

Person responsible for  
activating evacuation plan

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Emergency contact number

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Environment  
Agency

# flood evacuation plan

For holiday parks, residential parks, caravan and camping sites

<b>Site name</b>	Meadowvale Touring Park	<b>Address &amp; Telephone</b>	Five House Lane, Wyberton, Boston, PE21 YSA
<b>Floodline Quickdial Number</b>	03459881188	<b>Which Environment Agency flood warnings are you registered to receive?</b>	Boston Lincolnshire
<b>Local flood warning trigger</b> <i>i.e. when water reaches bottom of the bridge</i>		Environmental Development to ring 01205 353857	
<b>Evacuation Assembly Point</b>	Entrance / exit of site		<b>Be prepared for flooding. Act now.</b>

## 1A – Actions to be taken during a flood: When to activate your flood evacuation plan

The following information should be put into action when your trigger is reached. The trigger would be a flood warning from the Environment Agency or the trigger you have set yourself.

	Action	Trigger	Refer to section	Action completed
1	Ring fire alarm to alert people to meet all together	Notification from Environment Agency	Gather Everyone Together	All people to gather at exit site
2				
3				
4				
5				
6				
7				

## 1B – Actions to be taken during a flood: Evacuate staff and visitors

Identify the actions you will take to safely evacuate staff and visitors during a flood.

	Action	Trigger	Refer to section	Action completed
1	Ring the fire alarm to alert.	Notification from the environment agency	Gather everyone together	All people to gather at site exit
2				
3				
4				
5				
6				
7				

### 1C – Actions to be taken during a flood: Locations at risk and flood actions

Divide the flood risk area of your site into different uses, such as camping area, tourers and statics, site office and shower block etc. Identify the flood actions for each use. Consider the risk to visitors and where they will be evacuated. Identify where an Evacuation Assembly Point will be.

Priority	Use	Action by site staff/volunteers	Equipment required	Time required	Risk to life	Evacuation action
1	One static	Staff of static to action	Sand bags available on site	approx 30mins	nil	Meet at exit to take instruction from warden/responsible person
2	26 Touring Caravans	To sound fire alarm	" "	" "	" "	Follow instructions from warden/responsible person.
3						
4						
5						
6						
7						

### 1D – Actions to be taken during a flood: Key locations

Service cut-off	Description of location	
Electricity	Main electricity to be turned off	Next to site entrance
Gas	Calor Gas turn off.	Containers in middle of site
Water	To turn off.	Compound in western corner of park

### 1E – Actions to be taken during a flood: Protective actions / Hazardous materials

Hazardous materials on site which should be considered during a flood – *answer the following if applicable.*

Materials	Description of location	How to protect from a flood (i.e. move, cover, tie down)
Chemicals (including cleaning products)	None	
Oil based products (gasoline, oil, cooking oil etc.)	None	
Gas cylinders	Yes	Turn off. Gas Cylinders



## 1F – Actions to be taken during a flood: Protective actions / important items

Identify stock, equipment and possessions that may need special protective measures, and describe the actions you will take to prevent their damage in a flood. We have suggested items and ways to protect them, but make sure you follow through on your plans.

### Ways to protect items

- Move to safer locations
- Buy flood protection products
- Raise above ground level
- Make a copy and store in safe location
- Buy new flood-resistant item

### Items to consider

- |                    |                    |                          |                  |
|--------------------|--------------------|--------------------------|------------------|
| • Static caravans  | • Touring caravans | • Chairs/stools          | • Paper files    |
| • Machinery        | • Food             | • Tables/heavy furniture | • Databases      |
| • Vehicles         | • Fittings         | • Soft furnishings       | • Computers      |
| • Electrical items | • Moveable goods   | • Staff files            | • Computer files |

Item	Protective action	New location (if applicable)	Done
Paper Work	Lockable cabinet raised off floor in Warden's caravan	Warden's caravan	
Static caravan	Floor level is raised to 1 metre above ground level. Ground anchor. Sand bags available		
Petrol Lawn mower	Stored in brick building - sandbags/raise off ground		
2 vehicles on site Touring	Remove ASAP to safety	Off-site as directed by warden/responsible person	
Caravans	Move as soon as alerted	Off-site as directed by warden/responsible person	
Files, databases, computer	Lockable cabinet raised off floor in warden's caravan		
Proposed Static Caravans	Raised floor level, ground anchors and sand bags		

## 1G – Actions to be taken during a flood: Resources required

Note basic building materials required. If materials are not needed, write in 'not appropriate'.

