FLOOD WARNING & EVACUATION PLAN

OFFICE ACCOMMODATION
PORT SUTTON BRIDGE,
WEST BANK,
SUTTON BRIDGE,
LINCS.

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FLOOD WARNING & EVACUATION PLAN FOR OFFICE ACCOMMODATION PORT SUTTON BRIDGE, WEST BANK, SUTTON BRIDGE, LINCS.

The main objective of this plan is to raise awareness of the risk of the site being flooded, to detail the Flood Warnings and to outline how the plan is triggered and what actions are required to ensure the safety of staff and visitors during a major flood event.

The area is protected from flooding by adequate flood defences along the edge of the tidal River Nene; however, the site is shown to be at risk from flooding from a breach to these defences, in 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

The risk has been assessed as being minimal due to the width height and construction of the flood defence and the concrete quayside, which is classified as being greater than the 1 in 200-year level tidal level.

The risk from tidal flooding is only if and when the tidal defences are breached, which will peak at high tide and then recede with the low tide. The risk of tidal flooding can be forecast in advance as this

occurs from a combination of High Spring tides coupled with a tidal surge from low pressure which occurs normally during the winter months.

The area is protected from flooding by adequate flood defences along the edge of the coast; 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 the site occupants should evacuate when a Flood Warning or Severe Flood Warning status is issued.

If flood levels continue to rise, the site occupants are advised to evacuate before safe access is lost. At this level driving through flood water may become hazardous and site occupants must evacuate beforehand.

The site is protected by two sets of flood defences the first one along the coastline is privately maintained and the second one is maintained by the Environment Agency.

The Port Sutton Bridge management is already signed up to the Environment Agency's **Flood Warnings Direct** free flood warning service 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 high tidal levels, all staff and visitors at the site will be informed that a flood alert has been received and to explain the Evacuation Plan with them. All staff not on site will be contacted and informed to stay away until the flood event has ceased.

A Flood Marshall, Name ....., has been appointed who will be responsible to notify staff and visitors that flood warnings have been issued by the Environment Agency and to implement the evacuation of the site if necessary. A loud hailer will be kept on site to assist in the evacuation notification.

In the remote chance of a flooding warning being received, affecting the site the following plan and action will be implemented. Also the Environment Agency's website will be monitored regularly for new warnings.

All staff employed on the site should familiarize themselves with the evacuation procedure and evacuation route which is displayed on the notice board in the site office.

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

accordingly, as instructed by the Flood Marshall who should heed the advice/ warnings and follow the instructions of the emergency services and notify all staff accordingly.

In the remote chance of a flooding warning being 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.

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

1



The Environment Agency will issue a Flood Alert status when flooding is possible.

When this alert has been issued the designated Flood Marshall will inform the Incident Controller of Port Sutton Bridge management (as stated in PSB Emergency Plan) that a Flood Alert has been issued and that they will patrol the site and inform all staff and visitors that a FLOOD ALERT has been received and to be aware of possible evacuation of the site

Flood Alert: - All staff and occupants 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
- Be aware of water levels near you. Check if tidal levels are rising. If water is already on the floodplain consider leaving the site.
- 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 when sea levels are rising – it is advised to safeguard the property and prepare to evacuate.

Flood Warning: - The Flood Marshall or the Incident Controller will all staff/visitors of the increased flood threat that they are ready to move off site. All staff not on site will be contacted and informed to stay away until the flood event has ceased. If the situation is deteriating and the defence has been breached with water already on the floodplain, and if it is safe to do so, all staff/visitors will be evacuated from the site before the safe egress is lost and the site will be closed down until the flood incident is finished. All movable belongings will be moved to a safe area.

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

What to do;

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

3



Severe 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 if safe to do so.**

Upon issuing this warning 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 evacuees.

The Flood Marshall or the Incident Controller will alert all persons on site that a SERVERE FLOOD WARNING has been issued and to leave the site immediately.

The evacuation route is shown on **Fig 2.** Proceed along the quayside along West Bank Road leaving the Port Sutton Bridge site by the Southern entrance to the A17 turn left or right as advised by the Emergency Services. towards Sleaford or Kings Lyn or as advised by the Emergency Services. Follow the Red emergency evacuation road signs shown below.



Before evacuating the Flood Marshall/ Incident Controller, if safe to do so must ensure that the site is secure and that all people have left the site.

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 flood waters.

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

Staff 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 site Manager must check that the buildings are safe before entering the buildings, and assess the level of damage to the facilities. 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. The site Manager should contact their insurance company as soon as possible to get their approval before arranging any clean-up or repairs.

