



Flood Plan

Policy reviewed: *September 2020*
Policy valid until: *September 2021*
Policy owned by: *The Headteacher*

Headteacher: _____

For and on behalf of the Governing Body: _____

Flood Risks

The main flood risks can be categorised into three areas, as follows:-

- 1) Tidal Flooding
- 2) Clwyd Left Bank Flooding
- 3) Surface Water Flooding

As it is difficult for Natural Resources Wales to put exact lead timings on events, they aim to provide a warning where possible, however it is important to note that in some exceptional circumstances the lead time can be as little as anywhere between 2 – 4 hours.

Warnings are provided to the school for Tidal & Clwyd Left Bank flooding. However surface water flooding can be difficult to predict. This occurs as a direct result of extreme rainfall. It differs from river flooding as it can happen before water enters a river or watercourse.

It is probable that responding agencies will be monitoring the weather situation days before warnings may be issued. If it's decided at this point that a flood warning may be issued, then the Local Authority will be in contact with the school to advise on appropriate action.

This plan has been devised to cover Tidal flooding and Clwyd Left Bank flooding, although some elements may be covered to deal with other types of floods.

Natural Resources Wales Flood Warnings

There are two different types of flood warnings which are available and the school is currently signed up to receive these.

1) Clwyd Left Bank Severe Flood Warning

The flood risk area extends from the mouth of the Clwyd, inland to Rhuddlan on the left bank and includes Kinmel Bay and parts of Towyn.

2) Kinmel Bay – Severe Flood Warning

The flood risk area extends from the Hortons Nose sand dunes to the start of Towyn Railway sea defence and includes further residential properties in Kinmel Bay, holiday parks and associated commercial interests.

How the warnings are issued

The Flood Warnings are issued by the Natural Resources Wales via the following channels.

Note that the flood warnings are 24 hours and may be received at any time during the day or night. If the voice method has been chosen in which case this has, it will be an automated recorded voice message, which needs to be listened to very carefully and acknowledged at the end of the message. Warnings will also come via text message.

The various methods that have been selected by the school are as follows:-

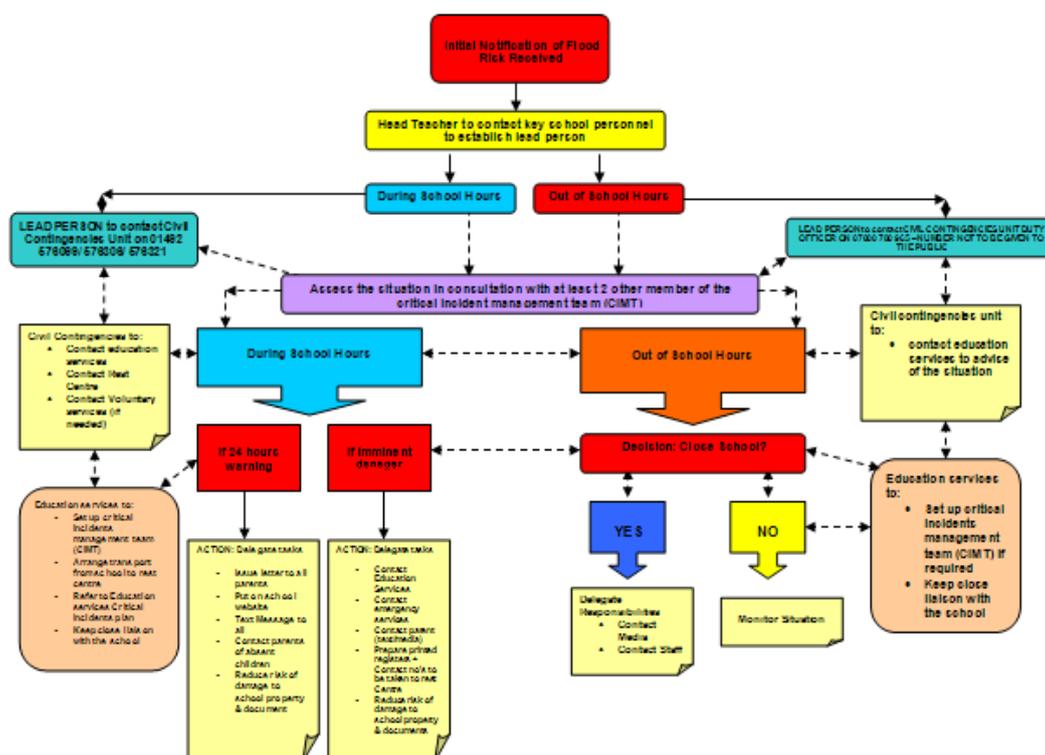
To Whom	Number	Available	Method	Role
School (office)	01745 353721	24hrs	Automated Voice Message	-
Headteacher Mrs C Foulkes	01745 813011 07595 674631	24hrs	Text or Voice Message	Contact Civil Contingency Unit (day) OR Civil Contingencies Duty Officer (night) Contact Education Services
Deputy Headteacher Mrs S Wilkinson	01492 541795 07840 950623	24hrs	Text or Voice Message	Contact teaching & ancillary staff (out of school hours) Supervise pupils (during school hours)
Caretaker Mr Bill Jones	07504 349844	24hrs	Text or Voice Message	
Chair of Governors Mr A Hill	01745 361331 07979 967876	24hrs	Text or Voice Message	

