THE PRIORY CENTRE

Flood Warning & Evacuation Plan

ST NEOTS TOWN COUNCIL



Document Control

This plan is owned, maintained and updated by St Neots Town Council. The Responsibility for reviewing and maintaining this plan is that of the Town Clerk and the General Manager of the Priory and Eatons Centre. **All stakeholders are to inform the above of any changes in circumstances that may materially affect plan content.**

The plan will be reviewed:

- On first occupation;
- Every 3 years thereafter;
- As a result of lessons learnt;
- Following change of ownership or modification of the premises; or
- Following change to the Flood Warning process.

Plan Produced by:_____ Approved by:_____

Version Control

Version No:	Comment	Checked by:	Approved by:	Date:
1	Version following exit of SNTC daily operations from building.	K Pollecutt	C Robson	

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Introduction

The Priory Centre in St Neots is located in an area with a significant flood risk, as it lies within the Flood Zone 3 area of the River Great Ouse. This means that during major flooding events, safe access and egress could be challenging. Flood warnings for the area are managed by the Environment Agency, and it is crucial to stay informed through services like Floodline (0345 988 1188) or by signing up for text/email alerts on the UK Government's flood warning service.

This Flood Warning & Evacuation Plan (FWEP) has been produced by St Neots Town Council in respect of the premises at The Priory Centre, Priory Lane, St Neots, Cambridgeshire, PE19 2BH from which we operate a Community Centre and Council Office. St Neots Town Council own the FWEP, are responsible for its implementation, dissemination and review.

The FWEP captures a summary of the site's flood risk and provides all relevant information, contact details and procedures to prepare for, respond to and recover from a flood event.

St Neots Town Council have given due regard to the safety of residents and staff, available best practice, relevant legislation and general advice provided by the emergency services and District Council emergency planning team.

Objectives

In the production of this FWEP St Neots Town Council have identified the following key objectives:

- To establish robust procedures to evacuate or move residents to a place of safety;
- To establish clear procedures for the implementation of this plan;
- To ensure a safe and controlled evacuation where this is deemed the most appropriate action;
- To establish an evacuation route;
- Reduce the risk of life and prevent loss to the premises and business; and
- To inform residents of the content of this plan.

All staff are to be familiar with these arrangements and testing will be conducted on an annual basis by the organisations responsible officer.

Flood Risk

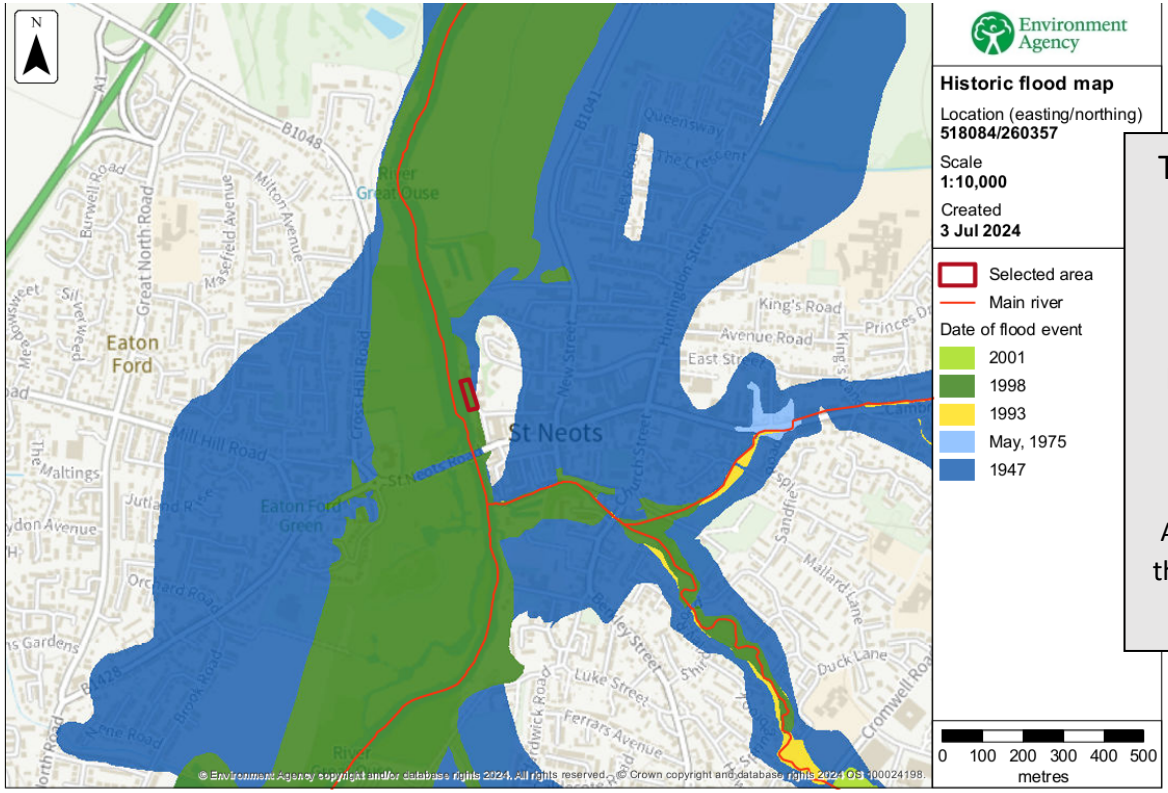
The following information can be found in Appendix A

