

BALTIK ARCHITECTURE

Flood Emergency Plan — Summary (Display Copy)

Shoetime, 180 Uttoxeter Road, Blythe Bridge

Use: Day nursery (proposed) — Occupants: Children, staff, visitors/parents

1) Triggers & Alerts

- Register for EA Flood Warnings for the River Blithe/Blythe Bridge area.
- Local triggers: Heavy/prolonged rainfall; rising water levels; EA warnings received; observed water on site/road.

2) Roles & Responsibilities

- Duty Manager (DM): Lead response, decide to close/evacuate, liaise with EA/LLFA/LPA and emergency services.
- Staff: Account for children, contact parents, implement closure and evacuation routes, secure building.
- Out-of-hours contact chain: (Insert names & numbers).

3) Evacuation / Refuge Strategy

- Primary approach: Controlled closure on EA warning — parents collect children; avoid arrival during peak hazard.
- If on-site during event: Move to safe internal refuge at first-floor level (if available) while evacuation is coordinated.
- External assembly point: (Insert location). Dry route preference away from mapped hazard. Alternative: (Insert).
- Prepare go-bags: essential medication, contact lists, mobile chargers, hi-vis, torches.

4) Property Protection & Utilities

- Fit and deploy demountable door/vent covers when warnings received. Install non-return valves where feasible.
- Raise/relocate critical equipment and IT ≥ 450 mm above FFL. Know how to safely isolate electrics/gas/water.

5) Communication

- Notify parents via SMS/email template. Update website/signage. Keep a printed contact list on site.
- Maintain a log of decisions/times during any event.

6) Training & Review

- Induction for all staff; brief every 6 months and after any incident. Annual test of barriers and procedures.
- Keep this sheet displayed near reception and in the staff room.

Prepared: 14 October 2025 — BALTIK ARCHITECTURE