Note: it is best to agree prior to any event, who does what, as these warnings will be received at the same time by all parties.

Emergency Procedures

The flow chart illustrates the procedure that should be followed, during working hours (between 08:00am – 16:00pm) and **also** out of these hours including evenings and weekends.

See appendix 6 for full flow chart.



Communication

A Critical Incident Management Team (CIMT) has been identified to deal with overall management of response. The CIMT includes the Senior Management Team, Governors and other appropriate adults. In selecting the CIMT, consideration has been given to competence, reliability and the availability of prospective members.

Civil Contingencies Unit

Any concerns will be brought to the attention of the Civil Contingencies Unit who will be able to provide some advice and guidance. During office hours contact will be made directly with the Civil Contingencies Unit. However in the event of receipt of a flood warning out of hours – contact will be made directly with the Civil Contingencies Duty Officer. (see list of contact numbers in Appendix 1)

Pupil Collection Point

A Pupil Collection Point should be a place of safety where people, who have been evacuated from an area of risk, can receive immediate welfare assistance including shelter, food and hot drinks, dry/clean clothing, comfort and support, and advice and information. It may be opened for a short or prolonged period depending on the circumstances prevailing at the time.

The Civil Contingencies Unit have long established arrangements in place to activate existing buildings as a Pupil Collection Point. Dependant upon the nature and location of the flood this could have a bearing on which centre would be used. It is vital that early contact is made with the Civil Contingencies Unit who will co-ordinate the necessary process of call out, set up and activation of the centre. This needs to be done in a co-ordinated manner.

Once the Civil Contingencies Unit is aware of the need for a centre, then immediately procedures will be put in place to ensure that a centre is open and ready to deal with pupils and staff.

It is recommended that the identified site, should be referred to as the **Pupil Collection Point**, as the main purpose of this is a safe area for children to be safe and secure until collected by parents/ or guardian on a short term basis.

The following may be considered as the Pupil Collection Point. This will be dependant upon the situation and a decision as to which centre to use will be done on the day.

Pupil Collection Point Emrys Ap Iwan High School, Abergele

The lead person will contact the Civil Contingencies Unit to make them aware that they are considering transferring staff and pupils from the school site(s) to a Pupil Collection Point.

An indication of an estimated time of arrival will be required to inform the building care taker of the need to use their centre.

