MILL RYTHE – FLOOD WARNING AND EVACUATION PLAN

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MILL RYTHE – FLOOD WARNING AND EVACUATION PLAN

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For: Humberts Leisure Ltd.
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Date: 06 June 2016
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1.0 INTRODUCTION

This Flood Warning and Evacuation Plan (FWEP) has been prepared for the Mill Rythe Holiday Park, in order to address condition 8 of planning application APP/11/01080 stating;

"None of the caravans hereby permitted shall be occupied until a flood warning and evacuation plan has been submitted to and approved in writing by the Local Planning Authority.

***Reason:** To reduce the risk of flooding to future occupants, having due regard to policy CS15 of the Havant Borough Local Plan (Core Strategy) 2011 and the National Planning Policy Framework 2012... The primary concern regarding this FWEP is to ensure that staff and guests are appropriately prepared should a flood alert/warning be received. The primary concern regarding flood risk to the site is the safety of all occupants and staff."*

This report sets out and identifies the flood risk and the management plan to be implemented on the site. In addition, this report sets out the roles and responsibilities of the appointed persons. Details of other bodies and their contact details are also provided.

2.0 TRAINING & AWARENESS

The following actions/considerations should be undertaken at regular intervals:

- All staff on-site should be aware of their responsibilities following the issuing of an EA flood alert/warning.
- All new members of staff should receive training relating to responsibilities prior/during a flood event. Existing members should receive training to ensure that they are also aware of their responsibilities.
- Any contact information should be regularly checked to ensure that it is up-to-date.

3.0 REVIEW

This document should be reviewed and updated regularly (at least once per year or after a significant event) to ensure that all information contained is relevant and up-to-date.

4.0 SITE LOCATION & FLOOD INFORMATION

4.1 Site Location

Mill Rythe Holiday Park is located along the east coast of Hayling Island, just off Havant Road. The site is directly adjacent to the coastline in Chichester Harbour, along the Mill Rithe Estuary. The approximate Ordnance Survey Grid Reference for the site is SU 320 008.

The development is to be located in the open field to the north of the holiday park's central facilities complex and will contain 31 static caravans. Further to the north, beyond the proposed development boundary is a long ditch running directly adjacent to the sea defence bund. Beyond the holiday park site to the south is the Tournerbury Golf Course. The development site is roughly square in plan and covers an area of approximately 0.8 hectares.

With regard to topography the site is set at levels ranging from 1.48m AOD in the north-east corner up to a level 2.22m AOD in the south-west corner. The site is relatively flat with a slight slope down towards the north-east corner at a gradient of around 1 in 140.

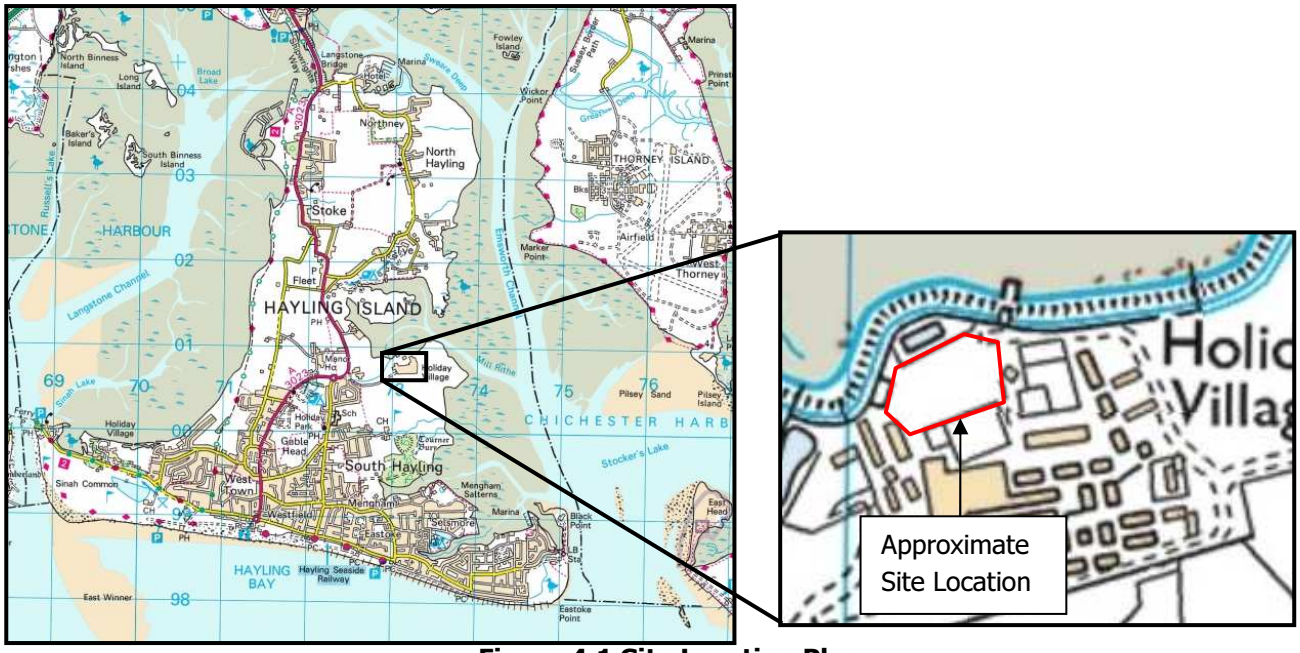


Figure 4.1 Site Location Plan

4.2 Hydrology and Flood Risk

In accordance with the Environment Agency (EA) indicative flood map, the site lies in an area of defended, tidal, Flood Zone 3 (sub category 3a). The primary flood risk to the site is from a breach or overtopping of existing defences from an extreme high tide event.

