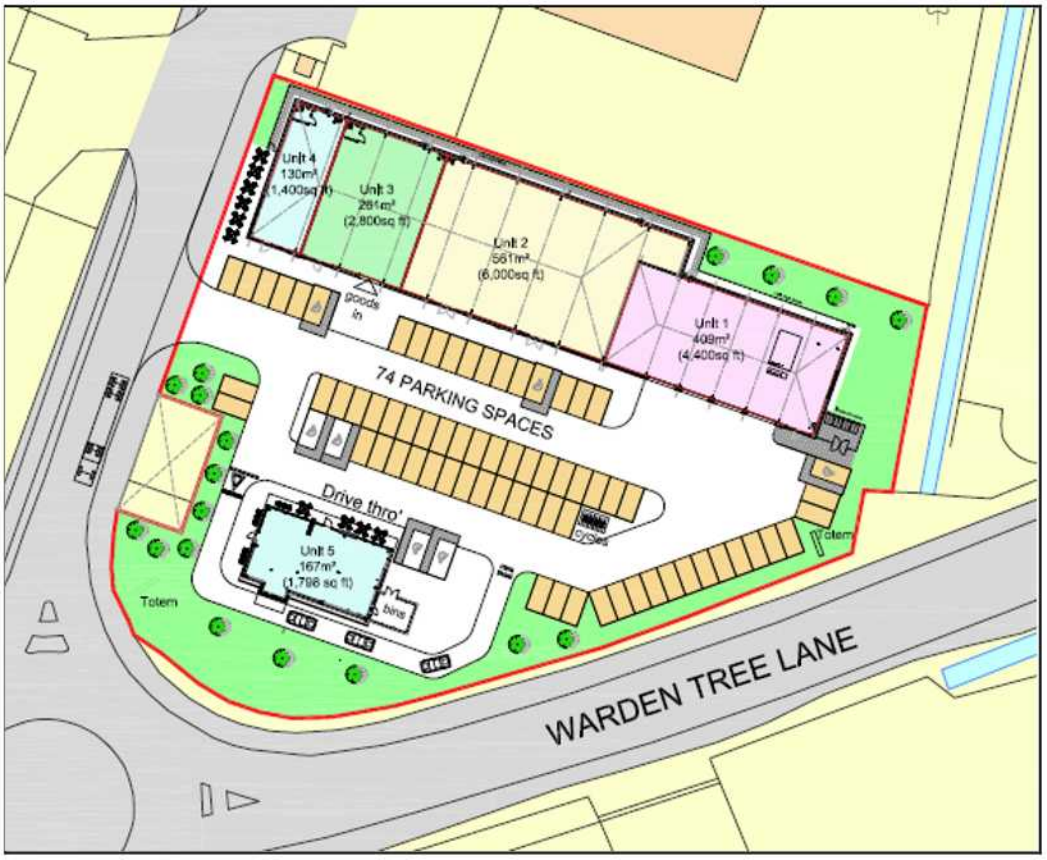
FLOOD WARNING
& EVACUATION PLAN

Unit 1, Warden Tree Lane,
Pinchbeck,
Spalding.
PE24 5UA



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RMA

UNIT 1, WARDEN TREE LANE, PINCHBECK, SPALDING.

The site consists of 5 units of mixed-use development, comprising of, a drive through coffee shop, cafe/hot food takeaway, restaurant, leisure fitness centre and a trade counter use.

This Flood Warning and Evacuation Plan records the contingency measures that have been drawn up to provide maximum safety to all customers, and staff of the individual premises during a major flood event. The plan will be disseminated to the emergency services to ensure responding agencies are aware of the pre-planned emergency measures.

The aim of this plan is to enable a safe and well organised evacuation of customers and staff of the site during a major flood event should one occur.

The main objective of this plan is to raise awareness of the risk of the site being flooded and to reduce the risk to life, to detail the Flood Warnings and to outline how the plan is triggered and what actions are required by the all customers and staff at the site. It will be issued to all staff in the event of an extreme flood event affecting the site to ensure a safe evacuation from the site. The Evacuation plan will be clearly displayed on the staff Notice Boards.