- Historical Flood data;
- A Flood Risk map (no smaller than A4) at a scale to provide sufficient detail and clarity;
    - Site plan / footprint of premises;
    - Ingress / egress;
    - Evacuation route and;
    - External place of refuge.
- Source(s) of flood risk;
- Warning systems in place;
- Estimated Flood Depth; and frequency / probability; and
- Soft measures to mitigate flood risk.

All of this information can be captured using the template at Annex A.

Annex A - Flood Risk Exposure

Historical Flood Data:



This map is an indicative outline of areas that have previously flooded.

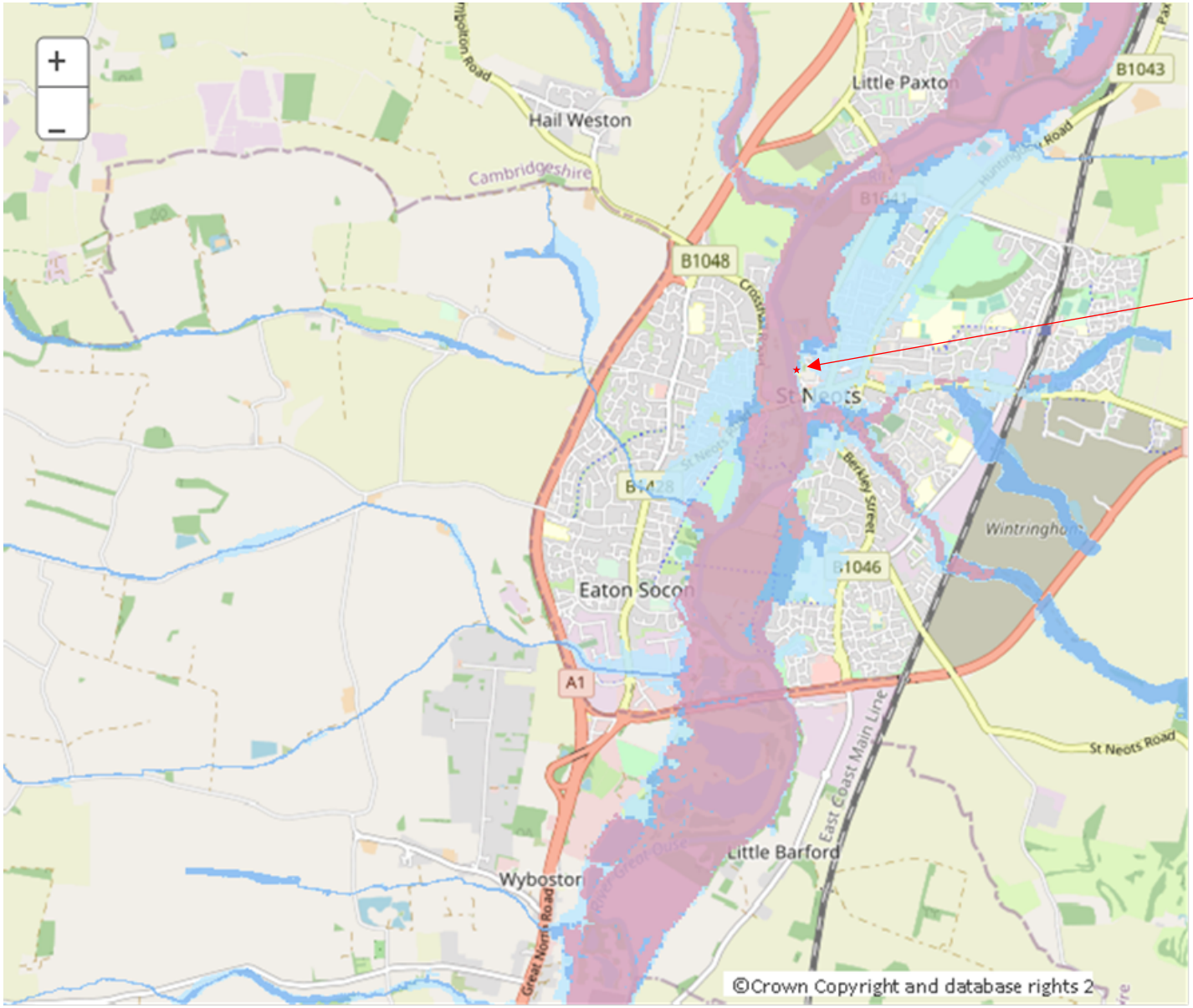
This information is based on the best available Data and it is possible not all properties within this area will have flooded

