

ENVIRONMENT

Firstplan Ltd

Unit 2, Cowley Retail Park

West Drayton, London

Flood Management and Evacuation Plan

December 2023

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1. INTRODUCTION

- 1.1 This Flood Management and Evacuation Plan (FMEP) has been produced on behalf of, and with input from, Firstplan Ltd in respect of a planning application to vary the range of goods that can be sold at Unit 2, Cowley Retail Park, West Drayton, London. It is assumed that goods will be placed on shelving and aisles will be clear, allowing clear access routes within the store. It is understood that no building/physical alteration works are required.
- 1.2 This FMEP has been prepared to set out high level principles for flood management.
- 1.3 The FMEP is a live document which will require regular review in accordance with any local guidance changes. As a minimum, an annual review and update should be undertaken. A review should also occur following any flood event and subsequent evacuation.
- 1.4 This FMEP covers the building footprint; however, the store and building/site, management team should consider a more detailed plan in line with their specific operations at the detailed stage. At this full planning stage, the FMEP is commensurate and subject to the nature of the proposals.

Aims and Objectives

- 1.5 This FMEP has been prepared to provide awareness of the flood risk posed to the proposed development and to outline measures to allow site users to prepare for a flood event. Adherence to the FMEP will help to reduce the effect of a flood event on daily activities and allow activities to retain efficiency after a flood event. This will be achieved through the following objectives:
 - To advise on the appointment of 'Flood Co-ordinators' who should be the appointed persons for overseeing the emergency response.
 - To provide information on preparedness measures that should be adopted to mitigate the potential impact of flooding on the buildings.
 - To recommend appropriate actions to be undertaken on receipt of a flood warning or realisation of a flood event.
 - To advise on evacuation routes through and away from the development, including identifying areas of safe refuge within the site.
 - To suggest contingency measures to assist in the restoration of property and services after flooding has occurred.
 - To provide information on when it is safe to return to the development following an evacuation due to a flood event.
- 1.6 It is acknowledged that every flood event is different and, therefore, it is the 'Lead Flood Co-ordinator' or 'Flood Co-ordinators' responsibility to assess the situation and advice provided by the EA, LLFA and Met Office to make a decision on the required actions.

Site Details

1.7 The site is located within Cowley Retail Park, approximately 1.5km north west of West Drayton and is bound on all sides by existing commercial development and car parks. The River Pinn, an Environment Agency (EA) Main River and is located approximately 60m south of the site. The site's location is illustrated within **Figure 1.1** with summary information included in **Table 1.1**.

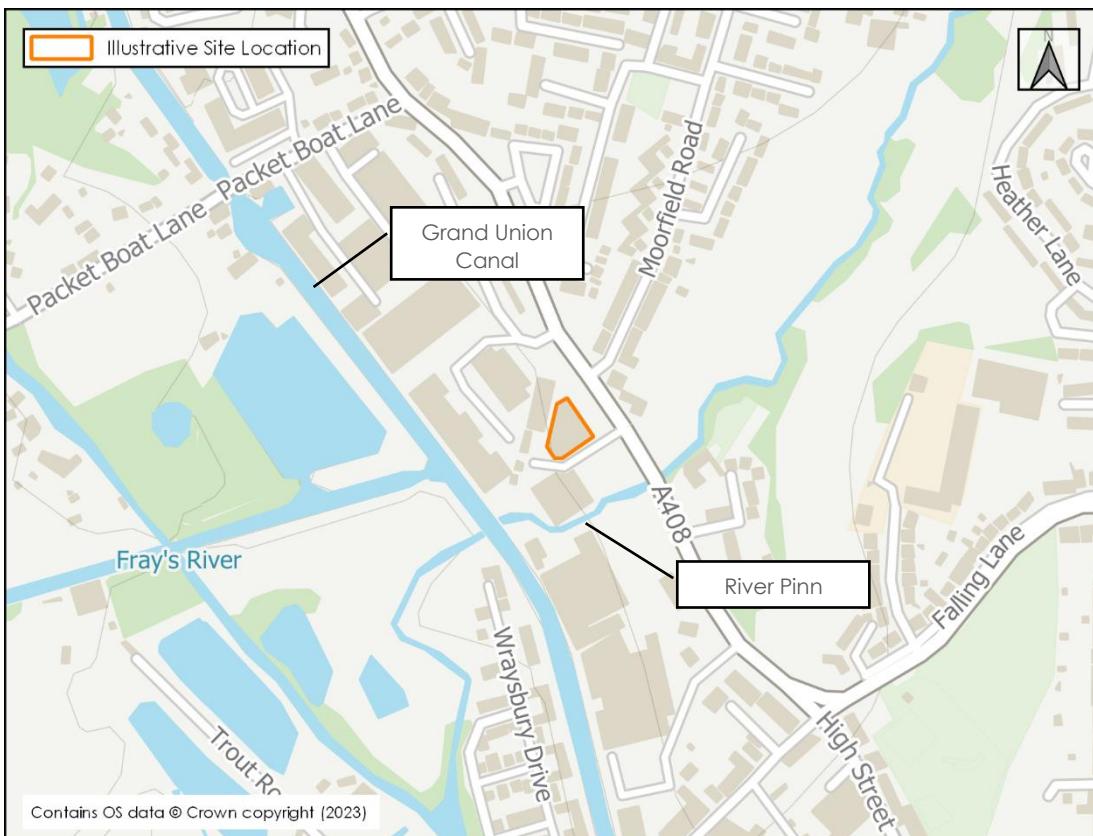


Figure 1.1: Site Location

Table 1.1: Site Summary

Site Name	Unit 2, Cowley Retail Park
Location	West Drayton, London
NGR (approx.)	TQ056809
Site Area (ha)	0.2 (approx.)
Development Type	Commercial
Flood Zone Classification	Flood Zone 3
NPPF Vulnerability	Less Vulnerable

Environment Agency Office	Hertfordshire and North London
Lead Local Flood Authority	Hillingdon Council
Local Planning Authority	Hillingdon Council

1.8 In the absence of a topographical survey, EA 1m Light Detection and Ranging (LiDAR) data (flown in 2022) has been used to inform site levels and is shown in **Figure 1.2**. The site is shown to be relatively flat with levels ranging from approximately 28.9metres Above Ordnance Datum (m AOD) to approximately 28.6m AOD.

