

FLOOD WARNING AND EVACUATION PLAN

Harbour Avenue, Camel's Head



Document Control

This plan has been prepared by Awcock Ward Partnership Consulting Ltd (AWP) to inform employees on the joint responsibilities of the employer and the employees to prepare for and respond promptly to flood warnings.

A copy of this plan will be made available to all employees:

- On induction; and
- In response to lessons learnt.

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Version Control

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Disclaimer

This Flood Warning & Evacuation Plan (FWEP) has been produced with reference to Appendix L - 'LLFA Flood Emergency Plan Guidance' of the Plymouth City Council Document 'Local Flood Risk Management Strategy Part 2 - A Technical Design Guide' (August 2023), as well as the 'Personal Flood Plan' template produced by the Environment Agency.

This Flood Warning & Evacuation Plan (FWEP) template is suitable for the purposes set out within the National Planning Policy Framework. This plan is however the sole responsibility of the signatories and/or their representatives.

Plymouth City Council cannot accept responsibility for any omission or error contained in any such plan, or for loss, damage, or inconvenience, which may result from the plans' implementation. Any subsequent approval does not impute any approval of the plans from the Environment Agency or any of the emergency services

1. Introduction

This Flood Warning & Evacuation Plan (FWEP) has been produced by AWP in respect of the proposed redevelopment of land at Harbour Avenue, Camel's Head, Plymouth. The site operators own the FWEP, are responsible for its implementation, dissemination, and annual review.

The FWEP captures a summary of the site's flood risk, taking into account flood mitigation measures incorporated in the design of the site and properties, and provides all relevant information, contact details and procedures to prepare for, respond to and recover from a flood event.

A Flood Warning and Evacuation Plan does not remove the risk of flooding from a site. The objective of a Flood Warning and Evacuation Plan is to provide a means by which those working/visiting the development shall be made aware of the flood hazard, and to identify any procedures that will enable them to avoid being directly exposed to the hazard in any future flood events that may affect the site.

Preparedness for future floods can help reduce the impact on people and property.

AWP have given due regard to the safety of employees, responding organisations, available best practice, relevant legislation, advice provided by the emergency services, and the Plymouth City Council Local Flood Risk Management Strategy.

2. Objectives

In the production of this FWEP, AWP have identified the following key objectives:

- To sign up to [Flood Warnings Direct](#) and [Weather Warnings](#);
- To provide for and signpost clear evacuation routes for employees;
- To ensure adequate ingress and egress for the emergency services; and
- Reduce the risk to life and damage to property.

3. Flood Risk

Flood risk is described in detail within the Flood Risk Assessment (prepared by AWP) which was submitted as a standalone document in support of the planning application for this site.

4. Flood Warnings

The Environment Agency Flood Warning system will contact the general or district manager that has responsibility over the management of the premises, or on a designated number for an out of hours event.
(to be advised prior to occupation)

Should the designated contact be unavailable, a secondary contact will be contacted.
(to be advised prior to occupation)

The premises commit to signing up to the Environment Agency Flood Warning Scheme
<https://www.fws.environment-agency.gov.uk/app/olr/register>
(upon planning consent, prior to occupation)

Environment Agency Floodline Telephone No. 0345 988 1188.

The action to be taken for each flood warning is presented within **Table 1** at the back of this plan.

The location of supply cut-offs and chemical/dangerous substances are provided within **Appendix A**.
(to be completed upon planning consent, prior to occupation)

Evacuation

The decision to evacuate or take shelter ultimately rests with the employer/employee, but must be made to allow sufficient time to conduct the evacuation before flooding occurs. Flood waters contain hidden dangers and will impede, if not prevent, a safe evacuation.

The council's preference is always (in circumstances where a Flood Warning and Evacuation Plan would be required) to evacuate occupants before a flood event occurs, not during an event. Safe refuge (staying within the building - above the design flood event levels) should only be considered where dry access and egress from the building to an area/community building not at risk of flooding cannot be achieved.