EA modelling (provided within the Flood Risk Assessment Data) shows the site as flooding during the 5% AEP (1-20yr), 1% AEP (1-100yr) and 0.1% AEP (1-1000yr) events

Flood Risk Source:	Warning Systems in Place (Flood Warning Direct etc.)	Estimated Flood Depth	Frequency / Probability
Fluvial Predominantly flood zone 2, partial flood zone 3	• HDC Emergency Response Duty Manager – Communication direct to Town Clerk • EA Flood Alert System – Direct phone and text alerts to Town Clerk • FLAG Whatsapp Shared alerts/messaging activation EA River Level monitoring site.	According to Environment Agency flood risk data for the River Great Ouse, property flooding in St Neots can occur when water levels exceed 1.84m	**Low to medium risk**, with annual probability of flooding between 0.1% and 1.0%. Between 1 in 200 and 1 in 1000 annual probability.

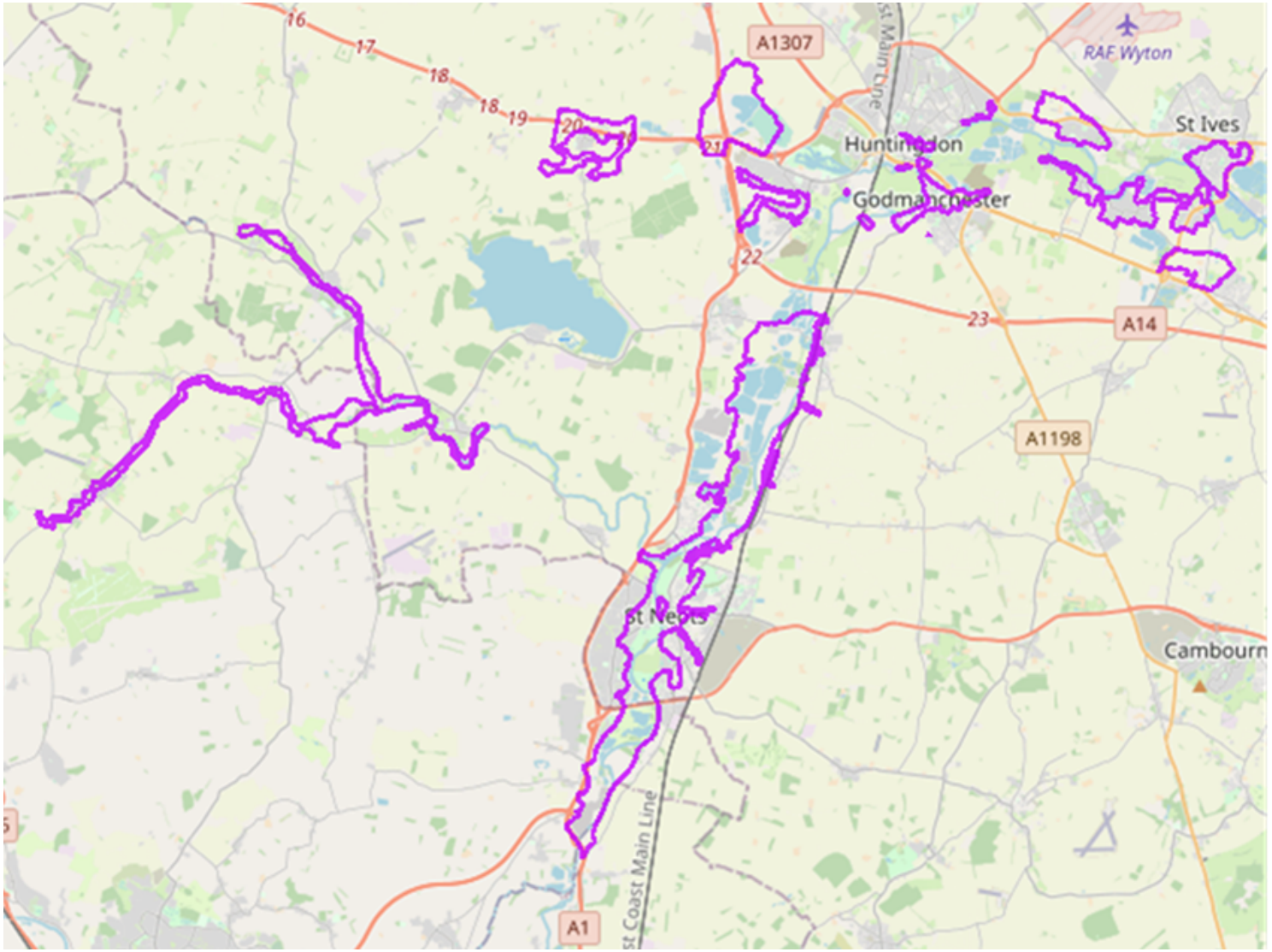
Tidal	• HDC Emergency Response Duty Manager – Communication direct to Town Clerk • EA Flood Alert System – Direct phone and text alerts to Town Clerk • FLAG Whatsapp Shared alerts/messaging activation • EA River Level monitoring site.	at the river gauge, with impacts varying by location. Depth estimate 0.64m	**Low to medium risk**, with annual probability of flooding between 0.1% and 0.5% from the sea. Between 1 in 200 and 1 in 1000 annual probability.