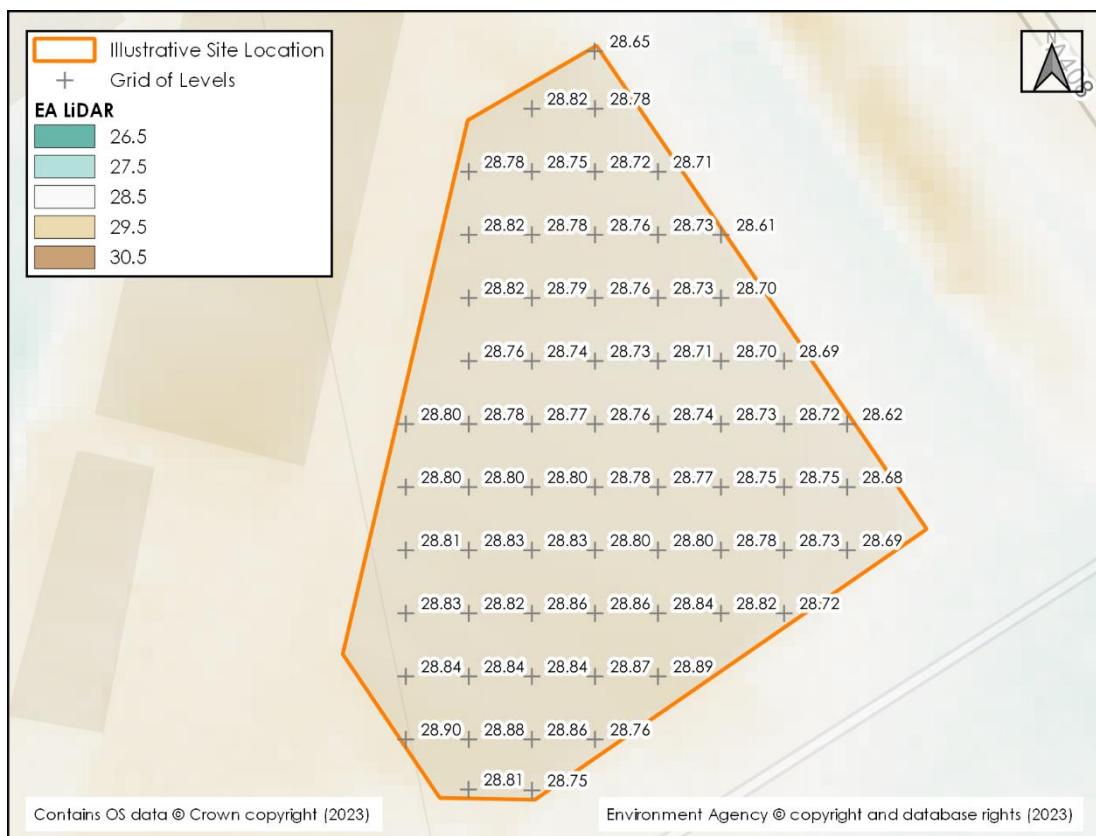


Figure 1.2: Site Levels, as Informed by LiDAR

Proposed Development

1.9 It is proposed that a planning application be submitted to vary the range of goods that can be sold at Unit 2, Cowley Retail Park, West Drayton, London. It is assumed that goods will be placed on shelving and aisles will be clear, allowing clear access routes within the store. It is understood that no building/physical alteration works are required.

2. FLOOD RISK SUMMARY

Fluvial Flood Risk

Flood Map for Planning

2.1 The EA Flood Map for Planning is shown in **Figure 2.1**. The site is located entirely within Flood Zone 3.

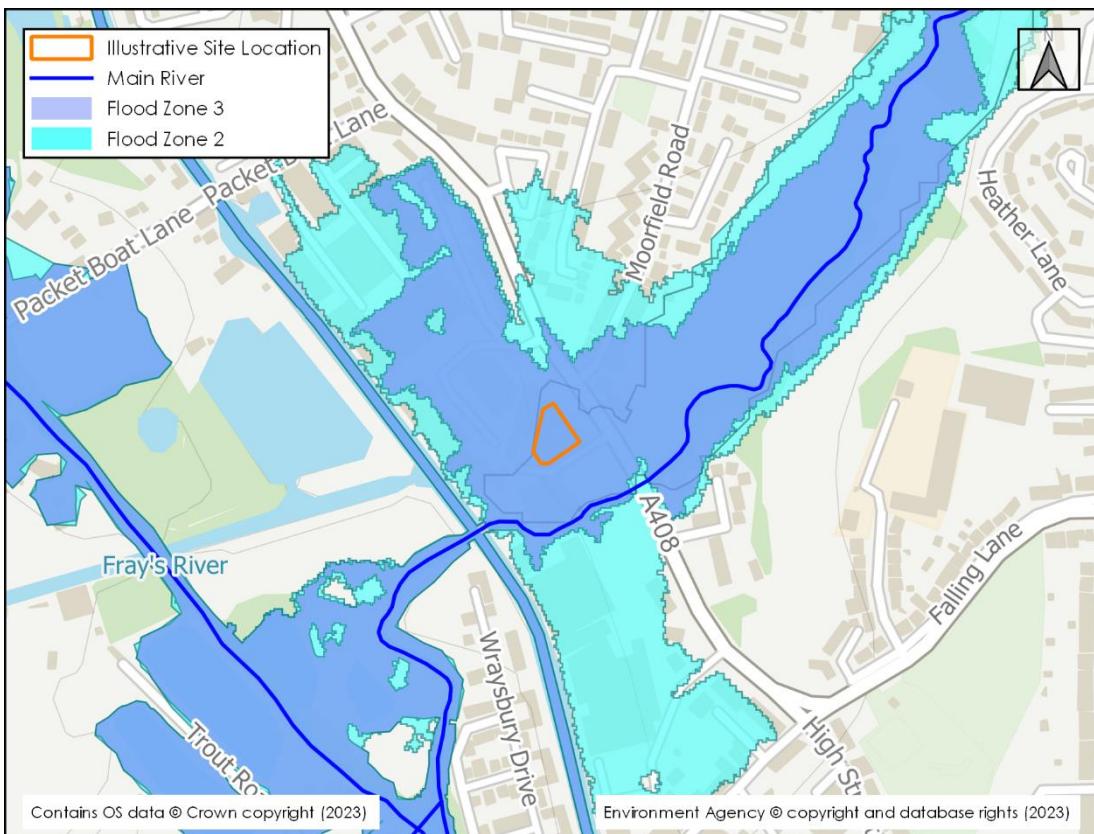


Figure 2.1: Flood Map for Planning

2015 JBA River Pinn Strategic Model EA Hydraulic Model

2.2 It is understood, based on an adjacent planning application (reference: 64733/APP/2018/2561) that the EA hold a hydraulic model of the River Pinn.