The primary defence for the Mill Rythe site is by a clay and rubble embankment which runs along the northern boundary providing additional flood defence protection. In addition the Shoreline Management Plan (SMP) highlights that a 'Hold the Line' policy is to be adopted along this frontage. Therefore the defences along this frontage will be maintained in line with Sea Level Rise. Regular inspection of the defences along the frontage associated with the park will also highlight any potential breach locations.

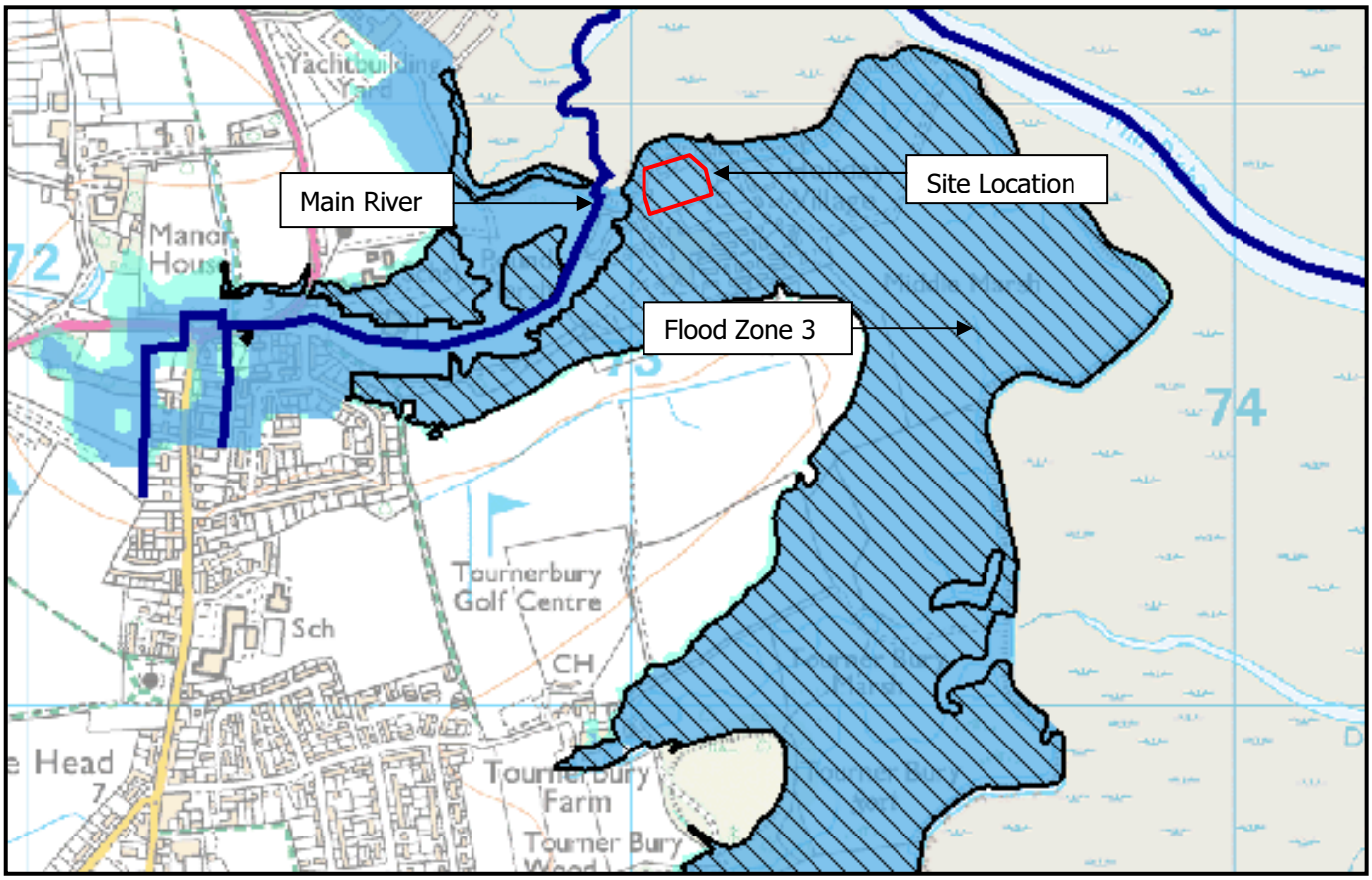


Figure 4.2 EA Indicative Flood Map – Extract for Mill Rythe Area

5.0 WARNING PROCEDURE

As stated above the primary risk to the site is tidal flooding where coastal waters would rise along the Mill Rythe estuary and breach/overtop the embankment on the northern edge of the site.