Ground Water	• HDC Emergency Response Duty Manager – Communication direct to Town Clerk • EA Flood Alert System – Direct phone and text alerts to Town Clerk • FLAG Whatsapp Shared alerts/messaging activation • EA River Level monitoring site.		**LOW risk** - the finished floor level of the building sits higher than the surrounding ground levels, and as such it is unlikely to flood internally. Should groundwater flooding ever occur, it would most likely occur externally only and would be in continuity with the water levels of the River Great Ouse.
Surface Water	• HDC Emergency Response Duty Manager – Communication direct to Town Clerk • EA Flood Alert System – Direct phone and text alerts to Town Clerk • FLAG Whatsapp Shared alerts/messaging activation • EA River Level monitoring site.		**LOW risk** – between 0.1%-1% chance annually based on EA mapping

Appendix 1 to Annex A – Flood Risk Map



Location of Priory Centre

Flood Warning Coverage Map



Evacuation

The decision to evacuate, or take shelter within our premises, will be made by the Town Clerk (07712177292) having due regard to the advice/warnings and instructions of the emergency services.

The decision to evacuate must be made to allow sufficient time to conduct the evacuation before flooding occurs. Flood waters contain hidden dangers and will impede if not prevent a safe evacuation.

OCCUPANCY: The Priory Centre is no longer accessible to general public or unauthorised employees of the Town Council.

AUTHORISED ACCESS: The Town Clerk, General Manager and Project Delivery Manager are the only employees of the Council authorised to be on site.