2.3 The modelled flood levels (taken from the Flood Warning and Evacuation Strategy for the adjacent planning application) for the 1 in 20-year, 1 in 100-year and 1 in 100-year + 35% climate change (CC) event, are shown in **Table 2.1** and it is understood that the flood levels have been modelled with defences.

Table 2.1: Maximum Flood Levels in the Vicinity of the Site

Flood Event	Maximum Flood Level (m AOD)
1 in 20-Year	28.8
1 in 100-Year	29.1
1 in 100-Year + 35%CC	29.3

2.4 EA LiDAR shows levels within the site to range from approximately 28.9m AOD to approximately 28.6m AOD and therefore the depth of flooding is expected to be up to 0.7m during the 1 in 100-year + 35%CC event.

West London Strategic Flood Risk Assessment

2.5 The West London Strategic Flood Risk Assessment (SFRA)¹ mapping shows the site to be located within the flood extents of the River Pinn during the 1 in 100-year and 1 in 100-year plus climate change events (25%CC, 35%CC and 70%CC).

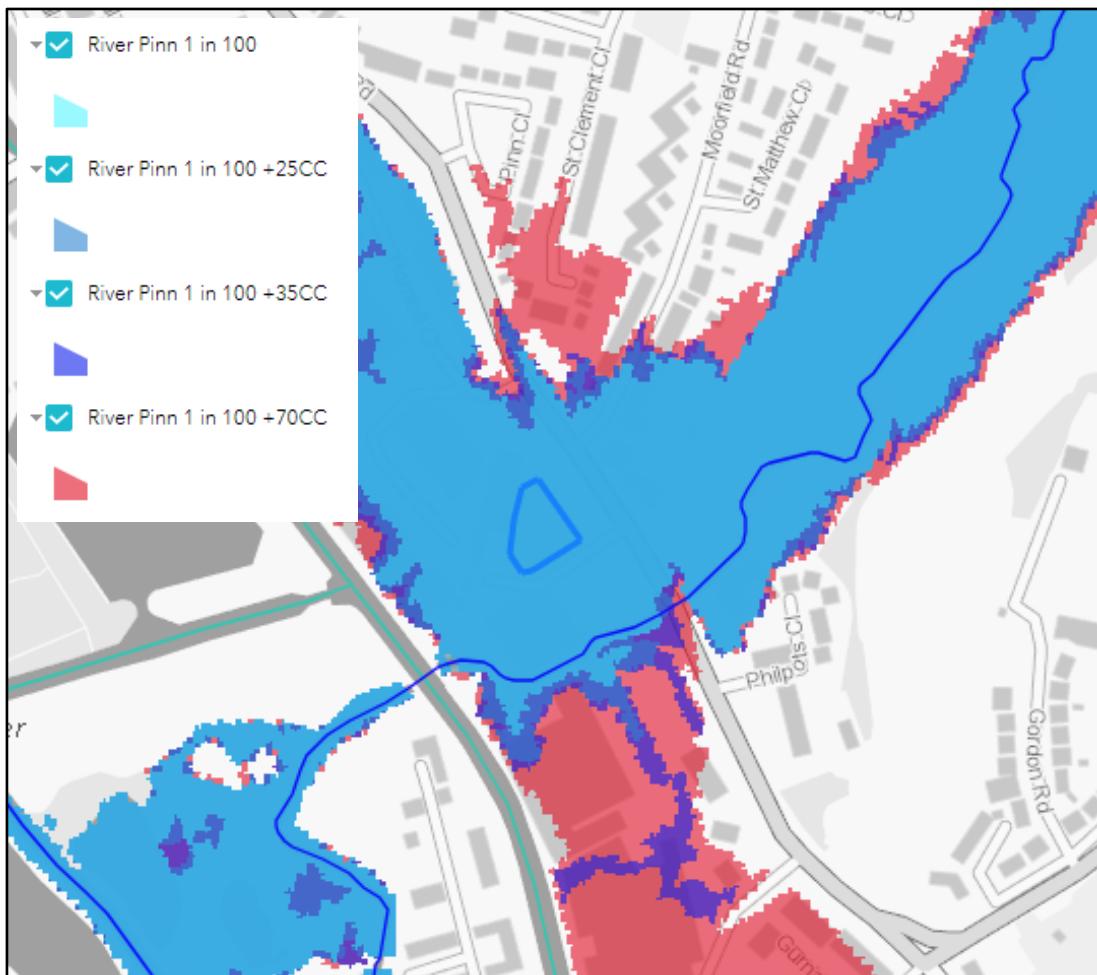


Figure 2.2: West London SFRA River Pinn Mapping

¹ Strategic Flood Risk Assessment (Metis Consultants, 2023)

Other Sources of Flood Risk

- 2.6 The site is shown to be located within the reservoir failure flood extents from Ruislip Lido during a 'dry-day' scenario and George V FSA, Hilfield Park and Ruislip Lido during a 'wet-day'. Based on the safety legislation in place and the maintenance and repair responsibilities of the asset owners, the actual probability of significant failure is considered to be low.
- 2.7 The majority of the site is shown to be at a low (1 in 1000-year) risk of surface water flooding with an area of medium (1 in 100-year) risk shown to be located adjacent to the eastern site boundary.

