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**Client: Cove Communities**  
**Venture 2 Medmerry Ltd**  
Flood Warning and Evacuation Strategy  
for Medmerry Park, Stoney Lane,  
Earnley, Chichester, West Sussex

**August 2023**

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**Client: Cove Communities Venture 2  
Medmerry Ltd**

Flood Warning and Evacuation Strategy for the  
Proposed Development at Medmerry Park, Stoney  
Lane, Earnley, Chichester, West Sussex

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# Flood Warning and Evacuation Plan

**Medmerry Park, Stoney Lane, Earnley, Chichester, West Sussex, PO20  
7JP.**

## 1 Scope, Objectives and Background

This Flood Warning and Evacuation Plan has been prepared to aid future occupants, staff and visitors of the proposed development at Medmerry Park, Chichester to safely evacuate users from the site before the onset of a flood event, as a direct result of the flooding from either the Park Rife or a coastal storm surge event.

The main aims of this emergency plan are to reduce the risk to life, mitigate damage, and enable a safe and well organised evacuation of the occupants of the site, before the onset of a flood event. Furthermore, the objectives of this Flood Warning and Evacuation Plan are to:

- Raise awareness of the risk of flooding at Medmerry Park
- Detail the flood warnings and estimated lead time available
- Detail how the plan is triggered, by who and when
- Define any areas of responsibility for those participating in the plan
- Describe what actions are required by the people in the lodges
- Establish a safe route to a safe location (above the flood level)
- Outline the evacuation procedure to enable the users of the site to reach a safe place of refuge.
- Establish procedures for implementing the plan and updating the plan

The plan should be adopted by the staff of Medmerry Holiday Park and the occupants of the lodges as it includes references to the practical access/egress routes to/from the site during times of flooding. The plan also refers to the Environment Agency's (EA) Flood Warning System and identifies how regular updates can be obtained on both a local and regional scale, through the use of media such as radio, television and the internet.

This plan has been prepared using the most contemporary information available at the time of publication. It will be necessary to periodically review and update the Flood Warning and Evacuation Plan.

## 2 Risk of Flooding

### 2.1 How often will it flood?

#### *Flooding from the Sea*

The site benefits from the protection of the existing shingle embankment along the coastline. With the shingle ridge taken into account, the site is not predicted to be subject to flooding from the sea. Even when the impacts of climate change on sea level rise are considered up to the year 2125, the site is not predicted to be subject to flooding if the shingle ridge standard of protection is maintained. However, if the shingle ridge is not maintained, the site could be subject to flooding during coastal storm events.

#### *Flooding from Rainfall*

During an extreme rainfall event, water is expected to accumulate in lower-lying parts of the Park adjacent to the Park Rife, resulting in localised flooding. Any water flowing overland will eventually reach the Park Rife which runs through the centre of the Park. The capacity of the Rife is not sufficient to manage large volumes of runoff, and therefore, flooding can be expected in the low-lying areas adjacent to the watercourse.

### 2.2 How long does it take to flood?

The risk of flooding from the coast is associated with tidal storm surge conditions within the English Channel, which can be reliably predicted up to 12 hours in advance. As water reaches the site (if the defences are not maintained), flooding would be expected to last until the tide recedes, which is a period estimated to be less than 6 hours.

During an extreme rainfall event there will be a residual delay as water levels within the Park Rife respond to an extreme rainfall event, this may be as little as a few hours from the beginning of the storm event.

## 3 Before the Flood: Preparation

### 3.1 Awareness of Flood Risk in Your Area

#### *EA's Early Flood Warning Service*

The EA operate a flood forecasting and warning service in areas at risk of flooding from rivers or the sea, which relies on;

- Direct measurements of rainfall, river levels, tide levels,
- In-house predictive models,
- Rainfall radar data and information from the Met Office.

This service operates 24 hours a day, 365 days a year.

