. Updates

1.0 The Following procedure is to be followed by all staff in the event of flooding directly affecting the building and grounds of Wisma Mulia.

- 1.1 Manager and the person on call are responsible for monitoring the situation in the event of very severe weather and/or water levels rising. The Manager and the person on call are also responsible for monitoring flood warnings. Wisma Mulia is registered with the Environment Agency to receive email warnings from the Floodline Warnings Direct Service
- 1.2 The Manager or the Person on call to contact all members of the Management Team as soon as a flood warning is issued.
- 1.3 Manager or Person on call to make contact with a representative of the Frampton on Severn Emergency Management Team@

Co-ordinator	
Assistant Co-ordinator	
Consultant	

1.4 Cascade information to all staff and ask all available staff to come in; On call person to be responsible for co-ordinating this, which may mean delegating this task to another person (e.g. Madeleine Wall)

- 1.5 One member of the management team to monitor who is in the building, at all times.
 - 1.6 Management team to ensure that flood protection equipment is put in place and all gas, electricity and water mains supplies are switched off; also to disconnect all equipment that uses water and put plugs in all sinks and baths, weighted down.
 - 1.7 Management team to ensure that residents are kept informed without causing any panic.
 - 1.8 One person to assign members of staff to help residents gather together important documents, any essential items and to pack a bag in case of evacuation.
 - 1.9 Gather as much fresh water as can be stored safely
 - 1.10 All residents' medication, MAR charts and a first aid kit to be transferred to waterproof box, in readiness for evacuation. Manager to assign person to be responsible for this and to make sure it is transferred safely with residents if evacuated.
 - 1.11 Evacuate to emergency centre when advised.
 - 1.12 All staff to be aware that flood water can be contaminated, so wear waterproof outerwear at all times and wash hands if come into contact directly with flood water.
 - 1.13 If the electricity supply has not been turned off, make sure a qualified person does this. DO NOT touch sources of electricity when standing in the flood water.
 - 1.14 Members of staff are NOT to put themselves at risk
- 2.0 Responsibility of the Frampton on Severn Emergency Management Team is as follows:
- 2.1 To remain in contact with the Management Team of Wisma Mulia
 - 2.2 To make available and open places of safety within the village e.g. the village hall, community centre. (Wisma Mulia is also a designated centre)