***THE SCHOOL MUST BE AWARE THAT THE EVACUATION POINT MAY BE CHANGED PRIOR OR DURING A FLOOD DEPENDENT ON THE SITUATION
Communication should be maintained at all times with the Civil Contingencies Unit, who will liaise and decide at the time which centre will be activated.***

Natural Resources Wales

Will provide relevant warnings and updates on the situation. Upon receipt of a warning, the Lead Person on the CIMT will contact either Floodline or the Flood Incident Control Room, and speak to the Flood Duty Officer for further information.

Staff

The CIMT will be trained regarding their role and likely tasks. This will range from making telephone calls to supervising / assisting with pupils needs at a Pupil Collection Point (if evacuation is necessary).

All actions and decisions must be / will be logged

Parents

As this will be a very worrying time for parents, who may also need to consider child care and time off work etc, a member of staff will be nominated to deal purely with enquires that come into the school relating to the closure etc. We will try to keep the BT line free to deal with incoming calls and use the school text system to deal with out-going messages.

In the unlikely situation that the school needs to be evacuated during school hours then at least 2 members of the CIMT will meet with the Lead Person to agree the decision, and the action on the Procedure Flow Chart will be followed.

Pupils

In the event of an evacuation the school would move **all** pupils to the Pupil Collection Point. This would ensure that the school can account for each and every pupil. When the parents come to collect the child either from school or Pupil Collection Point, and cannot return home due to the flood risk then there needs to be a system in place to keep the Local Authority in the loop.

Education Service

In some circumstances the Education Service will establish and set up a Critical Incident Team. This team is usually activated when a situation needs attention and co-ordination from the centre. There is an Education Service "Critical Incidents Emergency Procedures" guidance in School which will be used in co-ordination with this document. (kept in "Critical Incident" folder in the school office)

The Education Service will / must be made aware of any decision that the Head Teacher has made in relation to closure of the school (see Procedure Flow Chart)

Transport

In the event of transport being needed to take staff and pupils from school to another location (Pupil Collection Point) the Education Service and Site Management will make the necessary call out via their existing emergency arrangements. It is therefore vital that certain information is presented to the Education Service as soon as possible.

Request for emergency transport

In the event of emergency transport being requested the following information should be available to hand:

1. Name of caller (either Headteacher or nominated member of staff)

Mrs Catrin Foulkes

2. School / Caller Contact Number

01745 353721

3. Name and Full address of school

*Ysgol Maes Owen
Morfa Ave
Kinmel Bay, Conwy
LL18 5LE*

4. Number of Staff

28

5. Number of Pupils

244

6. Destination (this information would have already been provided to the school)

Ysgol Emrys Ap Iwan, Abergele

Appendices

Appendix 1	Other Useful contact telephone numbers
Appendix 2	Up to date out of hours staff contact telephone list
Appendix 3	Local Coach Companies contact numbers
Appendix 4	Named List of Critical Incident Management Team (Staff & Governors)
Appendix 5	Media Information
Appendix 6	Emergency Flood Procedures
Appendix 7	Exit Procedure

Appendix 1**Useful Contact Telephone Numbers**

Name	Service / Organisation	Telephone Number 1	Telephone Number 2
Emergency Services	Police/Fire/Ambulance	999	
Education Services	CCBC	01492 575001/002	01492 575003
Emergency Planning Unit	CCBC	01492 576099	01492 576321
Out of Hours Emergency Planning Duty Officer for North Wales	<u>NOT TO BE GIVEN OUT TO THE PUBLIC</u>	07000 780 965	
24 Hour Flood Response	CCBC	01492 577999	
Highways (Out of hours)	CCBC	01492 575442/577999 (office hrs) 01248 680033 (out of hours)	
Conwy County Borough Council (Out of hours)	Careline	01492 515777	
Natural Resources Wales	Flood Line	0345 988 1188	

Appendix 2

Up to Date out of hours contact number for STAFF (to be reviewed each term)