**It is recommended that the holiday park staff, owners and occupants of the lodges sign up to the EA's free Flood Warning Service either by calling **0345 988 1188**, or by visiting**

<https://www.gov.uk/sign-up-for-flood-warnings>.

The EA also provide a **Five Day Flood Risk Forecast** on their website and a regional **Flood Warnings in Force** service is updated every 15 mins. This information can be found at:

<https://flood-warning-information.service.gov.uk/map>,

The EA flood warning service has three types of warnings that will help residents and staff prepare for flooding and take action. The Environment Agency's Flood Symbols are as follows;

- Flood Alert
- Flood Warning
- Severe Flood Warning




	What it means
 <b>FLOOD ALERT</b>	Flooding is possible.  Be prepared.
 <b>FLOOD WARNING</b>	Flooding is expected.  <b>Immediate</b> action required.
 <b>SEVERE FLOOD WARNING</b>	Severe flooding.  <b>Danger to life.</b>
<b>Warnings no longer in force</b>	No further flooding is currently expected in your area.

Table 3.1 - EA Flood Symbol Guidance for Residents.

**Local Radio and TV**

Regular updates on local and regional flooding can be received through the following media services:

<b>Local Radio</b>	BBC Radio Solent BBC Radio Sussex Heart Hampshire
<b>Local TV</b>	BBC ITV
<b>Social Media</b>	Keep in touch with the Environment Agency using their social media sites: <b>Twitter</b> – <a href="https://twitter.com/envagency">https://twitter.com/envagency</a> <b>Facebook</b> – <a href="https://www.facebook.com/environmentagency">https://www.facebook.com/environmentagency</a>
<b>Online</b>	Environment Agency’s website - <a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>

### ***Weather Warnings***

Monitoring of Met Office “Weather Warnings” may also provide an indication of when flooding might be expected. The weather warnings issued by the Met Office are separated into the following classifications: ‘no severe weather’; ‘be aware’; ‘be prepared’; and ‘take action’. As previously advised, local media should be consulted for updates on severe weather warnings and they can also be found online at

[http://www.metoffice.gov.uk/weather/uk/uk\\_forecast\\_warnings.html](http://www.metoffice.gov.uk/weather/uk/uk_forecast_warnings.html)

## **3.2 Prepare a Flood Plan**

Completing a flood 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.

Information and advice on preparing a business, such as Medmerry Park, in anticipation of a flood event can be found at the following web address:

<https://www.gov.uk/government/publications/preparing-your-business-for-flooding>

Steps that can be taken by owners/managers of the Park and owners/occupants of lodges in advance of a flood event include;

- A list of important contacts, including Floodline, building services, suppliers and evacuation contacts for staff and occupants;
- A description or map showing locations of key property, including protective/hazardous materials and service shut-off points;
- Checklists of procedures that can be quickly accessed by staff and occupants during a flood;
- Make a copy of important documentation and store in safe dry location away from the flood risk area;
- Creation of a flood emergency kit (discussed below).

A template for recording key information that may be of use during a flood event is provided in Appendix A.1. This should be completed and stored in a location which is easily accessible in the event of a flood.

It is recommended that Flood Kits are prepared for use during a flood event, and are located in an area that is accessible to staff or occupants when required. This should include but is not limited to the following:

- A mobile phone or radio to communicate with staff across the site and emergency services

- High visibility clothing to be seen by users of the site
- A torch in the event of power failure
- Warm and waterproof clothing and wellingtons in the event of adverse weather conditions
- First Aid Kit in case of emergencies
- Rubber gloves to reduce the potential for illness in the event of contact with contaminated flood water

### **3.3 Staff Training and Induction**

To ensure the Flood Evacuation Plan is implemented correctly, it is imperative that all staff at the Medmerry Park have a comprehensive understanding of the procedures involved in warning occupants or site visitors of potential risk of flooding and how to evacuate the Park safely during times of flooding.

