

FLOOD WARNING AND EVACUATION PLAN

Colney Woodland Burial Ground, Watton Road, Colney, Norfolk, NR4
7TY

RCEF79442
Flood Evacuation Plan
001
01st July 2021

REPORT

Quality Management

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1 INTRODUCTION

- 1.1 RPS Consulting Services Ltd ('RPS') have been commissioned by GreenAcres Ceremonial Parks Ltd ('the Applicant') to prepare a Flood Warning and Evacuation Plan (FWEP) in relation to the proposed extension to the existing Woodland Burial Park on Watton Road, Colney, Norfolk, NR4 7TY.
- 1.2 Planning permission was granted on 4th February 2021 for the *"change of use of land for extension of existing burial ground to provide up to 3,600 additional burial plots, extension to existing access road and construction of comfort building"* (South Norfolk District Council Planning Reference 2020/1416).
- 1.3 Planning permission was granted with a number of Conditions. Condition 11 states:
"Development shall not begin until an emergency flood and evacuation plan has been submitted to and approved in writing by the Local Planning Authority. The plan shall include:
- a. Details of advance flood warning measures;*
 - b. Advanced site preparation measures to be undertaken in the event of a flood warning;*
 - c. Site evacuation measures;*
- The approved emergency flood and evacuation plan shall remain in place at all times during the operation of the site."*
- 1.4 The aim of the FWEP is to clearly set out the procedures that should be followed in the event of potential flooding and flooding occurring. It also advises of the triggers that will result in implementation of the FWEP. The FWEP should be an accessible document suitable for use by Site Management in the event of a flood. It is purposely brief with an emphasis on graphical aids.
- 1.5 The FWEP should be considered as a live document which will require regular review in accordance with any local changes in procedures. As a minimum, an annual review should be undertaken by Site Management along with a review following an event where the site is evacuated as a result of flooding or there are major changes to site personnel.
- 1.6 Instructions in the FWEP should be disregarded if conflicting instructions are given by the Emergency Services in the event of flooding.**

2 LINES OF COMMUNICATION

On-Site Communication

- 2.1 In order for the evacuation process to run smoothly, clear lines of communication are required.
- 2.2 Contact details for site staff responsible for implementation of the Flood Warning and Evacuation Plan are included in Table 1 below.

Table 1 On-site staff contact details

Role	Name	Email	Phone
Site Manager			
Receptionist			
Grounds Manager			
Groundsman			

- 2.3 The staff members identified will be registered with the EA's Flood Warning Service and will receive flood warnings 24 hours a day, seven days a week, 365 days a year.
- 2.4 Upon receipt of a Flood Alert and or Flood Warning, arrangements should be made to inform parties and bookings that intend to visit that access to the site may be impacted by flooding and alternative arrangements should be made.

External Communication

- 2.5 Table 2 identifies external organisations who may be involved in the evacuation of the site:

Table 2 External Organisations and contact details

Organisation	Contact Details
Emergency Services	999
Environment Agency National Contact Centre	03708 506 506
Environment Agency Flood Warning Service	0345 988 1188
South Norfolk District Council	01508 533 701
Norfolk County Council	0344 800 8020