Name	Telephone Number 1	Telephone Number 2	Other Useful Information
Mrs C Foulkes		07595674631	
Mrs S Wilkinson	01492 541795	07784095623	
Mr D Morgan	01490 413325	07837629225	
Mrs D Leyshon	01492 514566	07801567659	
Mrs M O'Connor	01248 362479	07538137489	
Miss T Pye	01745 854135	07872002150	
Mrs J James		07515875939	
Miss S Blears		07999243091	
Mrs J Jones	01492 544012	07803789723	
Mrs S Crowe		07884077988	
Mrs G Thomas		07930995287	
Mrs J Remers		07393646888	
Mrs J McEwan-Williams	01745 336036	07483847502	
Mrs T Davies	01745 833115	07715852504	
Mrs T Mooney	01745 583082	07738631971	
Mrs J Adams	01352 712809	07722270381	
Mrs T Jones	01745 342239	07824804506	
Mrs P Williams		07413633488	
Mrs A Stanley	01745 351626	07503242509	
Mrs V Lumsden		07725743531	
Mrs D Whiteley		07444710453	
Miss T Probert		07780564633	
Miss L Brown		07879448459	
Miss S Dinn	01745 833066	07887813399	
Mrs J Doyle		07919156924	
Miss A Wilson		07796715410	
Mr B Jones		07504 349844	
Miss J Harrison		07810487832	