All staff, at their induction course will be given a full briefing on flood risk including this FEWP and it will be explained how it is to be used in the event of a flood event arising from a breach of the tidal flood defences and how to advice all customers and visitors on site.

The unit is located within the tidal floodplain of the River Welland and the site is shown to be at risk from flooding, if no defences were present, from extreme weather which will give rise to peak flows as identified on the Environment Agency's Flood Maps. Fig 1

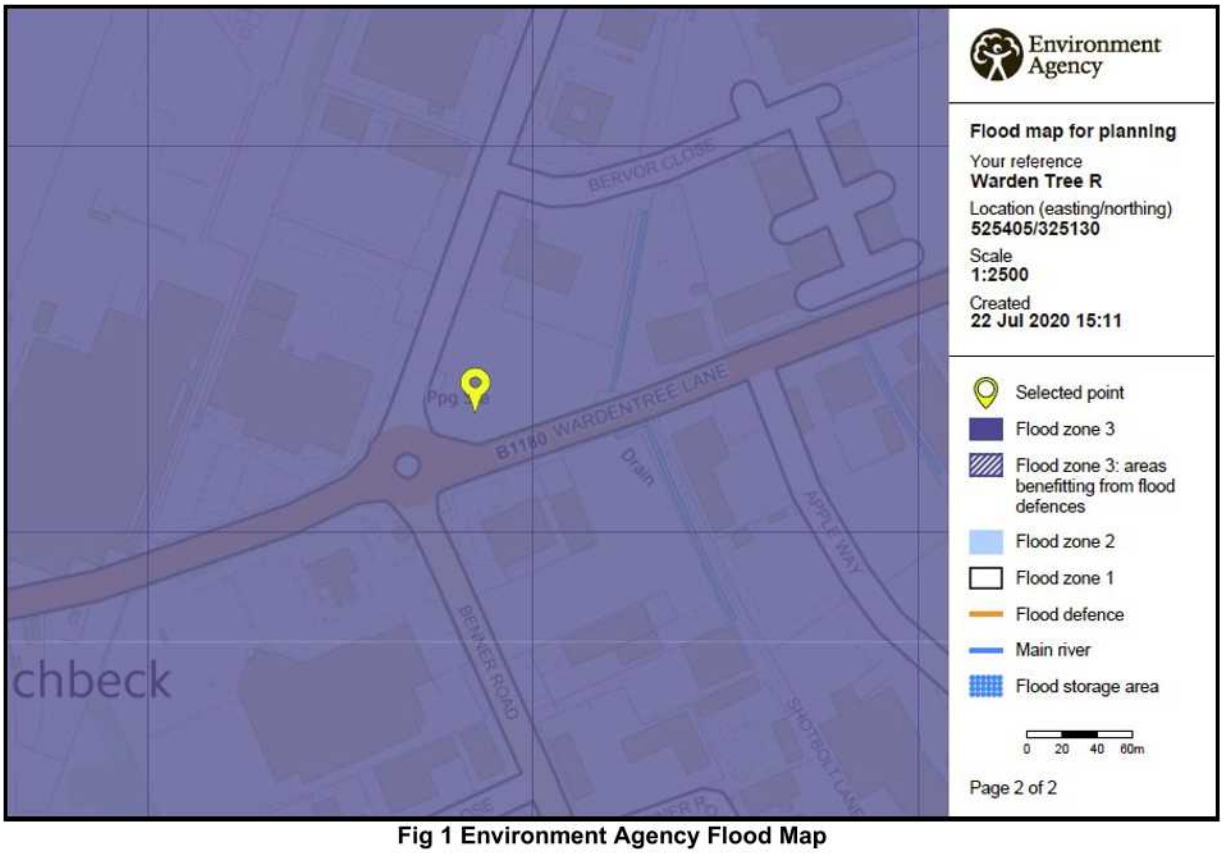


Fig 1 Environment Agency Flood Map

All customers and staff at the site will be using facilities, which are classified as being vulnerable in flood conditions. The site is protected by adequate flood defences which are maintained by the Environment Agency.

The risk of tidal flooding of the site is extremely low and would only occur following a rare combination of events such as a breach of the defences at the peak of an extreme tide surge event. A tide surge is dependent on a combination of extreme high tides and weather conditions in the North Sea. which occurs normally during the winter months. The area is protected from flooding by the flood defences along the riverbank.

