

Policy No: 49. Flood Evacuation Plan

Coordinator	Executive Operations Manager
Review Frequency	Annually
Policy First Issued	2014
Last Reviewed	Autumn Term 2017
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by Governors and adopted on	17th November 2017
Does this policy need to be agreed by Governors? If yes, which committee	Yes, Board of Governors
Due for Review	Autumn Term 2018
This policy is communicated by the following means:	
Governors	Governor consultation by email when policy reviewed and agreement
Staff	Policy folders on staff shared drive and in-house training
Parents	Academy website, Parent Evenings
Students	Academy website, assemblies, in lessons

Flood Evacuation Plan

UTC@harbourside – Flood Evacuation Plan

Introduction

This is a plan to ensure the effective evacuation of UTC@harbourside in the event of a Flood.

It is imperative that as soon as the UTC grounds start to flood the site is evacuated quickly and effectively for the safety of staff and students. In most instances early warning will be received via the Environment Agency, so Evacuation won't be required, however organised closure of the building we be put in place.

UTC@harbourside sits on the banks of the river Ouse and as such is subject to potential flooding from high tides and/or a combination of high tides and heavy rainfall.

With the increased risk of flooding all staff must be aware of the procedures in place to prevent flooding by the use of the built in flood defence systems and understand their roles and responsibilities within the plan.

Scope

The plan will clearly identify the persons and their roles within the plan to ensure the UTC is adequately protected and in turn the student's and staff's H&S is prioritised. By implementing the plan the risk of flooding will be monitored and as a result the flood protection measures can be implemented prior to any potential flooding and the H&S of the Staff and Students can be prioritised by informing them that access isn't possible during the times of flooding / potential flooding.

Objectives

To ensure that the UTC has taken all practicable measures to lower the risk from flooding by monitoring the times of high tides and/or heavy rainfall, so flood defences can be implemented to limit / prevent any damage to the property and learning environments. By ensuring this is completed the H&S of the occupants by removing them from site can be guaranteed.

The plan must therefore clearly identify roles and responsibilities to ensure those with particular responsibilities within the plan are competent to carry out their role.

If unforeseen flooding occurs during occupation the plan must clearly identify a safe evacuation procedure.

Situation

Description of the Site –

The school is a University Technical College (UTC) for up to 600 students aged 14-19. The main buildings have a small footprint, however the main building is based over x4 floors. All external ground floor access doors have been provided with flood defence barriers, which can manually be installed, whilst the walls also have been constructed at act as flood defences to protect the building.

As The UTC is a new College, the student numbers will increase over the next few years, however the initial numbers will be approx. x80 students and x10 staff from September 2015 – September 2016.

Map(s) -

Site Map showing key infrastructure & utilities – Appendix 1

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Site Map showing max predicted extent of flood water (See EA Flood Maps) – Appendix 2

Site Map showing evacuation routes and assembly points – Appendix 3

Site Map for Emergency Services – Not included as Fire Brigade aware of access routes and attended site for familiarisation. A copy of the map is available in the Premises Information Box (PIB).

Site Map showing Flood Protection where proposed – Appendix 4

Flood Risk

The environment of the site is clearly of a brownfield and post-industrial nature, with traces of this history clearly visible both in the existing buildings on site, but also in the nature of the hard-standing and in segments of railway track still visible. The site is also extremely exposed due to the adjacency of the River Ouse and the site's proximity to the south coast.

The site is positioned in a Flood Risk Zone 3A and subject to tidal flooding.

The likelihood of major flooding is approximately once every 50 Yrs. and the severity is considered as moderate, as the building has flood defences and if installed correctly this will limit damage to the property. The risk to building users is minimal, as tides are monitored as well as flood warnings being received. This allows for preparation, safe controlled evacuation and for the defences to be installed.

The school is located next to the river Ouse which is a rapid reaction water course and has caused significant flooding in the past.

Considerations

No additional considerations are noted at present, however note should be made that additional measures for the evacuation of Disabled may need to be considered, however will be picked up within the Fire Evacuation PEEPS. These can be utilised noting that the safe evacuation routes will be to the rear of the building only to Assembly Point B.

Prevent, Protect, Prepare.

Tides are monitored and flood warning received via the Environment Agency. The UTC is therefore well prepared and has maximum time to react and implement the 'Defence Procedure.' (See separate document).

In addition processes are in place to monitor and keep staff and parents/students aware.

