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| --- |
| [Company name] |
| Flood Warning & Evacuation Plan |
| http://www.meteo-tv.ru/upload/iblock/0c7/0c7df722c60253280e1c7e593a20281f.jpgManaged Facilities |
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How to Use This Template

This template is designed for use by developers of larger (> 10) private residential housing. It adopts a practicable approach to meeting the requirements of the National Planning Policy Framework and PPS 25.

Each section of this template contains guidance [shown in red] which should be deleted prior to submission to North Somerset Council, Local Planning Authority for consideration.

# Document Control

This plan is owned, maintained and updated by [insert company details] and [responsible officer]. All stakeholders are to inform the above of any changes in circumstances that may materially affect plan content.

The plan will be reviewed:

* On first occupation;
* Every 3 years thereafter;
* As a result of lessons learnt;
* Following change of ownership or modification of the premises; or
* Following change to the Flood Warning process.

Plan Produced by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Version Control

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# Disclaimer

North Somerset Council, as far as it can ascertain, acknowledges that 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.

North Somerset 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 does not impute any approval of the plans from the Environment Agency or any of the emergency services.

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# Introduction

[This plan template has been developed by North Somerset Council to support those owner organisations/persons responsible for the management of sites providing certain accommodations]:

* Student accommodation;
* Sheltered housing / residential and nursing homes;
* Caravan / camping and traveller sites; and
* Hotels / hostels / other accommodations of a temporary or transient nature.

This Flood Warning & Evacuation Plan (FWEP) has been produced by [name of organisation] in respect of the premises at [full address] from which we operate a [nature of business]. [Name of organisation] own the FWEP, are responsible for its implementation, dissemination and annual review.

The FWEP captures a summary of the site’s flood risk and provides all relevant information, contact details and procedures to prepare for, respond to and recover from a flood event.

[Name of organisation] have given due regard to the safety of residents and staff, available best practice, relevant legislation and advice provided by the emergency services and the Emergency Management Unit of North Somerset Council.

# Objectives

In the production of this FWEP [name of organisation] have identified the following key objectives:

* To establish robust procedures to evacuate or move residents to a place of safety;
* To establish clear procedures for the implementation of this plan;
* To ensure a safe and controlled evacuation where this is deemed the most appropriate action;
* To establish an evacuation route;
* Reduce the risk of life and prevent loss to the premises and business; and
* To inform residents of the content of this plan.

All staff are to be familiar with these arrangements and testing will be conducted on an annual basis by the organisations responsible officer.

# Flood Risk

[North Somerset Council will expect this section to contain the following information]:

* Historical Flood data;
* A Flood Risk map (no smaller than A4) at a scale to provide sufficient detail and clarity;
	+ Site plan / footprint of premises;
	+ Ingress / egress;
	+ Evacuation route and;
	+ External place of refuge.
* Source(s) of flood risk;
* Warning systems in place;
* Estimated Flood Depth; and frequency / probability; and
* Soft measures to mitigate flood risk.

All of this information can be captured using the template at Annex A.

## Annex A - Flood Risk Exposure

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| **Historical Flood Data: (Attach Flood Risk Map as Appendix 1 to Annex A).** |
| **Flood Risk Source:** | **Warning Systems in Place****(Flood Warning Direct etc.)** | **Estimated Flood Depth** | **Frequency / Probability** |
| **Fluvial** |  |  |  |
| **Tidal** |  |  |  |
| **Ground Water** |  |  |  |
| **Surface Water** |  |  |  |
| **Other:** |  |  |  |

### Appendix 1 to Annex A – Flood Risk Map

# Evacuation

The decision to evacuate, or take shelter within our premises, will be made by [Role/Function, telephone number] having due regard to the advice/warnings and instructions of the emergency services.

The decision to evacuate 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.

Your consideration should include:

* Identification of a venue suitable for the number and vulnerability of your residents;
* Access to said venue;
* Availability of transport to effect the evacuation;
* Staff to control the evacuation and manage the place of refuge; and
* Resources to support the needs of residents for up to 7days.

You should not 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 you must demonstrate the means of securing their safety and continuing to provide all necessary support within your premises.

In extremis, where your identified solutions are not available, support may be offered by North Somerset Council.

# Warning & informing

[North Somerset Council will expect your organisation to sign up to Flood Warnings Direct (FWD) from the Environment Agency and to Weather Alerts from the Meteorological Office].

Utilise Annex B to record your prescribed actions in relation to the flood alert levels.

Copies of this FWEP should be accessible to residents and visitors.

Familiarisation

The successful implementation of this plan is dependent on all relevant staff and residents being familiar with its content and to have rehearsed, where possible, the procedures contained within the FWEP.

This plan will be practised / rehearsed every [insert timeframe].

Recovery

[Please record your post flood recovery plans; taking into account]:

* Possible loss of building;
* Loss of utilities;
* Loss of / damage to equipment;
* Contamination and cleaning.

Annex B – Flood Warning Activation Procedures

|  |  |  |
| --- | --- | --- |
| **Warnings** | **EA Recommended Actions** | **[Your Organisation Name]** |
| **Actions**[Detail the actions you will take at each stage of the activation] | **Communications**[How will you communicate activation of the FWEP, internally and to external organisations] | **Responsible Person**[Record who in your organisation is responsible for each of the prescribed actions / decisions] |
|  | **What it means:**Flooding is possible.Be prepared.**When it’s used:**Two hours to two days in advance of flooding. | Be prepared to act on your FWEP.Prepare a flood kit of essential items. Monitor [local water levels](http://www.environment-agency.gov.uk/homeandleisure/floods/riverlevels/default.aspx) and the flood forecast on our website. |  |  |  |
|  | **What it means:**Flooding is expected.Immediate action required.**When it’s used:**½ an hour to one day in advance of flooding. | Move family, pets and valuables to a safe place. Turn off gas, electricity and water supplies if safe to do so. Put [flood protection equipment](http://www.environment-agency.gov.uk/homeandleisure/floods/31644.aspx) in place. |  |  |  |
|  | **What it means:**Severe flooding.Danger to life.**When it’s used:**When flooding poses a significant threat to life.. | Stay in a safe place with a means of escape. Be ready should you need to evacuate from your home. Co-operate with the emergency services. Call 999 if you are in immediate danger. |  |  |  |
| **EA Flood Warnings****No longer in force** | **What it means:**No further flooding is currently expected in your area.**When it’s used:**When river or sea conditions begin to return to normal. | Be careful. Flood water may still be around for several days. If you’ve been flooded, ring your insurance company as soon as possible.  |  |  |  |
| **Meteorological Office****Weather Warnings** | Warnings of heavy rainfall.Warnings of severe winter weather e.g. hail, snow, freezing rain. | 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. |  |  |  |

**SIGN UP TO FLOOD WARNINGS DIRECT**

# Additional Guidance

**Gov.UK:** [Prepare for a Flood](https://www.gov.uk/prepare-for-a-flood/make-a-flood-plan)

**Gov.UK:** [Preparing for Emergencies](https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies)

**Environment Agency:** [Flood Warnings Direct](https://fwd.environment-agency.gov.uk/app/olr/home)

**Meteorological Office:** [Weather Warnings](http://www.metoffice.gov.uk/public/weather/warnings/)

**North Somerset Council:**

[Local Planning Authority](http://www.n-somerset.gov.uk/my-services/planning-building-control/planning/)

Emergency Management Unit