3. LINES OF COMMUNICATION

- 3.1 In order to ensure this FMEP is implemented effectively, clear lines of communication are required.
- 3.2 A 'Lead Flood Co-ordinator' with a vested interest in the functioning of the site should be appointed to oversee the implementation of the FMEP. Additional 'Flood Co-ordinators' should also be appointed to carry out this role in the absence of the 'Lead Flood Co-ordinator'. A properly trained individual should be present on site at all times when the site is operational.
- 3.3 The 'Lead Flood Co-ordinator' and 'Flood Co-ordinators' should have good organisation skills, know the site layout, and be familiar with exit routes and emergency procedures.
- 3.4 The 'Lead Flood Co-ordinator's' role might include the following:
 - Sign up to EA Flood Alerts and Warnings, and Met Office severe weather warnings so they will be made aware of a potential flood event;
 - Ensure staff are made aware of the potential flood risk to the site, access road and wider area;
 - Make staff aware of safe refuge areas within the site;
 - Prepare and maintain a flood kit of essential items;
 - Compile and maintain a list of important contact information;
 - Switch off critical services such as gas, electricity and water, where applicable;
 - Organise site evacuation should it be appropriate and safe to do so;
 - Inspect the site post-event to ensure that site has returned to the normal operational condition and arrange for pumping, clearance and maintenance works to be completed as necessary; and
 - Review and update this FMEP regularly, on an annual basis as a minimum and following any evacuation/flood event as a minimum.
- 3.5 It is recommended the staffing roster at the site takes account of the nominated Flood Coordinator and Lead Floor Coordinators to ensure, where practical, reasonable presence is maintained on site. The register should also log any potential vulnerabilities.
- 3.6 With respect to staff not present on site, or those potentially due to attend site, i.e. delivery firms, the store management team will use reasonable endeavours to contact staff not present / deliveries etc and advise not to attend.
- 3.7 In order to ensure the 'Lead Flood Co-ordinator' and 'Flood Co-ordinators' are familiar with their roles and responsibilities, it is recommended that an evacuation drill takes place at least once a year and when this document is first received, and the roles have been appointed. It is noted this drill may be carried out at the same time as a fire evacuation drill.

3.8 It is also advised that the FMEP is reviewed after every evacuation to review the procedures, identify the strengths and weaknesses of the system and make any amendments considered necessary.

4. FLOOD ALERTS AND WARNINGS

EA Warnings

4.1 It is recommended, as a minimum, that the 'Lead Flood Co-ordinator' and 'Flood Co-ordinators' sign up to receive EA Flood Warnings. This includes a pre-recorded telephone message, email, and/or SMS text message with three automated levels of warning as summarised in **Table 4.1**.

4.2 The site is located within an EA Flood Alert Area known as 'River Pinn and Woodridings Stream' and an EA Flood Warning Area known as 'River Pinn at Yiewsley'. Site users may also consider registering for the free service accordingly.

Table 4.1: Flood Warning Levels

 FLOOD ALERT FLOODING IS POSSIBLE. BE PREPARED.	Flooding is possible. Be alert. Used two hours to two days in advance of flooding. Be prepared to act on your flood plan. Prepare a flood kit of essential items. Monitor local water levels and the flood forecast on the EA website.
 FLOOD WARNING FLOODING IS EXPECTED. IMMEDIATE ACTION REQUIRED.	Flooding is expected. Immediate action required. Used half an hour to one day in advance of flooding. Move staff and valuables to a safe place. Turn off gas, electricity and water supplies if safe to do so. Put flood protection equipment in place.
 SEVERE FLOOD WARNING SEVERE FLOODING. DANGER TO LIFE.	Severe Flooding. Danger to life. Used when flooding poses a significant threat to life. Stay in a safe place with a means of escape. Be ready should you need to evacuate the site. Co-operate with the emergency services. Call 999 if you are in immediate danger.

Warnings no longer in force (All Clear)	No further flooding is currently expected in your area. Used when river or sea conditions begin to return to normal. Be careful. Flood water may still be around for several days. If you've been flooded, contact your head office such that they can notify the insurance company as soon as possible.
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Met Office Severe Weather Warnings

4.3 It is recommended that future site users also apply to receive Met Office Severe Weather Warnings, so they can be made aware of significant storm events.

Actions to be taken following Flood Alerts or Warnings

4.4 The following actions should be undertaken in line with the EA flood warning and alert levels:

Flood Alert

4.5 In the event of a Flood Alert at the site, it is recommended the following actions are considered:

- Check the flood kit and ensure all necessary items are included and up to date.
- 'Lead Flood Co-ordinator' or 'Flood Co-ordinators' to continue to monitor EA Flood Warnings, Met Office weather warnings, local weather forecast and local river level gauge information.
- 'Lead Flood Co-ordinator' or 'Flood Co-ordinators' to alert users not present on the site, or due to travel to the site, of the situation and potential imminent closure.

Flood Warning

4.6 If an EA Flood Warning is received for the site, the following actions should be considered following a review of advice from the EA, LLFA and Met Office:

- 'Lead Flood Co-ordinator' or 'Flood Co-ordinators' to contact site users intending to travel to site and advise them to avoid the site.
- All present on site to undertake evacuation if possible.
- 'Lead Flood Co-ordinator' or 'Flood Co-ordinators' to check all persons present within the site are offsite and within Flood Zone 1. Users to be advised not to return until the 'All Clear' is issued or confirmation is received that the site has returned to normal conditions.
- Any specific actions outlined in the Business Flood Plan (further details included in **Section 6**) should be undertaken if safe to do so, for example turning off utilities.

Severe Flood Warning

4.7 In the event of a Severe Flood Warning from the EA, the following actions should be undertaken if the site has not already been fully evacuated:

- All present on site to move to a designated safe refuge area.
- All present on site to follow instructions of the emergency services.
- Emergency services to be contacted if life is in danger.

All Clear (Warnings no longer in force)

4.8 After removal of EA Flood Alerts or Flood Warnings, the following actions are recommended for consideration:

- Emergency services to be contacted to ensure it is safe to return to the site.
- Access to the site is only for those involved in clearing and flood recovery at first.
- Site clearance to be undertaken using suitable protective, waterproof clothing including boots, over-trousers and gloves.
- Confirm with suppliers if it is safe to switch utilities back on.
- Contact supplies if there are issues with utilities, including the water supply.
- Consult an appropriate specialist to assess whether any structural damage has been sustained to buildings.
- It is advisable to hire accredited flood remediation specialists to remove silt and debris from the site and to cleanse the building due to contamination concerns.
- Buildings can only be re-opened for use after it has been thoroughly dried.