These are detailed in the 'Action on Alert' section.

Flood Warnings

The Environment agency flood risk early warning system contacts:

Kathryn Reynolds kathrynreynolds@utc-harbourside.org 07710882594 ,

Adanma Umunna – adanmaumunna@utc-harbourside.org – 07973705585

Paul Bevan - paul.bevan@outlook.com – 07776134593




Bernie Flint – bernieflint@utc-harbourside.org – 07771756687

, as designated number either at the UTC or on a designated number for an out of hours/term event.

Should the above people be unavailable Matthew Dawson 07754103173 is contacted.

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The UTC has signed up the Environment Agency Flood Warning Scheme (<https://fwd.environment-agency.gov.uk/app/olr/home>) 0845 988 1188. The following action will be taken for each flood warning.

Warning	Message	Timing	Action
 FLOOD ALERT	Flooding is possible. Be prepared.	2 hours to 2 days in advance of flooding.	<ul style="list-style-type: none"> ▪ Be prepared for flooding. ▪ Prepare a flood defenses. ▪ Monitor and implement defense plan – Inform Parents and Students and evacuate if required.
 FLOOD WARNING	Flooding is expected. Immediate action required.	Half an hour to 1 day in advance of flooding.	<ul style="list-style-type: none"> ▪ Act now to protect your property. ▪ Move any critical equipment and information to a safe location ▪ Implement defense plan – Inform Parents and Students and evacuate.
 SEVERE FLOOD WARNING	Severe flooding. Danger to life.	When flooding poses a significant threat to life and different actions are required.	<ul style="list-style-type: none"> ▪ Be ready should you need to evacuate from the property. ▪ Co-operate with the emergency services and call 999 if you are in immediate danger. ▪ Implement defense plan – Inform Parents and Students and evacuate if required.
Warning Removed	No further flooding is currently expected for your area.	Issued when a flood warning is no longer in force.	<ul style="list-style-type: none"> ▪ Flood water may still be around and could be contaminated. ▪ If you've been flooded, ring your buildings and

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			contents insurance company as soon as possible.
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Action On Alert

Follow instructions as detailed under 'Flood Warnings' section.

Action to be taken in the event of Alarm being Raised or Flood Warning Received:

1. If flood warning received whilst the school is occupied (during working hours) in hours:
 - Raise the alarm and evacuate school following established Fire Drill procedures. Main assembly point B (see Appendix 3)
 - Contact Emergency Fire Services (999) if necessary and/or Environment Agency Flood line: (0845 988 1188) if event was not expected.
 - If safe to do so, locate and turn off key services e.g. water, gas & electricity.
 - Following enquiries/assessment the school should either be invacuated, evacuated or stood down.

Evacuation

2. If site starts to flood whilst the school is occupied (during working hours), immediate action is to evacuate.
 - a) Evacuate school following emergency site evacuation, see Appendix 3.

Invacuation

3. If warning has been received but site has not yet started flooding and the school is occupied (during working hours), immediate action is to invacuate to building outside flood zone if one can be arranged.

Stand-down

4. Following confirmation from the Environment Agency, the decision can be taken to stand down the UTC. In this eventuality, the school should return to normal lessons following the agreed re-occupation.

Out of Hours Warning/Flood

5. If flooding occurs out of hours:
 - a) Notify the Health & Safety Team Leader (Adanma Umunna both in and out of hours to discuss UTC closure if necessary.
 - b) Inform Emergency Management Team see section "flood warnings" P3. Go to scene and activate Emergency Plan.

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c) If safe to do so, locate and turn off key services e.g. water, gas & electricity.

6. In case of injury, contact Ambulance & Police (999).

7. Site Reoccupation

If the site is the re-occupied following a flood warning, the plan is to do so in class number order with all classes going through reception.

8. Who to inform and how:

The Principal to primarily contact to organise roles and responsibilities:

Kathryn Reynolds 07710882594

Paul Bevan 07776134593

Bernie Flint – 07771756687

In the absence of the Principal this position will be passed down in order of seniority.

Kathryn Reynolds to contact all staff via email and all parent, cleaning contractor and catering contractor prior to attending site to support with flood defence procedure.

9. Procedure for contacting parents

Contact with staff will be via mobile telephone

All parents will be contact by group email and by text using Group Call. This is accessible off site to all

10. Out of Hours Contact:

As above. If limited staff are available we can call upon assured security to assist on 01903 277345

11. Instructions for Staff:

Those within the Flood Team to erect and disassemble the Flood Defences should follow the 'Flood Defence Procedure.' Kathryn Reynolds will be responsible for co-ordinating further communications with Staff and Parents.

