

Person responsible for
activating evacuation plan

Bill Adams

Emergency contact number

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flood evacuation plan

For holiday parks, residential parks, caravan and camping sites

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

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 form the environment agency	Gather everyone together	All people to gather at site exit
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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.
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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
- Machinery
- Vehicles
- Electrical items
- Touring caravans
- Food
- Fittings
- Moveable goods
- Chairs/stools
- Tables/heavy furniture
- Soft furnishings
- Staff files
- Paper files
- Databases
- Computers
- 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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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)
Floodline	Environment Agency		0345 988 1188	0345 988 1188
Local Environment Agency office	Environmental agency Searby Road Lincoln LN2 4DW	Lee Environmental Agency	03708506506	
Electrical provider	Western Power	office	0800 6783105	
Gas provider		office	0800626626	
Water company	Anglian water	office	0345 7919155	
Telephone provider	BT	office	0800800150	
Insurance company and policy number				
Local Authority	Boston Borough Council	-	01205 314200	
Local radio station	County Linx Radio		0845 474 2113	
Travel/weather info	County Linx Radio		0845 474 2113	
Police	Boston Police		01522 532222	
Fire and Rescue Service	Fire station Boston		01205 363231	
Ambulance Service	Pilgrim Hospital		01205 367305	
Electrician	Rolac Electrical Boston		01205 724754	
Plumber	Jodie Betts Plumbing		07841207919	
Caravan holiday home/lodge owners that may not be in residence at the time of flooding	In records	Elaine Adams	07796972746	

