



Flood Emergency and Evacuation Plan



Flood risk, water and environment

AEG0948_RH10_Turners Hill_01_ Cophorne Hotel

Site Address: Cophorne Hotel London Gatwick

Cophorne Common

Cophorne

Crawley

RH10 3PG

UK Experts in Flood Modelling, Flood Risk
Assessments, and Surface Water Drainage Strategies



Flood risk, water and environment

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Site Location: Copthorne Hotel London Gatwick, Copthorne Common, Copthorne, Crawley, RH10 3PG

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1. Introduction

Site Overview

- 1.1. The address of the site is the Copthorne Hotel London Gatwick, Copthorne Common, Copthorne, Crawley, RH10 3PG (Figure 1).



Figure 1: Site Location (Base map from Google Hybrid).

- 1.2. This FEPP has been prepared following the approval of planning permission being granted for three fishing lakes for leisure use on land at Tulleys Farm (Mid Sussex District Council planning ref: DM/21/2136). The permission was varied under DM/25/0858 to enable the construction of the access road ahead of the wider works.
- 1.3. Condition 2 (revised wording under DM/25/0858) states:

2. No development hereby permitted, except for the works to form the revised means of access on to Turners Hill Road for construction works and the associated haul

route, shall commence unless and until details of the Flood Emergency and Evacuation Plan have been submitted to and approved in writing by the local planning authority in conjunction with West Sussex Lead Local Flood Authority. The Flood Emergency and Evacuation Plan shall follow the format set out within the Flood Emergency and Evacuation Plan Framework submitted as part of the planning [application] and cover the lifespan of the development and needs to follow the best practice guidance set out in ADEPT and EA (2019) flood risk emergency plans for new development. In addition, the Flood Emergency and Evacuation Plan shall include evidence of engagement with stakeholders, including the results thereof.

The development shall not be brought into use until all elements of the approved Flood Emergency and Evacuation Plan have been brought into effect. The Flood Emergency and Evacuation Plan shall be reviewed annually (or as agreed as part of the Plan) by individuals with the relevant knowledge, skill, and experience and is to remain in effect for the lifetime of the development.

Reason: To ensure that the development is safe and emergency measures are in place for the lifetime of the development and to comply with policy DP41 of the Mid Sussex District Plan (2014 - 2031)

- 1.4. As such, this FEEP has been produced to address the requirements of Condition 2; and is informed by detailed breach modelling carried out by Aegaea.
- 1.5. A breach event should be mitigated through appropriate design, maintenance, and monitoring that will be undertaken at the lakes. Notwithstanding this, best practice recommends the production of a FEEP, and this has been prepared on this basis.

2. Flood Risk Summary

What is the risk and who is at risk?

- 2.1. Detailed flood modelling has been prepared to show what would occur in the 'residual risk' event of a breach at one or more of the proposed fishing lakes. The modelled effect that a breach would have to Copthorne Hotel London Gatwick, Copthorne Common, Copthorne, Crawley, RH10 3PG has been further discussed below.

What does the breach modelling show for my land?

- 2.2. Based on the detailed flood modelling conducted by Aegaea, the site is affected by a maximum breach flood extent that is presented in Figure 2.



Figure 2: Maximum Modelled Flood Extent (Base map from Google Hybrid and data from Aegaea Modelled Breach Outputs)

What are the flood depths?

- 2.3. Based on the modelled depth mapping, the maximum flood depths are associated with the watercourse through the centre of the redline boundary (1.65m) (Figure 3).
- 2.4. The majority of the hotel and associated amenities areas are outside the breach extent. A fraction of the hotel, including furthest western wing of the hotel, is within the extent (Figure 3). Based on depth mapping in this area, depths are estimated to reach 0.14m, which are considered minimal and safe in line with the FD2320 flood hazard classification table¹.
- 2.5. The flood depth mapping shows a different outline to the previous extent mapping due to it filtering out depths below 0.01m, which are considered negligible.

¹ https://assets.publishing.service.gov.uk/media/602d04a98fa8f5037d371a08/FLOOD_HAZARD_RATINGS_AND_THRESHOLDS_explanatory_note.pdf

