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1.0 INTRODUCTION

Managing a Flood Evacuation is very important that management, staff, pupils and parents be aware of major hazards the school might face, and also familiar with the procedures that will be followed should Hillingdon Manor School Primary Site be affected.

This information is being provided to inform you that we are making necessary preparation for the safety and welfare of pupils.

All emergency actions that need to be taken are directed by the Head Teacher. In the event the Head Teacher is not present, the Assistant Head Teacher will direct all emergency actions.

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 FLOODING

Hillingdon Manor School Primary Site is located in an identified flood zone by the River Pinn, High Street, Yiewsley, UB7 7QP. The River Pinn runs along the side of the building. Therefore, during extremely heavy periods of rain, or heavy storm or hurricane type conditions, flooding in school area is possible. In the event that we are advised to evacuate, or should water begin to rise around our building, we plan to gather all pupils, staff and management immediately to move to the highest level floor of the school building or evacuate to the nearest safe building until the emergency services are able to assist.

3.0 SUMMARY

Hillingdon Manor School Administration Team, Facilities, Management and staff will do everything possible to ensure your pupil's safety in the event of a flood hazard were to threaten or affect the school building.

- During a Flood emergency, the school will remain open until all children have been safely picked up by parents or a relevant person of authority to collect.
- In an emergency, staff will call parents to pick up their children at the earliest time possible after an "All Clear" warning has been provided by the London Borough of Hillingdon.
- These plans should identify the preparatory actions needed for flood hazard. This Plan will also include where shelters are located, method of travel, what management plan to do if parents/next of kin are uncontactable, what type of survival supplies are needed, etc.



EMERGENCY FLOOD EVACUATION POLICY

POLICY FOLDER: OPTIONS AUTISM & LD – HILLINGDON MANOR SCHOOL

- Further Flooding information can be obtained from the London Borough of Hillingdon [Floodline](#) on 0345 988 1188 (24 hour service) for updates
- Hillingdon Manor School is registered with London Borough of Hillingdon for flood alerts which will be notified through the school's emails, mobile phone – the schools reference with London Borough of Hillingdon Flood Service: 373 848 29

All Management and Staff should do the following:

- Monitor the school's surroundings during heavy rain or storm
- Contact London Borough of Hillingdon Flood Service 0345 988 1188 quoting the school reference: 373 848 29 for flood assistance
- If a **flash flood warning** is issued by London Borough of Hillingdon: **Ensure all pupils are taken to a safe place or level immediately.**
- Flash floods develop quickly, therefore be cautious and inform management immediately if you have any concerns. Do not wait until you see rising water is at an unsafe level.
- All staff and pupils must get out of low areas subject to flooding.
- If driving vehicles into the school grounds, do not drive through flooded area park the vehicles in an area that is not affected by the flood and where there are no parking restrictions. This should only be done if it is safe to do so.

Assemble disaster supplies – Grab Bag:

- First aid supplies.
- Battery-powered/wind up radio.
- Flashlights.
- Extra batteries.
- Important documents: insurance papers, medical records, list of pupils and next of kin contact details
- London Borough of Hillingdon Contact Details

Be prepared to evacuate

- Identify places to go – a list provided in Grab Bag
- Identify alternative travel routes that are not prone to flooding
- Always ensure the school vehicles have adequate petrol
- If told to leave the school and area, do so quickly and safely.

Review your Family Disaster Plan

- Management, Health & Safety Advisors and relevant staff must meet regularly to discuss plans and any changes required.
- Decide where you will meet if separated.
- Designate a contact person on the secondary site to contact pupil's parents/guardian or Local Authorities.

Protect your property.

- Only if this can be done safely move valuables and furniture to higher levels.
- Move hazardous materials (such as paint, oil, pesticides, and cleaning supplies) to higher locations.
- Disconnect electrical appliances. Do not touch them if you are wet or standing in water.
- Bring outside possessions indoors or tie them down securely. This includes lawn furniture, garbage cans, and other movable objects.



EMERGENCY FLOOD EVACUATION POLICY

POLICY FOLDER: OPTIONS AUTISM & LD – HILLINGDON MANOR SCHOOL

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During the Flood

- Monitor your surroundings.
- **Don't drive unless you have to, if you must drive, travel with care.**
- Follow recommended routes to safety
- Avoid disaster areas. Your presence might hamper rescue or other emergency operations and put you at further risk, therefore allow the emergency service to do advice on the best action/location and do their work.
- Recognize flood danger area.
- If water continues to rise, go to higher ground level as quickly as possible or to an area which is not affected by the rising water.
- **Shut off the electricity at the circuit breakers.**

NEVER drive through flooded roadways.

- The roadbed may be washed out.
- You can lose control of your vehicle in only a few inches of water.
- Your car may float. Vehicles can be swept away by less than 2 feet of water.
- Do not drive around a barricade. Turn around and go another way!

Get to high ground – Climb to safety!

- Get out of low areas that may be subject to flooding.
- Avoid already-flooded areas and do not attempt to cross flowing water.
- Stay away from power lines and electrical wires.
- If directed to a specific location, go there.

Never try to walk or swim through flowing water.

- If flowing water is above your ankles, STOP! Turn around and go another way.
- If it is moving swiftly, water 6 inches deep can knock you off your feet.

If someone falls in or is trapped in flood water:

- **Do not go after the victim!**
- If possible throw the victim something to help them float, such as a spare tire, large ball.
- **Call 999.** Call for assistance and give the correct location information.

After the Flood

- Contact London Borough of Hillingdon for further update
- Do not return to flooded areas until authorities indicate it is safe to do so.
- Do not visit disaster areas following a flood. Your presence may hamper urgent emergency response and rescue operations.

Travel with care

- Follow recommended routes.
- Watch for washed out roads, earth slides, and downed trees or power lines.
- Stay away from downed power lines.



EMERGENCY FLOOD EVACUATION POLICY

POLICY FOLDER: OPTIONS AUTISM & LD – HILLINGDON MANOR SCHOOL

If a building was flooded, check for safety before entering

- Do not enter the school building if it is still flooded or surrounded by floodwater.
- The emergency service and Facilities Manager will check for structural damage. Inspect foundations for cracks or other damage.
- Facilities must turn off any outside gas lines until the all clear is given.
- Do not enter a building that has flooded until local building officials have inspected it for safety.

Use extreme caution when entering buildings

- Wear sturdy shoes. The most common injury following a disaster is cut feet.
- Use ONLY battery-powered/wind up lighting. Flammable material may be present.
- Look for fire hazards (such as damaged gas lines, flooded electrical circuits, or submerged furnaces).
- Report any gas leaks/smell. If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building. If possible, turn off the gas if it is safe to do so or contact Facilities to assist. Call the gas company if further assistance is required.
- Facilities will check for electrical system damage (sparks, broken or frayed wires, or the smell of burning insulation).
- Facilities and Health & Safety Advisor will examine walls, floors, doors, windows, and ceilings for risk of collapsing.
- Watch out for animals that might have entered with the floodwaters.
- Let the building air out to remove foul odors or escaping gas.
- Seek necessary medical care for any injuries. Do not neglect minor wounds or illnesses.
- If the gas has been turned off for any reason, it must be turned back on by a professional.
- A qualified electrician must check the electrical system and appliances following the flood.
- If water is of questionable purity, boil drinking water for 10 minutes.
- Restrict children from playing in flooded areas.
- Keep windows and doors open for ventilation.
- Clean and disinfect everything that got wet.
- Facilities to check or arrange for the drainage system to be checked.