

School Flood Plan

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|--|---|
| School Name | Ysgol Maes Owen |
| Address | Morfa Avenue, Foryd, Rhyl, Conwy, LL18 5LE |
| Which Flood Warning are you registered to receive? | Kinmel Bay Clwyd Left Bank |
| Floodline | 0345 988 1188 |
| Quickdial Number | Clwyd Left Bank: 192211 |
| - Phone Floodline | |
| - Select 1 | Kinmel Bay: 601005 |
| - Enter quickdial number | |
| Local Flood warning trigger (If applicable) | Flood Warning / Severe Flood Warning |
| Evacuation Assembly Point | Pupil Collection Point (Ysgol Emrys ap Iwan, Abergele) |
| Maintenance of the Plan | It is the responsibility of Catrin Foulkes to review this plan, and to inform Natural Resources Wales of any changes via email: Rhybuddio.hysbysu.gogledd@cyfoethnaturiolcymru.gov.uk Natural Resources Wales will be in contact annually to review the plan. |
| Customer Reference Number | 59055590 |

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1. Amendment Record

| Amendment Date | Amendment Details | Version Number | Date of next amendment (if applicable) |
|----------------|--------------------|----------------|--|
| 05/2014 | Flood Plan Created | 1.0 | 05/2015 |
| 05/2018 | Flood Plan Updated | 2.0 | 05/2019 |
| 07/2021 | Flood Plan Updated | 3.0 | 07/2022 |
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2. Staff Contact List

| Name and Position | Address | Telephone | Mobile | Email | Delegated Task |
|---|--|----------------------|----------------------|--|--|
| Ysgol Maes Owen <i>Office</i> | Morfa Avenue, Kinmel Bay, Rhyl, Conwy, LL18 5LE | 01745 353 721 | N/A | swyddfa@maesowen.conwy.sch.uk | N/A |
| Mrs Catrin Foulkes <i>Head teacher</i> | | 01745 813 011 | 07595 674 631 | pennaeth@maesowen.conwy.sch.uk | Lead Person / Contact Local Authority |
| Mrs S Wilkinson <i>Deputy Head teacher</i> | | 01492 541 795 | 07840 950 623 | N/A | Next Lead Person / Liaise with staff |
| Mr A Hill <i>Chair of Governors</i> | | 01745 361 331 | 07979 967 876 | N/A | Team Members / Liaise with parents |
| Miss A Wilson <i>Office Manager</i> | | N/A | 07796 715 410 | N/A | Liaise with Support Staff |
| Mr Bill Jones <i>Caretaker</i> | | N/A | 07504 349 844 | N/A | Liaise with Local Authority / Contractors |