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 all customers and staff should prepare to evacuate when a Flood Warning or Severe Flood Warning status is issued. If flood levels continue to rise, the customers and staff will be advised to evacuate before safe access is lost.

The overall responsibility for managing a flood event on the site and for the co-ordination of flood warnings and evacuation procedures lies with the **Site Manager.**

The unit will be registered with the Environment Agency's **Flood Warnings Direct** free flood warning service for the **Site Manager** to receive all levels of warnings including alerts. The Environment Agency will send them a message via a Text, E-mail, mobile or landline or Fax when these have been issued.

In the event of an advance warning being received of a possible flooding, the **Site Manager** will inform the staff on site and phone the Environment Agency for an update of the situation affecting the site. If a flooding warning is received, affecting the site, the following plan and action will be implemented. Also, the Environment Agency's website should be monitored regularly for new warnings.

All staff using the site facilities will familiarize themselves with the evacuation procedure and evacuation route, which will be given to them.

Do not panic stay calm and reassure others, listen to the local radio for up to date information and to act accordingly.

The Local Authority has a legal obligation to help evacuees under the Homelessness Act 2002. However, residents must be aware that at times of widespread flooding local services may have difficulty helping for many evacuees. In this instance customers, may be advised to stay at the site by the relevant authorities.

The Flood Evacuation Plan will have **four** trigger points:

1



The Environment Agency will issue a Flood Alert status when flooding is possible. Issued 2 hours to 2 days in advance of flooding. The **Site Manager** upon receipt of this will inform all staff on site that a FLOOD ALERT status had been received.

Flood Alert: - All staff will be informed personally, of an increased flood threat and ensure that they are aware of possible site evacuation if the situation deteriorates, the likelihood of the site being flooded and that they should be prepared to leave the site, be vigilant regarding weather conditions forecasts and tide levels, and stay tuned to local radio or TV. Make sure that others are aware of the present flood warning status and that they are aware of what this means and what to do if a further warning is received.

Means; - Flooding of low-lying land & roads is expected.

What to do;

- Monitor local news and weather forecasts
- Check on an hourly basis with Floodline for updates
- Be aware of water levels near you. Check if tidal levels are rising. If water is already on the floodplain, consider leaving thesite.
- Be prepared to act on your Flood Plan
- Charge your mobile phone.
- Think about what items you would want to move to safety during a flood.

2



The flood warning will be issued, half an hour to 1 day, in advance of flooding, when water levels are rising, it is advised to safeguard the property and prepare to evacuate. **Evacuate if safe to doso.**

The **Site Manager** will ensure, upon receipt of this warning, that steps are taken to close the site and if it is safe to do so, all customers and staff must be evacuated from the site before the safe egress is lost. In the case of the situation deteriorating but if there is water already on the flood plain, be aware that parts of the evacuation route may be up to 1.0m depth of flooding. All movable belongings will be moved to a safe place as high aspossible.

If the site is to be evacuated, the **Site Manager will make an announcement:** "*I am sorry to*

inform you *that the premises will be closed with immediate effect following the issuing of a Flood Warning for the area from the Environment Agency. Whilst there is no immediate danger, please leave the building calmly, assistance will be provided by the staff who will advise and issue you with a plan of the safe evacuation route. to an area, which is outside the flood risk area."*

The safe evacuation route is shown on Fig 2. Proceed to the car park,, turn left at the site entrance to the roundabout turn right taking the third exit and follow this road to the traffic lights turning right onto Spalding Road (B1356) follow this road to St Mary's Parish Church which is outside the breach flood area. Sat Nav Post Code PE11 3UB. or as advised by the Emergency Services

Any vulnerable people such as those with impaired hearing or sight or with restricted mobility, will be assisted by the staff. A member of the staff will inform divert any incoming traffic away from the site.

Means; Flooding of homes and businesses is expected to ACT NOW.

What to do.