12. Control Centre:

School Office – 01273 916170 or out of hours as per section 8

13. Communication with parents/carers:

If the UTC is under flood conditions or the resulting damage or unforeseen issues prevent the

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UTC from re-occupation for a prolonged period, a meeting should be co-ordinated with BACA and use of their hall arranged to speak to parents/carers.

Draft letter to parents Page: 9.

14. Media:

Communication and Marketing – Holly Wilson hollywilson@aldridgeeducation.org

15. Resources:

See Staff Register for list of First Aiders / or detailed on H&S Notice Board.

16. Finance:

Funds available via UTC Credit Card which is held onsite or can be claimed back via expenses

17. Returning to Normal:

Please consider the following

- Contact details for key services and insurance
- How will the UTC continue to function following the flood if the damage is severe and the building is put out of bounds for some time?

15. Mutual Aid Arrangements:

Arrangements may be possible with BACA or PACA

16. Who hold copies of this plan?

All Staff. Date

Dear Parents,

Re: _____ on _____ at _____

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We regret to inform you that following the ***** affecting pupils from this UTC, the UTC will remain closed for a number of days. The earliest date on which it will reopen will be. Information on the position at UTC and details of when it will reopen will be broadcast on **Newhaven Radio** and, so please tune in after the news at **1.00pm, 5.00pm or 6.00pm (TBC)** if you can. The Council's Education Service has an information line number you can phone if you are unable to hear/see the broadcasts, or if it is important for you to receive more information. The number is *****

Please do not telephone or drive to the UTC, as telephone lines and access roads need to be kept clear for essential personnel.

We recommend that pupils stay close to home during this difficult time. We will endeavour to start teaching again as soon as possible.

With our very best wishes to you and your children.

Yours,

(Insert Names)Principal

Monitoring

The Principal or in their absence a nominated member of SLT must arrange monitoring of the flood waters (from a safe distance) and co-ordinate the staff to arrange re-opening of the site. It is vital that as flooding is tidal and though flood waters may drop that several high tides potentially combined with other factors may mean that the flood waters may rise again. With this in mind close communications must be kept with the environment agency prior to removing flood defences and re-occupation.

Evacuation

Evacuation will follow the Fire Evacuation Procedure in all respects, with the exception that the Assembly Point B will be used only. Please note however that this is only required in an Emergency and under normal conditions and with prior knowledge of a potential flood, evacuation should be co-ordinated in a controlled manner within the timespan provided by the Environment Agency. This may allow plenty of time for Parents to be informed and students to finish at a set time later that day.

Site Reoccupation

Though there are flood defences, it is likely that following a flood the external areas will need to be cleaned, as well as internal areas. This will be managed by the Facilities Manager /

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Principal.

For Health & Safety, caution must be taken prior to turning power and gas back on in the building, especially if there has been water ingress internally.

Briefing/Training/Exercising

All Permanent key Staff have been trained in Manual Handling and the safe deployment of the defence systems. Annual refresher training must be undertaken.

Any new staff assisting with the Flood Defence Procedure, should have undertaken Manual Handling Training as a minimum and directed by a trained member of the staff at all times.