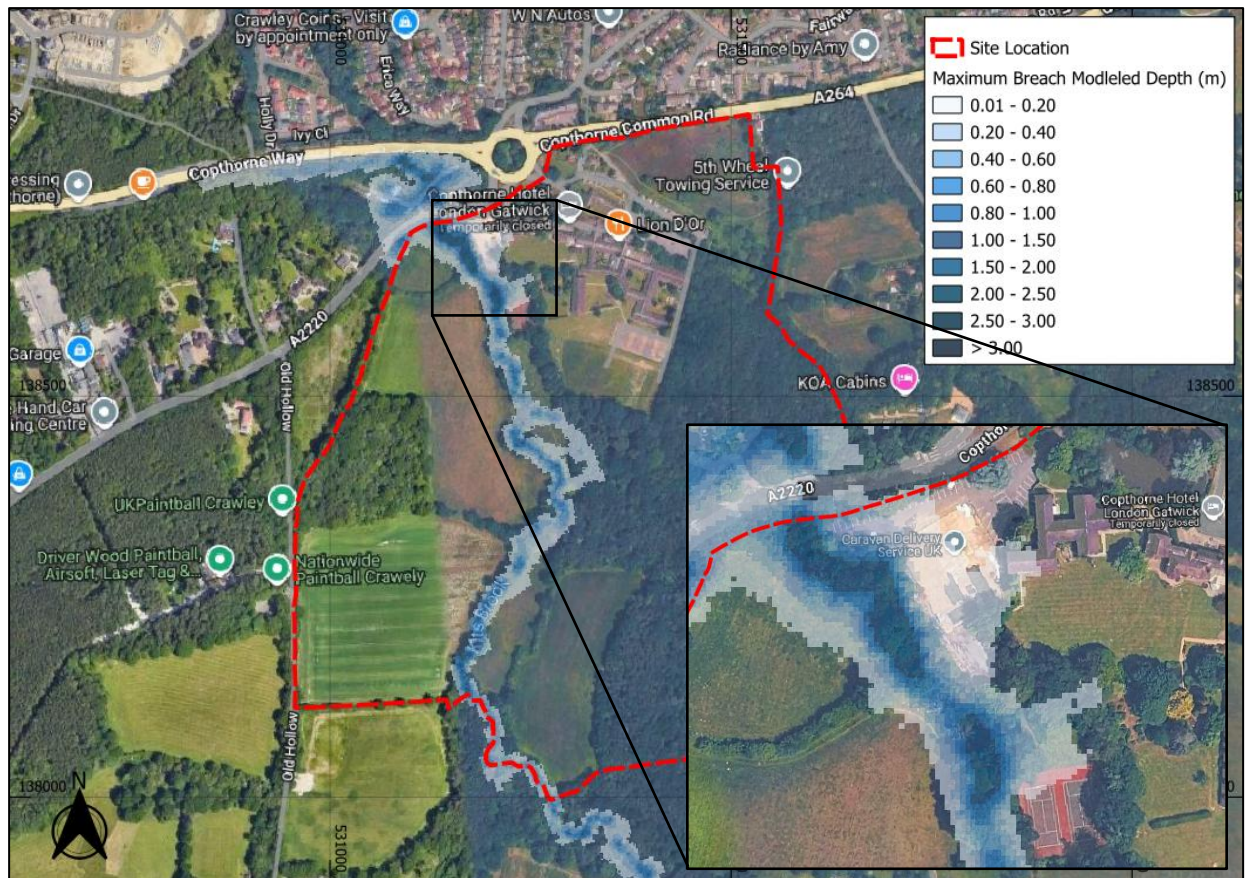


Figure 3: Maximum Modelled Flood Depth (Base map from Google Hybrid and data from Aegaea Modelled Breach Outputs)

How long will it take for flooding to reach my land?

- 2.6. The detailed modelling also shows the time it would take for the flood water from the breached lakes to reach the hotel. Based on this information it would take approximately 5hr for the water to arrive at the hotel, following the breach first occurring.

3. Flood Emergency/Evacuation Plan (FEEP)

What Flood Warnings will be made available and how will they be triggered?

- 3.1. As part of the construction of the fishing lakes, water level sensors will be installed to detect a rapid drop in water levels. The system will be conveyed to the at-risk properties through texts/phone calls, where such contact details have been provided to Tulleys by the landowner.

Responsibilities – who is responsible for maintaining the lakes and the warning systems?

- 3.2. It is the responsibility of Tulleys Farm to maintain and monitor the lakes and to convey a notification of breach to the at-risk properties in the scenario where a rapid drop occurs.
- 3.3. It is the responsibility of the hotel management to communicate this FEEP to occupants and visitors.
- 3.4. It is the responsibility of the hotel management to make the FEEP procedures available and communicated to residents of the hotel where appropriate. The hotel should ensure the residents have access/ means to receive the aforementioned notification of a breach – for example, the hotel should forward any notification from Tulleys, onto the residents.
- 3.5. It is the responsibility of the hotel management to communicate the FEEP at the trigger event to all occupants/customers on receipt of a notification of a breach.