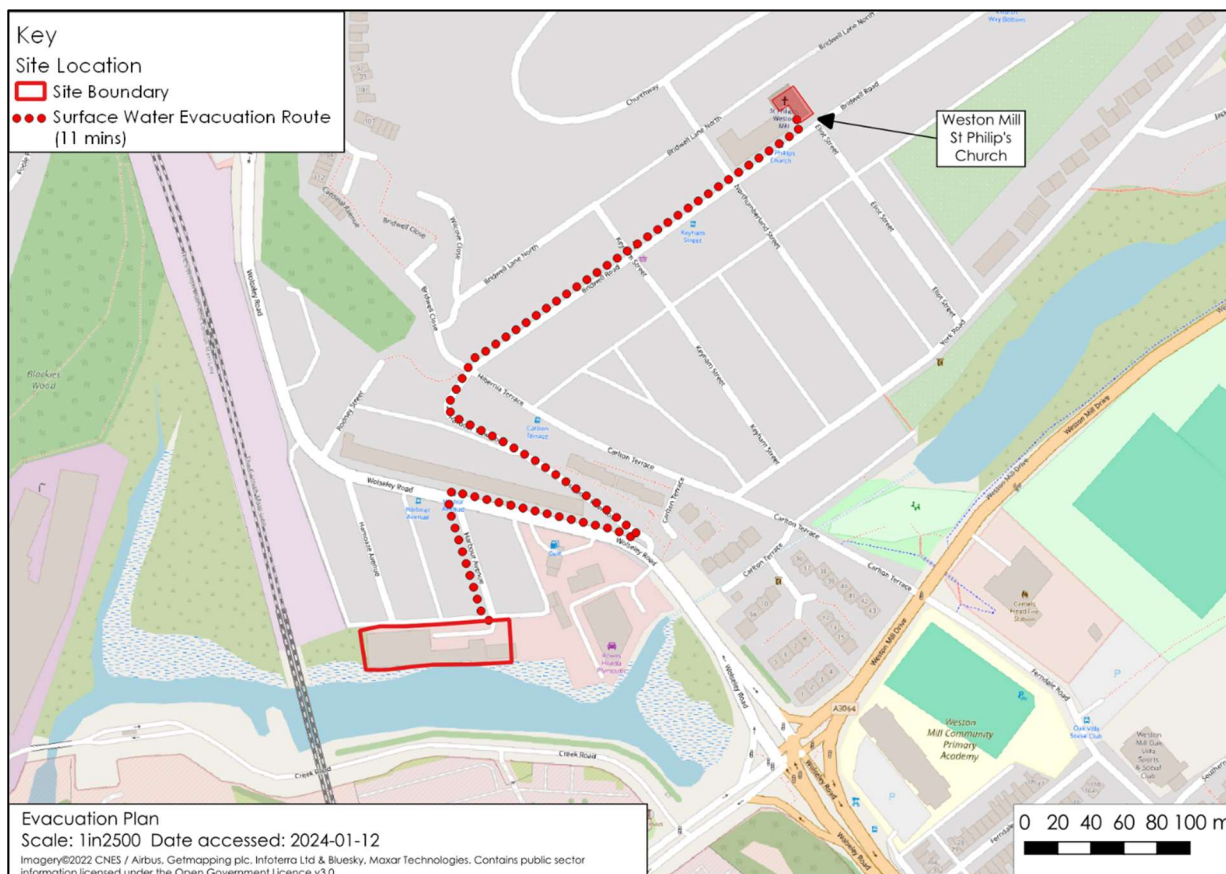
Evacuation during a flood event should only occur in exceptional circumstances where a Flood Warning has not reached either the occupants or relevant management responsible for triggering the Flood Warning and Evacuation Plan; and it is deemed safe to do so by the Emergency Services. It should not be left to the discretion of the occupants as to whether it is safe to evacuate during a flood event. The preference in this exceptional circumstance would be for the occupants to remain indoors and seek safe refuge on the first floor of the building, and to call the emergency services.

In the event of an evacuation, all persons within the building or respective grounds should be made to follow the designated evacuation route.

An assessment of the type of flooding event should be made based on the flood code received, and the evacuation route should be conducted as follows:

- A. In a Surface Water Flooding Event;** the evacuation route leads people out of the site and north along Harbour Avenue. At the junction with Wolseley Road the route turns right and continues for a short distance before turning left into Harbour View Road and then continuing straight on to Bridwell Road. Flooding on Bridwell Street is very limited and would remain passable in vehicle or on foot. If conditions do not allow for wider evacuation, then St Philp's Church might offer safe refuge until conditions improve. It is located approximately 200m along Bridwell Road and remains outside the extents of any surface water flooding.
- B. In a Tidal Flooding Event;** the same above evacuation route can be followed. Beyond the site, the lowest point on this evacuation route would be the junction of Wolseley Road and Harbour View Road, but this remains well above the future maximum predicted sea level.
- C. If neither route is safe to evacuate;** the occupants should seek safe refuge on the first floor of the western commercial unit and call the emergency services.

The evacuation route is inset below with a copy included within **Appendix B**:



You are advised not to assume that the emergency services will be able to assist you with the evacuation; their focus will be directed to those in greatest need.

Where evacuation is not a feasible option, or has been delayed, you should move to the first floor of the western commercial unit; taking with you any important documents, and readily water or drinks, food supplies and medicines (see UK Gov. web page '[Preparing for emergencies](#)').