Other authorised personnel on site, who would be at risk of harm from flooding are;

- Authorised Huntingdonshire District Council Officers (building owners)
- Appointed contractors of Huntingdonshire District Council
- Appointed sub-contractors of Huntingdonshire District Council's contractor

In the event of flooding and evacuation from the building all occupants should relocate to the alternative premises below, which sits outside the flood risk zone:

EVACUATION VENUE/POINT:	The Priory at New Street
ADDRESS:	7 New Street, Saint Neots PE19 1AJ
WHAT 3 WORDS:	///goad.pelt.beam
RESPONSIBLE BODY:	St Neots Town Council
RESPONSIBLE PERSON:	General Manager of Priory Centre
ACCESS:	Access to the building is from New Street and is controlled by the General manager of the Priory Centre, Town Clerk and Duty Managers.
RESOURCE:	The General Manager will ensure that duty managers are on site to control the evacuation and manage the place of refuge. Water and food are readily available at the alternative venue and is monitor regularly. The General Manager will manage distribution to anyone relocated to the alternative safe venue.
EVACUATION ROUTES:	**See Appendix C and Appendix D**

Warning & informing

St Neots Town Council has signed up to Flood Warnings Direct (FWD) from the Environment Agency and to Weather Alerts from the Meteorological Office. The Town Clerk is also a member of the Local Flood Action Group (FLAG) and receives regular updates on water levels and flooding.

Copies of this FWEP will be made accessible to building employees, users and visitors.

Annex B records our prescribed actions in relation to the flood alert levels.

Floodline Telephone	0345 988 1188
Floodline Text Phone	0345 602 6340

Town Clerk	0751 140 4856
General Manager Priory Centre	0771 217 .7292

The following website should be used to check river levels and flood risk;
https://check-for-flooding.service.gov.uk/station/6174

The Town Council has also signed up to EA flood warnings which are issued directly to the Town Clerk.

Familiarisation

The successful implementation of this plan is dependent on all relevant staff and residents being familiar with its content and to have rehearsed, where possible, the procedures contained within the FWEP.

This plan will be practised / rehearsed every year.

Copies of this Plan will be held by;

- St Neots Town Clerk – Chris Robson
- Priory Centre General Manager – Blair McPhee
- Duty Managers – Luke Powell, Jeremy Barnes, Wayne Clarke

- Huntingdonshire District Council Programme Manager – Sam Caldbeck

- Contractors acting on behalf of Huntingdonshire District Council.