The site should be signed up to the Environment Agency's flood alerts for the area, it should be noted that the warnings are for coastal flooding only. Due to the nature of tidal flooding any event which is likely to impact the site can be predicted well in advance (although the likelihood of a breach of defences occurring during an extreme tidal event is difficult to define).

The EA alerts/warnings are likely to be issued up to 12 hours in advance of an event; this is to avoid confusion between tide times.

5.1 General Advice

All occupants of the holiday park should be evacuated prior to a flood event on the site unless in the event of a breach. It is the responsibility of the park staff to determine when the evacuation should be undertaken. It is recommended that when a SEVERE FLOOD WARNING is issued that evacuation is undertaken.

The actions described in the following sections should be carried out with personal safety considered first and foremost. If any of the actions cannot be carried out without undue risk then they should be ignored in favour of proceeding immediately to higher ground.

Static caravans should be securely anchored in order to prevent them from floating on the flood waters and therefore putting both site users and third parties at risk.

All Team Members should bear in mind the following:

- Stay safe in a flood
- Floods can kill, don't try to walk or drive through moving flood water -six inches of fast flowing water can knock you over, two feet of flowing water is enough to move a large vehicle. Manhole covers may have come off and there may be other hazards you cannot see.
- Never try to swim through moving flood water, you may be swept away or struck by floating debris
- Avoid contact with flood water if possible, it may be contaminated

The roles and responsibilities when receiving a flood alert will be covered in Section 8.

6.0 EA FLOOD ALERTS/WARNINGS

The EA issue 3 types of flood alert/warnings for the area, these are for **coastal** flooding only. All levels of alert will be issued between 2 hours and 2 days prior to an event, however, practically at most 12 hours in advance due the nature of the tidal flooding. The flood warnings represent separate severity levels as set out below. The warnings may not be issued in order; the most severe warning level may be the first warning received. Over the proposed 25 year lifetime of the development safe dry access and egress would exist during the 1 in 200 year event. This assumes the sea defence remains during the flooding event and that tidal overtopping is the mechanism for flooding.

When taking into account sea level rise associated with 100 years of climate change the flood depth along the evacuation route could be up to 2.42m in a 1 in 200-year (plus climate change) flood. This would result in a Flood Hazard Rating of "Danger to All". As such, evacuation must be undertaken prior to any flood event. Due to the predictability of tides, early warning should be available and plenty of time to evacuate all site users.

The warning levels are - in ascending order of severity - as follows:

6.1 FLOOD ALERT

FLOOD ALERT Summary – Monitor tidal levels

Tidal levels should be monitored at regular intervals to determine whether further action will be required.

At this time provision should be made for park staff and guests to make safe any valuables so long as there is no risk to life.



6.2 FLOOD WARNING

FLOOD WARNING Summary – Monitor tidal levels, secure utility supplies and valuables if safe to do so.

Upon receiving a FLOOD WARNING the alarm should be raised to all occupants of the park via all possible media.

Provide information on evacuation routes for to all occupants/staff with priority assistance given to the vulnerable (elderly, infirm, disabled and children).

It is recommended that occupants return to/remain in their accommodation and await further instruction (however occupants may leave the site due to lack of services – staff need to be prepared for this eventuality and ensure persons leaving the site are accounted for accordingly should the flood warning status be upgraded).