- Act on the flood plan
- Move all cars to safety
- Prepare to turn off gas, water, and electricity from all equipment. Safety lockout procedures should be used
- Protect yourself, and help others

3



Severe Flood Warning: -

Severe flood warning means that severe flooding is expected. Issued when flooding poses a significant threat to life and different actions are required. There is extreme danger to life and property and people are advised to act immediately.

Upon receiving this warning, the **Site Manager** must **close down** the site and check to ensure that all customers and staff have left the site. The local authority, the emergency services and the Environment Agency will 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 the evacuees. Ensure that all staff involved in the flood plan know the location of the gas, electricity, and water main supplies and how to turn them off.

Before evacuating the site, the **Site Manager** must ensure that the building is secure. If flood waters have entered the site, switch off all power by removing the mains isolators, to minimise risk of fire or electrocution. All staff to be sent home. Staff advised to call the Site Manager for further information on the site reopening.

Means: - Act now severe flooding is expected and extreme danger to life & property.

What to do;

- If safe to do, stay in a high place, with a means of escape or evacuate the site as stated in the plan or as advised by the Emergency Services.
- Avoid electricity sources
- Avoid walking or driving through flood water
- In danger, call 999 immediately
- Listen to emergency services.

Act on the flood plan.

4

Warnings no Longer in Force-

Means: - No further flooding is expected. Water levels will go down.

What to do;

- Listen to emergency service.
- Keep listening to weather reports
- Only return to evacuated buildings when told to do so.
- Beware of sharp objects and pollution in floodwaters.

When the Environment Agency has issued the all clear notice for the area, the **Site Manager** should contact the local authority to check that it is safe to return to their property.

The **Site Manager** should be aware that if floodwaters have entered the property it will need to be cleaned disinfected and repaired and fully dried out prior to reoccupation. Ask for advice before cleaning up. The building must be checked to ensure it is safe before entering the building, and if there are any doubts 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 the insurance company as soon as possible to get their approval before arranging any clean-up or repairs.

Annual Review

The Site Manager of Unit 1 must review the Flood Evacuation Plan at least annually, in accordance with Environment Agency guidance and considering the rise in sea/river level due to global warming and the following actions: -

- Read and understand the plan and update the contact lists.

- Contact the Environment Agency to check that the flood risk to the property has not changed.
- Contact the Environment Agency Floodline Service to ensure that you are still registered to receive flood alerts by your preferred method.
- Know how and where to isolate gas, water, and electric supplies.
- At least once a year a test, of the evacuation plan will be carried out will all staff to ensure that all they are familiar with the plan and its procedures.