Annex B – Flood Warning Activation Procedures

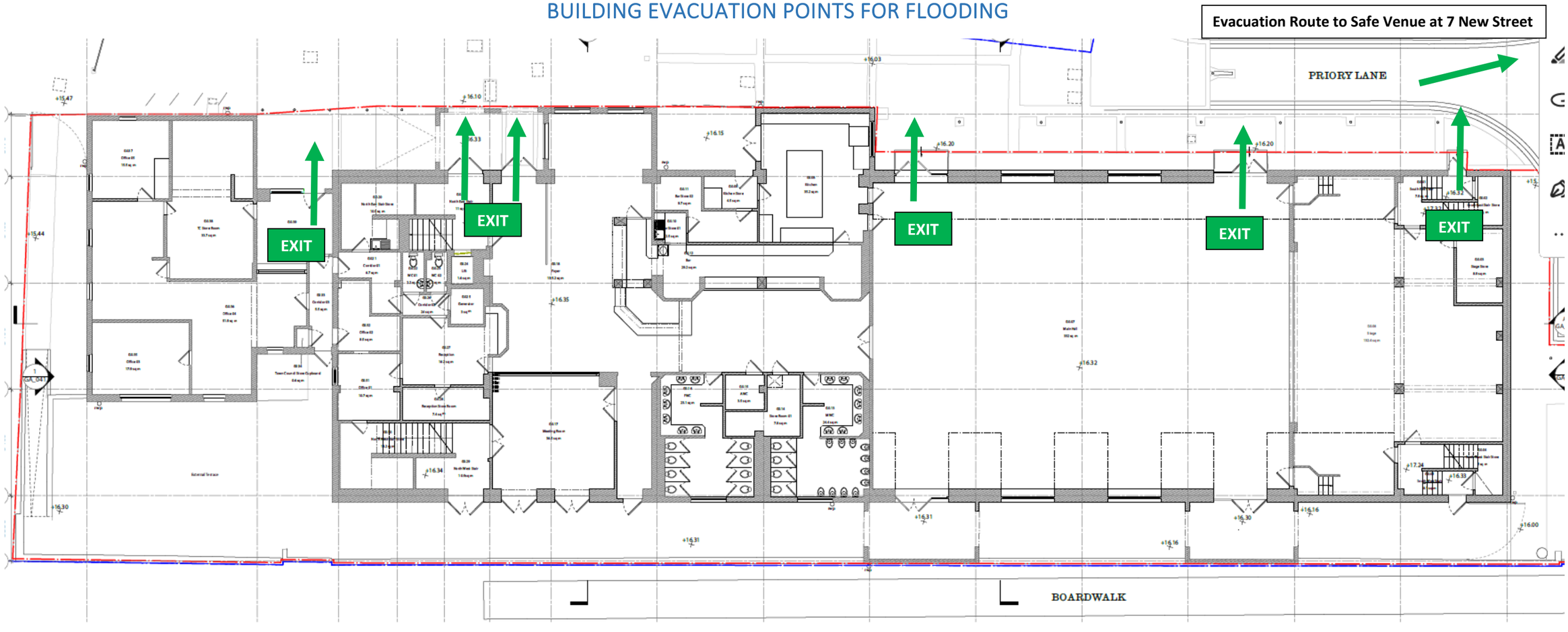
Warnings		EA Recommended Actions	ST NEOTS TOWN COUNCIL – PRIORY CENTRE		
			Actions	Communications	Responsible Person
	**What it means:** Flooding is possible. Be prepared. **When it's used:** Two hours to two days in advance of flooding.	Be prepared to act on your FWEP. Prepare a flood kit of essential items. Monitor local water levels and the flood forecast on our website.	Flood Alerts will be received by the Town Clerk via the EA alert system and Whats App communications with the Local FLAG. The Clerk will check https://check-for-flooding.service.gov.uk/station/6174 The Clerk will monitor alerts and river levels until the flood alert is removed.	The FLAG whats app group will be used for communications relating to flooding. The Town Clerk will alert the GM to the flood alert via an agree work mobile number. The Town Clerk will alert all occupants of the building in person and agree direct contact with contractor team lead. The Town Clerk will contact the On Call Emergency Duty Officer at Huntingdonshire District Council and agree times for review and response meetings during the alert.	TOWN CLERK - C ROBSON
	**What it means:** Flooding is expected. Immediate action required. **When it's used:** ½ an hour to one day in advance of flooding.	Move any items at risk of damage. Turn off gas, electricity and water supplies if safe to do so. Put flood protection equipment in place.	Building to be secured and all risk areas checked (Electricity, Gas) Start to move at risk items to second floor. This will be contractor equipment from those completing works on site. Ensure Town Clerk knows exactly who is in the building and records details. Place alternative venue on alert and begin set up. Ensure all occupants in the building are aware of emergency route and alternative safe venue/assembly.	Town Clerk and GM to advise building occupiers on risk levels and need to prepare for flooding by moving any at risk equipment or items. Communication to be in person. GM to check all risk areas of building and that it is secure. To confirm this to Town Clerk and onsite contractors. GM and contractors to be included in regular meetings with District Council emergency plan officer through out flood event/alert.	Town Clerk C Robson GM B McPhee Contractors
	**What it means:** Severe flooding. Danger to life. **When it's used:** When flooding poses a significant threat to life..	Stay in a safe place with a means of escape. Be ready should you need to evacuate from the building. Co-operate with the emergency services. Call 999 if you are in immediate danger.	Site to be fully evacuated and once checked locked and secured. All occupants to be evacuated to alternative venue and head counts to be completed by Town Clerk. Alternative venue to be opened and used as coordination point in line with St Neots Community Emergency Plan.	Town wide communications to continue through FLAG whats app group and agreed regular meetings with District Council emergency duty officer. Should be in line with St Neots Community Emergency Plan communications plan. Regular review meetings with GM, Contractor Lead, HDC and Town Clerk to continue to monitor situation.	Town Clerk C Robson GM B McPhee

EA Flood Warnings No longer in force	**What it means:** No further flooding is currently expected in your area. **When it's used:** When river or sea conditions begin to return to normal.	Be careful. Flood water may still be around for several days. If you've been flooded, ring your insurance company as soon as possible.	Town Clerk to confirm flood warnings have been removed and activate step down. All parties should await confirmation from the Town Clerk that the flood alert has ended.	Communication will be through the FLAG whatsapp group and via direct communication with the GM and on site contractors designated contact.	Town Clerk C Robson

