Appendix F

Flood Evacuation Plan

(Flood Evacuation Plan for the Occupants)

Abbey Wharf, 57-75 Kings Road, Reading RG1 3AB

Version 1.0
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Revision Records

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Quality control

Action	Signature	Date
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1. Introduction, Scope & Objectives

- The primary goal of this Flood Evacuation Plan is to provide clear instructions on when and how to evacuate, helping individuals (all occupants of the property) to avoid dangerous floodwaters and seek safer locations.

- This Flood Evacuation Plan has been developed for raising awareness of the risk of flooding in the location specified below, to detail the Flood Warnings and estimated lead time available, and to detail how the Plan is triggered by who and when, and what actions are required by those people in the area.

- The Plan also describes the evacuation procedure.

- The location covered by this Plan is Abbey Wharf, 57-75 Kings Road, Reading RG1 3AB in the event of a flood.

2. Document Control

- This plan is owned, maintained and updated by the owner of the site. All occupants are asked to advise the owner of any changes in circumstances that may materially affect the plan in any way.

- The report should be considered a live document which will require regular review. As a minimum a review should be undertaken every 5 years, along with a review following a major flood event.

- Information on the Flood Risk Warning and Evacuation Plan will be provided to all occupants and re-issued as and when changes occur.

- New occupants will be provided with a copy of the plan when they move in.

- This Flood Evacuation Plan will be stored in a waterproof jacket within the building.

3. Situation & Considerations

- The site is located in close proximity to the River Kennet with the risk of fluvial flooding.

- According to the information available from the Local Authority's SFRA and the Environment Agency, there were no records of flooding events at the site.

- The Environment Agency's Flood Maps show that a small part of site (i.e. around the northern site boundary) lies within the Flood Zone 3 (i.e. high probability flooding). Flood Zone 3 fluvial outline shows a 1 in 100 chance of flooding at a location in any one given year (i.e., a 1% annual probability of flooding).

- The flood maps also show that site is located in an area benefiting from the flood defences. With flood defences, the Environment Agency's flood map shows that the site is located outside of the flood extent of this watercourse. Also, the flood map shows that the site is located outside of the flood extent if flood defences are not considered.

- The Environment Agency's flood risk map which indicates that the overall risk of flooding to the site is 'low' from this watercourse.

- This Flood Evacuation Plan has been produced to raise awareness of the potential flood risk and to provide guidance regarding appropriate actions to be taken in the event of flooding or receipt of a flood warning for the area, in order to minimise the risk to the occupants.

- The aim of this Flood Evacuation Plan is to provide an accessible document suitable for use by occupants prior to, and in the event of, a flood. It is purposefully brief with an emphasis on clear graphical aids.

4. How Flooding Could Occur

4.1 Flood Mechanisms

The key source of flooding which could affect the site is fluvial flooding. The site is located in close proximity to the River Kennet with the risk of fluvial flooding. The Flood Risk Assessment undertaken in relation to this site shows that the site is located within an area which could be impacted by a fluvial flood event.

4.2 Flood Warnings

- Flood Warnings Direct is a free service operated by the Environment Agency that provides flood warnings direct to you by telephone, mobile, email, SMS text message and fax. Sign up for Flood Warnings Direct by calling Floodline on 0345 988 1188 or online by following the link:

  (https://fwd.environment-agency.gov.uk/app/olr/home)

- The owners are responsible for the activation this plan and for registering with Flood Warnings Direct (FWD) and should receive a direct warning through this system.

- The owners will cascade the FWD direct to all the occupants within the property.

The Flood Warning Service is provided using up to date rainfall, river level and sea condition monitoring 24 hours a day to forecast the possibility of flooding. If flooding is forecast, the Environment Agency will issue warnings using a set of three different warning types (**Table 1**). Many areas of England are covered by the full four stages of the Environment Agency's Flood Warning Service. The site is located within the flood alert service.

The Environment Agency's Flood Warning target lead time; the time between a flood warning being issued and the onset of flooding is approximately two hours. Providing the Environment Agency can meet their target Flood Warning lead time, the occupants of the proposed development will have two hours to ensure that property is relocated to minimise risk and evacuation to safe locations can be carried out.

Table 1 - Environment Agency's Flood Warning Codes

Flood Warning Code	Meaning	Actions to be taken
FLOOD ALERT	Flooding is possible. Be prepared.	• Be prepared to act on your flood plan. • Prepare a flood kit of essential items. • Monitor local water levels and the flood forecast on our website.
FLOOD WARNING	Flooding is expected. Immediate action required.	• 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 in place.
SEVERE FLOOD WARNING	Severe flooding. Danger 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.
Warnings no longer in force	No further flooding is currently expected in your area.	• Be careful. Flood water may still be around for several days. • If you've been flooded, ring your insurance company as soon as possible.

4.3 Met Office Weather Alerts

The Met Office warn the public and emergency responders of severe or hazardous weather which has the potential to cause danger to life or widespread disruption through the National Severe Weather Warning Service.