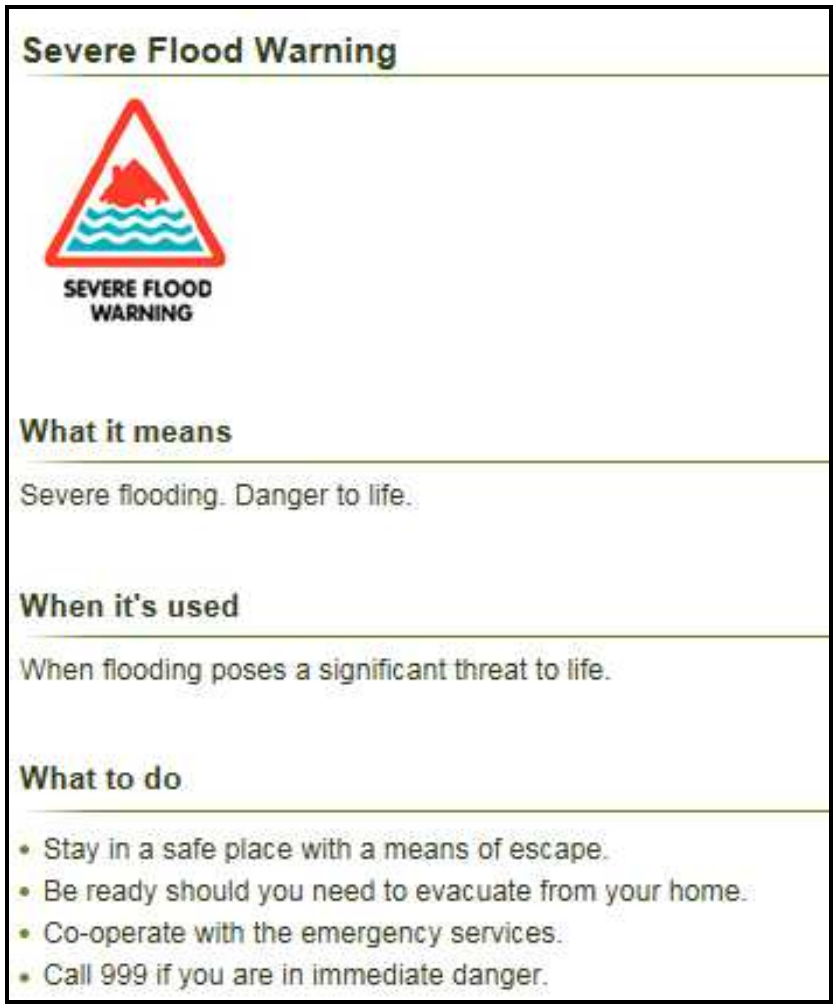
6.3 SEVERE FLOOD WARNING

SEVERE FLOOD WARNING Summary – Evacuate the park

Full park evacuation, unless the situation is deemed unsafe to do so. If unsafe move to higher ground on the site. During the present day 1 in 200 year and 1 in 1000 year flooding scenarios the site would have safe dry pedestrian access/egress away from the proposed development site.

The maximum flood level modelled by the EA for the site is 2.10m AOD. Reference to the topographic survey indicates that a pedestrian access/egress route exists above the level of 2.10m AOD through the existing buildings on site exiting onto the access road to the south east. (should partial inundation of the site occur, occupants and staff would be encouraged towards this area of the site by ponding of floodwater in lower sections of the site).

Contact emergency services if evacuation is unsafe.



7.0 EVACUATION PROCEDURE

The following evacuation procedure should be enacted upon receiving a **FLOOD WARNING**;

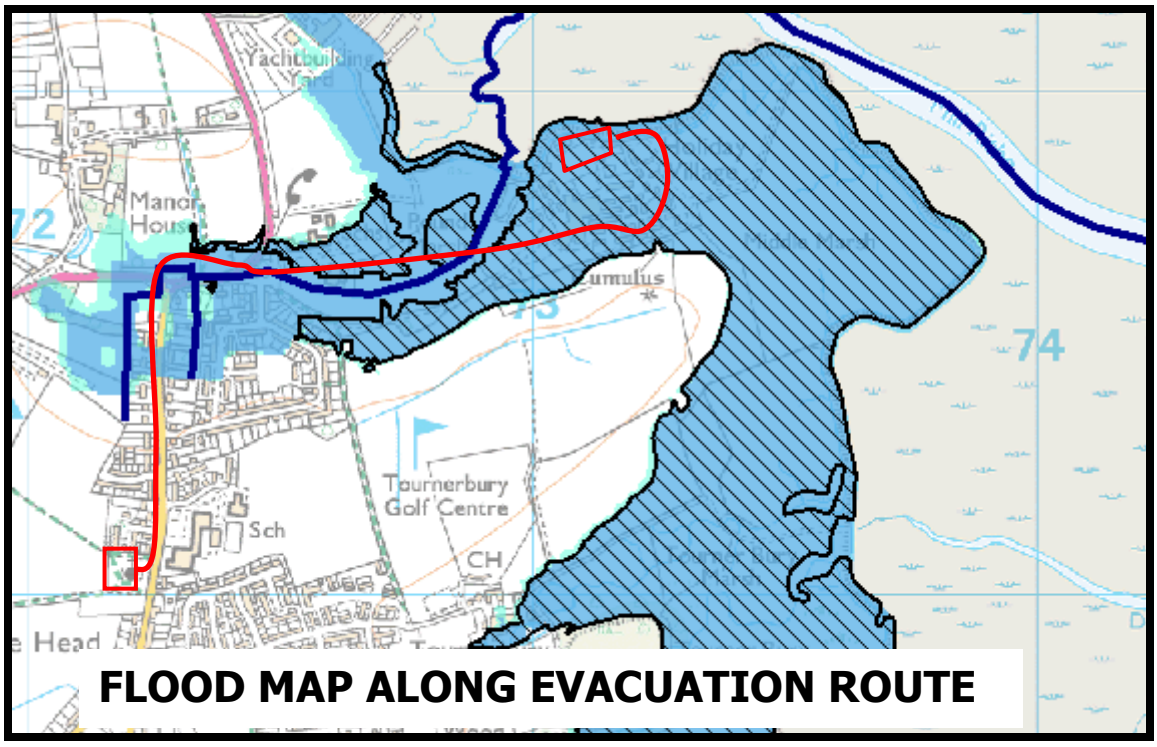
- The EA Flood warning systems will notify staff of evacuation requirement.
- Staff will begin to notify park occupants of requirement to evacuate - The Flood Warden will check that flood warnings have been received.
- On receipt of the requirement to evacuate park occupants should make their way off-site.
- A member of staff will be set up at the park entrance to stop re-entry and inform new arrivals.
- Park occupants with their own transportation should follow the evacuation route provided by staff.
- Park occupants without their own transportation should also follow the evacuation route provided to higher ground.
- Once the park is evacuated service supplies will be terminated.
- A one-way system shall be put in place as indicated to ensure occupants do not return to or pass through the park once evacuated.
- Evacuation will be managed by data sheet marking staff locations and activities at specific times and a final check prior to complete site closure is to be completed.
- A final staff roll call will be undertaken before anyone remaining leaves the site via the main entrance towards ground that is not at risk of flooding