To ensure that the above is carried out successfully, all existing and any new members of staff should be made fully aware of the information contain within this plan. In particular:

- All flood warning procedures and what they entail
- Any hazards that exist on site
- Contact details of key staff, the Environment Agency and the Emergency Planning department of the Local Authority
- How to implement the evacuation of the site during times of flooding

Appendix A.1 identifies the key contacts that staff should familiarise themselves with. This information should be regularly updated by the site manager and highlighted to all staff members.

### **3.4 Dissemination of Flood Warning and Evacuation Procedures**

The full Flood Evacuation Plan should be provided to all staff members, and a copy made available for all occupants or visitors to access upon arrival at the park.

Notification of the flood warning status should be posted at the main reception building and facilities buildings and updated as soon as a flood warning is received.

It is strongly recommended that a copy of the flood evacuation plan is distributed to all new visitors to the site and all lodge occupiers. This information should also be clearly displayed in each lodge to enable the occupants to familiarise themselves with the Flood Warning and Evacuation Plan before the onset of a flood event.

At times of flood warning, a notice board should be placed at the entrance/exit to the Park to ensure that all of the visitors to the site are aware of how to respond in advance of a flood event.

### 3.5 Signposting Emergency Access Routes

Due to the nature of holiday parks, it is of utmost importance that the FEP takes into consideration the fact that each lodge can be occupied at different periods of time though out the year. As such, a robust system must be adopted at times of heightened flood risk to ensure that all of the occupants are evacuated safely.

Due to the layout of Medmerry Park, the site has been divided into discrete zones, as shown in Figure 3.1 below.

