**PORTREATH PRE- SCHOOL**

**FLOOD EVACUATION PLAN**

*Purpose of the policy:*

Portreath Pre-school is situated in a flood plain. This lies to the front of the Institute building and can be prone to flash flooding times of heavy rain. In writing this policy the Pre-school aim to consider all risk to ensure that any evacuation of the school site, due to the threat of flooding, is handled in a planned and safe manner.

*Why do we need a Flood Evacuation Plan?*

In implementing this policy we hope to safeguard all possible users of the Pre-school at all times. As it is likely that a flood would affect residents and facilities close to the school, we aim to devise a plan which is complimentary to a Parish Council lead Community Flood plan and the School Plan.

*How much notice of serious flooding are we likely to have?*

The Environment Agency offers a free flood warning service in many areas at risk of flooding from rivers and the sea. Floodline Warnings Direct provides advance warning by telephone, mobile, fax, SMS text and Email. The setting Leader is registered for Flood Alerts and the setting mobile phone will receive texts as an alert.

We are able to monitor water levels in the area by accessing the Environmental Agency site. On receipt of a Flood Alert it is necessary to call Floodline on 0845 988 1188 to hear further information for the local area.

www.environment-agency.gov.uk/homeandleisure/floods/riverlevels/120724.aspx?stationId=3342

(Portreath - Environment Agency - River levels station data).

The Pre-school is in contact with the Portreath Coastguard Team and the Pre-school we will follow their lead by taking the decision to close the Pre-school or evacuate as necessary.

In the event of a severe and dangerous flash flood we would still aim to leave the building if enough time is available but if this is not the case would stay put and await support from the Emergency Services. All the Pre-school inhabitants would muster in the **school hall** and await instructions from the Emergency Services.

*How will the Pre-school know if a serious flood is imminent?*

The Leader will already be alerted to the likelihood of flooding.

The Environment Agency Flood Warning Duty Officer will provide where possible the emergency services with additional information.

The pre-school also uses a text messaging service to keep parents informed of the situation.

Should flooding occur over night or very early in the morning, the Assistant Flood Wardens will check the flood status on the Environment Agency website and assess the situation.

Evacuation Routes

1. Leave the pre-school though nearest emergency exit into the tarmac area, and go to the advised area. Pre-school would be advised to head for Glenfeadon Terrace and then up to Gwel and Mor.

*What would the Pre-school do if the road was flooded?*

1. If flood levels are dangerous move to the hall and stay put, calling the Emergency Services and wait for evacuation from the emergency services.

*How will the Pre-school display Flood Plan information?*

Evacuation Drills will be displayed upon the notice board in the Playroom.

*What sort of alarm will be used to alert the Staff.*

The whistle will be used.

*How will we keep children safe during the walk to the other school site?*

* Each member of staff and child will wear a yellow tabard for high visibility.
* Follow the risk assessment in place for Flood evacuation.
* If enough emergency services available they may walk with pre-school.
* We will inform the emergency services of our intention to evacuate and the number of children and staff on the premises.

*How will we notify Parents?*

We will notify parents using the setting phone.

For More information:

Floodline Warnings Direct service. You can either do this via our website www.environment-agency.gov.uk/flood or by ringing Floodline on 0845 9881188.

kPORTREATH PRE-SCHOOL

FLOOD EMERGENCY ACTION

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| --- | --- | --- |
| Task | Action | Completed |
| If a Flood Alert is received via SMS Text or phone call from the Environment Agency’s flood warning service this should be reported to the Pre-school designated person (Leader) | Call Floodline 0845 988 1188 for further information.  Pre-school to make decisions based on this information. |  |
| During times of heavy rain The Pre-school designated persons will be in contact with the Portreath School, and coastguard team, Environmental Agency monitor water levels of the stream. | Appointed staff to keep in contact with the emergency services in changes to localised conditions.  Pre-school to call Environment Agency Incident Room for additional information and to report flooding.  Otherwise, call Floodline on 0845 988 1188. |  |
| If significant likelihood of flooding, the designated persons to inform all staff. | Staff respond to requests from designated persons. Muster children to one area, dress children in appropriate clothing if time permits. |  |
| Before the decision to evacuate the premises is taken two members of staff must first be appointed to check  the level of water upon the evacuation route. | 2 x staff to check routes outside school. |  |
| If the designated persons take the decision to evacuate the premises, all staff are informed and ready to follow emergency procedures. | Deputy collects register, emergency contact list and phone, then checks the toilets and kitchen. Meanwhile the Leader sounds the whistle, collects first aid kit, ring rope and yellow jackets and medication.  All staff line the children up at the safest emergency exit. Leader calls register and makes a count. |  |
| Ensure all staff and children have yellow jackets on. | Yellow jackets stored in Admin cupboard. |  |
| If alarm sounds all staff to assist in evacuation of the premises to the evacuation site given by the emergency services making a decision depending on the risk to all concerned. | Designated persons to inform staff where to evacuate children, with priority being given to the most vulnerable. |  |
| Evacuate the building to the ‘safe area’. | Carry the youngest children as appropriate and ensuring that all other children hold the safety ring rope. |  |
| Once safely away from flooded area contact parents.  Follow the guidance of the emergency services. | Leader/Deputy contact parents to inform them of decision taken to evacuate.  Inform parents of collection arrangements. |  |

NO ONE SHOULD ENTER FLOOD WATER OR PUT THEMSELVES AT RISK

1. Regular information will be given to all those on site about the state of flood water.
2. If we have to evacuate then a whistle will sound.
3. All to gather at safest emergency exit.
4. Staff and children to wear high visibility tabards.
5. A register and count will be taken.
6. When all children are present, the Leader will initiate evacuation
7. The route and destination will be provided for all staff.
8. Staff will provide assistance to the ‘safe place’
9. On arrival of destination the Leader will repeat the register.
10. Staff will be vigilant of other dangers-traffic, abduction, environmental hazards.
11. When Parents arrive, the Leader need to be notified that children are leaving. A record needs to be made of this.

IN THE CASE OF A FLASH FLOOD, WHICH WE ARE NOT WARNED ABOUT, THE PRE-SCHOOL WILL GATHER IN THE PLAYROOM. A REGISTER WILL BE TAKEN. WE WILL AWAIT SUPPORT FROM THE EMERGENCY SERVICES.