

## **Flood Emergency Evacuation Plan**

The Flood Warning and Evacuation Plan will be reviewed at least annually by the management company. The following actions should be taken in line with Environment Agency guidance:

- Reading the plan and updating the contacts list.
- Contact the Environment Agency Floodline Service on 0345 988 1188 to check that the flood risk to the property has not changed, for example flood defences may be built.
- Contact the Environment Agency Flood Warning Service on 0345 988 1188 to register to receive flood alerts direct to your phone.

Prepare and maintain a flood kit to contain items which are essential for evacuation. should include:

- A torch
- Blankets or a sleeping bag, warm clothing and waterproofs
- A first-aid kit, including a supply of any essential medication
- A list of useful telephone numbers
- A supply of bottled water
- A stock of non-perishable food items
- A portable radio and supply of batteries
- Wellington boots or similar waterproof boots
- Check your insurance cover – ensure it covers flood damage
- Know how to turn off the electricity and water mains supplies
- Think about what items you would want to move to safety during a flood

In the event of a Flood Watch Alert, staff members should ensure that the neighbouring businesses and residents are aware. It is advised to safeguard the property and prepare to evacuate.

At this stage the following actions should be taken:

- The Environment Agency aim to provide at least 2 hours warning between the Flood Warning alert being issued and the commencement of flooding. The EA recommend that staff members should evacuate when a Flood Warning or Severe Flood Warning status is issued. If flood levels continue to rise, staff members are advised to evacuate before safe access is lost.
- Move staff members and valuables to a safe place.
- Locate, water, electricity and gas supplies and switch off before evacuating (if safe to do so).
- Call the EA Floodline on 0845 988 11 88 periodically and listen to and watch for weather and flood warnings on local radio and television stations. Evacuate until the EA removes the Flood Warning.

Severe flood warning means that severe flooding is expected. There is extreme danger to life and property and people are advised to act immediately i.e., evacuate.

At this stage the following actions should be taken:

- At this level it is possible that driving through flood water may become hazardous.
- Staff members should monitor the flood progression and evacuate, on foot immediately if not already done so and only if safe to do so.
- At this stage the local authority, the emergency services and the Environment Agency should be managing the situation, with widespread flooding potentially over a large area, and will endeavour to provide advice on an evacuation route, shelter, and assistance to evacuees.
- Call 999 if you are in immediate danger.

Staff members are advised to remain somewhere located above the extreme flood level until the flood recedes and they can be rescued by the emergency services. If they need to leave the site, the evacuation route direct onto Station Road and turn to the north would be the most suitable route out of the flood risk area. When warnings are no longer in force, no further flooding is currently expected in your area; however, flood water may still be present.

Staff members should contact the local authority to check that it is safe to return to the site. If floodwaters have entered the buildings they will need to be cleaned, disinfected, and repaired and fully dried out prior to re-occupation. It must be checked that the building is safe before entering the building, and if there are any doubt's professional opinion should be sought.

If there is any doubt that appliances may be water damaged, they must be checked before switching the power or gas back on. Contact your insurance company as soon as possible to get their approval before arranging any clean-up or repairs. Do not throw away damaged goods until your insurer has authorised you to do so. It is a good idea to take photographs of the damage.