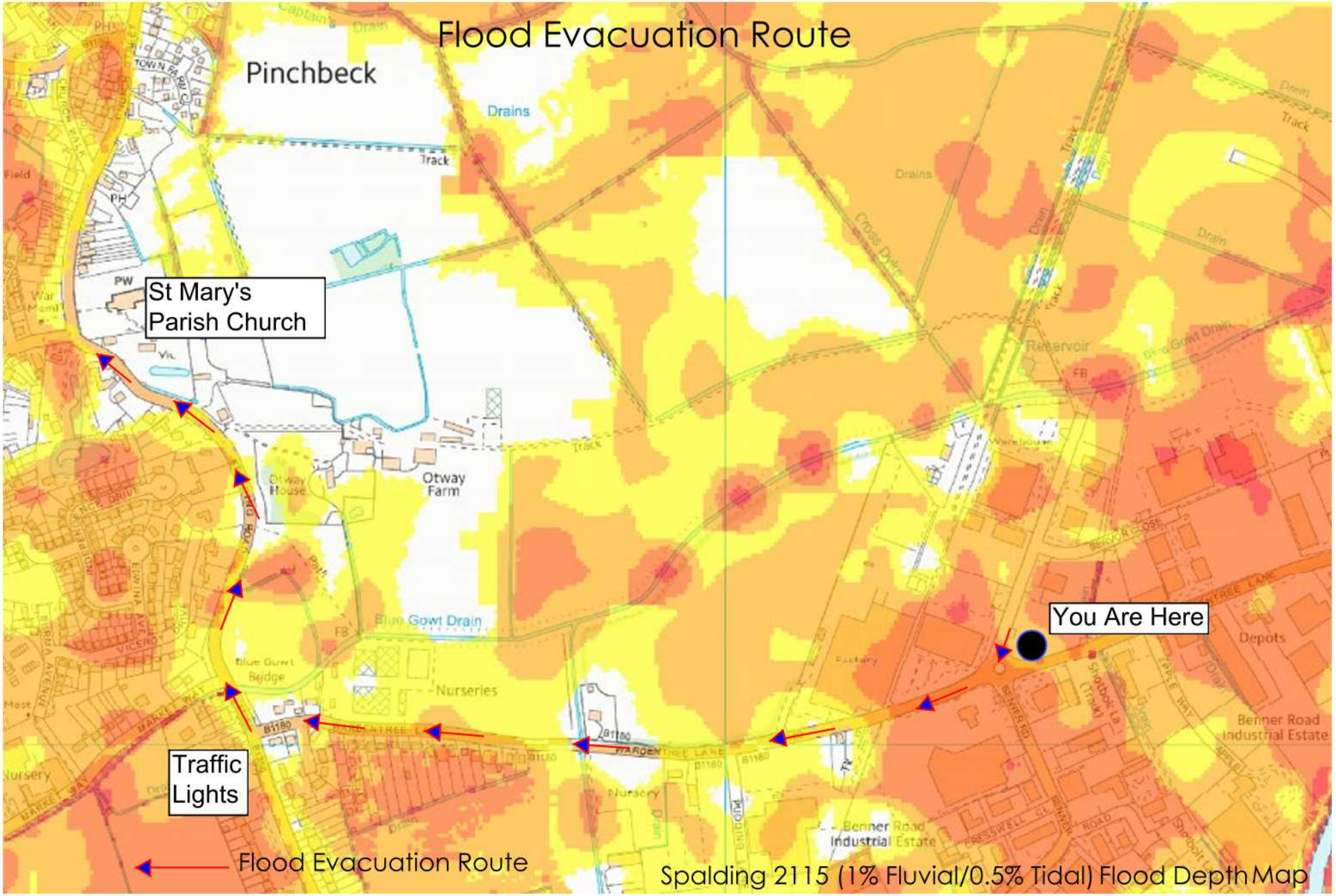
An Emergency grab kit must be provided on site within a safe area and maintained on a regular basis, which contains the following: -

- Bottled water
- A first-aid kit, including a supply of any essential medication.
- A windup or battery torch radio and supply of batteries.
- Non-perishable food items
- A list of useful telephone numbers.
- Wellington boots or similar waterproof boots.
- Know how to turn off the gas, electricity, and water mains supplies.
- A copy of the insurance cover – ensure it covers flood damage.

REMEMBER

Do not walk through flowing water- Currents can be deceptive and shallow fast flowing water can knock you off your feet.
Do not swim through fast flowing water- You may get swept away or struck by an object in the water
If you must walk in standing water- Use a pole to ensure that you do not step into deep water, open manholes or ditches.
Do not drive through a flooded Area-You may not be able to see abrupt drop offs and depths over 0.5m can carry a car away.
Avoid contact with flood Water-It may be contaminated with sewage, oil chemicals or other substances.

The **Floodline** telephone number is **0345 988 1188** for up to date flood information.


Flood Evacuation Route
Pinchbeck
Drains
Track
St Mary's
Parish Church
Otway
Farm
Otway
House
Blue Gowt Drain
Blue Gowt
Bridge
Nurseries
Traffic
Lights
You Are Here
Depots
Benner Road
Industrial Estate
Reservoir
Flood Evacuation Route
Spalding 2115 (1% Fluvial/0.5% Tidal) Flood Depth Map

The following lists are to be completed by the Site Manager, added to as necessary and updated monthly

Emergency Contacts

Service	Contact Information
Emergency Services	
E A Flood Warnings Direct	
South Holland District Council	
Electricity Supplier& Meter No	
Gas Supplier & Meter No	
Water Supplier & Meter No	
Insurance Company & Policy No	
Local radio station	

Site Contact list

Name	Address	Telephone	Mobile

Key locations

Service Cut Off point	Location	Shut Down procedure
Electricity Do not touch if standing in water		
Gas		
Water		
Oil Based Products		
Chemicals etc.		