It is recommended that the building operator provides a Flood Kit/Grab Bag on site. The contents of this should remain in line with the National Flood Forum Emergency Flood Kit.

Stand-down - Following confirmation from the Environment Agency, the decision can be taken to stand down. In this eventuality, the building should return to normal business following the agreed reoccupation procedure.

In case of injury, contact Emergency Services (999).

This Flood Warning and Evacuation Plan will be overridden by any advice given by competent authorised staff including the Emergency Services or Local Authority responders on the ground in the event of a serious flood event.

The response to a major flood event will involve a number of organisations working together at a local level, including the emergency services, local authority (the council), the Environment Agency and utility companies. The Devon, Cornwall and Isles of Scilly LRF have produced the Multi Agency Flood Plan to provide relevant information and outline the response arrangements in place for a coordinated multi agency response:

<https://www.dcisprepared.org.uk/media/2158/multi-agency-flood-framework-lrfdcios-20160615-v24.pdf>.

Other key contact details are tabled below:

Organisation	Telephone (office hours)	Telephone (out of hours)
Site Management	TBC	TBC
Floodline (EA)	0345 988 1188	0345 988 1188
Environment Agency	0370 850 6506	Use Floodline (above)
Plymouth City Council	01752 668000	01752 668000
Devon County Council	0345 155 1015	N/A
Emergency Services	999	999
Non-Emergency Police	101	101
Non-Emergency Fire	01392 872200	01392 872200
NHS Direct (non-emergency)	111	111
South West Water	0844 346 2020	0844 346 2020
Electricity Supplier	<i>TBC prior to occupation</i>	<i>TBC prior to occupation</i>
Gas Supplier	<i>TBC prior to occupation</i>	<i>TBC prior to occupation</i>
Telecoms Supplier	<i>TBC prior to occupation</i>	<i>TBC prior to occupation</i>
Insurance Company	<i>TBC prior to occupation</i>	<i>TBC prior to occupation</i>
Local Travel News	<i>TBC prior to occupation</i>	<i>TBC prior to occupation</i>

7. Monitoring and review of the Plan




It is important that the Flood Warning and Evacuation Plan is kept up-to-date and accurate. It is the responsibility of the Plan owner to maintain and update the Plan at least every three years, when new information becomes available or a change in circumstances that may affect it occurs.

Details of the staff member(s) responsible for monitoring and reviewing, and updating or amending the plan, are set out within the below table.

Role	Contact Name	Contact Number
Monitoring and reviewing the Plan	<i>TBC prior to occupation</i>	<i>TBC prior to occupation</i>
Updating & amending the Plan	<i>TBC prior to occupation</i>	<i>TBC prior to occupation</i>

Annex A – Roles and Responsibilities

Table 1 – Flood Warning Activation Procedures

Warnings	EA Recommended Actions	Actions	
		Actions	Resources
 <p>What it means: Flooding is possible. Be prepared.</p> <p>When it's used: Two hours to two days in advance of flooding.</p>	<p>Be prepared to act on your FWEF.</p> <p>Prepare a flood kit of essential items.</p> <p>Monitor local water levels and the flood forecast on our website.</p>	<p>Notify the designated contact, or secondary contact as appropriate.</p> <p>Advise all staff, visitors and lone workers that a flood alert has been received and that evacuation may need to be implemented if the code updates to a Flood Warning.</p> <p>Ensure that any records of scheduled appointments or visitors is kept close to hand and be prepared to cancel appointments or visits if the need arises.</p> <p>Retrieve the Flood Kit and keep to hand.</p> <p>Contact Floodline or the EA to keep informed on current situation.</p>	<p>Flood Kit (to include copy of the flood plan, first aid kit, torch and batteries, blanket, waterproofs, rubber gloves and contact list).</p>
 <p>What it means: Flooding is expected. Immediate action required.</p> <p>When it's used: Half an hour to one day in advance of flooding.</p>	<p>Move people, property, and valuables to a safe place.</p> <p>Turn off gas, electricity, and water supplies if safe to do so.</p> <p>Put flood protection equipment in place.</p>	<p>If the Flood Warning is received during operational hours or a flood is expected during opening hours, immediately close on-site businesses, transfer all sensitive property, files and equipment to a safe place and implement full evacuation of the building.</p> <p>Secure any flood protection equipment in place.</p> <p>Ensure all persons have been safely evacuated prior to securing the building. Ensure that services are switched off where safe to do so.</p> <p>Following evacuation, continue to halt on-site business until the building is declared safe for reuse and commencement of services.</p>	<p>Flood Kit (to include copy of the flood plan, first aid kit, torch and batteries, blanket, waterproofs, rubber gloves and contact list).</p> <p>Copy of the evacuation plan (Appendix B)</p>
 <p>What it means: Severe flooding. Danger to life.</p> <p>When it's used: When flooding poses a significant threat to life.</p>	<p>Stay in a safe place with a means of escape.</p> <p>Be ready should you need to evacuate from your building.</p> <p>Co-operate with the emergency services. Call 999 if you are in immediate danger.</p>	<p>Notify all persons present that a severe flood is imminent and advise that safe refuge should be taken within the building.</p> <p>Retrieve the Flood Kit and keep to hand.</p> <p>Contact the Emergency Services and communicate your conditions to assess whether emergency evacuation is necessary, or whether safe refuge remains the best course of action.</p> <p>Cancel all scheduled appointments or visitors for the day – continue to cancel future visits until the building is declared safe.</p>	<p>Flood Kit (to include copy of the flood plan, first aid kit, torch and batteries, blanket, waterproofs, rubber gloves and contact list).</p>