3 EVACUATION TRIGGER AND PROCEDURES

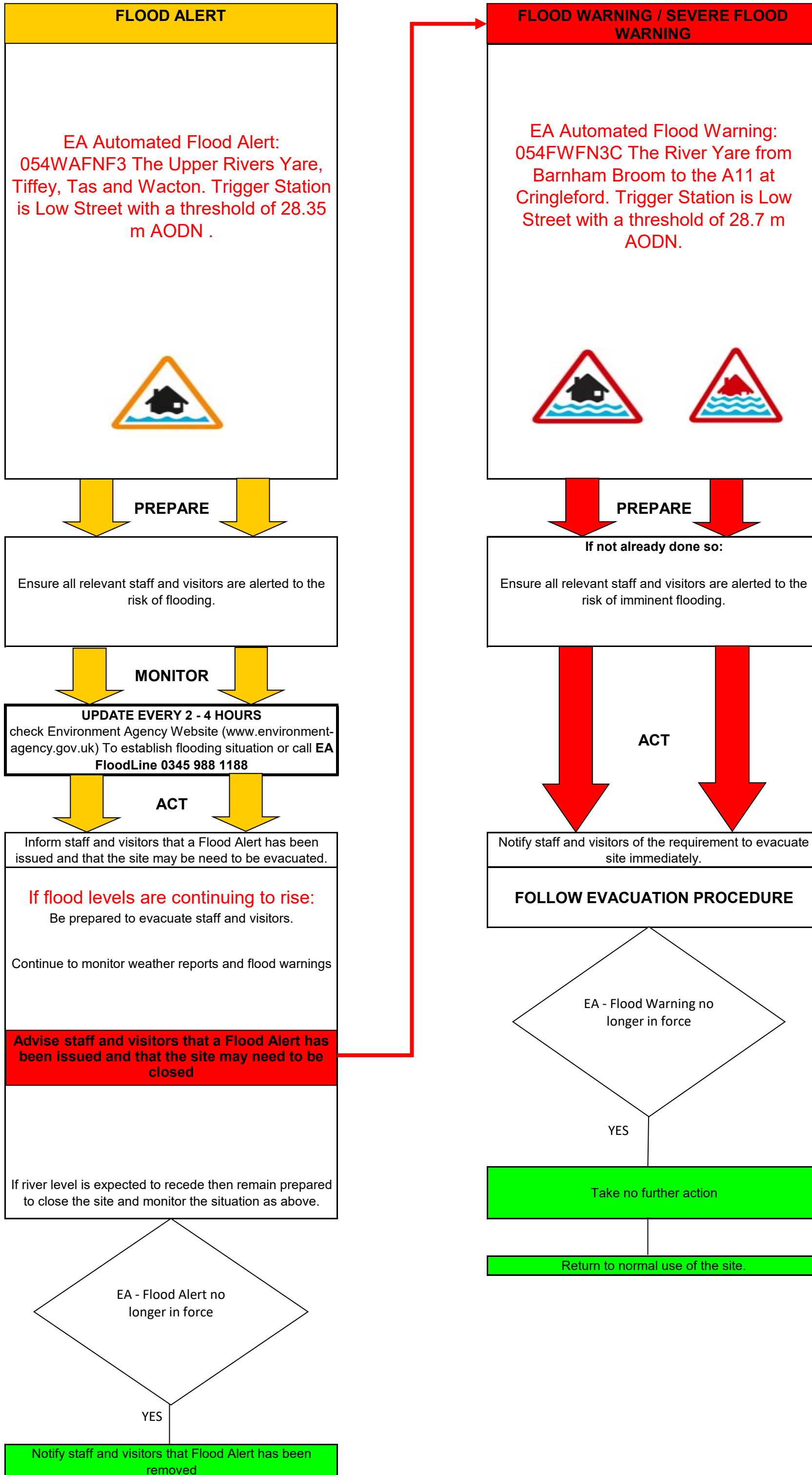
Summary of Flood Risk

- 3.1 The Planning Application was supported by a Flood Risk Assessment (RPS report reference RCEF76798_Flood Risk Assessment_002_200804) which assessed the flood risk from all sources (i.e fluvial, tidal, surface water, sewers, groundwater and artificial sources).
- 3.2 The Flood Risk Assessment (FRA) identifies that the EA Flood Map for Planning indicates the site predominantly located within Flood Zone 1, however, parts of the western boundary of the site are shown to be located in Flood Zone 2 and 3 associated with the River Yare as it flows adjacent to the site.
- 3.3 Based on the nature of flood risk within the western area of the site, all burials and internment plots will be located in parts of the site that are located within Flood Zone 1. The proposed comfort building is also located in Flood Zone 1 and is therefore at low risk of fluvial flooding. In addition, the proposed access road has been designed to be located outside of the modelled flood extent as much as possible, however, a small section of the road near to the entrance to the site is shown to be impacted by flooding up to a level of 11.48 m AOD 11.86 m AOD during the 1 in 100 year and 1 in 100 year plus 65% climate change events respectively.
- 3.4 Based on a comparison between the modelled flood level and topographic levels, the depth of flooding along this section of the road is anticipated to be approximately 0.12 m during the 1 in 100 year event and 0.5 m during the 1 in 100 year plus 65% climate change event . It should be noted that the flood levels used to inform the site-specific FRA are in-channel levels which represent a worst-case scenario for levels within the floodplain.

Evacuation Triggers

- 3.5 The requirement to implement this Flood Warning and Evacuation Plan will be triggered upon issue of an EA Flood Alert and/or Flood Warning which are issued when levels river levels reach 28.35 m AOD and 28.7 m AOD respectively at the EA's 'Trigger' Station at Low Street to the east of Barnham Bridge approximately 10 km upstream of the site.
- 3.6 On issue of an EA Flood Alert, site management are alerted to the potential for the site to be impacted by flooding and should prepare to evacuate site accordingly. Site management should subsequently monitor river levels accordingly using the EA's Flood Warning Information Service (accessed via <https://flood-warning-information.service.gov.uk/station/6095?direction=u>). The Flood Warning Information Service allows river levels at the aforementioned Trigger Station to be monitored. A screenshot of the Low Street Trigger Station is provided as Figure 1 for information purposes.

