



EMERGENCY FLOOD PLAN

Martin Harris Music Block, Bridgeford Street, Manchester

Report prepared on behalf of University of
Manchester

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1.0 Emergency Flood Plan

1.1 Introduction

- 1.1.1 The proposed development as part of the development work at the Martin Harris Centre for Music and Drama includes the provision of a new music hub teaching block. The proposed teaching hub is situated in an area defined as flood zone 3.
- 1.1.2 Flood zone 3 is land assessed with a probability greater than 1% in a given year of flooding from rivers or 0.5% or greater from the sea.
- 1.1.3 The objective of this plan is to raise awareness of the potential for flooding, to detail flood warnings and estimated lead time available. The plan describes the evacuation procedure and need for safe refuge.
- 1.1.4 The need for evacuation would be minimised due to students being notified and the building being locked to student use in the event of flood risk. Further to this, students would be triaged to an interim point of safety such as the nearby University Place or Simon Building (both within Flood Zone 1) then sent home. The safe place closest to the Martin Harris Music Practice Building is University Place.

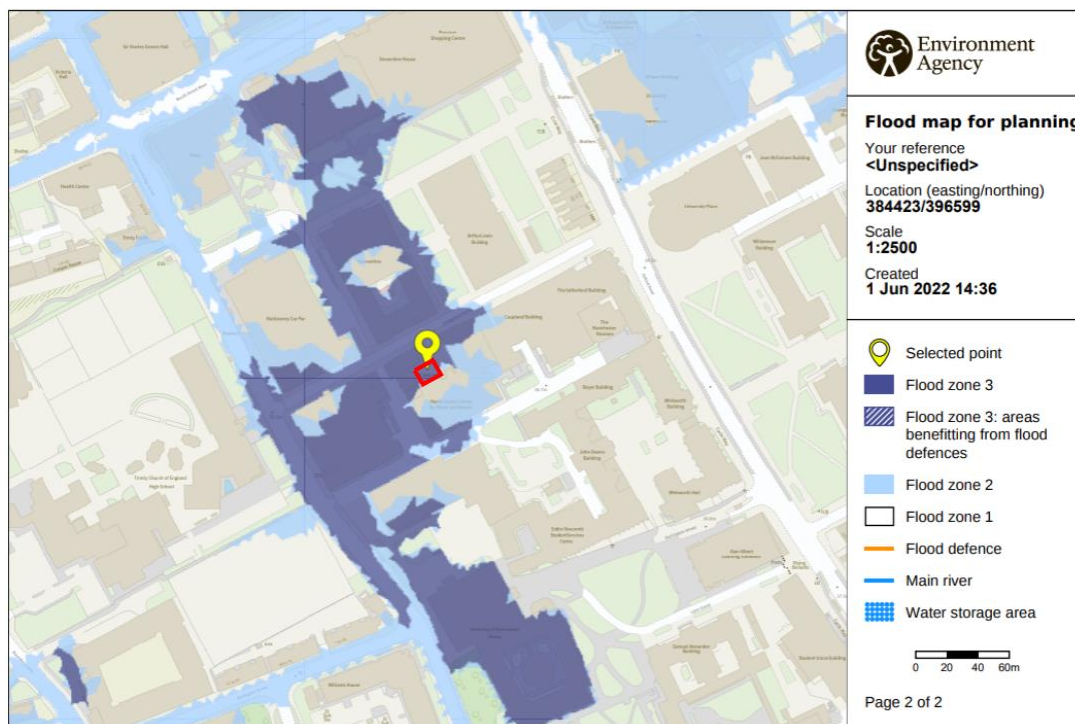


Figure 1 - Environment Agency Flood Map for Planning

1.2 Flood Warnings

- 1.2.1 The environment agency (EA) operate flood forecasting and warning services in areas of flooding from rivers and sea which relies on direct measurement of rainfall, river levels, tide levels, in house predictive models, rainfall LIDAR data and information from the Met office. This service operates 24 hours a day, 365 days a year.
- 1.2.2 If flooding is forecast, warnings are issued using a set of easily recognisable codes.