5. FLOOD RESPONSE MEASURES

Evacuation

- 5.1 Due to the ability to receive Flood Alerts and Warnings for the site, when deciding whether to evacuate the site, consideration is given to the likelihood of water ingress reaching the site and causing potential harm to staff or customers and that human safety is the key determining factor in assessing when to evacuate the site. The 'Lead Flood Co-ordinator' or 'Flood Co-ordinators' should consider advice from the EA, LLFA and Met Office as part of their decision making.
- 5.2 The EA aim to issue flood warnings at least 2 hours before the predicted onset of flooding, thus providing time for users of the site to take appropriate action, such as the closing and evacuating of the site as well as informing others of the closure. However, this lead in time may be shortened in the event of flash flooding.
- 5.3 Flood and traffic conditions should be assessed at the time of evacuation by means such as available CCTV in the area to ensure an appropriate route is used.
- 5.4 Evacuation should be undertaken in a calm and safe manner. The emergency services should be contacted to aid rescue if life is at risk.
- 5.5 Two potential evacuation routes from the site, away from the source of flooding have been analysed based on the flood levels detailed within **Table 2.1**.

Route 1

- 5.6 In the event of a flood warning resulting in site evacuation, site occupants should exit the site via Cowley Retail Park access and onto High Road, which heads in a northerly direction, away from the River Pinn (main source of flooding).
- 5.7 Users and staff of the store should travel at least 230m north along High Road, past Hornbill Close and towards Pinn Close, to be located at an elevation greater than the 1 in 100-year + 35%CC flood level (29.3m AOD).
- 5.8 The proposed evacuation route is shown in **Figure 5.1**. The route uses available pedestrian access through pavements located alongside High Road.

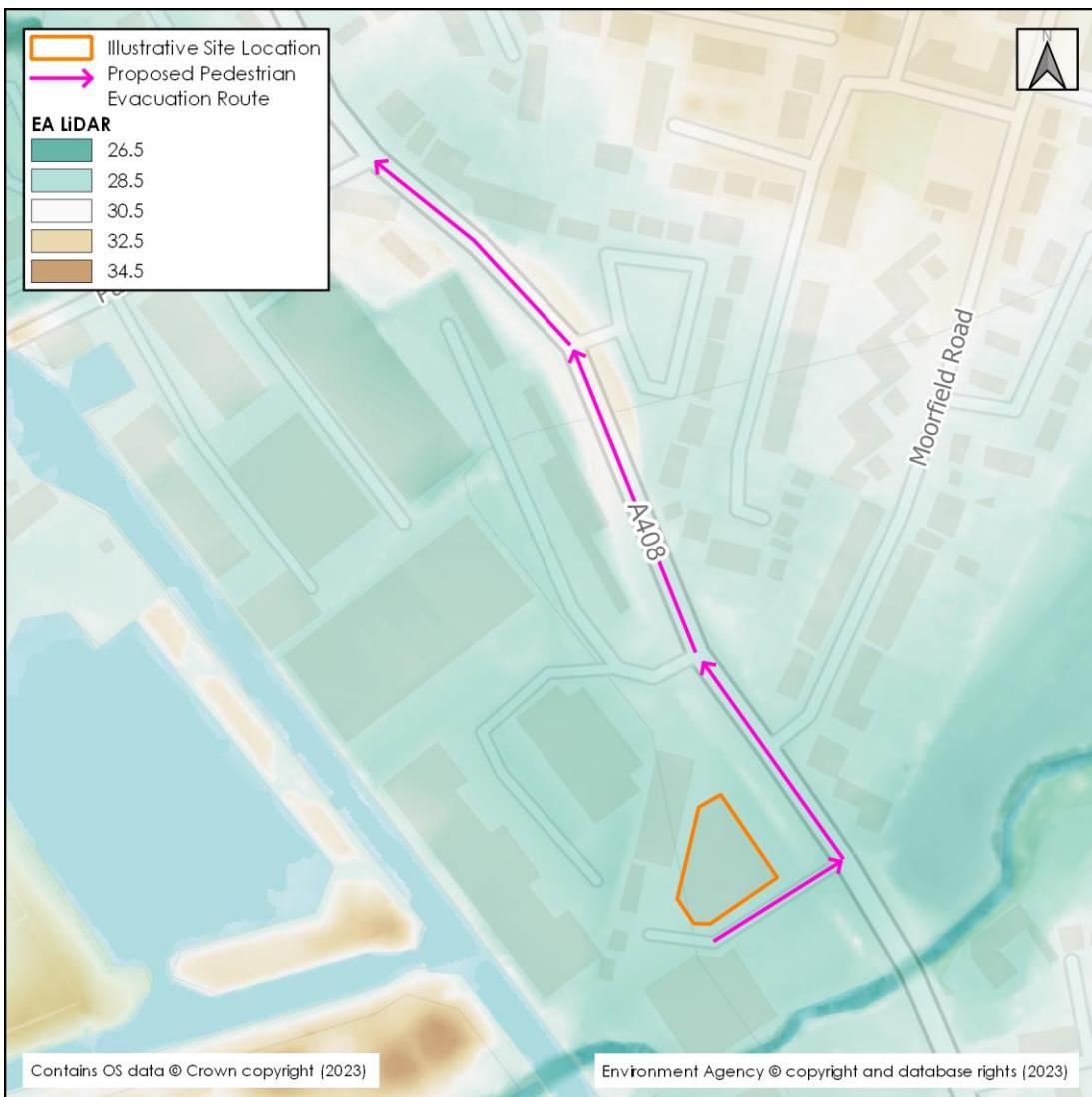


Figure 5.1: Proposed Pedestrian Evacuation Route 1

Route 2

5.9 **Route 2 should only be used if access to Route 1 is impeded for any reason.** In the event of a flood warning, site users and staff should exit the site via Cowley Retail Park access and onto High Road and then High Street, travelling south and over the River Pinn via Philpots Bridge. Please note that Route 2 should only be used if Route 1 is impeded or blocked, it is safe to do so, and flood depths do not appear to have exceeded 25cm (250mm). This is due to Route 2 being at an increased risk, when compared to Route 1, posed by having to cross the River Pinn.

5.10 Users and staff of the store should travel at least 140m south along High Road, towards at least Philpots Close, to be located at an elevation greater than the 1 in 100-year + 35%CC flood level.