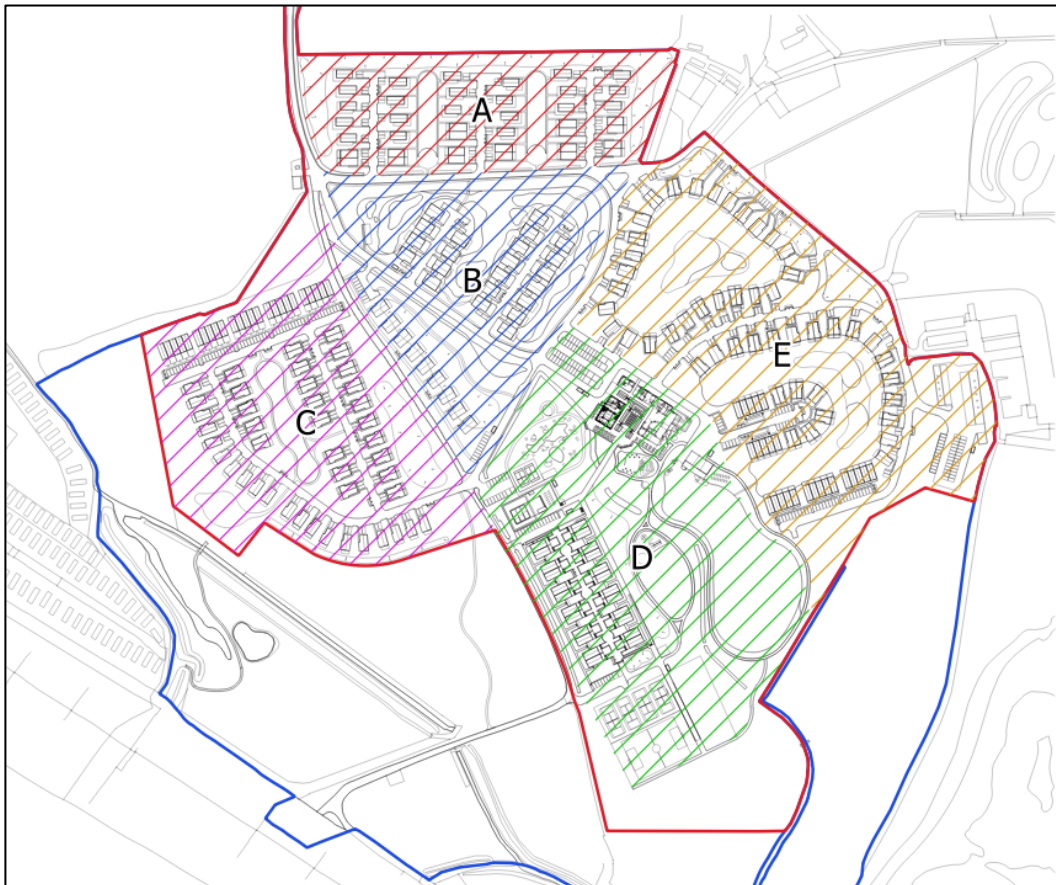


Figure 3.1 –Zones for flood warning and evacuation across the Park.

Each of the Zones A – E should be colour coded to enable residents to easily identify the safest route in which to evacuate the Park, and to allow the site management team to systematically warn the occupants, ensuring that everybody is accounted for. Signs should be erected to indicate the safest emergency access route for each zone in the event of a flood.

*The procedures to initiate a flood evacuation plan itself are discussed further in Section 4 of this report.*

### 3.6 **Managing On-Site Hazards**

There are several items located within the site boundaries that may prove to be hazardous during a major flood event. These have been listed below, and staff should be familiar with these hazardous items. The list is not exhaustive and therefore, staff should make an informed judgement when assessing any new hazards introduced to the site.

***Butane Bottles*** – Large steel gas canisters may become buoyant when flood water rises. These large items, if not anchored down, may cause considerable damage and injury to people, or impede emergency services visiting the site. Therefore, in order to reduce this risk, it is recommended that such items should be anchored by means of a steel chain. In addition, any storage containers holding such items must remain secure when they are not being accessed.

***Electricity Cables and Gas*** – All contact with electricity and gas should be avoided during times of flooding. The appropriate service companies should be contacted to ensure that both the electricity and gas supply to the site is cut in order to prevent people becoming electrocuted, and to reduce the risk of a gas leak and/or a gas explosion. The contact numbers for these service companies are located in Appendix A.1. This list should be updated by the site manager regularly.

Due to the possibility of there being a power cut during a flood event, it is recommended that staff should be equipped with adequate torches to enable them to aid the safe evacuation of the site.

***Chemicals and Paint*** – All chemicals, including cleaning products, and paints should be held in sealed containers and located above ground level to prevent them from spilling during a flood and contaminating floodwater with dangerous substances, which may be harmful to both people and the environment. A list of these substances should be recorded in Appendix A.1.



## 4 Flood Evacuation Procedures

### 4.1 Flood Warning Procedure



FLOOD ALERT

Upon receiving notification of a **Flood Alert** status, occupants, visitors and staff should either watch local TV stations or listen to local radio for flood warning updates.

Staff should be instructed to monitor water levels in the Park Rife, and if the water level reaches the top of bank, the Environment Agency should be contacted, and a Severe Flood Warning status should be assumed.

Staff should visit each lodge to warn occupants of the potential for flooding and identify any users of the site which may require special assistance during evacuation.

Visitors to the site and staff should ensure that they are familiar with the flood evacuation procedures and prepare themselves for immediate evacuation if the flood warning reaches 'Severe Flood Warning'.



FLOOD WARNING

If the Flood Alert status is elevated to **Flood Warning**, staff should visit each lodge and advise visitors to prepare to evacuate the site, providing any special assistance where necessary. Users of the site should be given the opportunity to leave the site and return to their permanent homes (if possible).

Flyers showing the emergency evacuation procedures and egress routes should be issued. Staff should ensure that all emergency evacuation routes within the site are clear and that any barriers or obstructions are raised/removed, and that the main gate to the site is kept open. All incoming traffic should be directed away from the Park.

**DO NOT WAIT FOR A SEVERE FLOOD WARNING TO ACT**

**All residents and staff should be **EVACUATED IMMEDIATELY** to an area of high ground, following the flood evacuation route identified in this plan.**

On receipt of a **Severe Flood Warning** staff should evacuate visitors from the site, following the evacuation procedure detailed in the following section and accompanying Flood Evacuation Flyer.