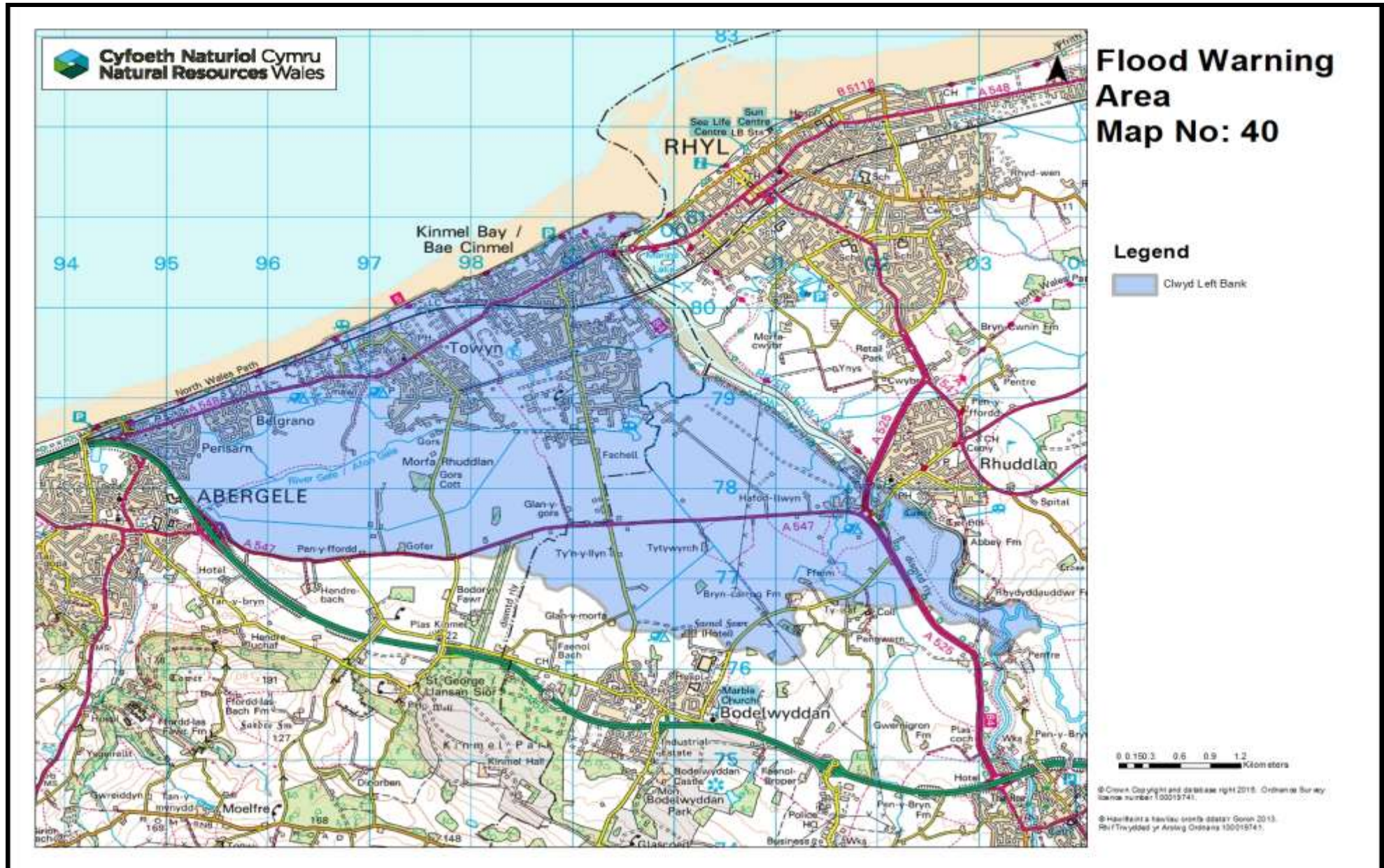
Contact details in **bold** have been registered to receive the Clwyd Left Bank Flood Warning Service and the Kinmel Bay Flood Warnig Area from the Flood Warning System.

If there are any changes to the registered contact details, you **must** contact Floodline on 0345 988 1188 or the Bangor office on 03000 65 4431 in order to amend these details.