<u>Flood Alert</u> 	Key Message: Flooding is possible. Be prepared Timing: 2 hours to 2 days in advance of flooding Actions: Be prepared for flooding Prepare a flood kit of essential items Monitor local water levels and flood forecasts
<u>Flood Warning</u> 	Key Message: Flooding is expected. Immediate Action Required Timing: Half an hour to 1 day in advance of flooding Actions: Act now to protect your property Block doors with flood boards or sandbags and cover airbricks and other ventilation holes Move family, pets and valuables to a safe place Turn off gas, electricity and water supplies if safe to do so Keep a flood kit ready Move cars, pets, food, valuables and important documents to safety
<u>Severe Flood Warning</u> 	Key Message: Severe flooding. Danger to life Timing: When flooding poses a significant threat to life and different actions are required Actions: Stay in a safe place with a means of escape Be ready should you need to evacuate from your home Co-operate with the emergency services Call 999 if you are in immediate danger
<u>Warnings no longer in force</u> (no icon)	Key Message: No further flooding is currently expected for your area Timing: When river or sea conditions begin to return to normal Actions: Be Careful. Flood water may still be around for several days and could be contaminated If you've been flooded, ring your insurance company as soon as possible

Flood Alerts are to warn people of the possibility of flooding and encourage them to be alert, stay vigilant and to make early preparations for flooding.

Flood Warnings are to warn people flooding is expected and encourage them to take immediate action to protect themselves and their property.

Severe Flood Warnings are to warn people of a significant risk to life or significant disruption to communities caused by widespread or prolonged flooding, and encourage them to take immediate action to protect themselves and follow the advice of the emergency services.

Warnings are removed to inform people that the threat has now passed.

Figure 2 - EA Flood Warning Symbols

The Estates Safety Office are signed up to flood alerts and students are notified / contacted not to attend the University if there is flood risk or flooding.

1.3 Floodline register

- 1.3.1** Floodline warnings is a free service operated by the environment agency that provides flood warnings direct by phone, email or text message. Users and operators can sign up by calling floodline on 03450988 1188. The university of Manchester will be responsible for activating the plan and registering with the EA.

1.4 Flood mitigation

- 1.4.1** In reference to the flood risk assessment prepared by Clancy Consulting. Precaution has been taken during design of the structure to account for potential flood events. The floor level of the structure has been set at 300mm above the maximum anticipated flood level (refer to section 5.2 of the flood risk assessment). As such the structure should provide adequate refuge for most flood events.

University Place or Simon Building (both within Flood Zone 1) will be used as agreed locations and the University are to manage evacuation procedures in accordance with the Emergency Incident Response and Out of Hours Call Out Procedures document (EPM FM5 - attached).

- 1.4.2** Flood waters around the development are anticipated to be slow moving and therefore likely to be accessible by emergency services. Refer to Section 7.0 of the flood risk assessment for further information.

Discussed as not impacted, to the Universities knowledge, during meeting with the University of Manchester on the Emergency Flood Plan queries.

- 1.4.3** Should the registered person receive an advanced notification of flooding a decision can be made to ensure occupiers of the development are located away from areas indicated by the Environment Agency have the potential for flooding.

The University of Manchester manage notifying all students, however there is also an app called Safe Zone, which students can use to communicate emergency risks to the security team to start a two-way communication process. The University of Manchester are currently in the process of implementing an app with mass communications functionality which can send mass alerts direct to students without the need for them to start the communication process.'

1.5 Re-occupation of the Site

- 1.5.1** Prior to re-occupation of the site, the personnel managing flood risk measures at the University should undertake an assessment of the development to confirm it is safe to re-enter. The following should be reviewed, but should not be considered an exhaustive list:

- Loss of power to the building
- Structural damage to the structure – consult a suitable qualified person if this is a concern
- Has the building suitably dried out
- Has the building been cleaned to avoid contamination from any debris or waste which may have been deposited

The University of Manchester Estates Safety Office are signed up to flood alerts and are the first to receive flood risk report information, if there is a flood risk then the Estates Safety Office notifies the Estates Emergency Coordinators (EEC) and Campus Security and if there is a major flood risk the Emergency Incident Manager (EIM) in charge will be notified. The Emergency Incident Manager may be one of several University senior staff members except University staff members undertaking the EEC role.

1.6 Training

- 1.6.1** All personnel who work and use the site should be made aware of this plan and trained accordingly. Health and safety records of those trained should be maintained and form part of the health and safety at work register, maintained by the University.

