

Flood Warning and Evacuation Plan

Bolton-by-Bowland Village Hall

This information has been compiled for use by the Site management team and users of the Village Hall. The information should be provided to users of the building in an information pack. All users should be made aware of flood alarm systems.

Village Hall Team Procedures

Warning Systems and Regular Checks

- Sign up to the Environment Agency's Flood Warning Direct (FWD) service;
- Ensure flood alarm systems are installed and operational;
- Test flood alarm systems;
- Run bi-annual flood alarm drills to test alarm systems and occupants responsiveness to alarms;
- Make sure first aid kits are available and that the Flood evacuation street map is clearly displayed in the building
- Maps should be printed and laminated to provide to occupants in the event that evacuation is required
- Update this plan with any changes to flood alert and warnings and any changes to the procedures.

Flood mitigation and evacuation procedures

- On receipt of a flood alert, begin extracting any flood barriers from storage;
- Undertake flooding observations every 2-3 hours at the Site and surrounding area;
- Take a log of observations and any localised flooding or issues arising at the Site;
- Once the site flood alarm sounds, contact the Emergency Services to obtain confirmation on whether occupants should evacuate the Site;
- On instruction from the emergency services, manually sound the flood alarm;
- Ensure all users and occupants of the Site are directed to the assembly points at the entrance and exit routes to the Site;
- Provide printed maps of the evacuation route;
- Site owner to guide occupants along the safest route to evacuate from the Site;
- A designated Site team member to make sure
- occupants have evacuated;

Village Hall Users Procedure

If you are a user of the Village Hall you should make sure the key points are followed to ensure safety in the event that a flood occurs. The probability of an event which floods the Site is Very Low-High; if a flood does occur, it is imperative that evacuation procedures below are followed. They have been put together to keep you safe and to ensure you have sufficient warning to move valuable items such as vehicles to higher levels and to evacuate from the hall.

If you follow these procedures though and evacuate early, you will not need to cross flood waters of significant depths and the Site owner can guide you safely to an area outside of the floodplain where alternative arrangements for transport and accommodation can be made.

Appendix D Flood Warning & Evacuation Plan

- On receipt of a flood alert, begin considering moving any parked vehicles to a higher level;
- Read through the Flood Warning and Evacuation Plan and make sure you know the route away from the Village Hall .
- The Flood Coordinator will be monitoring the situation and will communicate the next steps to you;
- Please make sure you collect your coat and valuable items
- Make your way to the assembly point shown in the map below
- Ensure all members of your party are present and inform the Flood Coordinator of anybody left behind;
- Once at the assembly point, the Flood Coordinator will provide printed maps of the evacuation route to you
- You will be guided along the safest route to evacuate from the Village Hall to the safest area possible;
- Alternative travel and accommodation arrangements should be made from here.

Distribution

This FWEP should be distributed to all relevant members of the village hall officers with responsibility for staffing in the event of a flood and all organisers of events.

Useful Contact Numbers

Environment Agency Floodline	0345 988 1188
Ribble Valley Council	01200 425111
Lancashire County Council	0300 123 6701
Flood Co-ordinator	*****

IMPORTANT NOTICE

Draft FLOODING AND EVACUATION PROCEDURE

Bolton – by – Bowland Village Hall

Flood Safety Coordinator – _____

Tel: *****

Bolton-by- Bowland Village Hall lies within Flood Zone 3 with a high risk of flooding. As a result we have introduced the following measures which we trust will be closely adhered to by all visitors to the site;

- 1) In situations where a Flood Alert has been issued by the Environment Agency for the locality you will be advised by the Flood Safety Co-ordinator.
- 2) If a Flood Alert is upgraded to Flood Warning then occupants will be requested to remove vehicles from the car park in the direction of Gisburn Road.
- 3) Subsequent actions, including evacuation of the village hall will be subject to consultation and advice from the Environment Agency, County Highway Authority and other Emergency Services as appropriate.
- 4) If it is necessary to evacuate the building please follow the route shown on the evacuation plan shown below.

FLOOD EVACUATION PLAN