5.11 The proposed evacuation route is shown in **Figure 5.2**. The route uses available pedestrian access through pavements located alongside High Road.

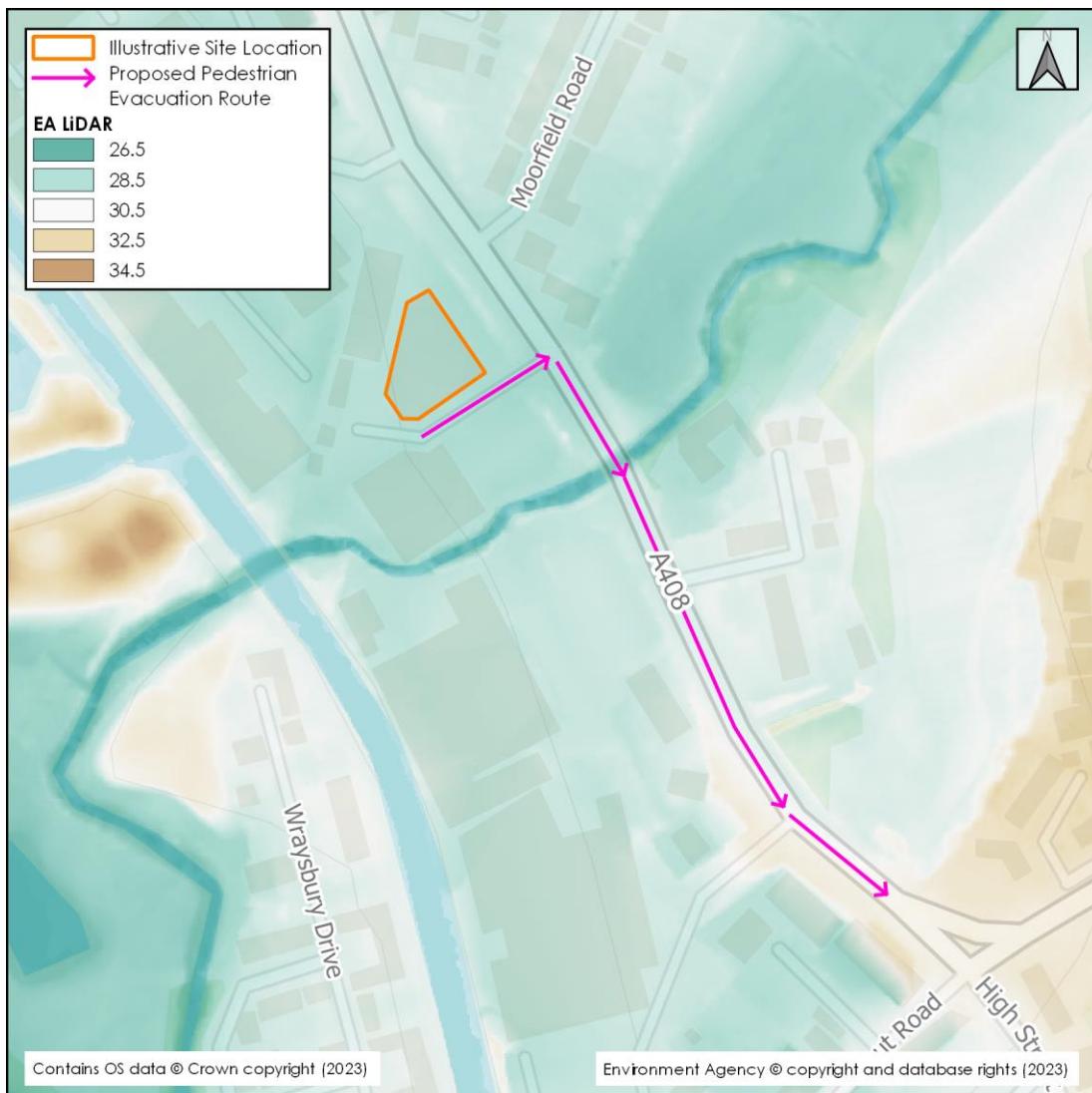


Figure 5.2: Proposed Pedestrian Evacuation Route 2

Flood Hazard

Route 1

5.12 It is understood, based on the Flood Management and Evacuation Plan (reference: 37580 detailed within an adjacent planning application (reference: 64733/APP/2018/2561), hazard ratings for the 1 in 100-year + 35%CC range between 1.25 to 2 (Danger for Most) within the site. As site users travel 100m north along High Road, the hazard rating decreases to between 0 and 0.75 (Negligible).

5.13 Maximum flood levels of approximately 29.3m AOD during the 1 in 100-year + 35%CC event within the vicinity of the site have been compared to topographical elevations along Route 1 to provide approximate flood depths, as shown in **Figure 5.3**. It is recommended that users and staff travel at least 230m north along High Road to be located within an area outside of the 1 in 20-year, 1 in 100-year and 1 in 100-year + 35%CC flood levels.