COLNEY WOODLAND BURIAL PARK - FLOODING EVACUATION TRIGGER PROCEDURES



**ON THE DECISION TO EVACUATE STAFF FROM THE SITE
THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED:**

PROCEDURE		RESPONSIBLE PERSON*
1	Audible Alarm and/or tannoy announcement to be made to visitors advising of the requirement to evacuate.	Site Manager
2	Where safe to do so, turn off gas, electricity and water supplies to comfort building.	Site Manager
3	Prevent visitors entering the site. Arrangements should be made to inform parties and bookings that intend to visit that access to the site may be impacted by flooding and alternative arrangements should be made.	Site Manager
4	Avoid walking or driving in floodwaters wherever possible. Be aware of hidden underwater hazards such as drain covers where lids may have been displaced.	All Duty Staff
5	Be aware of health and hygiene hazards from sewerage or other items that may have contaminated flood waters. Where possible, avoid coming into direct contact with flood water. If entering flood water is necessary, appropriate Personal Protective Equipment must be worn.	All Duty Staff
FROM ALARM TO EVACUATION THIS PROCESS SHOULD TAKE 30 to 60 Minutes		

ON SUCCESSFUL EVACUATION OF STAFF:		
6	Wait for flood waters to recede to a safe level and access road to be free from flooding before entering the site	Site Manager
7	Site Manager/Warden to confirm re-opening of site. This to be undertaken after the 'Flood Warning no longer in force' has been given by the Environment Agency and is not anticipated to return in short term	Site Manager
8	Visitors can return to site with normal operating procedures	Site Manager

* Should the identified responsible person be unavailable then the next person in the chain of command will take responsibility for required actions

River level

River Yare at Low Street

[Check for flood warnings in this area](#)

Latest recorded level **0.17m** at **7:30am Tuesday 29 June 2021**.

River levels at this location in the last 5 days

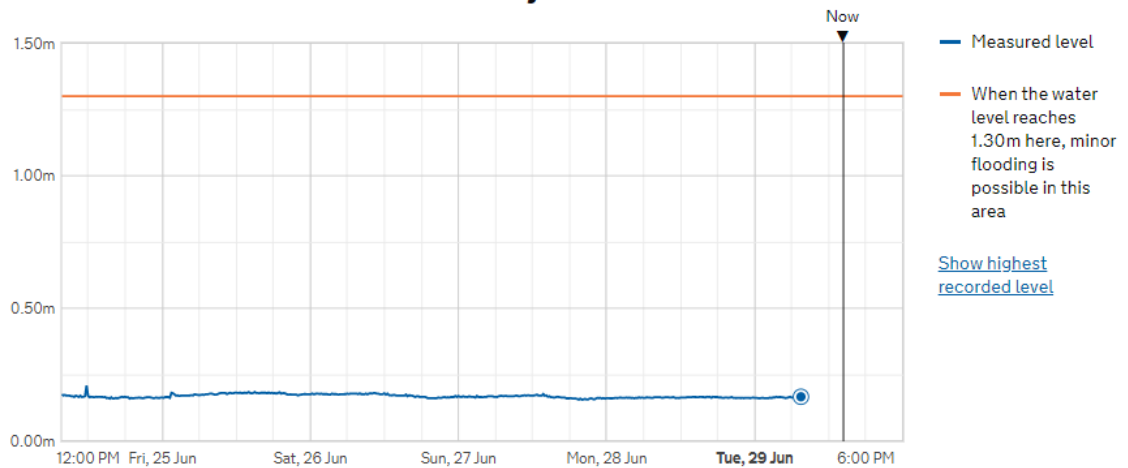


Figure 1 Screenshot of the EA Flood Warning Information Service, accessed 29th June 2021

- 3.7 Upon issue of a Flood Warning, site management are alerted to the risk of imminent flooding and should evacuate the site accordingly. Evacuation triggers and procedures are provided overleaf. These have been developed to ensure sufficient time is available to safely evacuate visitors off-site.

4 STAFF TRAINING

- 4.1 Staff will receive training to ensure they are aware of the nature of flood risk to the site and their role in the evacuation procedure.
- 4.2 The implementation of flood awareness training will tie in with general health and safety training. Accordingly, staff will receive flood awareness training upon induction and receive refresher flood awareness training as part of ongoing training procedures
- 4.3 The following topics will be covered in the training:
- The specific nature of surface water flood risk within the site;
 - Flood Warning and Evacuation procedures and the role in implementing these;
 - Identification of shortest evacuation route from the site;
 - The potential dangers associated with flood water including but not limited to:
 - The dangers associated with driving, walking or swimming through flood waters;
 - Debris in flood water;
 - Contaminated flood waters; and
 - Hidden foot traps and popped manholes.