Distribution List

Version Control - 001

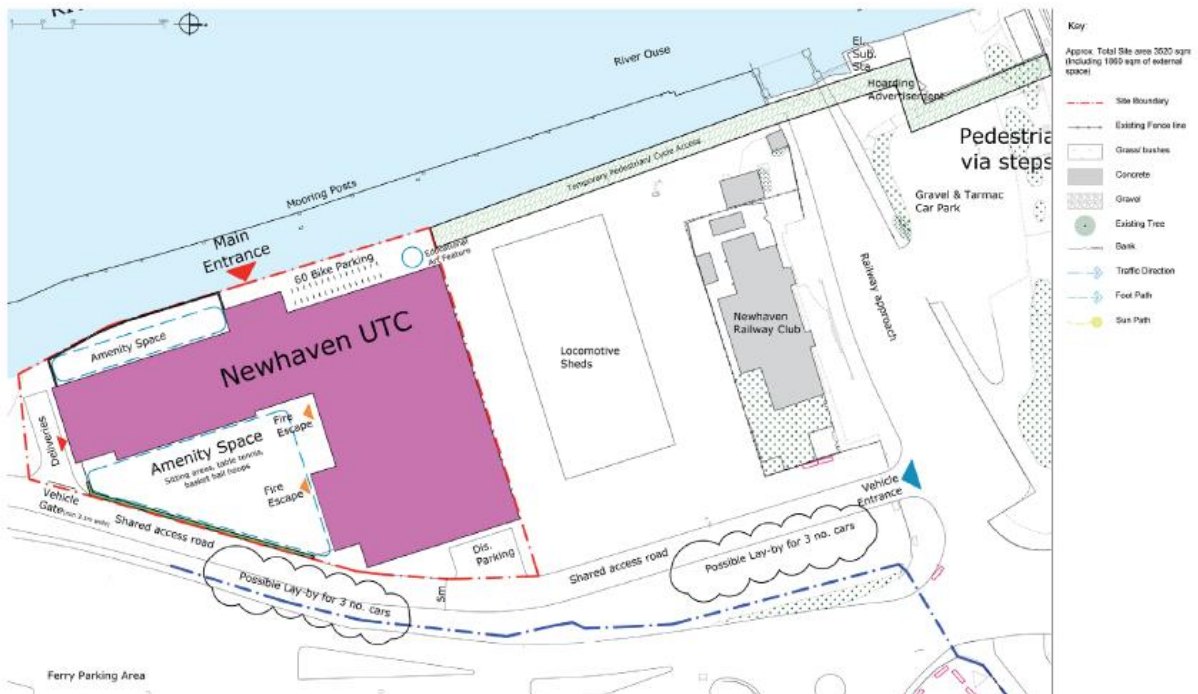
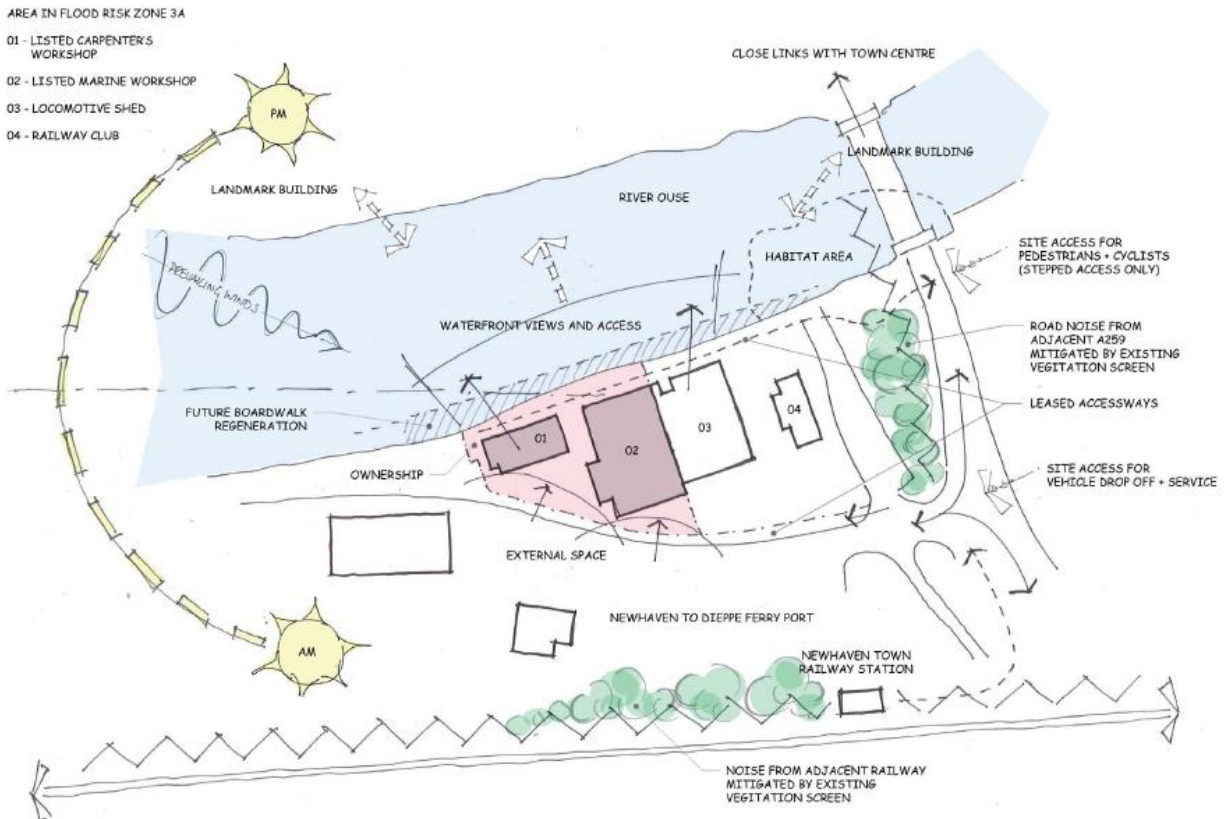
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Review – Annual (May 2017)

