

Appendix 1 – Flood Evacuation Plan Template

Introduction	This states the purpose, scope and objectives for the plan and who the plan is aimed at.
Scope	What the plan covers and why the plan should be read.
Objectives	Objectives for the plan.
Situation	<p>Description of the Site</p> <p>Provide background information useful to site users and the emergency services responding to a flood event at the site eg purpose, capacity (number of people during day or overnight / weekend), locations, infrastructure, utilities, hazards, access and egress.)</p> <p>Map(s) - add as an appendices</p> <ul style="list-style-type: none"> Map showing key infrastructure and utilities. Map showing predicted extent of flood water (See EA Flood Maps), direction of flow, areas designed to flood, vulnerabilities, equipment, hazards. Map showing evacuation routes and assembly points Map for Emergency Services showing hazards, access points Map showing Flood Protection measures (where proposed)
Flood Risk Assessment	Flood probability and impact of flood based on site specific Flood Risk Assessment. Include description of the severity of the impact should it occur and any mitigations (eg areas designed to flood) in place / proposed.
Considerations	Consider the risk of flooding for those with a disability or vulnerable people, including limitations that could compromise the plan or other hazards they may be susceptible to.
Prevent, Protect, Prepare	The risk assessment should identify a number of actions that can be taken to prevent flooding, protect against flooding and prepare for flooding. Each action should be assessed against the cost and benefit of their implementation.
Flood Warnings	Use of Met Office Weather Warnings, EA Flood Warning System to notify users of the escalating risk of flooding. These warnings should be linked to site-specific alarms or messages in advance of flooding.
Action On Alert	Action to be undertaken at each level of warning escalation and when flooding occurs eg protective measures, grab bags, move to refuge, evacuation to safety.
Monitoring	Systems to monitor water levels at site.
Evacuation (in advance of any flooding)	Evacuation procedure, people/property/pets to be evacuated, routes, safe refuges, transport, control and co-ordination, support for the evacuation and welfare arrangements. Do not assume that the Emergency Services will be available to support the evacuation
Site Reoccupation (once the risk of flooding has diminished and flood water has receded)	Consider environmental hazards, loss of utilities, priorities for clean-up, disposal.

Briefing/Training/Exercising

Briefing for all residents and induction for people new to site, staff evacuation training, exercise to test the arrangements.

Documentation Control

The plan should be maintained and updated by the document author.

Distribution List

Version Control (Number)

Issued on (Date)

Valid Until (Date)

Review

All plans should be reviewed on a regular basis – at least every 3 years, following a flood incident or when information changes.

Useful Information

Am I at Risk of Flooding?

<https://www.gov.uk/check-long-term-flood-risk>

Flood Warnings – Register Your Home or Business

<https://www.gov.uk/sign-up-for-flood-warnings>

Prepare a Business Flood Plan

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

Personal Flood Plan

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444659/LIT_4112.pdf

Flood Plan Guidance for Communities

<https://www.gov.uk/government/publications/flood-plan-guidance-for-communities-and-groups>

Flood Warning Information

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1027409/Flood_Warnings_know_what_to_do.pdf

Preparing For Flooding/Get Insurance.

<https://www.gov.uk/prepare-for-flooding/get-insurance>

Improving the flood resistance of your property - advice

<https://nationalfloodforum.org.uk/about-flooding/reducing-your-risk/property-protection-advisor/>