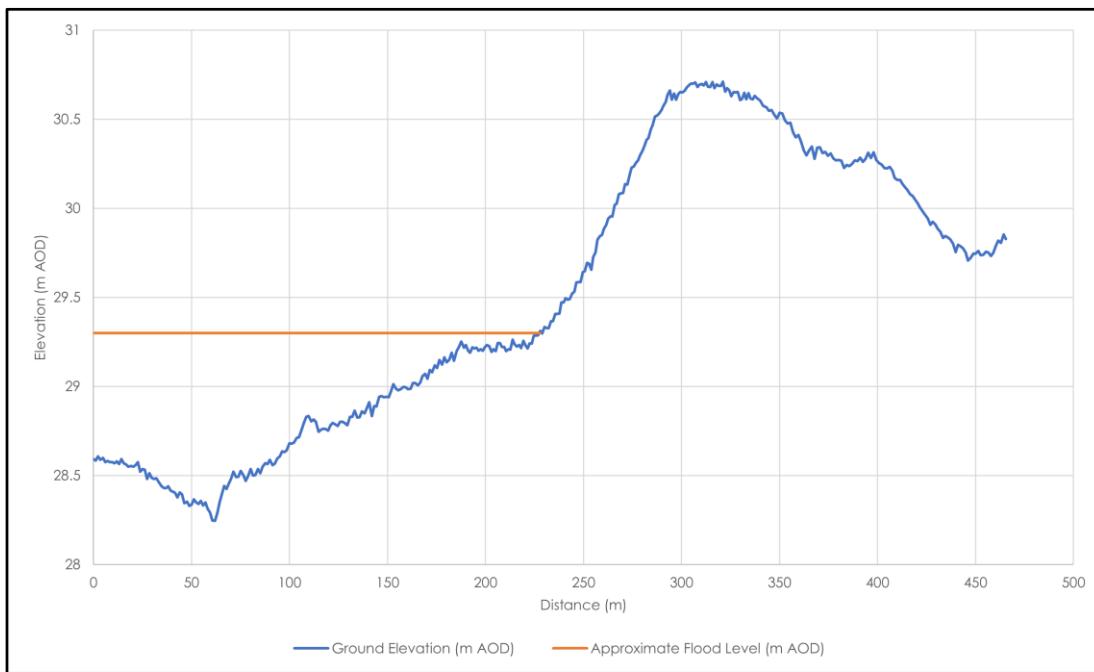


Figure 5.3: Elevations and Flood Level Along Evacuation Route 1 (1 in 100-Year + 35%CC)

Route 2

5.14 As previously outlined, Route 2 should only be used if Route 1 is impeded or blocked. It is understood, based on the Flood Management and Evacuation Plan (reference: 37580 detailed within an adjacent planning application (reference: 64733/APP/2018/2561), hazard ratings for the 1 in 100-year + 35%CC range between 1.25 to 2 (Danger for Most) within the site. As site users travel 50m south along High Road to Philpots Bridge, the hazard rating decreases to between 0 and 0.75 (Negligible).

5.15 Maximum flood levels of 29.3m AOD during the 1 in 100-year + 35%CC event within the vicinity of the site have been compared to topographical elevations along Route 2 to provide approximate flood depths, as shown in **Figure 5.4**. It is recommended that users and staff travel at least 140m south along High Road and High Street to be located within an area outside of the 1 in 20-year, 1 in 100-year and 1 in 100-year + 35%CC flood levels.

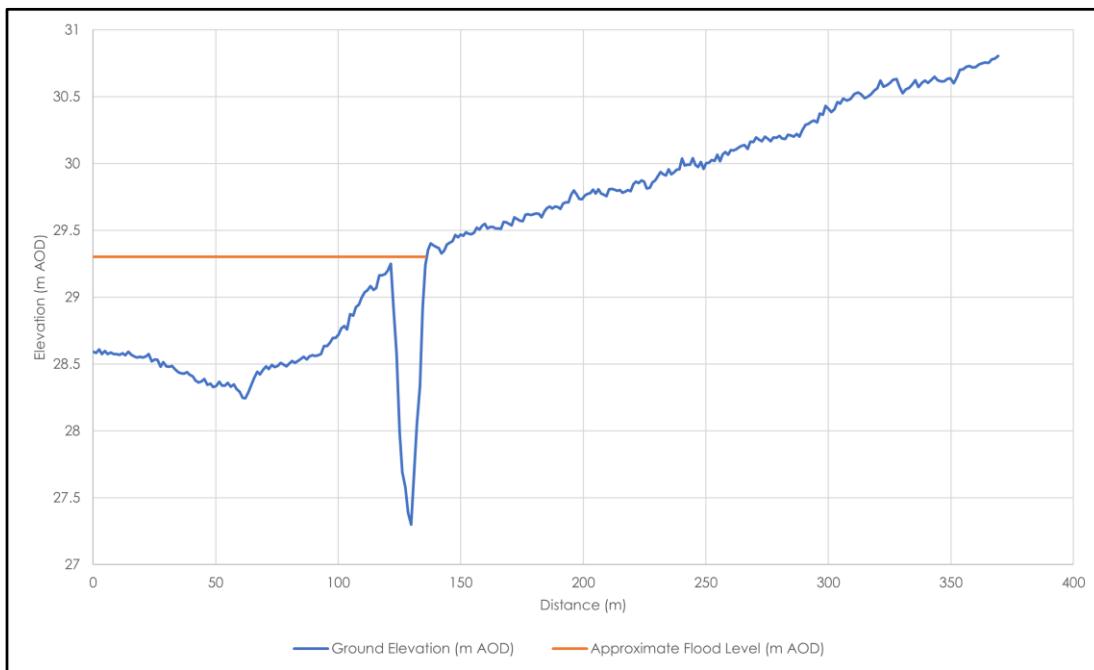


Figure 5.4: Elevations and Flood Level Along Evacuation Route 2 (1 in 100-Year + 35%CC)

On Site

- 5.16 It is understood, based on the Flood Management and Evacuation Plan (reference: 37580 detailed within an adjacent planning application (reference: 64733/APP/2018/2561), during the 1 in 20-year, the hazard ratings for the building is 0 to 0.75 (Negligible) with the access road to Cowley Retail park shown to be at a 1.25 to 2 rating (Danger for Most). During the 1 in 100-year, the flood hazard rating is shown to largely be 0.75 to 1.25 (Danger for Some) and during the 1 in 100-year + 35%CC is shown to be 1.25 to 2 (Danger for Most).
- 5.17 In the event of a flood safe access and egress is therefore not able to be provided given the depths and hazards at the retail park access during the 1 in 20-year flood event and hazard.
- 5.18 In the event that safe access/egress cannot be provided, the wider retail park will strongly depend on the EA flood warning system, whilst ensuring procedures are followed to prevent risk to human life.
- 5.19 It is recommended the applicant recommends to the owner of the retail park that appropriate signage is implemented throughout the site explaining the risk of flooding, evacuation routes, as well as preventing users from entering the site when flooded and to prevent cars being left overnight.

Safe Refuge

- 5.20 Whilst evacuation is the preferred approach, movement through flood water should be avoided where possible. The velocity of flood water may be enough to knock someone

off their feet, even at shallow depths, and manhole covers may have been lifted by water pressure creating a serious hazard.