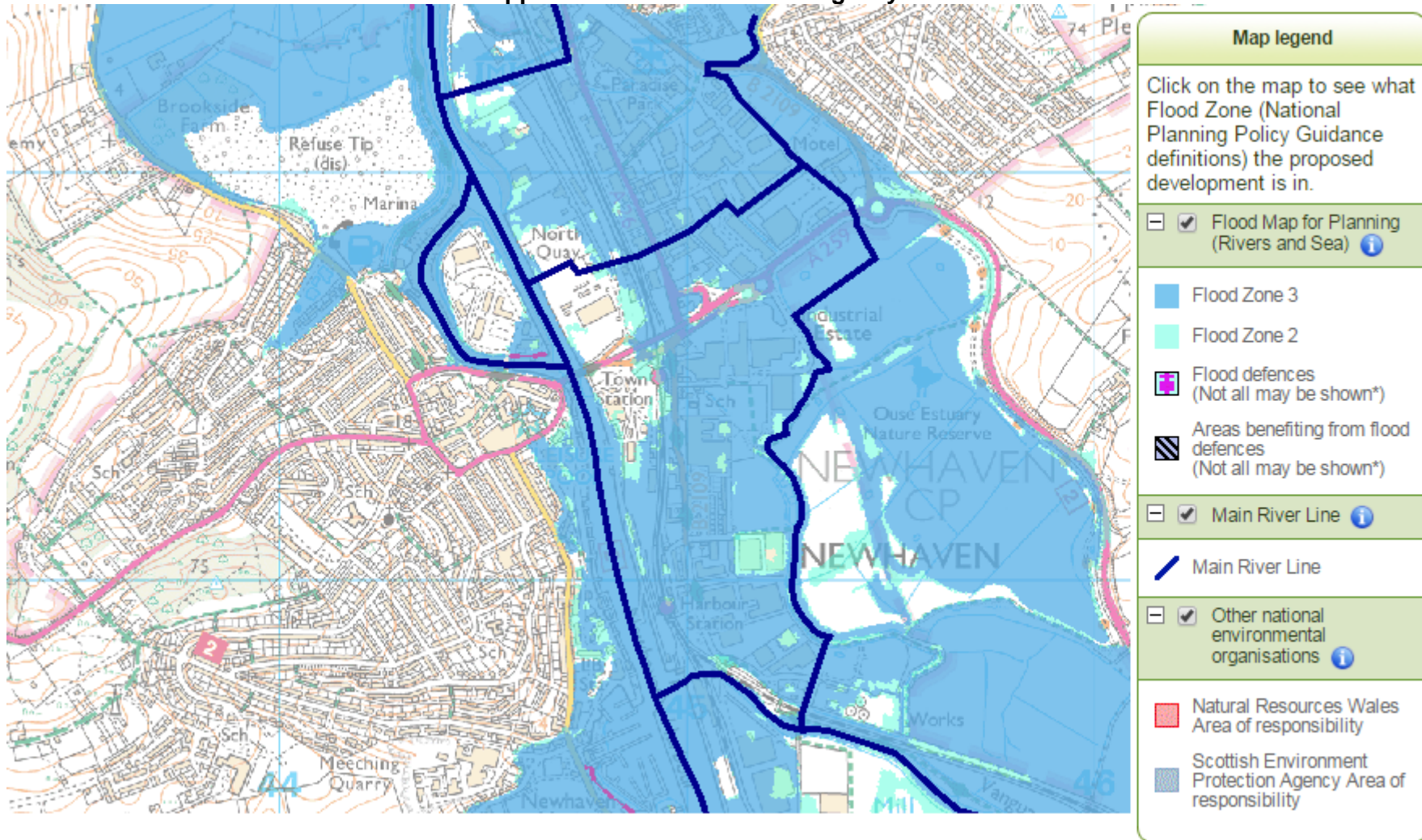
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Appendix 1 - Site Map showing key infrastructure & utilities