Materials	Used for	Items to protect / where to use	Storage location	Done
Sand and sandbags (unfilled), shovel, plastic sheeting.	Creating flood barriers	Existing buildings, warden's lodge and static caravans	Compound in western corner of park	
Tools – hammer, nails, saw	Boarding up doors, windows and openings. Creating shelves.	All tools in shed	Compound in western corner of park	
Wood – plywood, blocks of wood.	Boarding up doors, windows and openings. Creating shelves.	Amenity buildings - doorways	Compound in western corner of park	
Sturdy plastic sheeting	Sandbag barriers. Pulling up around furniture and appliances.	Have plenty of sandbags to support plastic sheeting	Compound in western corner of park	
Plastic bags	Putting around legs of tables and chairs.	-	-	-
Pallets	Raising stored stock above flood level.		N/A	
Emergency power generator	Essential electrical appliances.	No generator	N/A	

## 2A– Actions to be taken after a flood: Recovery and clean-up

The recovery and clean-up period following a flood often involves more effort than required during it. Identify the actions you will take after a flood.

	Action	Trigger	Refer to section	Action completed
1	Engage Professional Cleaning Company to clean site, buildings, warden's lodge and static caravans	As soon as possible following retreat of water and it is safe and practicable to do so		
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3				
4				
5				
6				
7				



## 2B – Actions to be taken after a flood: Suppliers and external links

Identify back-up plans for disruption of deliveries, or arrangements for short-notice cancellations with suppliers. Also include contacts for alternative accommodation for visitors.

Supplier	Supplier contact and telephone	Contingency plan	Alternative delivery address
No deliveries	Contact hotels to accommodate visitors		N/A

List companies/reputable contractors whose help you may need after a flood. Get contracts in place, or know who to call for assistance. If help is not needed or you plan to do the work yourself, leave this section blank.

Materials	Company name	Contact	Telephone/mobile	Contract agreed
Hazardous materials response team	No hazardous materials on site			
Water pumping services	N/A			
Suppliers of emergency power / equipment	Eggeko generator services	Eggeko	0330163616	
Earthmoving or engineering				

## 3A – Contact lists: Important contacts

	Company name	Contact name	Telephone (office hours)	Telephone (out of hours)
<b>Floodline</b>	Environment Agency		0345 988 1188	0345 988 1188
<b>Local Environment Agency office</b>	Environmental agency Searby Road Lincoln LN2 4DW	Lee Environmental Agency	03708506506	
<b>Electrical provider</b>	Western Power	office	0800 6783105	
<b>Gas provider</b>		office	0800626626	
<b>Water company</b>	Anglian water	office	0345 7919155	
<b>Telephone provider</b>	BT	office	0800800150	
<b>Insurance company and policy number</b>				
<b>Local Authority</b>	Boston Borough Council	-	01205 314200	
<b>Local radio station</b>	County Linx Radio		0845 474 2113	
<b>Travel/weather info</b>	County Linx Radio		0845 474 2113	
<b>Police</b>	Boston Police		01522 532222	
<b>Fire and Rescue Service</b>	Fire station Boston		01205 363231	
<b>Ambulance Service</b>	Pilgrim Hospital		01205 367305	
<b>Electrician</b>	Rolac Electrical Boston		01205 724754	
<b>Plumber</b>	Jodie Betts Plumbing		07841207919	
<b>Caravan holiday home/lodge owners that may not be in residence at the time of flooding</b>	In records	Elaine Adams	07796972746	

### 3B – Contact lists: Staff /volunteer contact list

Staff / volunteers that can help during a flood. Jobs designated to these people could include overall coordinator of the evacuation process, people allocated to staff and visitor safety (including one specific for vulnerable people). Ensure those doing manual work are physically able and reasonably fit. By registering these volunteers on Floodline Warnings Direct they can also receive flood warnings.

[illegible]