The Met Office issue warnings for rain, snow, wind, fog and ice. These warnings will be given a colour depending on a combination of both the likelihood of the event happening and the impact the conditions may have.
The warnings 'Overview' tab presents an overview of the warnings in force for the UK for the next five days. The 'Detail' tab presents a detailed view and description of warnings for individual regions.

The Met Office weather warning services are available on the following link:

http://www.metoffice.gov.uk/public/weather/warnings

Guide to email alert service

The Met Office offers its web visitors a convenient way to keep up to date with email alerts. Users can sign up for email alerts about specific topic areas of the Met Office public web site. To sign up for updates, email address can be registered on the following link:

https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new

5. Flood Action Plan

5.1 Preparing for Flooding

Occupants should familiarise themselves with the potential risk of flooding and the actions to be taken in the event of a flood (as detailed in this plan). It is important that occupants are aware of the flood risk and are prepared to react quickly if required. Occupants should also familiarise themselves with the use of the Environment Agency’s Flood Warnings Direct Service.

The owners of the property should sign up for the free Flood Warnings Direct Service offered by the Environment Agency. They can sign up online (www.environment-agency.gov.uk) or by calling Floodline on 0345 988 1188. Warnings can be provided by telephone, mobile, email, SMS text message or fax when flooding is expected which could affect the property.

It is also advised that occupants prepare a 'Flood Kit' in order to ensure that they have adequate provisions and essential items to last them for several days if the building becomes surrounded by flood water. The following items are recommended for inclusion:

- A list of useful telephone numbers (local authority, insurance company, family and friends, gas safe registered engineer and trained electrician);
- First Aid Kit;
- Any essential medication or details of your prescription;
- Bottled Water;
- Mobile Phone & Charger;
- Spare home and car keys;
- Toiletries and sanitary supplies;
- A wind-up or battery-operated radio with spare batteries;
- A wind-up or battery-operated torch with spare batteries;
- Spare clothes and blankets (ideally warm/waterproof clothing);
- Sensible flat shoes;
- Non-perishable food items;
- Insurance documents.

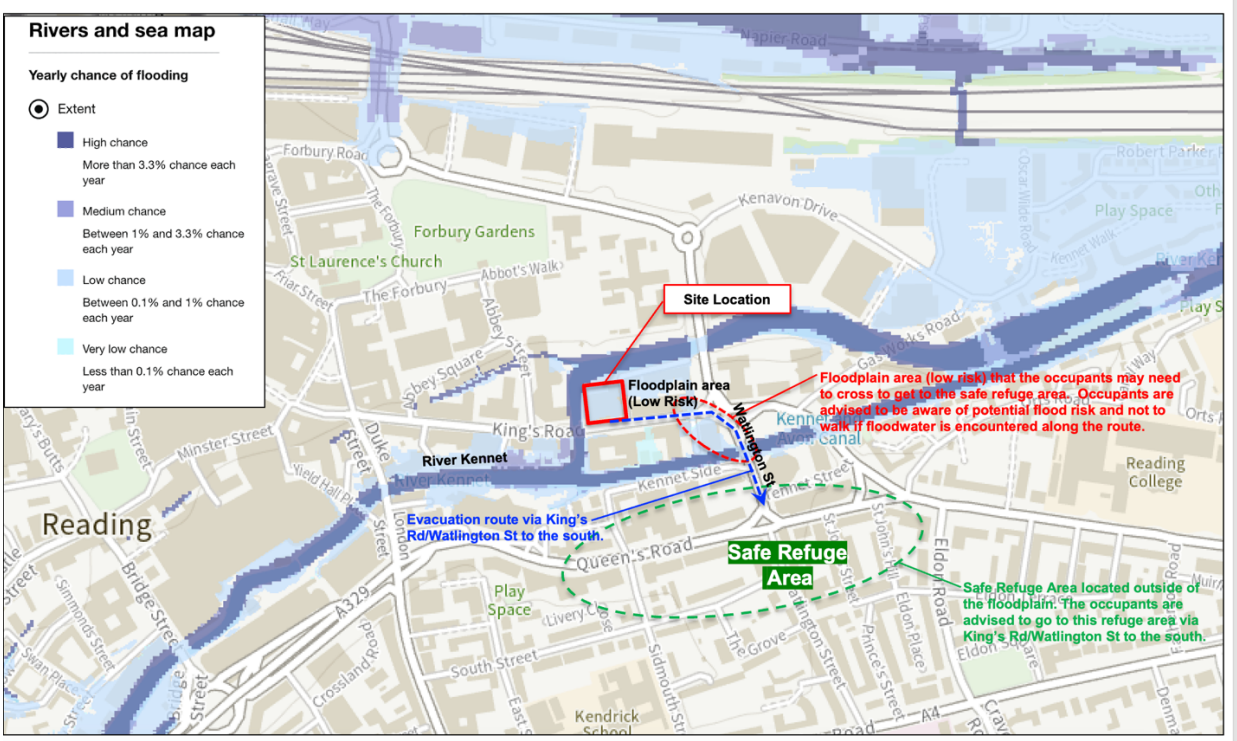
5.2 Access/Egress/ Evacuation Route

As part of the site is located within a flood zone area, it will be necessary to make sure that the occupants are fully aware of the flood risk and flood warning and evacuation during an extreme event. The safe evacuation can be provided via King's Road/Watlington Street to the south which is located outside of the flood zone as shown in **Figure 1** below. The safe refuge area is located within a short walking distance from the site.

