



FLOOD EVACUATION PROCEDURE

The Environment Agency operates a flood warning system. In the event of a flood occurring, Shine will be informed by telephone by the Targeted Floodline Warning System or the sounding of the flood siren if still in place at the time.

There are three levels of flood warning:

- Flood alert – flooding is possible be prepared
- Flood warning - Flooding is expected, immediate action required.
- Severe flood warning - Severe flooding, danger to life.

Depending on the severity of the Flood warding a decision will be made as to the appropriate action.

- Flood alert – depending on the timescale given by the Environment Agency this can be monitored, and any preparations made
- Flood warning – depending on the timescale given by the Environment Agency parents should be called and asked to collect their child, young person
- Severe flood warning – the commencement of the evacuation process should be started immediately

Safety Procedure

The senior personnel working at the time will ensure all children are gathered together and taken to the most appropriate exit. Some children have a worker assigned solely to them. In this case the worker will remain with the child to which they have been assigned. The remainder of staff will be allocated children to their care. The ratio in this case will be no more than 1 member of staff to 2 children. Once assembled, the everyone will be guided off the premises by the most senior personnel, to a place of safety on higher ground to await the arrival of parents.

The most senior personnel will be responsible for collecting the emergency box containing contact details for all parents/carers.

The parents will then be contacted as where to collect their child/children. On joining Shine all parents/carers will be advised in advance of flood evacuation procedures and the assembly point via the parents welcome pack.

Nobody must stop inside or re-enter the building to collect personal belongings.

Route

All children will be escorted to St. Andrew's Church car park, Gorleston. Those children unable to walk will use wheelchairs.



The most senior personnel will be the last person/people to evacuate the building ensuring no one was left inside and all staff and children are safely cared for with the appropriate allocated staff.

The staff and children will turn left from the Alpha Centre and walk to the end of Alpha Road towards Beccles Road. On reaching the end of Alpha Road the group will turn right onto Beccles Road. The group will continue west down Beccles road until a safety crossing is reached to enable the group to cross to the west bound side of the road and continue westwards until they reach the roundabout crossing (junction with Burnt Lane) and cross onto Church Lane. Once all safely across, the group will continue up Church Lane crossing the following junctions:

- Garnham Road
- Avenue Road
- Trafalgar Road East
- Priory Street
- School Lane
- Duke road
- Cross Road
- Palmer Road

Thus enable the group to reach the safe destination of St. Andrews Church car park, Gorleston.

At each crossing and junction, the most Senior personnel will ensure the whole group crosses in safety.

The walk will take approximately 28 minutes

Policy Review:

This Flood Safety Policy and Procedure will be reviewed every three years or in line with government legislation and recommendations.

Policy Review: May 2026

Reviewed by: Rhiannon Jones/Senior Manager

Next Review: May 2029