Staff Training

All staff employed for the site will be required to sign a record, to prove that they have read and understood the flood evacuation procedures, listed above. Staff will be given refresher training every year on the flood evacuation procedures. This will cover the following: -

- Staff roles and responsibilities if a flood event occurs
- Evacuation procedures
- Evacuation Zones
- Flood water safety

Annual Review

The Site Manager must review the Flood Evacuation Plan at least annually in accordance with Environment Agency guidance and taking into account 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 they are still registered to receive flood alerts by their 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 to ensure that all staff are familiar with the plan and its procedures.

It is recommended that an Emergency kit is provided within the site office which contains the following: -

- Bottled water
- A candle and matches or lantern

- A first-aid kit.
- A windup or battery torch and radio and supply of batteries
- A list of useful telephone numbers
- Empty containers to fill with fresh water
- Wellington boots or similar waterproof boots
- Know how to turn off the gas, electricity and water mains supplies

The **Floodline** telephone number is **0845 988 1188** for up to date flood information

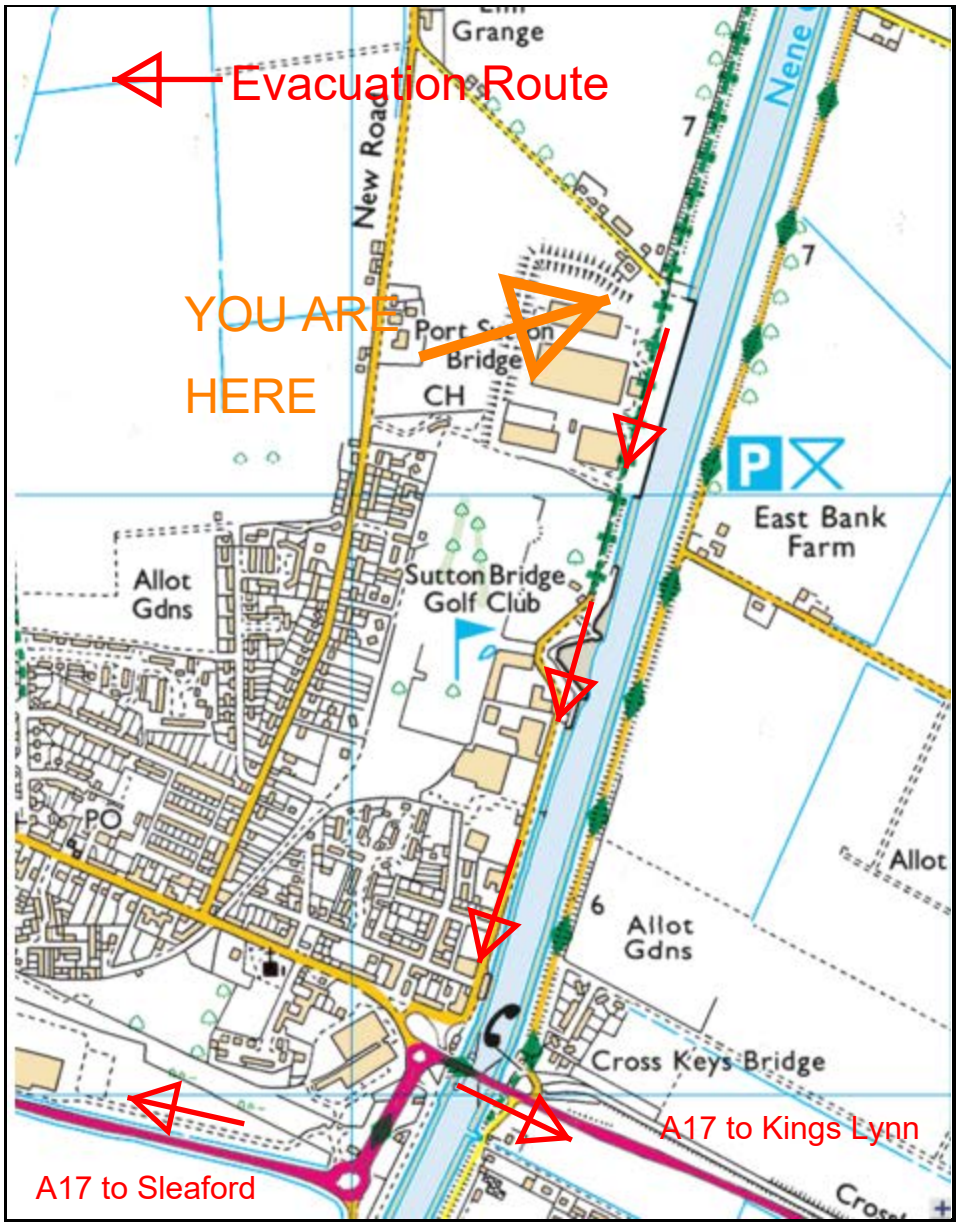


Fig 2 Evacuation Route



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 have to 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.