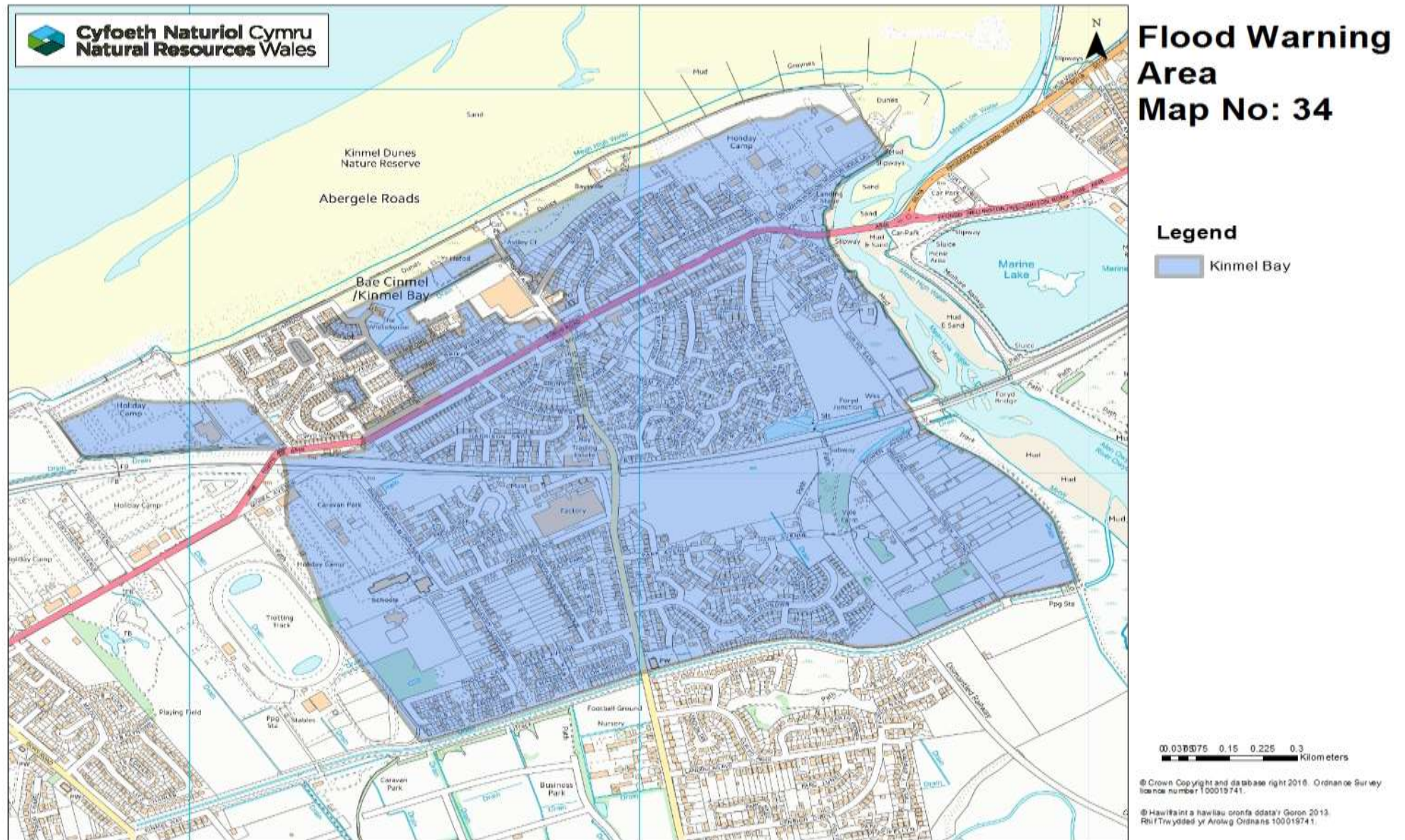
3. Useful Telephone Numbers

| Organisation | Reason for calling | Contact number | Availability |
|--|--|---|--------------|
| Floodline: | | | |
| Floodline | <ul style="list-style-type: none">- Register to receive the Flood Warning Service- Receive advice on flood risk in your area- Receive latest flooding information via quickdial number | 0345 988 1188 (Not Free) | 24/7 |
| Natural Resources Wales: | | | |
| Report it | Report damage or danger to the natural environment, which includes blocked main watercourses, landslides or flooding from rivers and the sea. | 0300 065 3000 (Not Free) | 24/7 |
| Conwy County Borough Council | | | |
| Switchboard | General enquiries and flooding issues | 01492 574 000 | Office hours |
| Emergency Flood Line | For flooding issues | 01492 577 999 | 24/7 |
| Emergency Services: | | | |
| Police | Emergency | 999 (Free) 101 (Not Free) | 24/7 |
| Fire and Rescue Service | | | |
| Wales Ambulance Service | | | |
| Dŵr Cymru / Welsh Water: | | | |
| | <ul style="list-style-type: none">- Report a leak- Report a wastewater problem- Report sewer pollution- Report an odour | Wastewater – 0800 085 3968 (Free) Clean Water – 0800 052 0130 (Free) | 24/7 |
| SP Energy Networks (Electrical Emergencies): | | | |
| National Freephone Number | Report an electrical emergency or power outage | 105 (Free) | 24/7 |
| Wales & West Utilities (Gas Emergencies): | | | |
| National Gas Emergency Service | Report if you smell gas, think you have a gas leak, or are worried that fumes containing Carbon Monoxide are escaping from a gas appliance | 0800 111 999 (Free) | 24/7 |
| National Flood Forum: | | | |
| Contact | <ul style="list-style-type: none">- Independent charity- Support individuals and communities at risk of flooding- Independent directory of flood protection products and services | 01299 403 055 (Not Free) www.nationalfloodforum.org.uk www.bluepages.org.uk | Office Hours |
| Additional Contact Details: | | | |
| Voel Coaches | | 01745 570 309 | Office hours |
| | | | |
| | | | |