Staff should remain at the main gate to the site to ensure this is kept open and clear for emergency services. Any non-emergency traffic should be directed away from the Park.

Occupants should only remain within their lodges if water has severed the egress route from the site.

The Local Authority, the Emergency Services and the Environment Agency will likely be co-ordinating an area wide evacuation and managing the situation, as flooding will potentially be widespread. Notwithstanding this, the occupants can assist in this process by keeping informed and understanding the correct evacuation procedures which are in place. The relevant bodies will endeavour to provide advice on safe evacuation routes, as well as providing shelter and assistance to evacuees, if necessary

<b>Warnings no longer in force</b>	Refer to <i>Section 5 - After the Flood</i>
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## 4.2 Implementing the Flood Plan

One member of staff should be responsible for monitoring flood and weather warnings, 24 hours a day, 7 days a week, 365 days a year. The *Duty Manager* should also frequently monitor the water levels within the Park Rife following significant rainfall events, to determine whether water levels are rising to a level which may result in flooding of the areas adjacent to the watercourse.

On receipt of a 'Flood Alert', it is advised that staff assemble to ensure that at least 1 member of staff ('*Flood Safety Warden*') can be allocated to each flood warning zone, as well as an additional member of staff posted at the main gate, in anticipation that the status is elevated to 'Flood Warning'.

On receipt of a 'Flood Warning', the designated 'Flood Safety Wardens' will be required to inform each lodge of the flood warning status and will aid the safe evacuation of the occupants. The warden

should systematically knock on every lodge within their specified zone, prioritising occupiers with limited mobility or accessibility needs. All occupants should be instructed to leave the site immediately by the route identified on the Evacuation Flyer, or told to meet at the designated Evacuation Point for their respective zone if assistance is required.

On receipt of a 'Severe Flood Warning', the Flood Safety Wardens should begin evacuating each respective zone. Visitors/users of the site should be directed to leave the site immediately, following the emergency routes identified by the signposts within the park, and delineated within the Evacuation Flyer. Occupants should evacuate without stopping to collect belongings.

<b>Task</b>	<b>Responsibility</b>	<b>Contact Number</b>
Monitor Flood and Weather Warnings	Staff Member Name:	
Monitor Park Rife Water Level	Duty Manager Name:	
On receipt of Flood Alert: Flood Safety Wardens Allocated to flood warning zones	Flood Safety Wardens	Refer to Appendix A.1 for individual contacts
On receipt of Flood Warning: Inform lodge occupiers of status	Flood Safety Wardens	Refer to Appendix A.1 for individual contacts
On receipt of Severe Flood Warning: Wardens to evacuate users	Flood Safety Wardens	Refer to Appendix A.1 for individual contacts

*Table 4.1 – Summary of Flood Plan Actions*

### **4.3 Flood Evacuation Routes**

The main evacuation routes through the site (refer to Figure 4.1) should be followed. When requested to evacuate, all users of the site should make their way to the marked route to proceed offsite via Stoney Lane towards Earnley. Where possible, visitors and staff should avoid crossing the Park Rife if the crossing is inundated with floodwater.