- 5.21 In the event that evacuation is not possible due to flooding, those present on the site should be directed to a designated safe refuge area. Safe refuge areas should be sized appropriately in the context of the proposed development and the typical number of occupants within the site.
- 5.22 Any vehicles left in proximity of the site during a flood event should only be moved when safe to do so, which is likely to be after flood water has receded.
- 5.23 Following a flood event, and only upon confirmation that it is safe to do so (following the 'All Clear'), users should leave the area of safe refuge and take extreme care of debris, and the potential for lifted manhole covers, when returning to the site.
- 5.24 There may be the potential for emergency services to carry out a rescue operation for those located within an area of safe refuge, depending on the particular conditions at the site.
- 5.25 The level of response will vary depending on the occupation levels of the site at the time of a flood event.

6. PREPAREDNESS MEASURES

6.1 The proposed development is at risk of flooding from a number of sources and, whilst warnings are provided by the EA, the onset of flooding could be sudden, therefore the following preparedness measures are recommended.

Safe Refuge

6.2 Where safe evacuation cannot be achieved, an emergency flood plan is required to outline matters of evacuation and refuge to demonstrate that occupants will not be exposed to flood hazards.

6.3 Safe refuge, with appropriate internal access, should be provided. Safe refuge areas should have access to a potable water supply and suitable welfare facilities for use during an emergency.

6.4 Safe refuge areas should be sized appropriately in the context of the proposed development and the typical number of occupants within the premises. The area of safe refuge should only be used for a short period, in the region of a few hours.

Flood Kit

6.5 Within each identified safe refuge area it is recommended that an emergency flood kit is provided. The flood kit should include:

- Bottled water;
- Non-perishable food items;
- A fully stocked first aid kit;
- A portable radio (to monitor local news and weather broadcasts) and suitable batteries;
- A mobile phone, fully charged and with an appropriate charger;
- Blankets;
- Rubber gloves;
- Waterproof clothing; and
- Wellington boots or similar suitable footwear.

Business Flood Plan

6.6 The EA advise that a written flood plan is produced for businesses at flood risk. It is recommended that the store prepares a Business Flood Plan. This should include; a list of important contact details, a summary of basic strategies for protecting the building and the occupiers, and a checklist of procedures that can be quickly accessed by staff in the event of a flood.

- 6.7 A copy of the Flood Emergency Response Plan is included as **Appendix 1**. The 'Lead Flood Co-ordinators' should regularly update the Business Flood Plan to reflect any staff and procedural changes.

Emergency Planning

- 6.8 If the operatives are unsure of the wider situation or require further information about what to do in the event of a flood, it is recommended that they contact Hillingdon Council's Emergency Planning Team.
- 6.9 It is recommended that the Lead Flood Co-Ordinator consults with Hillingdon Council's Emergency Planning Team, to determine the nearest and most appropriate evacuation centres that can be utilised, should evacuation from the site be necessary.

7. SUMMARY

- 7.1 This Flood Management and Evacuation Plan (FMEP) has been produced on behalf of Firstplan Ltd in respect of a planning application to vary the range of goods that can be sold at Unit 2, Cowley Retail Park, West Drayton, London. It is assumed that goods will be placed on shelving and aisles will be clear, allowing clear access routes within the store. It is understood that no building/physical alteration works are required.
- 7.2 The site is located within Flood Zone 3 and within the 1 in 100-year + 35%CC flood level is understood to be 29.3m AOD in the vicinity of the site. A FMEP has been prepared to set out the overarching principles for flood management and evacuation.
- 7.3 It is recommended, as a minimum, that the designated 'Lead Flood Co-ordinator' and 'Flood Co-ordinators', should sign up to receive free EA Flood Warnings for the 'River Pinn at Yiewsley' and Alerts for the 'River Pinn and Woodridings Stream'. It is also recommended that users of the premises, such as employees, sign up to receive Met Office Severe Weather warnings for the site.
- 7.4 Upon receipt of a Flood Warning, it is recommended that the site is evacuated if it is safe to do so, using one of the evacuation options set out for the site. If this is not possible, safe refuge areas should be utilised. A safe refuge area should have access to a potable water supply, welfare facilities and an appropriately stocked flood kit.
- 7.5 This FMEP is a live document which will require regular review in accordance with any procedural or local guidance changes. As a minimum, an annual review and update should be undertaken, and a review should also be undertaken following any flood event and subsequent evacuation.
- 7.6 The EA advise that a written flood plan is produced for businesses at flood risk. It is recommended that the store prepares a Business Flood Plan. This should include; a list of important contact details, a summary of basic strategies for protecting the building and the occupiers, and a checklist of procedures that can be quickly accessed by staff in the event of a flood.

APPENDICES

Appendix 1: Flood Emergency Response Plan

Flood Emergency Response Plan

GENERAL Emergency Contact Details:

Position	Name	Contact Details
Emergency Services		999 or 112
Head Office – Head of Finance	Mark Dinkin	mdinkin@smythstoys.com 00353 91 743678
Head Office – Facilities Manager	Stephen McGivern	smcgivern@smythstoys.com 00353 87 7444425
Head Office – Head of Property	Ailbhe Carroll	acarroll@smythstoys.com 00353 86 3836468
Head Office – Property	Caroline Monaghan	cmonaghan@smythstoys.com 00353 91 743676
Vinci Facilities Management		

STORE SPECIFIC Emergency Contact Details:

Position	Name	Contact Details
Ops Manager		
Managing Agent		
Flood Emergency Team leader		
Flood Emergency Members		

Step	Heading	Action
1	Protect People	<p>Complete an orderly shutdown of site</p> <ul style="list-style-type: none"> • Evacuate non-essential personnel • Shutdown all Machinery, if time • Isolate the Premises electrical and gas supplies
2	Secure the Premises	<ul style="list-style-type: none"> • Ensure the pump house is protected and sprinkler protection will continue to operate (warehouses only) • Secure any yard equipment including tanks, if applicable • Jervis Street: Clear basements of high value equipment or stock
3	Protect Buildings	<ul style="list-style-type: none"> • Block off points of ingress to buildings (sand bags etc) • Check that site drainage remains effective. • Request emergency generators.
4	Protect Stock	<ul style="list-style-type: none"> • Raise stock, where possible
5	Inform Insurers	<ul style="list-style-type: none"> • Inform Stephen McGivern. Stephen McGivern to inform Mark Dinkin & Caroline Monaghan of any potential insurance claims due to flooding. Mark Dinkin will in turn inform our insurers, Caroline Monaghan will inform Landlords