4. Map showing the Clwyd Left Bank Flood Warning Area



5. Map showing the Kinmel Bay Flood Warning Area



6. Flood Warning – Definition and Actions

| Level of warning | Definition | Action | Notes |
|--|---|--|---|
| <p>Flood Warning</p>  | <p>Flooding is expected. Immediate Action Required.</p> <p>Take action now to prevent water getting into your home, move family pets and valuables to a safe place.</p> <p>If caught in a flash flood, get to high ground.</p> <p>Stay away from flood water and don't take risks.</p> | <p>Call Floodline on 0345 988 1188 and key in quickdial number 192211 (Clwyd Left Bank) or 601005 (Kinmel Bay) for the times of high tides.</p> <p>Alternatively, look on the Natural Resources Wales website www.naturalresources.wales for the times of high tides.</p> <p>Consider activating the flood plan.</p> <p>If you have decided to activate the flood plan, perform evacuation procedures as shown in Section 7 (Page 9-10) and protective actions as shown in Section 8 (Page 11) as long as it is safe to do so.</p> <p>Consider one's own health and safety at all times and should not take any actions that may compromise their own or others safety.</p> <p>Contact the Emergency Services immediately if the situation requires it.</p> | <p>Be prepared to evacuate the site as quickly and as safely as possible before the time of high tide.</p> <p>Report any incidents of flooding to Natural Resources Wales and Conwy County Borough Council.</p> |

7. What YOU will need to do if evacuation is required (1)

| Actions | Notes |
|---|--|
| <p>When the Clwyd Left Bank or Kinmel Bay Flood Warning is issued, phone Floodline and / or visit the Natural Resources Wales website for the times of high.</p> <p>Depending on the time of high tide, consider activating the flood plan.</p> | <p>If the time of high tide lies / risk of flooding is predicted to occur outside school hours, discuss whether to not open the school (before school hours) or to close the school early (after school hours) to ensure that the site is empty.</p> <p>If you decide to activate the flood plan (and depending on the time of high tide), arrange for evacuation procedures / protective actions to be performed.</p> <p>Allocate tasks for staff members to perform.</p> <p>At no time should staff carry out any task that may put their life at risk.</p> |
| <p>Sound the fire alarm.</p> <p>Relevant staff members to inform all pupils, other staff members and visitors to make their way to the Evacuation Assembly Point at the Fire Assembly Point.</p> | <p>There will be a need to evacuate a maximum of 255 pupils and staff members, as well as any visitors on site.</p> <p>Ensure all registers are taken to the Evacuation Assembly Point.</p> <p>Ensure that a First Aid Kit is taken to the Evacuation Assembly Point.</p> <p>Ensure that staff members are kept updated on the situation, and assess health and safety risks.</p> |
| <p>Receive confirmation from staff members that the whole site has been evacuated and that all protective actions have been performed (as long as it is safe to do so).</p> | <p>Take the registers to ensure all are present. If anyone is missing, inform the emergency services immediately.</p> <p>Consider moving all pupils, staff members and visitors to a safe area.</p> <p>Contact parents / guardians to inform them of the situation.</p> <p>Contact Conwy County Borough Council as required.</p> <p>Make a note of any visitors that have decided to leave the area by their own means.</p> <p>Liaise with Ysgol Emrys ap Iwan's lead person to discuss the possibility of evacuation.</p> |