The evacuation procedure is incorporated within the Evacuation Plan and should be included within the welcome pack given to staff and guests staying in the park.

The table below provides the safest and route which heads towards higher ground located at the village of Newtown, the congregation point would be St Mary's church. This route allows access to the A3023 trunk road with access further inland if required.

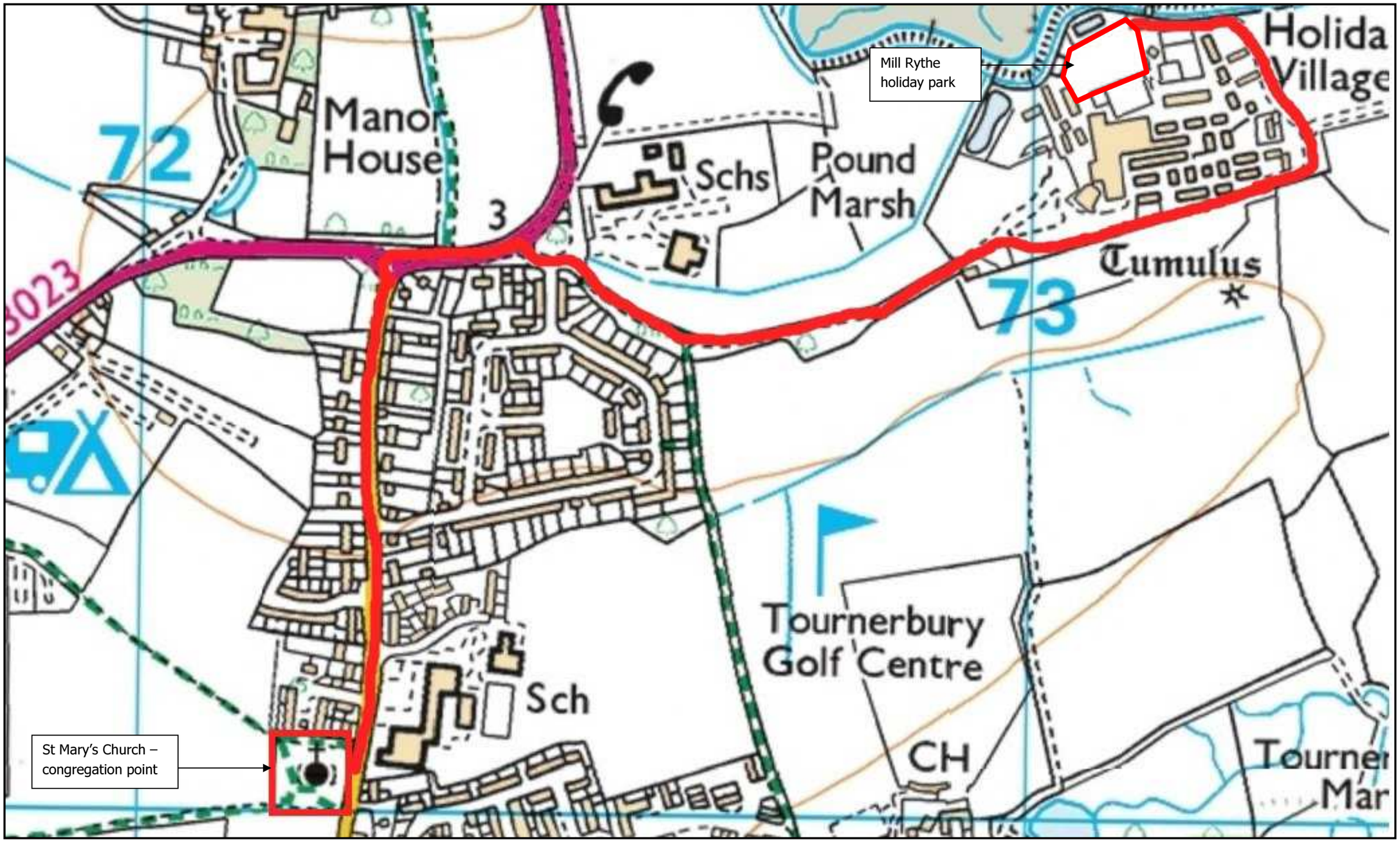
Travel (miles)	Direction	Total - (miles)
0.8	Head east, following the private road out of the holiday park and turn left onto Havant Rd towards A3023.	0.8
0.5	At roundabout, take the 1st exit onto Church Road, follow church road for 0.5 miles and St Mary's church will be situated on the right.	1.3

Copies of the evacuation route / directions are pre-printed and located in the main reception for distribution should the need arise. The flood evactuation route is included within **Annex A.**



FLOOD MAP ALONG EVACUATION ROUTE

FLOOD EVACUATION ROUTE



8.0 ROLES AND RESPONSIBIILITIES

This section covers the roles and the responsibilities of team members present on the site if a FLOOD ALERT, FLOOD WARNING or SEVERE FLOOD WARNING is received.

