



Flood risk, water and environment

Flood Risk Emergency Plan AEG9717_BN15_Worthing_01

Site Address: 15A South Farm Road

Worthing

West Sussex

BN14 7AB

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



water, civils and environment

Document Issue Record

Project: Flood Risk Emergency Plan

Prepared for: Val Capon

Reference: AEG9717_BN15_Worthing_01

Site Location: 15A South Farm Road, Worthing, West Sussex, BN14 7AB

Issue	Date	Author	Check	Auth.	Comments
1	12/12/2025	Daniel Cunningham	JA	OH	First issue

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1. Introduction

- 1.1. Aegaea were commissioned to undertake a Flood Risk Emergency Plan (FREP) to facilitate a planning application for a proposed development. This FREP has been prepared in accordance with the requirements set out in the National Planning Policy Framework (NPPF) and the associated Planning Practice Guidance.
- 1.2. It is understood that the proposed development is for the change of use of the first floor from office to residential flat. We understand the development has been granted planning permission with a number of planning conditions. Condition 5 relates to flood risk.

Condition 5;

Prior to the first use of the development a Flood Risk Emergency Plan shall be submitted to and approved in writing by the Local Planning Authority. The Flood Evacuation Plan should be created in line with 'Flood risk emergency plans for new development' as produced by ADEPT and EA and demonstrate safe access and egress in accordance with NPPF.

Reason: To ensure the flood risk is adequately addressed, not increased and users remain safe for the lifetime of the development in accordance with NPPF and Policies of Worthing Borough Council

Site Overview

- 1.3. The address of the proposed development is the 15A South Farm Road, Worthing, West Sussex, BN14 7AB (Figure 1).