SIGN UP TO FLOOD WARNINGS DIRECT

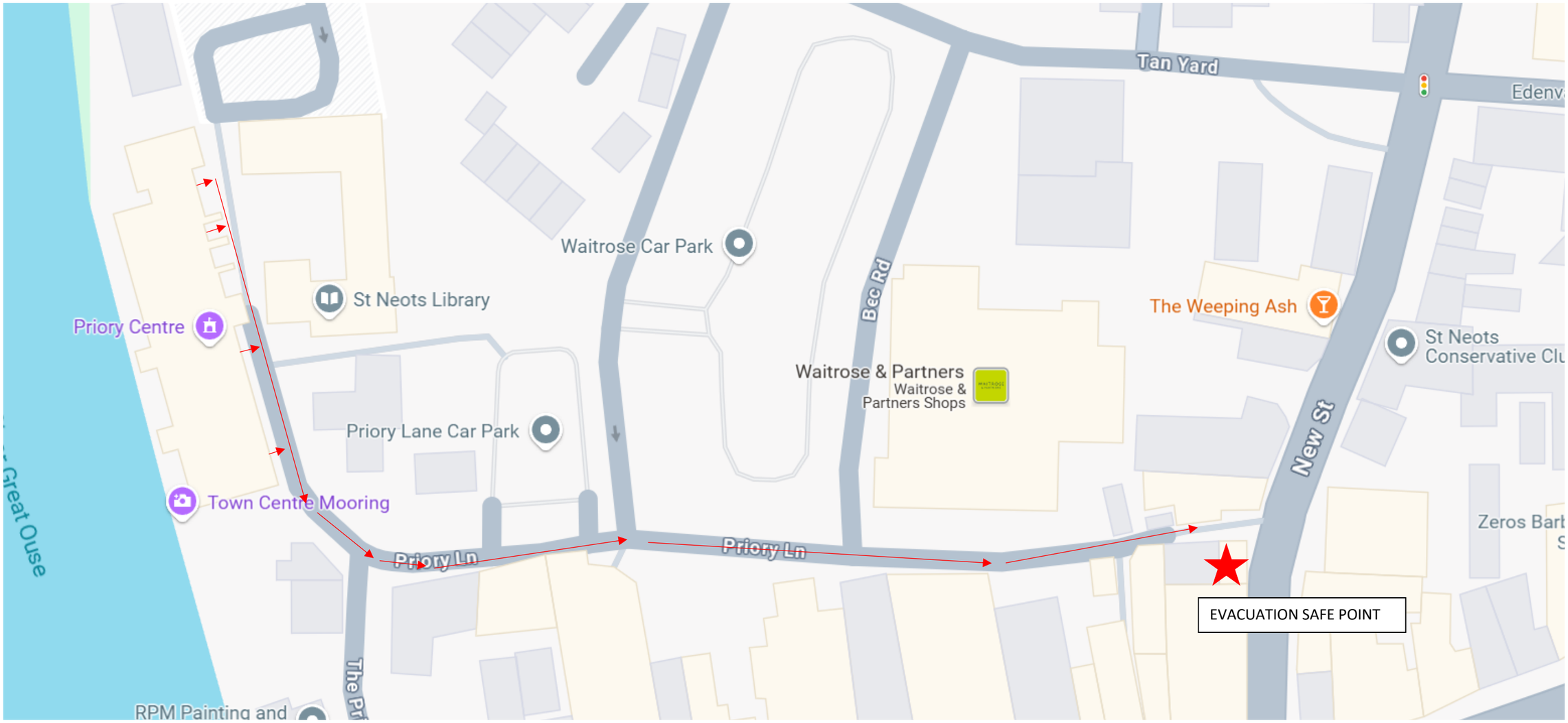
APPENDIX C – Flood Evacuation

BUILDING EVACUATION POINTS FOR FLOODING



APPENDIX D - Flood Evacuation Route to assembly point/alternative venue

EVACUATION ROUTE



Additional Guidance

Gov.UK:	Prepare for a Flood
Gov.UK:	Preparing for Emergencies
Environment Agency:	Flood Warnings Direct
Meteorological Office:	Weather Warnings
North Somerset Council:	
	Local Planning Authority
	Emergency Management Unit