A designated Flood Warden is to be assigned and should be a senior member of staff. The warden should be either a permanent on site member of staff or the responsibility should be split between shifts, whereby a day warden and night warden are chosen.

Training of the Flood Wardens will be arranged before the site is occupied in liaison with the Environment Agency. Training will be repeated every three years and will include:

- Inspection of the existing flood defences.
- Actions to take at each flood warning.

If the Flood Warden deems the flood risk situation to be a serious incident they are required to contact necessary management, the Environment Agency and if necessary the emergency services.

A list of guests and staff should be maintained at all times in case of evacuation. This must include all visitors to the park.

8.1 FLOOD ALERT

Flood Warden

- Regularly monitor flood levels (at least hourly)
- Disseminate news on flood alert to all staff members
- Prepare to act on flood plan
- Prepare company assets
- Liaise with Havant Borough Council and notify how many persons on site (staff and guests) and what the operators' intentions are.
- Prepare for safe and clear access from the park, remove/lift barriers etc.

8.2 FLOOD WARNING

The duties additional to those stated above are outlined below.

Flood Warden

- Raise alarm at this stage – contact all occupants and staff by any means
- Be prepared to organise evacuation if flood waters are likely to enter site
- Organise teams and ensure they are aware of their responsibilities
- Contact central office to inform them of the situation

Staff Members

- Secure all venues/communal areas and advise occupants to return to their accommodation and await further instruction
- Advise occupants that they should inform main reception if they are leaving the site
- Liaise with Havant Borough Council and notify how many persons on site (staff and customers) and what the operators intentions are.
- Once all venues/communal areas are secured, report to main reception

8.3 SEVERE FLOOD WARNING

The duties additional to those stated above are outlined below.

Flood Warden

- Organise evacuation of park (everyone)
- Inform regional director
- Contact head office to communicate situation to guests potentially arriving.
- Provide copies of evacuation route and directions
- Staff to report to main reception for roll call and evacuation
- Pedestrian evacuation is possible by following the evacuation route. If people are unable to evacuate themselves i.e. due to a disability, this should be arranged by park staff through local taxi companies who will deliver occupants to the designated congregation point at St Mary's Church, Newtown – local taxi services are available as follows;
    - Summerfield Cars – 023 9261 1010
    - C Cars – 023 9246 8888
    - Hayling Car's – 023 9294 2828
- Emergency services called if there is a risk to life.
- Liaise with Havant District Council and notify how many persons on site (staff and guests) and what the operators' intentions are.
- Notify Havant District Council when an evacuation is underway and when it has been completed

All Staff

Co-ordinate evacuation of the park, systematically search buildings if safe to do so. Provide evacuation routes if not done so already.

9.0 SITE & TEAM SPECIFIC ROLES AND RESPONSIBIILITIES

Further to the general responsibilities detailed in Section 8, this section will detail site-specific information for each of the three EA flood alert/warnings for each designated team on-site.

The responsibilities outlined below should prioritise safety of all site occupants with additional activities undertaken if it is deemed safe to do so.

9.1 FLOOD ALERT Issued

TOURING FACILITIES

- To be monitored by Maintenance Team/ designated Flood Warden

SECURITY - Security Personnel

- Carry on with daily duties but be aware of the Flood Alert
- To carry on with park patrols and monitor water levels
- To lift all security barriers in case of loss of power, be prepared to lift manually

9.2 FLOOD ALERT Issued (Night)

TOURING FACILITIES

- To be monitored by Security Personnel/ designated Flood Warden

SECURITY - Security Personnel

- To inform Duty Manager/ Flood Warden of Flood Alert
- To lift all security barriers in case of loss of power, be prepared to lift manually
- Carry on with daily duties but be aware of the Flood Alert
- To carry on with park patrols and monitor water levels

9.3 FLOOD WARNING Issued

TOURING FACILITIES - Monitored by Maintenance/ designated Flood Warden

- Make announcement and help customers exit
- Go to assembly point at Main Reception for a roll call

SECURITY - Security Personnel

- To lift all security barriers in case of loss of power, be prepared to lift manually
- To drive round in vehicle with loud haler issuing the following warning :-

'There has been a FLOOD WARNING issued please be prepared for potential evacuation, we advise you to return to your holiday home, you may experience loss of services'

- To carry on with park patrols, monitor water levels & assist guests if safe to do so