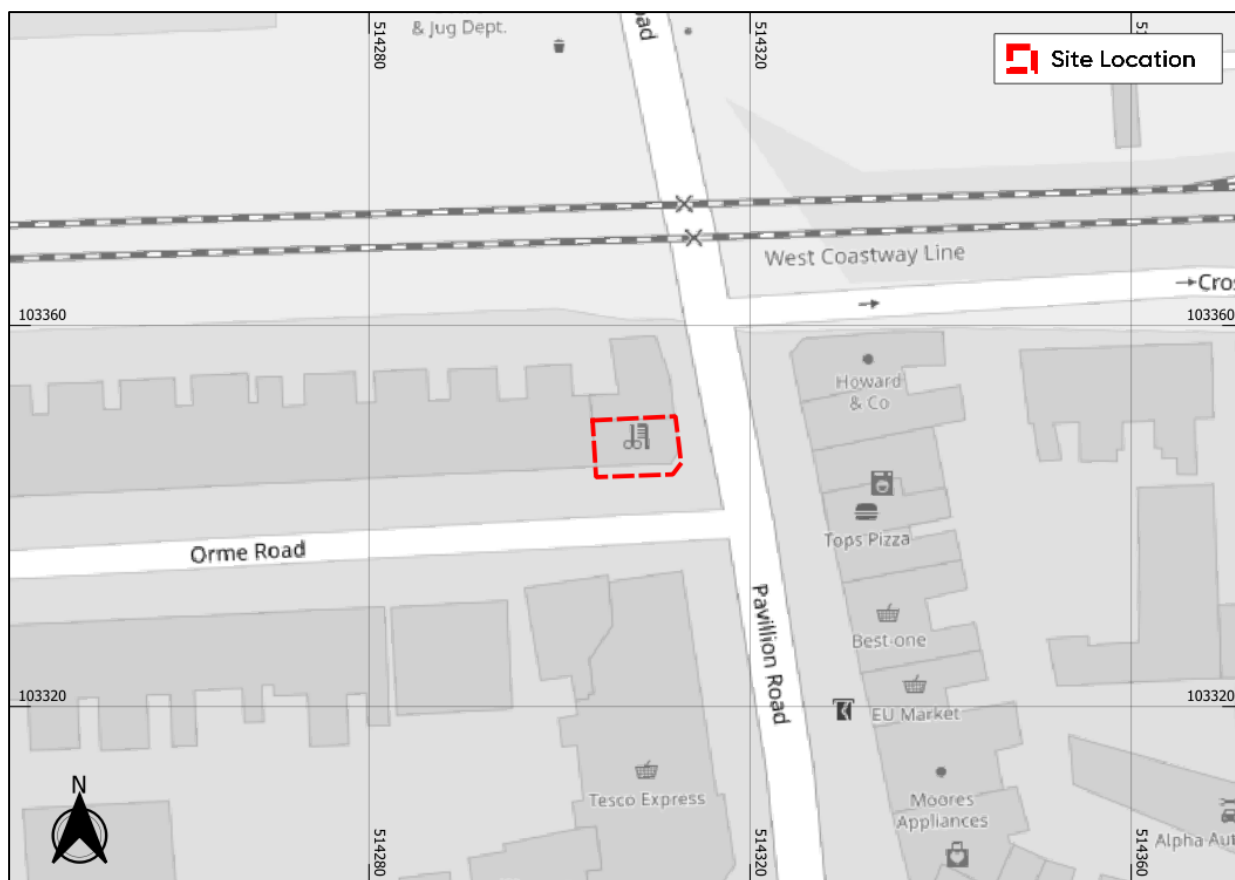


Figure 1: Site Location (Base map and data from OpenStreetMap and OpenStreetMap Foundation (CC-BY-SA). © <https://www.openstreetmap.org> and contributors. Contains public sector information licensed under the Open Government Licence v3.0).

Requirement for a Flood Risk Emergency Plan

- 1.4. Guidance set out by the Association of Directors of Environment, Economy, Planning & Transport (ADEPT) notes that an FREP should be provided, if relevant pedestrian and / or vehicular access and escape routes from a site would be affected during:
- a design flood from any source (with an appropriate allowance for climate change) with any existing flood risk management structures or features operating as intended; or
 - a design flood from any source (with an appropriate allowance for climate change) with a failure of any relevant flood risk management structures or features.

- 1.5. The key aim of the FREP is to provide the regulators and operator with clear information to show how flood risk has been appropriately considered and to set out clear guidelines as to how the site should be evacuated in the unlikely event of a flood emergency.
- 1.6. The FREP should be considered a live document and is therefore subject to update / review whenever there is a change to any of the contact numbers, names or roles set out within the FREP.
- 1.7. The initial FREP should be approved by Worthing Borough Council, as the Local Planning Authority (LPA). All subsequent updates and reviews of the FREP shall be documented and recorded to ensure that an up-to-date version of the FREP is available at all times.

2. Flood Risk Emergency Plan

Safe Access/Egress

- 2.1. The requirements for safe access and egress from new developments 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.
- 2.2. 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.
- 2.3. It is noted that the proposed development is for the change of use fo the first floor only meaning that safe refuge should be possible within the development.

Pluvial

- 2.4. As shown on Figure 2, the fastest route out of the area would be to travel generally in a southwest on Orme Road, west on Tarring Road, south on Shakespeare Road, where access can be achieved to the wider area on Cowper/Wykeham Road.
- 2.5. It is noted that the route is either not at risk, or at low risk of surface water flood hazard rating exceeding 0.75 based on the National Flood Risk Assessment (NaFRA2) Risk of Surface Water Flooding (RoFSW) hazard dataset produced by the Environment Agency. As per the FD2320

flood hazard classification table¹ a hazard rating of less than 0.75 is considered to be 'Very low hazard', meaning safe access/egress is considered to be achievable.