Preparation for Flood Events

- 3.6. Based on the modelled flood data, the evacuation route is outside the residual risk flood extents.
- 3.7. Therefore, any occupants within the western wing of the hotel impacted by the breach extent should seek to evacuate the site, or be relocated within another wing, within the hotel. For other occupants of the hotel it is not considered necessary that evacuation is required if flooding were to occur at the site.
- 3.8. However, to take a precautionary approach, in line with EA ADEPT advice, guidance of how to prepare for a flood event has been outlined below if required.

3.9. There are a multitude of ways the hotel owner and management can prepare for the potential of a flood event. These are set out as follows:

- Important documents (such as insurance certificates) can be placed into sealable polythene bags to protect them from flood water or can be placed in a high and secure location.
- Ensure that the insurance policy for the property covers for flood damage.
- Identify who can assist during a flood event – hotel employees can help store belongings and assist with finding somewhere safe to stay when flooding is imminent..
- If there are cars within the site, identify somewhere safe they can be moved prior to a flood event. Do not attempt to move your car if it is already in flood water. It is recommended that cars should be parked outside of the Breach extents.

3.10. In addition, it is advised you prepare flood kits for residents/ occupants which can be quickly accessed when flooding is imminent to equip you with everything you may need. You should consider the following:

- Bottled Water – Water from the tap could become contaminated during a flood so bottled water should be available.
- First Aid Kit – Keep a first aid kit to hand in case of minor injuries.
- Mobile Phone – Keep a fully charged mobile with you so that you can contact people in an emergency or call for help. If the phone has internet access, you can use it to monitor the local news and latest flood situation.
- Waterproof Clothing – Keep wellies and rubber gloves available should you need to enter the flood water.

3.11. In the event of a flood, you may not be able to find these essential items, so it is important to prepare in advance.

What to do to prepare/ during flooding

3.12. This FEEP should be communicated to and provided to all hotel management staff and occupants. The summary (Section 4) should be displayed in communal areas within the site where appropriate and also distributed to occupants through introductory information.

3.13. The main priority during a flooding event is the safety of all site users. As such a key part of protecting everyone is making sure that you are fully aware of the ongoing situation and know where to access the most up to date information. Below is a list of advised actions that could be

taken during a flood event, for occupants in the western wing, and hotel management staff. These are not considered essential for all other occupants within the hotel given the modelled flood data shows the remainder of the hotel and the evacuation route are outside of the residual risk flood extents. They are included here for completeness and reflect the relevant best practice guidance for FEEPs:

- Where possible, switch off all electrical and gas appliances at the mains.
- Monitor local press, radio, and regional TV.
- Pay close attention to the advice given by emergency services and local authority. Take the notification of breach seriously and respond quickly.
- Do not drive through flood water. Less than two feet of flood water can be enough to float a vehicle.
- Avoid contact with flood water when possible. Flood water is typically contaminated with sewage and other hazardous substance. Wear rubber gloves and boots, and wash thoroughly if you do come into contact with flood water. Do not attempt to swim through flood water.
- Do not enter a property that has been flooded unless you are sure it is structurally safe. If in doubt, have the property checked by a professional.
- Do not turn on your electrical or gas supplies until they have been checked by a professionally qualified electrician or engineer. Take care of gas leaks – do not smoke or use open flames.
- Do not use petrol or diesel generators indoors as they produce carbon monoxide.

3.14. Based on the modelled flood data, the majority of the hotel (excluding the western wing) is outside of the residual risk flood extents. Therefore, it is not considered necessary/essential that evacuation is required if flooding were to occur at the site. The occupants within the western wing should follow evacuation procedures if an alert is triggered.

3.15. Furthermore, as per the previously discussed modelling, flooding is not expected to occur instantaneously, and it should take approximately 5hr for water to arrive at the hotel. This is expected to give sufficient time for occupants of the western wing and hotel management to prepare, and other occupants if required.

3.16. The evacuation route shown in the following section should be used as a guide. If flooding has occurred in the surrounding area alternative routes may be more appropriate.

Proposed Flood Evacuation Route (where appropriate/required) or Emergency Procedures

3.17. The requirements for safe access and egress in flood risk areas are as follows, in decreasing order of preference:

- Safe dry route for people and vehicles;
- Safe dry route for people;
- If a dry route for people is not possible, a route for people where the flood hazard (in terms of depth and velocity of flooding) is low and should not cause a risk to people; then,
- If a dry route for vehicles is not possible, a route for vehicles where the flood hazard (in terms of depth and velocity of flooding) is low to permit access for emergency vehicles. However, the public should not drive vehicles in floodwater.

3.18. Where a dry route is not possible and a route with low flood hazard is identified, the route should not have any service covers that could be removed, or other underwater hazards. It is often difficult to see underwater hazards even in shallow water, particularly at night or if the water is silty.

