

Person responsible for
activating evacuation plan

Emergency contact number



flood evacuation plan

For holiday parks, residential parks, caravan and camping sites

Site name	<input type="text"/>	Address & Telephone	<input type="text"/>
Floodline Quickdial Number	<input type="text"/>	Which Environment Agency flood warnings are you registered to receive?	<input type="text"/>
Local flood warning trigger <i>i.e. when water reaches bottom of the bridge</i>	<input type="text"/>		
Evacuation Assembly Point	<input type="text"/>		

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				
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				
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						
2						
3						
4						
5						
6						
7						

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

Service cut-off	Description of location
Electricity	
Gas	
Water	

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)		
Oil based products (gasoline, oil, cooking oil etc.)		
Gas cylinders		

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			
Tools – hammer, nails, saw	Boarding up doors, windows and openings. Creating shelves.			
Wood – plywood, blocks of wood.	Boarding up doors, windows and openings. Creating shelves.			
Sturdy plastic sheeting	Sandbag barriers. Pulling up around furniture and appliances.			
Plastic bags	Putting around legs of tables and chairs.			
Pallets	Raising stored stock above flood level.			
Emergency power generator	Essential electrical appliances.			

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				
2				
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

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				
Water pumping services				
Suppliers of emergency power / equipment				
Earthmoving or engineering				

3A – Contact lists: Important contacts

	Company name	Contact name	Telephone (office hours)	Telephone (out of hours)
Floodline	Environment Agency		0845 988 1188	0845 988 1188
Local Environment Agency office				
Electrical provider				
Gas provider				
Water company				
Telephone provider				
Insurance company and policy number				
Local Authority				
Local radio station				
Travel/weather info				
Police				
Fire and Rescue Service				
Ambulance Service				
Electrician				
Plumber				
Caravan holiday home/lodge owners that may not be in residence at the time of flooding				

