

Report No: C1123	Date: January 2020
Project: FLOOD EVACUATION PLAN Former Metal Box Factory, Milland Road, Neath	
Client: Hale Construction/Seven Oaks	

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Issue History

Date	Revision	Revision Notes
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- A Flood Emergency Escape Route.**

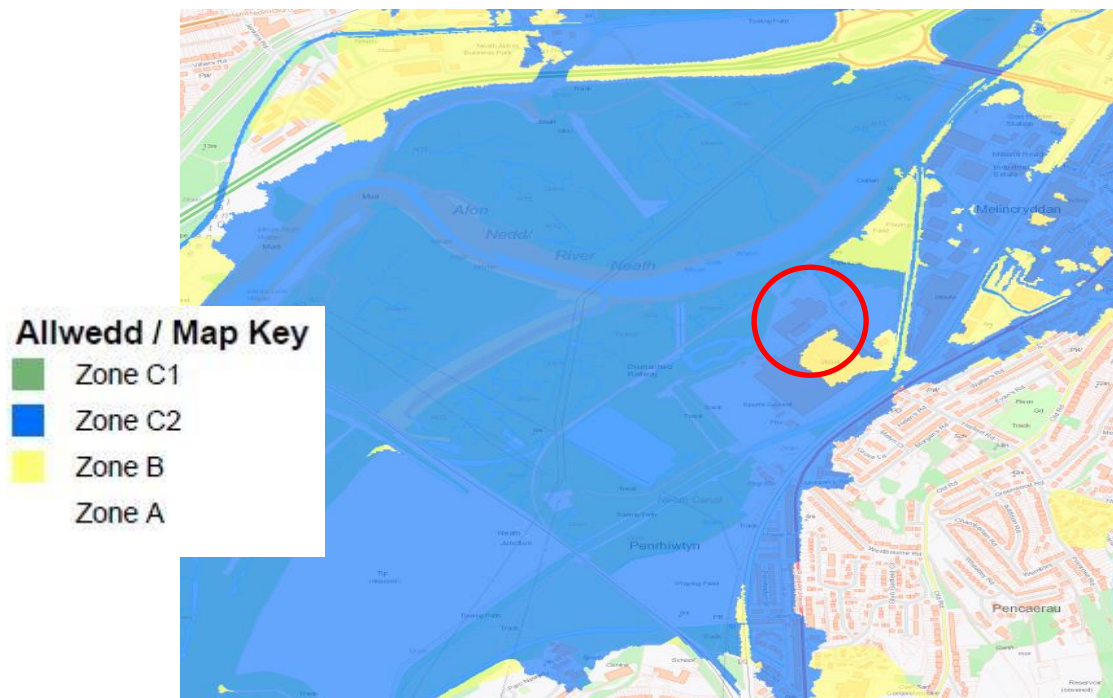
1.0 INTRODUCTION

This is a plan to ensure the effective evacuation in a flood event from a New Biomass Boiler House, Office Space & Factory area which is located at Former Metal Box Factory, Neath.

It is imperative that as soon as the warning is raised the site is evacuated quickly and efficiently for the safety of all visitors and staff.

2.0 SITUATION

The New Biomass Boiler House and existing Factory & Offices are located close to the Neath River and is within Flood Zone C2.



The Biomass unit is anticipated to be an unmanned operation the majority of the time with personnel entering the unit occasionally to carry out maintenance. The Office space and Factory will have approximately 200 members of staff.

3.0 FLOOD RISK

Tidal flooding gives rise to the most onerous flooding, although tidal flooding is more predictable than fluvial flooding, giving sufficient opportunity to evacuate the site in advance of the extreme tide. Fluvial flooding is less predictable, NRW's flood warning service will provide notice which may be sufficient to evacuate offsite, but in the event that staff need to remain on site during fluvial flooding, staff will gather at the assembly point as shown in Appendix A.

Prevention

Personal risk and damage to possessions will be minimised by ensuring all site occupants are gathered and accounted for at the designated assembly point.

Structural Protection

Demountable flood barriers to be installed to provide protection to all openable doors based on NRW's flood warning service.

Preparation

The following measures will be implemented as part of pre-planning arrangements:

- It's advised not to store administrative equipment and documents on the floor or ensure that such items and records are easily moved to higher grounds in the event of a potential flooding incident, within the flood risk area. Desktop computer units should not be placed on the floor but on the desks instead.
Staff will be advised not to enter the site or park their car in flood risk area if a warning has been issued.

4.0 FLOOD WARNINGS

Hale Construction/Seven Oaks will register with the Natural Resources Wales flood risk early warning service. The following Actions 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	• Be prepared for flooding. • Prepare a flood kit.
 FLOOD WARNING	Flooding is expected Immediate action required	Half an hour to 1 day in advance of flooding	• Act now on sounding of alarm to evacuate your apartment. • Turn off gas, electricity and water supplies if it is safe to do so. • If deemed necessary, appropriate flood safety aids will be supplied from the Management office on 2nd floor. • Follow the evacuation route to safety under supervision of building management staff.
 SEVERE FLOOD WARNING	Severe flooding. Danger to life.	When flooding poses a significant threat to life and different actions are required.	• Be ready to evacuate should Building Management decide this is the best course of action. • Cooperate with the emergency services and call 999 if you are in immediate danger.
Warning Removed	No further flooding is currently expected for your area.	Issued when a flood warning is no longer in force.	• Flood water may still be around and could be contaminated. • Return to building under supervision of building management staff.

5.0 ACTIONS ON ALARM BEING RAISED

The procedures will be activated upon receipt of a flood warning. They may be activated on standby if a flood alert has been issued and advance notification is given by the Natural Resources Wales that the issue of a flood warning is likely. The Hale Construction/Seven Oaks team will liaise with the Natural Resources Wales, and will also be responsible for activating the procedures stated below.