9.4 FLOOD WARNING Issued (Night)

TOURING FACILITIES

- To be monitored by Security Personnel/ designated Flood Warden

SECURITY - Security Personnel

- To lift all security barriers in case of loss of power, be prepared to lift manually

- To drive round in vehicle with loud hater issuing the following warning :-

'There has been a FLOOD WARNING issued please be prepared for potential evacuation, we advise you to return to your holiday home, you may experience loss of services'

- To carry on with park patrols and monitor water levels and assist guests if safe to do so

9.5 SEVERE FLOOD WARNING Issued

TOURING FACILITIES - Monitored by Maintenance/ designated Flood Warden

- Make announcement and assist customers to the exit
- Report to the Main Reception for a roll call

SECURITY - Security Personnel

- To lift all security barriers in case of loss of power, be prepared to lift manually
- To drive round in Vehicle with Loud Haler issuing the following warning :-

'There has been a SEVERE FLOOD WARNING issued please evacuate the site if safe to do so, on exit you will be given a safe route out'

- To carry on with park patrols, monitor water levels & assist guests if safe to do so
- If people are unable to evacuate themselves i.e. due to disability, this should be arranged by park staff through local taxi companies who will deliver occupants to the congregation point of St. Mary's Church – local taxi services are available as follows;
    - Summerfield Cars – 023 9261 1010
    - C Cars – 023 9246 8888
    - Hayling Car's – 023 9294 2828
- Maintain a register of all those who have evacuated the site in order that any remaining occupants can be identified
- The emergency services should be notified of anyone missing from the register once evacuation has been undertaken and it is unsafe to remain at the site.

If the situation gets to a point where it is unsafe to remain where you are you should access a location as high as possible and contact emergency services.

- The highest point on the site is to the south of the site, through the buildings and on to the access road.
- Any occupants or staff remaining on site, following general evacuation, should exit the site via the main entrance and inform emergency services accordingly.

9.6 SEVERE FLOOD WARNING (Night)

TOURING FACILITIES

- To be monitored by Security Personnel/ designated Flood Warden.

SECURITY - Security Personnel

- To make the Duty Manager aware of any Warnings received.
- To lift all security barriers in case of loss of power, be prepared to lift manually.
- Shut off services in the order of Gas-Water-Electricity at request of the Duty Manager.
- To drive round in vehicle with Loud Haler issuing the following warning :-

'There has been a SEVERE FLOOD WARNING issued please evacuate the site if safe to do so, on exit you will be given a safe route out'

- To carry on with park patrols and monitor water levels and assist guests if safe to do so
- If people are unable to evacuate themselves i.e. due to disability, this should be arranged by park staff through local taxi companies who will deliver occupants to the designated congregation area at St. Mary's Church – local taxi services are available as follows;
    - Summerfield Cars – 023 9261 1010
    - C Cars – 023 9246 8888
    - Hayling Car's – 023 9294 2828
- Maintain a register of all those who have evacuated the site in order that any remaining occupants can be identified.
- The emergency services should be notified of anyone missing from the register once evacuation has been undertaken and it is unsafe to remain at the site.

If the situation gets to a point where it is unsafe to remain where you are you should access a location as high as possible and contact emergency services.

- The highest point on the site is to the south of the site, through the buildings and on to the access road.
- Any occupants or staff remaining on site, following general evacuation, should exit the site via the main entrance and inform emergency services accordingly

9.7 BREACH SCENARIO

Should a breach of the tidal defences occur it is anticipated that the site will already be aware of the potential for a tidal flood via the EA flood warning system. A breach is likely to occur/result from an extreme high tide in conjunction with severe weather conditions implying that site staff and guests are likely to be on some state of alert with respect to flooding – however this is not necessarily the case.

The asset condition assessment of the defences along the frontage adjacent to the park identified that the along the majority of this length the defences are in a Good to Very Good condition. Consequently there is only a small chance that a breach would occur along this length.

Should a breach of the flood defences occur there is potential for park occupants and staff to become trapped in buildings, park homes or other sections of the site. If this was to occur it is recommended that staff should encourage any park occupants towards the access road to the south where ground levels are highest.

It is considered that the depth of flooding within the developed area during this

breach scenario would be approximately 0.4m. Therefore the strategy of raising the static homes 0.5m from the ground level would site the caravans above this flood level.

Should a breach of the defences occur or appear imminent, the alarm should immediately be raised, emergency services contacted and the flood evacuation procedure enacted.

10.0 ROLES OF OTHER BODIES AND CONTACT INFORMATION

The following are the main points of contact:

Body	Name	Number	Contact Hours
Environment Agency	Flood Line	0845 988 1188	24 hours
	General Incident	0800 80 70 60	24 hours
	FWD Quick Dial Code	0345 988 11 88 111045	24 hours
Havant Borough Council	Careline	0300 555 1388	24 hours
Fire	Hampshire Fire and Rescue Service	999(WHEN LIFE IS AT RISK) or 101 or 023 8064 4000	24 hours Working hours
Ambulance	South Central Ambulance services	999(WHEN LIFE IS AT RISK) or 01962 898002	24 hours Working hours
Police	Hampshire Constabulary	999 (WHEN LIFE IS AT RISK) or 101 or 0845 045 4545	24 hours Working hours
Coastguard	Coastguard	999 (WHEN LIFE IS AT RISK) or 023 9246 3202	24 hours Working Hours

11.0 UPDATING

This plan should be reviewed at least annually, and the updated plan circulated to all contacts.