Safe Refuge and Access/Egress

3.19. As per the outputs of the modelling previously discussed, **the majority of the hotel is outside of the flood depth and extent mapping. Only the western wing is affected.**

3.20. Therefore, only evacuation of the western wing is required in the event of the alert being issued. The remainder of the hotel is not required to evacuate as safe refuge is available within these other areas of the hotel.

3.21. However, if the occupants wish to evacuate then, the fastest, safest route out of the area, that is least affected by floodwater, is to exit the site via the main entrance and onto the roundabout where occupants should head eastbound along Copthorne Common Road. This route **remains dry throughout the whole breach event**, meaning dry access/egress is considered to be

achievable if the occupants wanted to leave the hotel (as shown on Figure 4). The evacuation route provides connections to the wider area away from the flood extent.

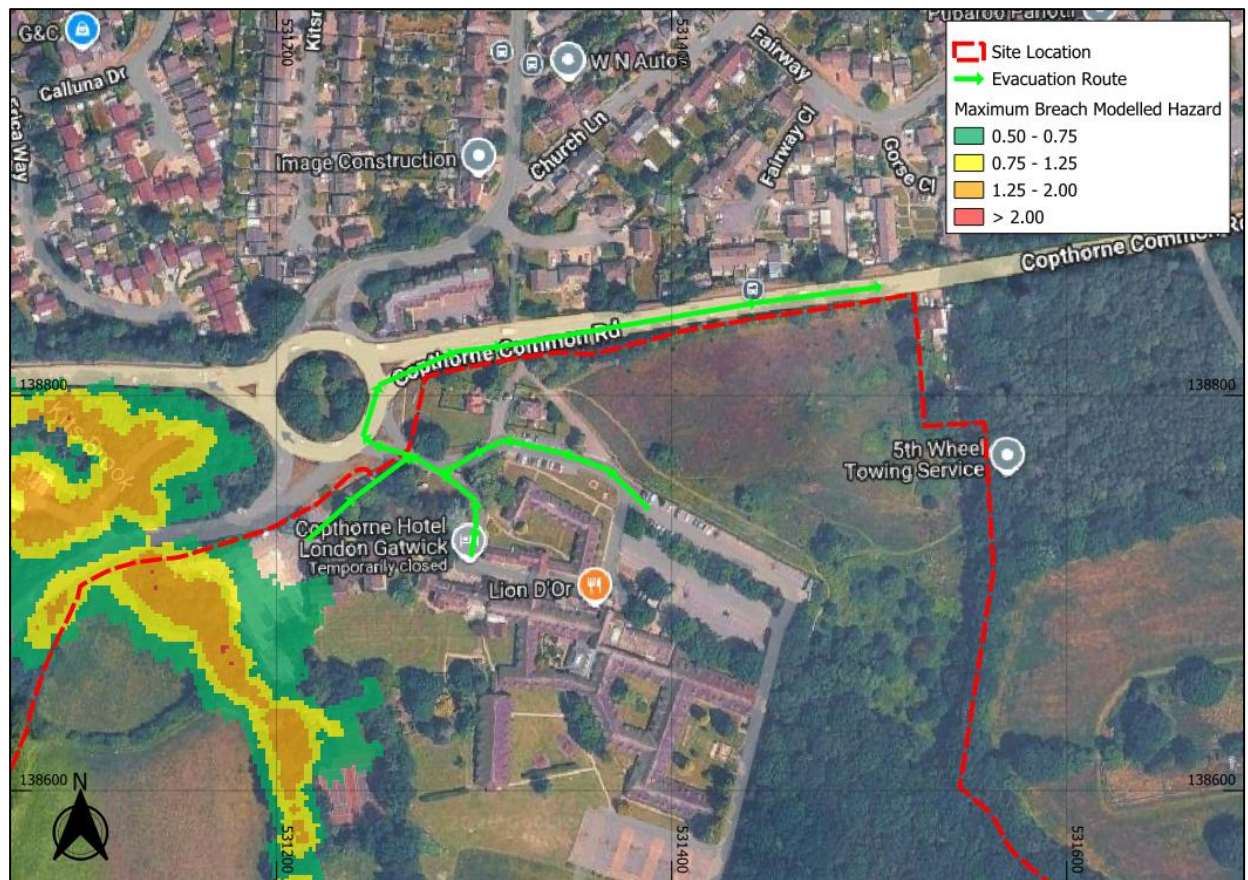


Figure 4: Evacuation Route Overlain Modelled Flood Hazard (Base map from Google Hybrid and data from Aegaea Modelled Breach Outputs)

4. Summary for Site Occupants and Users