



Flood Emergency Plan

Project: Cambrian Community Centre

Site Address: Cambrian House, West Market Street, Newport, NP20 2AU

Use Class: Community Centre (Class D1)

1.0 Introduction

This Flood Emergency Plan (FEP) has been prepared to support the operation of the Cambrian Community Centre. The site is located within Natural Resources Wales (NRW) Tidal Flood Zone 3. Recent planning approvals for the immediately adjacent property on West Market Street (Newport Planning Ref: 25/1014) have established, through NRW-approved hydraulic modelling, that this streetscape is unaffected by present-day defended tidal flood events up to the 1-in-1000 year scenario. However, to account for climate change over the lifetime of the development (2101 epoch), this plan mitigates residual future risks.

Because the primary flood risk is tidal (from the River Usk and Severn Estuary), flood events in this area are characterised by a slow onset, which allows for significant advance warning. The purpose of this FEP is to establish clear procedures to ensure the safety of all staff, volunteers, and visitors by facilitating the safe, precautionary closure of the facility before extreme tidal flood events occur.

2.0 Flood Warning System

The Centre Manager is responsible for registering the site with the Natural Resources Wales (NRW) free flood warning service.

- **Designated Warning Area:** The site is located within the *Usk Estuary at Maindee, North Liswerry and Spyttu Pill* flood warning area.
- **Monitoring:** The Centre Manager will also monitor Met Office Weather Warnings for extreme weather events.

NRW issues three levels of flood warnings. The community centre will trigger specific actions based on these levels.

3.0 Triggers and Action Plan

Stage 1: Flood Alert (Prepare)

Meaning: Flooding is possible. Be prepared. Centre Actions:

- The Centre Manager monitors NRW updates and local weather forecasts.
- All staff and volunteers on duty are briefed on the potential flood risk.
- Classes, events, and community sessions scheduled for the next 24 hours are reviewed for potential cancellation.
- Ground floor emergency exits are checked to ensure they are clear of obstructions.

Stage 2: Flood Warning (Act)

Meaning: Flooding is expected. Immediate action required. Centre Actions (Precautionary Closure):

- **Immediate Closure:** The centre will immediately enact its precautionary closure procedure. All upcoming classes, training sessions, and community gatherings are cancelled.
- **Notification:** Visitors and parents of children attending after-school education are notified via phone, email, or social media channels that the centre is closed.
- **Evacuation:** All staff, volunteers, and visitors currently on-site are instructed to leave the premises and travel home immediately, using safe routes away from the River Usk.
- **Asset Protection:** Any valuable items or sensitive documents on the ground floor are moved to the First Floor.
- **Securing the Site:** The Centre Manager ensures water, gas, and electricity supplies are isolated (if safe to do so) and locks the premises.

Stage 3: Severe Flood Warning (Survive)

Meaning: Severe flooding. Danger to life. Centre Actions:

- **The centre remains strictly CLOSED.** No staff, volunteers, or visitors are permitted to travel to the site under any circumstances.
- **If Trapped On-Site (Safe Refuge):** In the highly unlikely event that staff or visitors are trapped on-site due to rapid, unforeseen flooding of West Market Street, they must immediately move to the **First Floor**. Publicly available hydraulic modelling for this exact location (Newport Planning Ref: 25/1014) calculates the extreme 1-in-1000 year plus climate change tidal flood level at 9.31m AOD. As Cambrian House shares this identical topographical context, the First Floor level (approximately 10.62m AOD) provides over 1.31

metres of dry freeboard, keeping occupants entirely flood-free and within tolerable conditions.

- Occupants must remain on the First Floor and contact emergency services (999), waiting for rescue. They must not attempt to walk or drive through floodwater.

4.0 Roles and Responsibilities

The Centre Manager is the designated **Flood Warden** for the premises. Their responsibilities include:

- Ensuring the centre's contact details are up to date on the NRW Flood Warning system.
- Making the final decision to enact the precautionary closure of the centre.
- Ensuring all visitors, parents, and staff are notified of closures.
- Ensuring the First Floor safe refuge areas remain accessible and uncluttered at all times.
- Maintaining a physical copy of this FEP in the ground-floor entry hall and the first-floor office.

5.0 Safe Refuge and Evacuation Routes

- **Primary Strategy (Evacuation):** Established hydrological modelling for this street indicates that during extreme tidal events, flood depths on West Market Street can reach between 0.90m and 1.6m, rendering the highway impassable. Because tidal flooding offers advance warning, the primary safety strategy is to evacuate the site via West Market Street *long before* flooding occurs.
- **Secondary Strategy (Safe Refuge):** If evacuation is impossible, the internal stairs leading to the First Floor landing and multi-purpose rooms provide immediate, dry safe refuge high above extreme flood levels.

6.0 FEP Review and Training

- This Flood Emergency Plan will be reviewed annually by the Centre Manager to ensure contact details and NRW warning zones remain accurate.
- All new staff and volunteers will be briefed on this FEP during their initial induction to the centre.
- The location of the First Floor safe refuge will be clearly communicated to all users of the building.