Appendix 3**Useful Contact Telephone Numbers – Local Coach Companies**

COMPANY NAME	CONTACT NUMBER
Voel Coaches	01745 570309
M&H	01745 730700

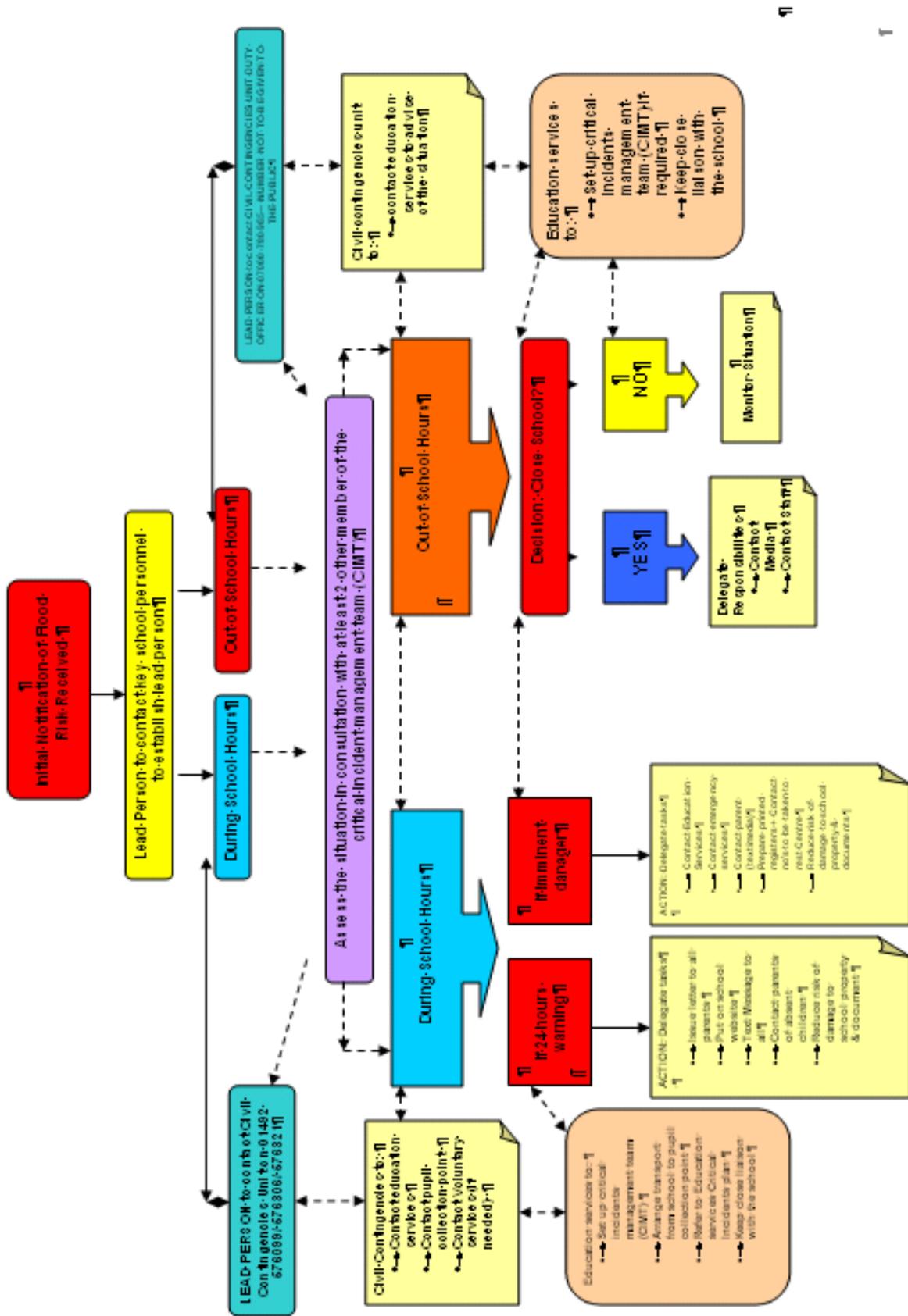
Appendix 4

Named List of Critical Incident Management Team (Staff & School Governors to be reviewed annually – Sept/Oct)

STAFF & GOVERNORS

Name	Normal Role in School	Delegated Task In CIMT	Other Provision
Mrs C Foulkes	HT	Lead Person	Contact authority
Mrs S Wilkinson	DHT	Next Lead Person	Liaise with staff
Mr A Hill	Chair of Govs	Team Member/ Liaise with parents	
Miss A Wilson	Office Manager	Liaise with Support Staff	
Mr B Jones	Caretaker	Liaise with authority/contractors	

Appendix 6



Appendix 7

Exit Procedure

If school is in no danger of flooding but areas of the catchment area are in danger

- 1) Call made to LA offices and Civil Contingency Unit by Lead Person
- 2) Lead Person to liaise with Lead Person from Ysgol Y Foryd
- 3) Call to media/text message to notify parents (Eg: "School will remain open, however you may wish to collect your child")
- 4) Office Manager to print registers off for whole school to record those children who are being picked up
- 5) Two TAs assigned to office to assist with the fetching of pupils from classes and to assist with enquiries at hatch/on phone
- 6) Lead Person to phone to notify LA of situation
- 7) Lead Person to phone to request updates from Civil Contingency Unit/LA
- 8) SIMS updated from paper lists

If school is in danger of flooding and needs to be evacuated

- 1) Call made to LA offices and Civil Contingency Unit by Lead Person OR notification received from Civil Contingency Unit/LA/Natural Resources Wales
- 2) Lead Person to liaise with Lead Person from Ysgol Y Foryd
- 3) Lead Person to liaise with Pupil Collection Point (Emrys Ap Iwan)
- 4) Call to media/text message to notify parents (Eg: "School will be evacuated imminently, children/staff will be evacuated to Ysgol Emrys Ap Iwan")
- 5) All classteachers and staff notified of imminent evacuation
- 6) TAs to be assigned to roles by Lead Person (assisting in office x2, the rest assigned to specific pupils)
- 7) Office manager to print registers off for whole school to record those children who are being picked up.
- 8) Copies of registers, (whole school sets), distributed to each classteacher
- 9) Children marked off by classteacher as they are picked up by parents from school - note made of who collects
- 10) Once school has been notified of imminent arrival of buses, children taken to hall with their classteacher
- 11) Office Manager to bring folder containing pupil phone numbers to the Pupil Collection Point
- 12) Classteachers proceed with class to Pupil Collection Point (Emrys Ap Iwan)
- 13) Classteachers mark children who are collected by parents – note made of who collects.
- 14) Any remaining children will have their parents contacted by classteachers