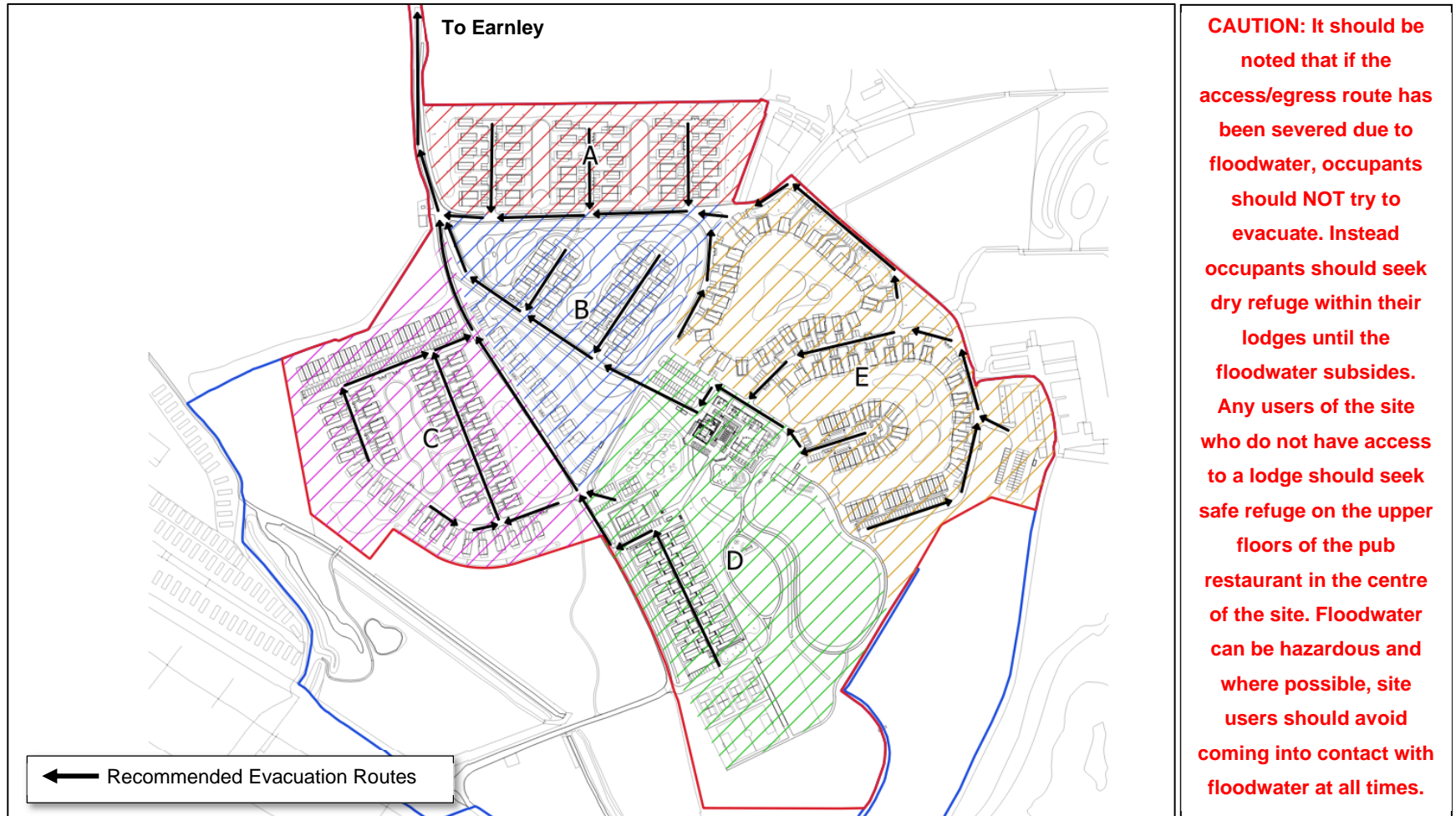


Figure 4.1 - Safe Evacuation Route from Medmerry Park.

#### **4.4 Safe Refuge (If Evacuation is Not Possible)**

Evacuation from the site is preferable, as this enables visitors to return to their permanent residence away from the area at risk. However, walking in deep flood water can be extremely dangerous and potentially fatal.

In the extremely unlikely event that the emergency access route from the site is severed by floodwater, before a Severe Flood Warning has been issued, then the occupants should not attempt to evacuate. Instead, under these conditions, it is recommended that the Flood Safety Wardens advise visitors to seek safe refuge within their lodges, which have floor levels which are elevated above the predicted maximum extreme water levels predicted through detailed flood modelling. Any users of the site who do not have access to a lodge should seek safe refuge on the upper floors of the pub restaurant in the centre of the site.