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Appendix 2 – Environmental Agency Plan

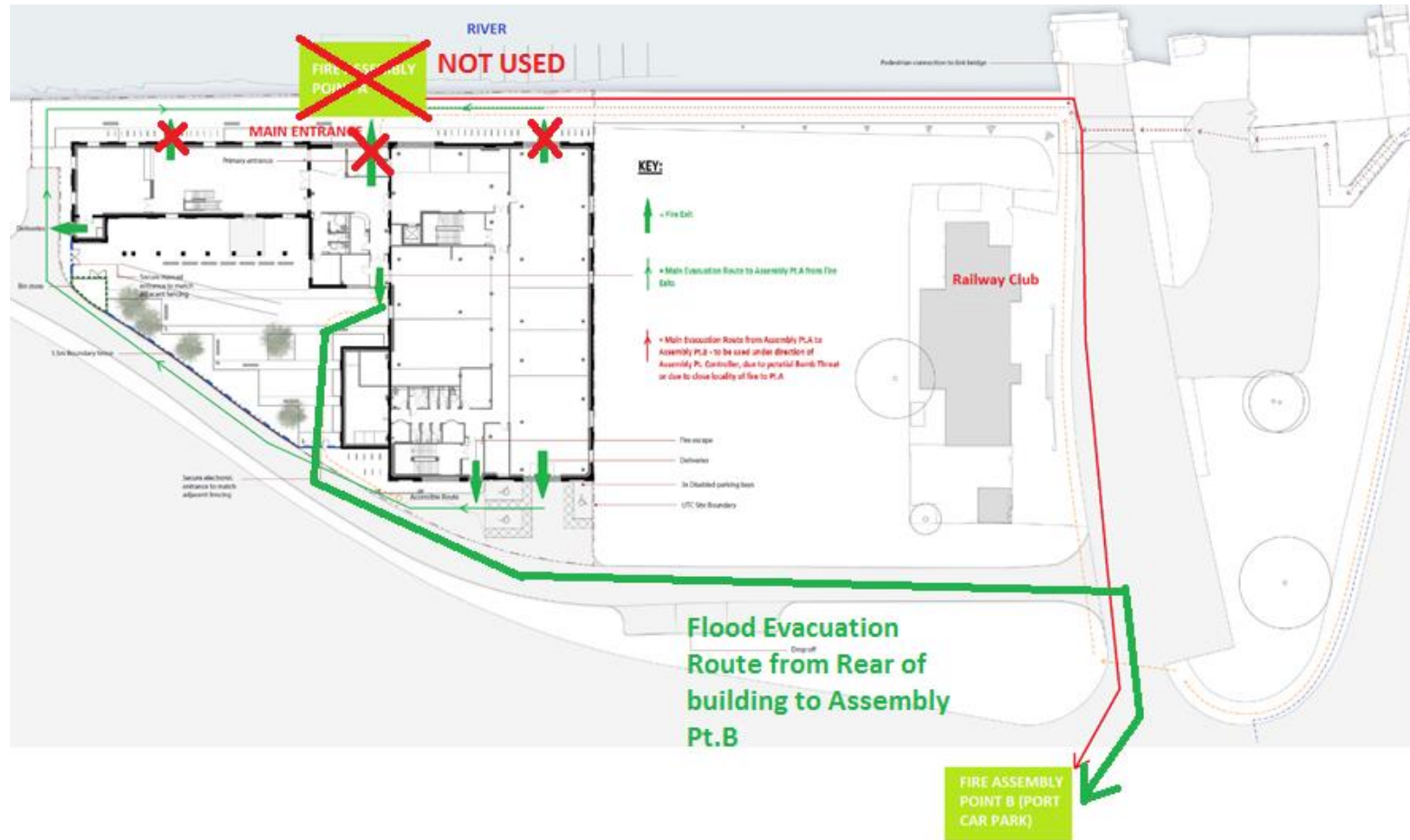


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Appendix 3 – Evacuation Map

Normal Evacuation will be carried out, as per the Fire Evacuation Plan, however the riverside area (Assembly Point A) won't be used. Those evacuating will meet at Assembly Point B and as required move away down the access road as required.

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Appendix 4 – Flood Defence Map (included in Defence Procedure)

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