1.7 Document Control

- 1.7.1** This plan is owned and controlled by the University of Manchester. The University reserves the right to update the emergency plan if required.
- 1.7.2** The emergency flood plan will be reviewed at least every three years and updated in accordance with any lessons learnt from flood events, training events, changes in personnel or policy, or changes in the flood risk warning process.

1.8 Useful sources of information

National Planning Policy Framework and the Planning Practice Guidance.

<https://www.gov.uk/government/collections/planning-practice-guidance>

Am I at Risk of Flooding?

<https://www.gov.uk/check-flood-risk>

Environment Agency Flood Warnings

<https://www.gov.uk/sign-up-for-flood-warnings>

Prepare a Flood Plan for your home or business

<https://www.gov.uk/prepare-for-a-flood/make-a-flood-plan>

Improving the flood performance of new buildings: flood resilient construction.

<https://www.gov.uk/government/publications/flood-resilient-construction-of-new-buildings>

Directorate of Estates & Facilities

EPM FM5

Emergency Incident Response & Out of Hours Call Out Procedures

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1. Introduction

The aim of this document is to define procedures for staff in the Directorate of Estates and Facilities (DOEF) in relation to the direction and coordination of estates related matters during emergency incidents and also any estates related incident outside normal operating hours. Estate related matters will be directed/coordinated by an Estates Emergency Coordinator (EEC) providing support to the University Emergency Incident Manager (EIM).

2. Responsibilities

2.1 The University Emergency Incident Manager (EIM)

The University Emergency Incident Manager (EIM) has the overarching responsibility for the management of **major** emergency incidents. The EIM's responsibilities are contained within the University's Emergency Management Plan.

2.2 The Estates Emergency Coordinator (EEC)

The EEC will be available on a rolling daily rota starting at 9am each day, for a 24 hour period. A back up EEC will also be indicated on the daily rota in the unlikely event that the EEC is not contactable. The rota will contain a number of individuals from the Directorate team, to be reviewed periodically, and as required.

The responsibilities of the EEC are as follows:-

In respect of estates management related matters the EEC will:

- Provide assistance and support to the EIM.
- To receive calls and enquiries and co-ordinate the resources of the DOEF to ensure that the emergency incident is effectively and safely managed.
- Inform the EIM as appropriate and in such instances keep them advised of progress and completion.
- When instructed by the EIM, arrange for additional actions to be undertaken.
- For emergencies involving the EIM, provide a report on the emergency incident and forward to the EIM.
- Communicate as appropriate with affected parts of the University, appraising them of the problem, progress and the completion of the emergency incident.
- When appropriate attend site and direct proceedings.
- Where appropriate inform the EIM of essential services that cannot be restored and that a decision is required regarding the status of the building or part thereof.

In the event that the EIM has already become involved in the incident, the EEC may still be contacted as required and may then assume responsibility for coordinating an effective and safe estates related response.

Outside normal working hours the EIM is normally contacted by the University Security Services. If they consider that the emergency incident involves estates related matters and is of sufficient magnitude (see Section 3 – types of estate related emergency incident), they can immediately contact an EEC, who will assist in resolving the incident.

2.3 Essential supporting information for EEC's

In order for this process to work effectively the DOEF will maintain the following documents that will be available to EEC's at all times:-

- A monthly Rota of EEC's on call.
- Guide to Out of Hours – Call Out Arrangements.
- Weekly Stand by and Call out rota for Supervisory staff and Technicians – Example in Appendix C.
- List of key Contractor contact details.

2.4 All Estates Staff

- When instructed by an EEC, provide help and assistance and the resources of the Directorate.
- When appropriate, attend site and provide management support to the incident.

3. Types of Emergency Incidents

3.1 Estates related emergency incidents may be generally defined as circumstances or events requiring urgent and coordinated action because of -

- Actual or immediate threatened harm to students, staff or visitors to the University.
- Actual or immediate threatened major loss or damage to University property.
- Actual or immediately threatened disruption to University operations.
- Actual or immediate threat to University reputation.

The above definitions cover a wide range of possible incidents, including: accidents, fatalities, natural disasters, fires, bomb threats, sabotage, threats to personal safety, health alerts, epidemics, hazardous incidents, public order incidents, student occupations, criminal activity and serious misconduct or impropriety.