## **5 After the Flood**

### **5.1 Returning to Your Lodge**

If the site has been flooded, visitors/residents should not return to their lodge until advised to do so by a member of staff. The Environment Agency should be able to advise on whether it is safe for visitors to return to the site, and any lodges which have been affected by flooding should be inspected prior to re-occupation, to ensure that they are safe.

### **5.2 Actions Following a Flood Event**

The 'Duty Flood Warden' should contact the relevant parties listed in Appendix A.1 during/following a flood event.

Where necessary, lodge owners should contact their insurance company to gain advice on the next steps following a flood event, and discuss recovery of costs of the impact of a flood event.

If the Park has been flooded, the Environment Agency is likely to provide advice on the necessary actions to take following a flood event. This will include making sure that any lodges which have been flooded are safe for return, and that they have been cleaned to prevent any contamination that may have resulted from floodwater which has come into contact with sewage, oil, chemicals or other hazardous substances.

## 6 Review and Revise

This Flood Evacuation Strategy has been prepared in accordance with the most contemporary Environment Agency guidance. All of the details, including: warning symbols; telephone numbers and the modelled flood data on which the strategy has been produced, are up-to-date and in line with the date shown in the top left corner of this document. However, this document should be periodically updated at least every 3 years to reflect any changes that may arise in the future, thus ensuring that all of the information contained herein is relevant and up-to-date.

In addition to this document, it is recommended that the Flood Kit is re-packed after a flood event has occurred, and before a potential future flood event. Any changes to the current flood plan and kit procedure could include (but are not limited to);

- Removing or adding items to the flood kit.
- Review whether all important documents have been considered, or whether additional documents are required to be put in a safe area.
- Check whether any existing insurance policies would cover everything that has been damaged.

If the reader is unsure, the Environment Agency, or Emergency Planning Department of the Local Authority should be contacted to verify the contents.

## **A Appendices**

**A.1 Appendix A.1 – Key Information and Procedures**

**A.2 Appendix A.2 – Flood Evacuation Flyer**



## **Appendix A.1 – Key Information and Procedures**



**Key Contacts**

Service cut-off	Description of Location
Electricity	
Gas	
Water	

**Hazardous Materials**

Hazardous Material	Description of location	How to protect from a flood (i.e. move, cover, tie down)
Chemicals (including cleaning products)		
Oil based products (gasoline, oil, cooking oil, etc.)		
Other contaminants (i.e. asbestos insulation, lead-based paint)		

**Protective actions**

Identify stock, equipment and possessions that may need special protective measures, and describe the actions you will take to prevent their damage in the event of a flood. We have suggested items and ways to protect them, but make sure you follow these through on your plans. For example, if you say you will move an item to a safer location, then do it!

**Items to consider:**

- Computers
- In-store stock
- Chairs / stools
- Computer files
- Staff files
- Paper files
- Databases
- Vehicles
- Food
- Electrical equipment

*Please continue on a separate sheet if necessary.*

**Ways to protect items:**

- Make a copy and store in safe location
- Raise above ground level
- Buy flood protection products
- Buy new flood-resistant item
- Move to safer location

Valuable item	Protective action	New location (if applicable)	Done?

List companies whose help you may need after a flood. Make sure that you follow through on your plans, and get contracts in place, or know who to call for assistance. If help is not needed, you can leave this section blank. If you contract in advance, attach the contract to this flood plan.

Flood service company	Company name	Contact	Telephone / mobile	Contract agreed
Water pumping services				
Suppliers of emergency power/equipment				
Equipment repair				
Earthmoving or engineering				

## **Appendix A.2 – Flood Evacuation Flyer**

# Flood Evacuation Plan

Medmerry Park, Stoney Lane, Earnley, Chichester, West Sussex, PO20 7JP

**Assembly Point:** .....

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## 1. Flood Warning Procedure



**Flood Alert** – Stay alert by either watching local TV stations or listening to local radio for flood warning updates. Familiarise yourself with the evacuation procedures and prepare for immediate evacuation if the flood warning status reaches 'Flood Warning'.