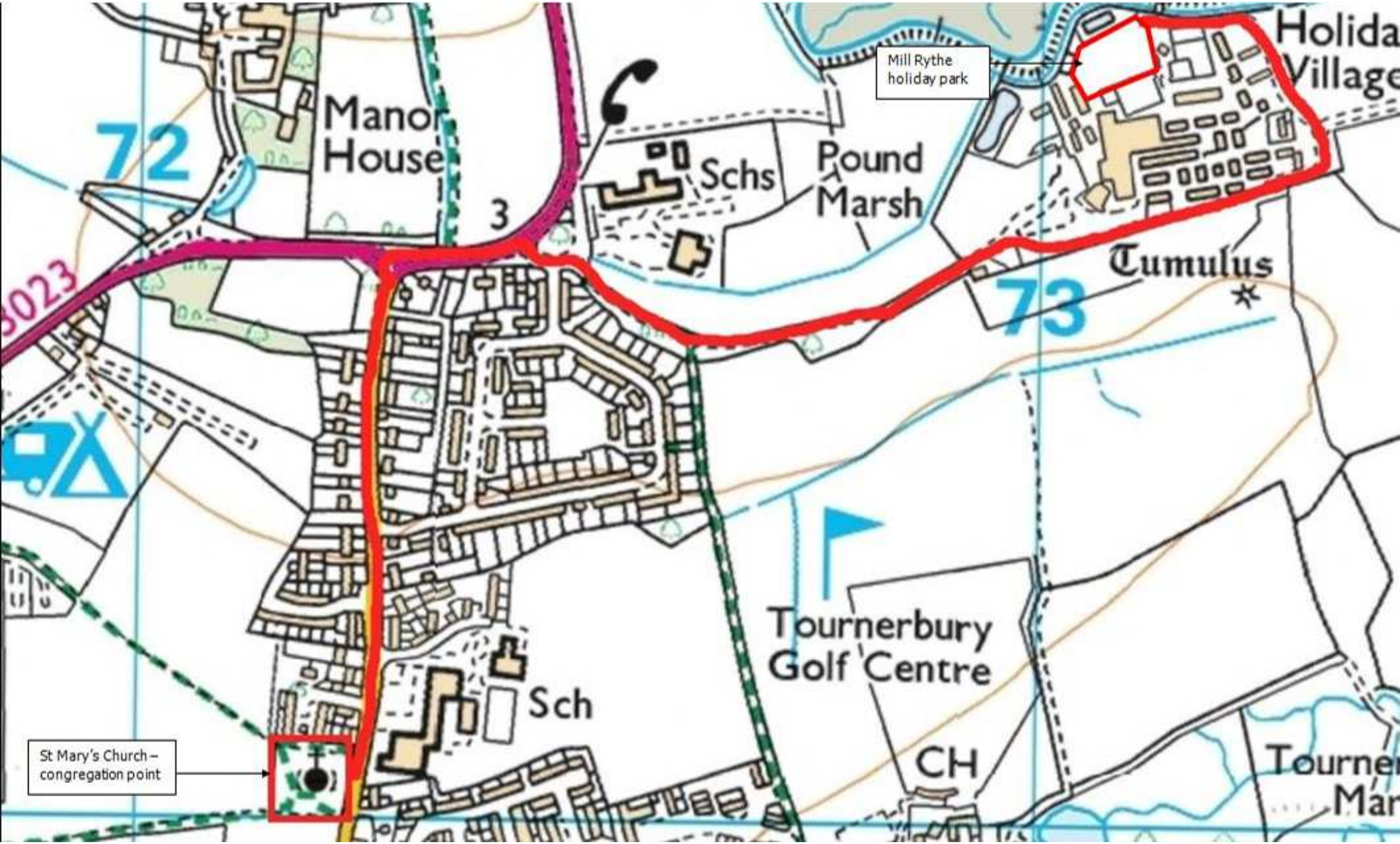
Date of Review	Changes to Plan	Issue To

11.1 Distribution

The Chief Planning Officer of Havant Borough Council, and also the Environment Agency, shall be kept informed of the outcome of the annual review and any changes that are made. The following organisations shall also be provided with an updated report on issue;

- Away Resorts, Hemel Hempstead
- Hampshire Police Hayling Island Police Station
- Hampshire Fire and Rescue Service, Hayling Island Station
- H M Coastguard, Hayling Island
- South Central Ambulance Service

ANNEX A – FLOOD EVACUATION ROUTE


Mill Rythe holiday park
Holida
Village
Manor House
72
3
Schs
Pound Marsh
Tumulus
73
3023
Tournerbury Golf Centre
Sch
CH
St Mary's Church – congregation point

SOLID SOLUTIONS IN A FLUID WORLD

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