7. What YOU will need to do if evacuation is required (2)

| Actions | Notes |
|--|---|
| <p>If a decision has been made to evacuate, contact Conwy County Borough Council / local bus companies to arrange transport from the flood risk area.</p> | <p>Arrange for pupils to be moved to a suitable location away from the flood risk area. This could be a rest centre already set up by Conwy County Borough Council.</p> <p>Once safely away from the flood risk area, inform parents / guardians that they can arrange to collect their children. This can be done through local media or another system.</p> <p>Keep a list of all pupils that have been collected by their parents / guardians.</p> <p>Liaise with Ysgol Y Foryd's lead person when deciding to evacuate the school; both schools will evacuate to Ysgol Emrys Ap Iwan in Abergele.</p> |
| <p>If the Clwyd Left Bank or Kinmel Bay Severe Flood Warning has been issued / conditions have deteriorated before evacuation from the flood risk area has occurred, contact the emergency services immediately to request assistance.</p> | <p>Ensure that pupils, staff members and visitors are moved to safe location and wait for the emergency services.</p> <p>Once everyone has moved to a safe location; re-take the registers, check welfare, and ensure that a First Aid Kit is available. Contact the emergency services immediately if there are any issues.</p> <p>Contact parents / guardians to inform them of the situation.</p> |
| <p>If the Clwyd Left Bank or Kinmel Bay remove Warning is issued / floodwater has receded, make sure that the site is safe prior to entering and beginning recovery actions.</p> | <p>Contact Local Authority to begin recovery actions to ensure that the school can reopen as soon as possible.</p> <p>Take photographic / video evidence of all damage prior to contacting your insurance company.</p> |

8. Protective Actions

| Item | Location | Action Required |
|-------------------------------|---|---|
| Gas Shutoff | Grey box on external wall outside kitchen door | |
| Electricity Shutoff | Kitchen – Plant Room | |
| Water Shutoff | In front of grey box on external wall outside kitchen | |
| First Aid Kit(s) | Outside Headteacher's Office | |
| Computers | Classrooms (staff laptops) and ICT Room | Move Chromebooks to high shelf in locked cupboard (in ICT Room) |
| Paper Files | - | |
| Vehicles | Outside school building | |
| Electrical Items | - | |
| Stock Items | - | |
| Personal Items | In staff cupboards/storerooms/lockers | |
| Chemicals / Cleaning Products | - | |
| Miscellaneous Items | - | |

9. Severe Flood Warning – Definition and Actions

| Level of warning | Definition | Action | Notes |
|---|---|---|--|
| <p>Severe Flood Warning</p>  | <p>Severe Flooding. Danger to Life.</p> <p>Significant risk to life.</p> <p>Significant disruption to communities.</p> <p>Call 999 if you are in immediate danger.</p> | <p>Continue to call Floodline or look on Natural Resources Wales' website for the times of high tides.</p> <p>Ensure everyone has evacuated off site safely.</p> <p>If you have any issues with evacuation, ensure staff members are moved to a safe area and contact the emergency services immediately to request assistance.</p> <p>Consider your own health and safety at all times, and do not take any actions that may compromise your own or others safety.</p> <p>Co-operate with the emergency services.</p> | <p>Report any incidents of flooding to Natural Resources Wales and Conwy County Borough Council.</p> |

10. Remove Warning – Definition and Actions

| Level of warning | Definition | Action | Notes |
|------------------|---|--|--|
| Remove Warning | <p>No further flooding is currently expected for your area.</p> <p>Flood Warnings and Alerts may still be in force for surrounding areas.</p> <p>Flood water may still be around for several days.</p> | <p>Check the times of the next high tides in case conditions are forecasted to deteriorate again.</p> <p>Ensure floodwater has receded and that the site is safe prior to entering and beginning recovery actions.</p> | <p>Take photographic / video evidence of any damage prior to contacting your insurance company.</p> <p>Report any incidents of flooding to Natural Resources Wales and Conwy County Borough Council.</p> |