There are many occasions when other incidents occur that are competently dealt with by a wide ranging staff base. The above 'emergency incidents' are considered to be rare and therefore require a coordinated response from a senior member of the Directorate. Typical incidents may include:

The type of incidents in this category, include but are not limited to;

- Serious disruption to services.
- Structural damage to property.
- Death of a member of staff, student, visitor etc.
- Serious (life threatening) injuries to staff, students, others.
- Serious fire incident with any or all of the above.
- Serious acts of vandalism that leave buildings or services in a dangerous or potentially dangerous condition.
- Serious repercussions from an act of God.
- Gas Leak.
- Loss of fire alarm systems.
- Loss of electrical power to a building or buildings.

3.2 Incident Escalation

The on call EEC can at any time escalate the incident within the Directorate or to the EIM as deemed.

4. Avoiding risk in emergency situations

The Directorate of Estates and Facilities, including staff and contractors engaged by them, shall in the execution of this procedure, endeavor to minimise risk to themselves and others.

At no time are any individuals to undertake any actions that may put their own personal safety and the safety of others at risk.

Employees and contractors must only undertake tasks and/or make decisions within the level of training they have personally received and their respective level of competency.

Appendix A - Defining Estates Related Emergency Incidents - Guidance for DOEF Staff

Fire

- In the event of a trivial fire incident, where the fire alarm was activated but no fire occurred and the fire alarm system reset, then the fire brigade will not normally be contacted, unless this is an automatic function of the alarm system.
- In the event of a minor fire incident which has been contained and extinguished, the fire brigade may be contacted and their advice acted upon.
- In the event of a major fire incident, the fire brigade shall be contacted immediately and their advice sought and acted upon, the EIM/EEC, as appropriate shall be contacted

Bomb Threat

- All explosions are to be considered as major incidents.
- All decisions will be managed via the EIM.
- The EIM will, when required, request assistance via the EEC to provide assistance in making safe following an incident.

Flood

- In the event of a trivial flood incident where there is no damage to property or services, the matter shall be resolved by the appropriate DOEF staff. In halls of residence, the incident shall all normally be attended to by local staff.
- In the event of a minor flood incident, where there is minimal damage to property or services the matter shall be resolved by the appropriate DOEF staff.
- In the event of a major flood incident and or where sewage is released the EIM/EEC shall be contacted. The DOEF shall provide the resources necessary for dealing with the incident.

Wind / Hurricane damage

- In the event of minor wind damage, (including but not limited to, broken window, missing tiles, damaged door, damaged fencing etc) that do not affect the structure of the building the matter shall be resolved by the appropriate DOEF staff and/or contractors.
- In the event of major wind damage (including but not limited to structural damage, areas where damage may put staff, students and visitors at risk example hanging glass, the EIM/EEC shall be contacted as appropriate. The DOEF shall provide the resources necessary for dealing with the incident.

Structural damage to buildings

- All structural damage is to be considered as major
- All decisions will be managed via the EIM/EEC as appropriate
- The EIM will when required request assistance, via the EEC to provide assistance in making safe.

Loss of and or damage to services

Gas

- All explosions are to be considered as major.
- Gas leaks or suspected leaks: all decisions will be managed via the EIM/EEC as appropriate.

Electricity

Minor losses of power to local circuits across the estate occur at frequent intervals, at all times of the day. Under normal circumstances these trivial and minor incidents will be resolved by DOEF staff and contractors; such incidents will not normally be reported to the EEC/EIM.

For more serious events:-

- Loss of critical power supplies.
- Loss of supply to buildings or large sections of buildings.
- Electrocution.
- Health and safety threat.
- Escalation from minor to major emergency.

The incident should be brought to the attention of the EIM/EEC as appropriate.

Water

Under normal circumstances these trivial and minor emergencies will be resolved by Directorate of Estates and facilities staff and contractors; such incidents will not normally be reported to the EEC/EIM.

For more serious events;

- Loss of critical water supplies.
- Loss of supply to buildings or large sections of buildings.
- Legionella implications.
- Health and safety threat.
- Escalation from minor to major incident

The incident should be brought to the attention of the EIM/EEC as appropriate.