5.3 Warnings

- The occupants will be advised to move their cars to higher ground if safe in doing so when a weather warning/flood alert is received.
- Warning will be provided to the occupants of potential risk of flooding and will be advised to avoid walking through floodwater onsite.

Figure 1 Access/Egress/Evacuation Route from the Site



6. What to do in the event of a Flood ?

If a flood warning is issued by the Environment Agency, if flood water is seen in the area or if a severe weather warning has been issued by the Met Office the following action should be taken.

- Refer to this plan to find out where and how to turn of gas and electricity. Ensure that you switch It off if flooding is imminent
- Ensure that flood resilience measures (sandbags and air brick covers) are in an accessible place and fitted
- Ensure that neighbours are aware of the situation (if safe to do so)
- Listen to situation updates on local radio and via Floodline Warnings Direct
- Find your grab bag and ensure that the contents are safe to use

As soon as flood water has started to enter the property all occupants should head to safe refuge on the first floor. If occupants are required to take refuge in the event of a flood, then they should take responsibility for the safety of pets and their needs if required to remain on the first floor during a flood event.

At no point during a flood event is it recommended to enter flood waters unless instructed to do so by emergency services. In the event of an emergency and it is

required to enter flood waters all efforts should to be taken to reduce risk including wearing appropriate personal protective equipment i.e. wellingtons and waterproof clothing. Occupants should be aware of the following risks (however this is not an exhaustive list);

- Submerged Hazards
- Changes in level
- Debris in the water
- Sewage and other contaminants
- Exposed manholes
- All efforts should be taken to not ingest flood waters, if you do so, seek medical advice.

Any instructions issued by the emergency services that conflict with this flood response plan will override any advice within this document.

It should be noted that flooding could occur with no prior flood warnings issued. No attempt should be made to evacuate. Occupants should retreat to safe refuge on the first floor as soon as flood waters arrive at the property. Where possible occupants should also follow all advice as detailed within this document.

7. What to do after a Flood ?

Once flood waters have receded caution is advised when returning to the ground floor accommodation and leaving the property. Occupants should only leave the safe refuge when flood waters have lowered considerably or advised by emergency services. Occupants should be aware that there could be damage within the building and to take care when exiting safe refuge.

Occupants should also consider the following after a flood event;

- Seek medical assistance if any health issues appear,
- Either only drink bottled water or if necessary boil all tap water until it is declared safe by the water supply company;
- Avoid contact with any remaining flood water items of items having had contact with flood water unless wearing protective equipment;
- Check the safety of electricity and gas before use. A qualified electrician needs to check any electrical equipment and circuits that have been exposed to flood water;
- Contact insurers and/or landlord as soon as possible and follow their advice. Most companies have a 24-hour helpline. Do not throw away damaged goods until your insurer has authorized you to do so. It is a good idea to take photographs of the damage;

- Dispose of any contaminated food including tinned food, fresh/frozen food and packaged items that have been exposed to flood water;
- Do not throw rubbish and furniture outdoors, wait for an organised collection;
- Ventilate your house being aware of security.

8. Useful Contact Information

The following contacts may be of assistance in the event of flooding.

Emergency Services: 999
Floodline 0345 988 1188
Police (non-emergency number): 101
Gas Provider: to be recorded by the client
Electricity Provider: to be recorded by the client
Insurance Provider: to be recorded by the client
Thames Water (Sewerage Provider): 0800 316 9800

Useful Sources of Information

Am I at Risk of Flooding?

http://www.environment-agency.gov.uk/homeandleisure/floods/31650.aspx

Floodline Warnings Direct

https://fwd.environment-agency.gov.uk/app/olr/register

Prepare a Flood Plan for your Business

http://www.environment-agency.gov.uk/business/topics/flooding/32362.aspx

Business Flood Checklist

http://www.environment-agency.gov.uk/business/topics/flooding/32358.aspx

Make an Emergency Flood Plan for your Home

http://publications.environment-agency.gov.uk/pdf/GEHO0709BQPU-e-e.pdf

Preparing your home or business for flooding

http://www.environment-agency.gov.uk/homeandleisure/floods/31644.aspx

Improving the flood performance of new buildings: flood resilient construction.

http://www.communities.gov.uk/publications/planningandbuilding/improvingflood

Improving the flood resistance of your home - advice sheets

http://www.ciria.org.uk/flooding/advice_sheets.html

Flood Protection Association (Promote the interests of manufacturers and installers of flood protection equipment and requirements)

http://www.floodprotectionassoc.co.uk/

Direct Gov Preparing for emergencies

http://www.direct.gov.uk/en/Governmentcitizensandrights/Dealingwithemergencies/Preparingforemergencies/index.htm

UK Resilience

http://www.cabinetoffice.gov.uk/ukresilience.aspx