<p>EA Flood Warnings</p> <p>No longer in force</p>	<p>What it means:</p> <p>No further flooding is currently expected in your area.</p> <p>When it's used:</p> <p>When river or sea conditions begin to return to normal.</p>	<p>Be careful. Flood water may still be around for several days.</p> <p>If you've been flooded, ring your insurance company as soon as possible.</p>	<p>Contact the Local Authority, Emergency Services, and utility companies to establish whether it is safe to access the building for inspection.</p> <p>Contact the insurance company as they may want to evaluate any impacts or damage resulting from the flood.</p> <p>Once the building is declared safe for access, work with the insurance company to ensure that works are progressed to remediate and declare safe the entrance ways.</p> <p>Isolate and remediate the internal building space prior to resuming on-site business to full capacity.</p>	
<p>Meteorological Office</p> <p>Weather Warnings</p>	<p>Warnings of heavy rainfall.</p> <p>Warnings of severe winter weather e.g. hail, snow, freezing rain.</p>	<p>Consider the impact of this type of weather – e.g. this could lead to surface water flooding, ground water flooding, increased river and sea levels.</p>	<p>Contact Floodline or the EA to keep informed on current situation. If there is a risk of flooding within opening hours, implement Flood Warning Actions (above).</p> <p>Monitor access and egress from the site. If all routes are at risk of flooding, cancel all on-site appointments and visits for the remainder of the day and notify all persons that they must take safe refuge within the building until such time as flood waters have receded.</p> <p>Liaise with emergency services to assess whether assisted evacuation is necessary.</p>	

9. Additional Guidance

General advice

- Business Flood Plan advice - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/410606/LIT_5284.pdf
- Find out if your property is at risk of flooding - <http://www.environmentagency.gov.uk/homeandleisure/floods/31650.aspx>
- Sign up to receive flood warnings - <https://www.gov.uk/sign-up-for-flood-warnings>
- Monitoring flood warnings and river levels - <https://www.gov.uk/check-if-youre-at-risk-offlooding>
- Make a personal flood plan - <https://www.gov.uk/prepare-for-a-flood/make-a-flood-plan>
- Preparing your property for flooding - <https://www.gov.uk/government/publications/prepareyour-property-for-flooding>
- What to do before, during and after a flood- <https://www.gov.uk/government/publications/flooding-what-to-do-before-during-and-after-a-flood>
- Using sandbags to reduce flooding - <https://www.gov.uk/government/publications/sandbagshow-to-use-them-to-prepare-for-a-flood>
- Advice on obtaining home insurance - <https://www.gov.uk/prepare-for-a-flood/get-insurance>

Improving the resistance and resilience of your property

- Improving your property's flood protection <https://www.gov.uk/prepare-for-a-flood/improveyour-property-flood-protection>
- Blue Pages - directory of businesses providing flood resistance and resilience products - <http://www.bluepages.org.uk/>

Business/commercial premises specific advice

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

Emergency Planning Advice

- Direct Government Preparing for Emergencies - <https://www.gov.uk/government/policies/reducing-the-threats-of-flooding-and-coastalchange/supporting-pages/planning-for-and-dealing-with-flood-emergencies>

Appendix A. Key Locations and Protective Actions

Service Cut-Off		Description of Location	
Electricity			
Gas			
Water			
	Description of Location		How to protect from a flood
First Aid Kit & Grab Bag			
Oil based products (fuel, oil)			
Chemicals (including cleansing)			
Medication			
Valuable Item		Protective Action	New Location
<i>Identify stock, equipment and possessions that may need special protective measures, and describe the actions you will take to prevent damage in the event of a flood. We have suggested items and ways to protect them, but make sure you follow through on your plans.</i>			

Appendix B. Evacuation Plan Route

