

APPENDIX 2

FLOOD WARNING AND EVACUATION PLAN

- 1.0 This Flood Warning and Evacuation Plan requires that in the event of flood warnings, actions are taken in line with Environment Agency and Maidstone Borough Council guidance. This should be reviewed at least annually by the owners to ensure the information contained within is current.
- 1.1 Actions to be undertaken following completion of the property, by the **owners**:-
- Contact the Environment Agency Flood Warning Services, 0845 9881188 to confirm the provision of automatic Flood Alerts and Warnings;
 - Ensure you and any tenants are familiar with this plan and any required actions and contact details;
 - Agree where the tenants will go at a time of a flood.
 - Prepare and maintain a flood kit to contain items essential for evacuation. The kit should be easily accessible in the event of flooding and should include:-
 - A torch and spare batteries
 - Blankets or a sleeping bag, warm clothing and waterproofs
 - A first-aid kit, including a supply of any essential medication
 - A list of useful telephone numbers
 - A supply of bottled water
 - A stock of non-perishable food items
 - A portable radio and supply of batteries or wind up radio
 - Wellington boots or similar waterproof boots
 - Copies of home insurance documents
 - Baby food and baby care items
 - Check insurances to ensure they cover flood damage;
 - Ensure you and any tenants are familiar with how to turn off gas, electricity and water supplies. Mark taps or switches with stickers to assist;
 - List any valuables / items that are kept in external sheds and stores that are to be removed to safety in the event of a flood.

The building is to have a flood resilient landline connected for EA communication.

The building is to have a site specific specialist Findlay Irvine flood monitoring system installed.

The property is not to be let out if a flood alert is in place.

Whilst let out, any alerts from the EA/Findlay Irvine system will result in the owners asking that the tenants must leave immediately and go to alternative accommodation for the rest of their stay.

A copy of this plan will be sent to tenants for their signature prior to occupation and a further copy will be maintained at the property.

1.2 The Environment Agency Flood Warnings are set out in three action levels:

The site specific Findlay Irvine flood warning system, see attached literature, gives a continuous visual image of the flood plain on a screen appropriately situated in the building and a cumulative bells and lights warnings to a computer in the building and mobile hand held devices that can easily be synchronised to the system.

a) Flood Alert

The EA will issue an automatic Flood Alert when flooding is possible. This will be issued by the EA through its website and Flood Warnings Direct, based upon the weather and river levels. Flood Alert means - Flooding is possible. Be aware, be prepared, watch out.

This warning is issued up to two days in advance of possible flooding.

The Findlay Irvine system at this stage will sound an alarm in the building and the light next to the monitor will flash white, both systems warnings will also be sent to mobile devices.



When a flood alert warning is issued the owner/agent should contact the tenants to ensure that they know and inform them that they must make immediate arrangements to leave and go to alternative accommodation and the **owner/agent should:**

- Listen to and watch for weather and flood warnings on local radio and television stations
Contact Floodline on 0848 988 1188 and monitor the Environment Agency website (www.environment-agency.gov.uk) for changes to flood warning status, local water levels and flood forecasting;
- Check that the pre-prepared flood kit is complete with all essential items

b) Flood Warning

Issue of a Flood Warning means that flooding is expected and immediate action required.

This warning is issued up to one day in advance of flooding.

A flood warning will be issued when water levels are rising and / or severe weather is expected. It is advisable to safeguard the property and prepare to evacuate.

The Findlay Irvine system will issue a further warning to the building by alarm and light changing from flashing white to amber and to mobile devices.

At this stage the **owner/agent** should contact the tenants to ensure that they had left the building as previously advised if not to ensure that they move to alternative accommodation immediately and:

- Contact the local emergency authorities to find out whether evacuation is considered necessary and any provision for evacuees;
- Co-operate with the emergency services and do as instructed;
- Locate keys for locking windows and tools for switching off gas and electricity supplies. It will be necessary to switch off utilities before evacuation. If you are unsure of how to do this then you must contact your supplier;
- Ensure your flood kit is close to hand;
- Move any items of value stored externally in stores or sheds into your property;
- Consider what provision can be made for family pets;
- Put the site specific water tight outer doors over the existing external doors;
- You should call the EA Floodline on 0845 988 1188 periodically and listen to and watch for weather and flood warnings on local radio and television stations. If you have leave the property, you should not return until the "Warnings no Longer in Force" guidance has been issued by the Environment Agency and the Local Authority has confirmed that it is safe to do so;
- If water levels begin to fall without reaching the property, one should continue to monitor the situation via the Findlay Irvine video of the flood plain being sent to one's computer and any other mobile devices.

c) Severe Flood Warning

This means that severe flooding is expected and there is a danger to life.

The Findlay Irvine system will issue further warnings as outlined above and the light changes to red flashing.

If this warning is issued the owner contact the tenants and should for any reason they are present then again insist that they evacuate to alternative accommodation without delay if safe to do so:

- Co-operate with the emergency services and do as instructed;
Call the local authority regularly for updates on the evacuation status;
- If anyone is still in the building, stay in a safe place with a means of escape and be ready to evacuate if directed to do so, power will be supplied by a generator upstairs which is safe from flood water;
- Before evacuating, you must ensure that all doors, including internal doors and windows, are securely locked and closed. You should also switch off utility supplies.

At all flood warning stages, the local authority and emergency services should be managing the situation and will try to provide advice on evacuation routes, and assistance to evacuees as circumstances demand.

It is therefore possible that following evacuation, return to the building may not be possible for a number of days and you should therefore be prepared for this eventuality.

2.0 Evacuation

Any **occupants** should:

- Ensure they have the portable radio on and listen to local radio alerts;
- Listen to the advice of the emergency services and act to evacuate to the pre-arranged alternative accommodation provided by the owner/agent;
- Flood water can be extremely dangerous. Avoid walking or driving through it;
- If evacuation is advised by the emergency services then act in accordance with their instructions and advised route.

1.4 After a Flood

- The Environment Agency will issue further guidance stating "Warnings No Longer in Force"
- The Findlay Irvine system will issue an all clear message and the light will go out.

This means that no further flooding is currently expected in your area and is used when river conditions begin to return to normal;

The **owner/agent** should:

- Keep listening to weather reports;
- Only return to evacuated buildings if you are told it is safe;
- Beware sharp objects and pollution in flood water;
- Wash your hands if they come into contact with floodwater;
- Be careful, flood water may still be around for several days;
- Contact the local authority to check that it is safe to return to your property. Be aware that if floodwaters have entered the property it will need to be cleaned, disinfected, repaired and fully dried out prior to reoccupation;
- If you have been flooded, ring your insurance company as soon as possible to get their approval before arranging any clean-up or repairs;
- Check that the building is safe before entering the building, and if there are any doubts seek a professional opinion;

- Do not switch the power or gas back on if there is any doubt that appliances may be water-damaged. These must be checked before power or gas is switched back on by a professional.