Hale Construction/Seven Oaks will be responsible for triggering the evacuation and closure of Bio Mass Boiler, Office and Factory areas.

Actions upon Issue of Flood Warning – Office Hours

On receipt of a Flood Warning follow the actions listed below:

	ACTION	RESPONSIBILITY OF
1	Contact Natural Resources Wales on 01437 783058 to confirm the report, then contact Lead on site to inform him/her of warning.	Person receiving alert.
2	Shut the building to staff and visitors immediately. Only if the report is confirmed and flooding will occur.	Hale Construction/Seven Oaks.
	Take actions to ...	
	Advise members of public and close building Update media/press on closure including social media	Hale Construction/Seven Oaks.
	Advise Staff on appropriate course of actions	Hale Construction/Seven Oaks.
3	Arrange sandbags and fit flood protection items: Flood gate & sandbags	Hale Construction/Seven Oaks
	Isolate Utilities (Utilities providers – Section 8.0)	Hale Construction/Seven Oaks
	Move Business items: PCs, printers, files & equipment's at risk. Unplug electrical equipment's on ground floor.	Hale Construction/Seven Oaks
	Move hazardous substances and cleaning materials	Hale Construction/Seven Oaks
	Remove vehicles at risk of flooding to safe area	Hale Construction/Seven Oaks Employees
4	Upon completion of actions, <u>all staff</u> to meet at the Flood Assembly Point (Front Entrance to the Former Metal Box Site) Here staff will be accounted for and given guidance on alternative working arrangements as stated in section's individual business continuity plans or evacuate site & proceed home. Evacuation and egress routes are included in section 6.0	

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5	Staff to await Warning No Longer in Force before re-visiting site. The stand down warning will be sent via email/contact numbers and via local radio station.
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Actions upon Issue of Flood Warning – Out of Hours

If a warning is issued out of hours, the following actions will need to be implemented:

	ACTION	RESPONSIBILITY OF
1	Contact Natural Resources Wales on 01437 783058 to confirm the report, then contact others on contact list.	Hale Construction/Seven Oaks.
2	Close the building to staff	The Production Manager after consultation with NRW and Local Authority
Take actions to ...		
3	Fit flood protection items: Flood gate & sandbags	Hale Construction/Seven Oaks.
	Isolate Utilities	Hale Construction/Seven Oaks.
	Move Business items: PCs, printers, files & equipment's at risk. Unplug electrical equipment's on ground floor.	Hale Construction/Seven Oaks
	Move hazardous substances and cleaning materials	Hale Construction/Seven Oaks.
4	Advise Local Radio Station of arrangements & ensure message is disseminated via Facebook, Twitter and the website	Hale Construction/Seven Oaks.
5	Advise and warn staff not to come in, delay opening of offices and implement business continuity arrangements Staff should be aware of alternative working arrangements should the plant be closed.	Hale Construction/Seven Oaks.

Actions by each Section/ Department

The following actions and measures should be implemented and tested in advance of evacuation following a flood warning/severe flood warning.

- Production Managers must keep an up to date contact list of staff or a phone tree system for notification purpose
- Production Managers will need to ensure all staff are accounted for.
- Directors will be responsible for implementing their business continuity plans, where required, to ensure continuation of essential services.
- Directors will need to ensure that they contact staff currently working outside of the office to make them aware of the arrangements.

- Directors should ensure that their staff are familiar with steps to take in the event of a flood warning/severe flood warning and how information will be communicated i.e. radio, Facebook, website etc.

6.0 EVACUATION

Once a flood warning is issued, all site occupants will be required to assemble at the designated Flood Assembly Point which is indicated in Appendix A and is located near the site entrance.

The Production Manager will be responsible for initiating and coordinating the evacuation of staff out of the bio-mass boiler and factory with the Directors being responsible for the evacuation of the office staff.

The evacuation and egress routes will depend on weather conditions and situation on the day but it is anticipated that the assembly zone will be near the entrance to the site which is located in a flood free zone. Refer to Appendix A for evacuation plan.

If staff are advised that the building is to close in a given time period, then an email, backed by telephone, will be disseminated to all staff to advise of actions to take, assembly point if required and egress routes.

7.0 REOCCUPATION

Hale Construction/Seven Oaks will be responsible for taking the decision to reopen Bio Mass, Factory and Office areas to staff.

Advice can be sought from Natural Resources Wales to assess likely duration of flooding event and any long-term risks.

The return to work may be a phased process especially if the building has been contaminated or its integrity impacted upon by flood water.

The decision will be communicated to staff via local radio, Facebook, Twitter and managers and a timeline established for return to normality.

Before the building is deemed safe and suitable to be re-opened to staff then public, the following aspects will need to be considered

- Clean up & waste management – [Hale Construction/Seven Oaks](#).
- Damage assessment and survey – Structural Surveyor
- Remedial works – Structural Surveyor in collaboration with Building Maintenance
- Health & Safety implications:
 - Electricity/Equipment checks – [Hale Construction/Seven Oaks](#).

8.0 Contacts Directory / Training

Natural Resources Wales

Flood Line: 0845 988 1188

Hale Construction/Seven Oaks Emergency Contacts:

[Insert Names / Nos] to contact and liaise with employees.

[Insert Names / Nos] to liaise with NPTCBC/NRW.

[Insert Names / Nos] to supervise Emergency Services.

Flood Drills

Annual Flood Drills will take place in which all employees will be required to participate.

9.0 DOCUMENT CONTROL

This Flood Plan: Version 1.00 issued [date] valid until [date]

This Plan will be reviewed every three years.

APPENDIX A