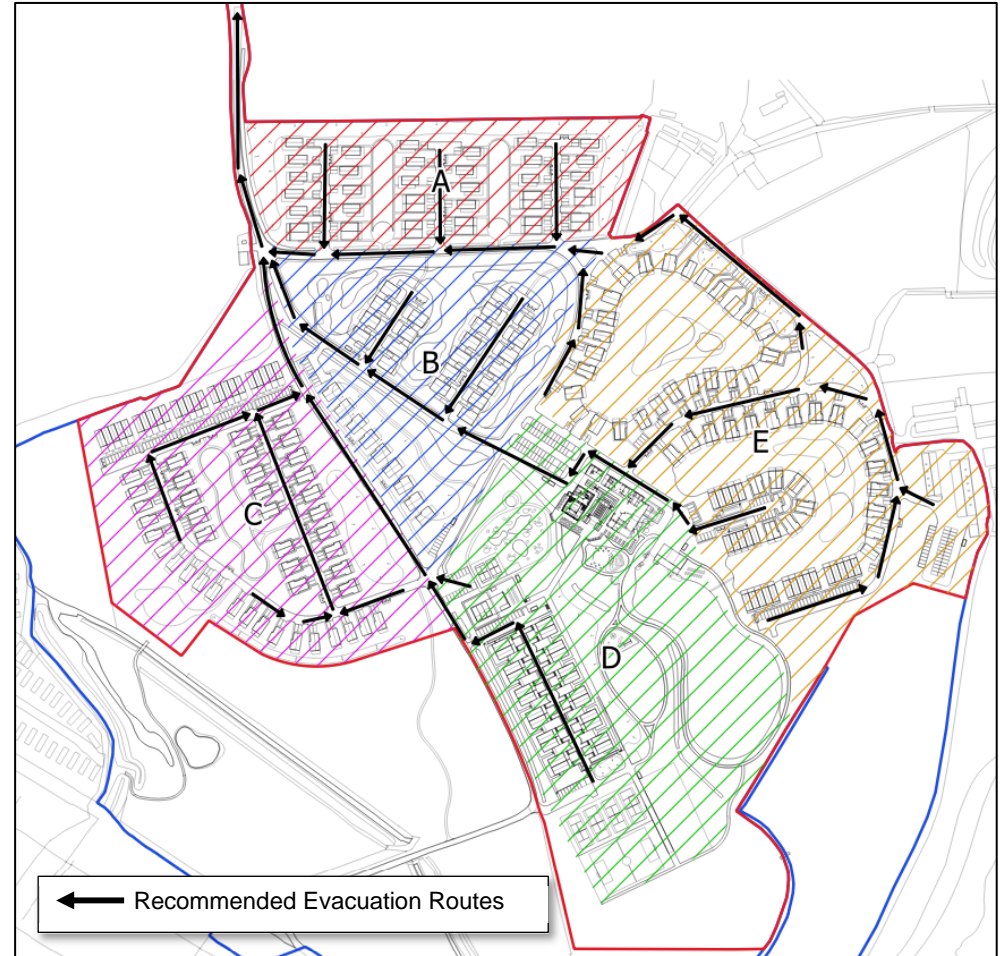
**Flood Warning** – Cooperate with the staff on site and Emergency Services. Pack your belongings and leave the site immediately. Return to your permanent home where possible.



**Severe Flood Warning** – Follow the evacuation procedure and map listed in this leaflet to the assembly point if floodwater has not reached the lodge yet. If floodwater has reached the building, seek safe refuge within the lodge, or the upper floors of the pub restaurant, and follow instructions from the staff.

## 2. Flood Evacuation Procedure

**Follow evacuation route – See map below**



**Important Contact Details:**

**Company's Phone Number – Tel:**

**Environment Agency Floodline – Tel: 0345 988 1188**