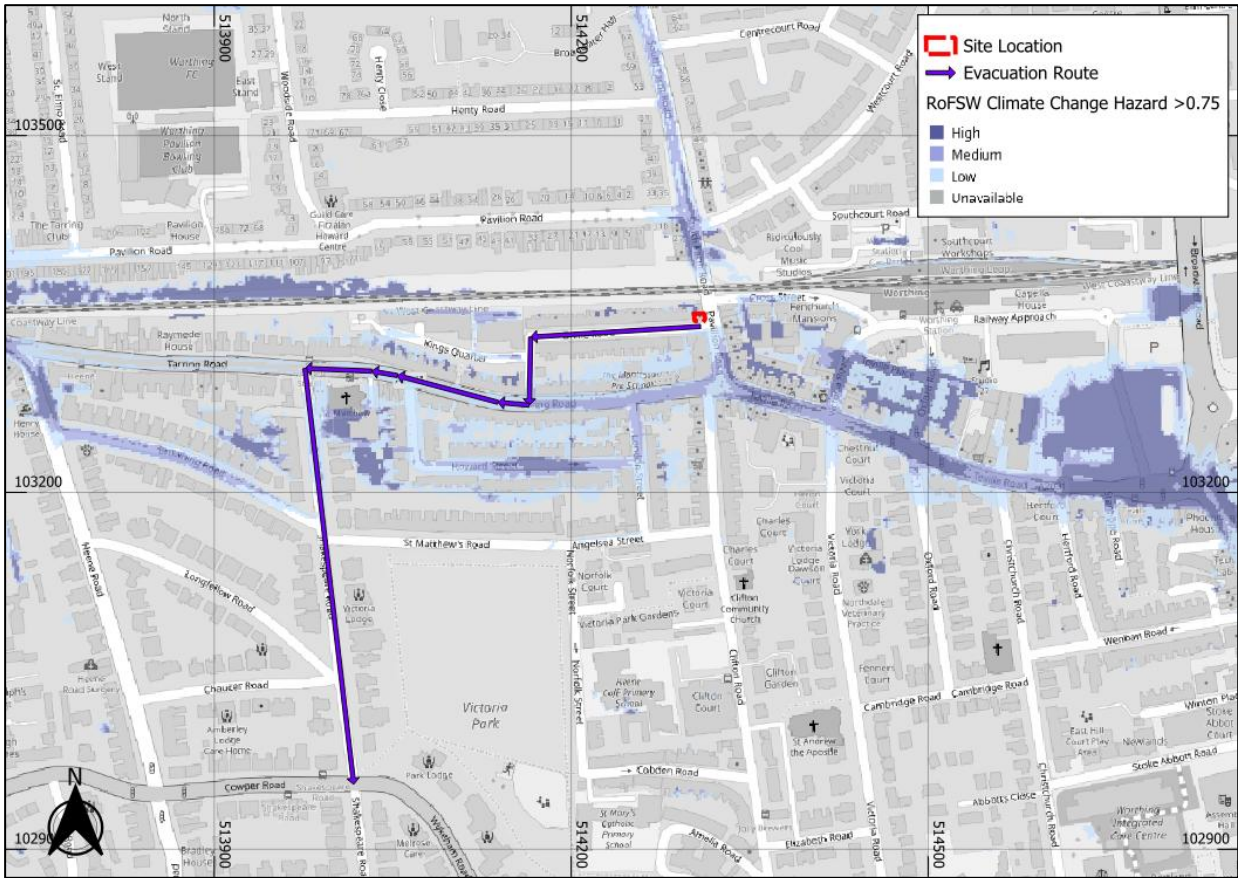


Figure 2: EA RoFSW Modelled Hazard Ratings (Base map and data from OpenStreetMap and OpenStreetMap Foundation (CC-BY-SA). © <https://www.openstreetmap.org> and contributors. Contains public sector information licensed under the Open Government Licence v3.0)

2.6. It is recommended that the occupant of the dwelling should monitor Met Office Weather Warnings to be prepared for extreme weather events.

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

- 2.7. As previously mentioned, the proposed development is for the change of use for the first floor only upon receipt of the Met Office Weather Warnings, if evacuation cannot be made then then refuge should be taken on the mezzanine floor.

Fluvial

- 2.8. As shown on Figure 3, the site and surrounding area is located within Flood Zone 1, and as such safe access/egress can be achieved to the wider area in the event of a fluvial or tidal flood event.

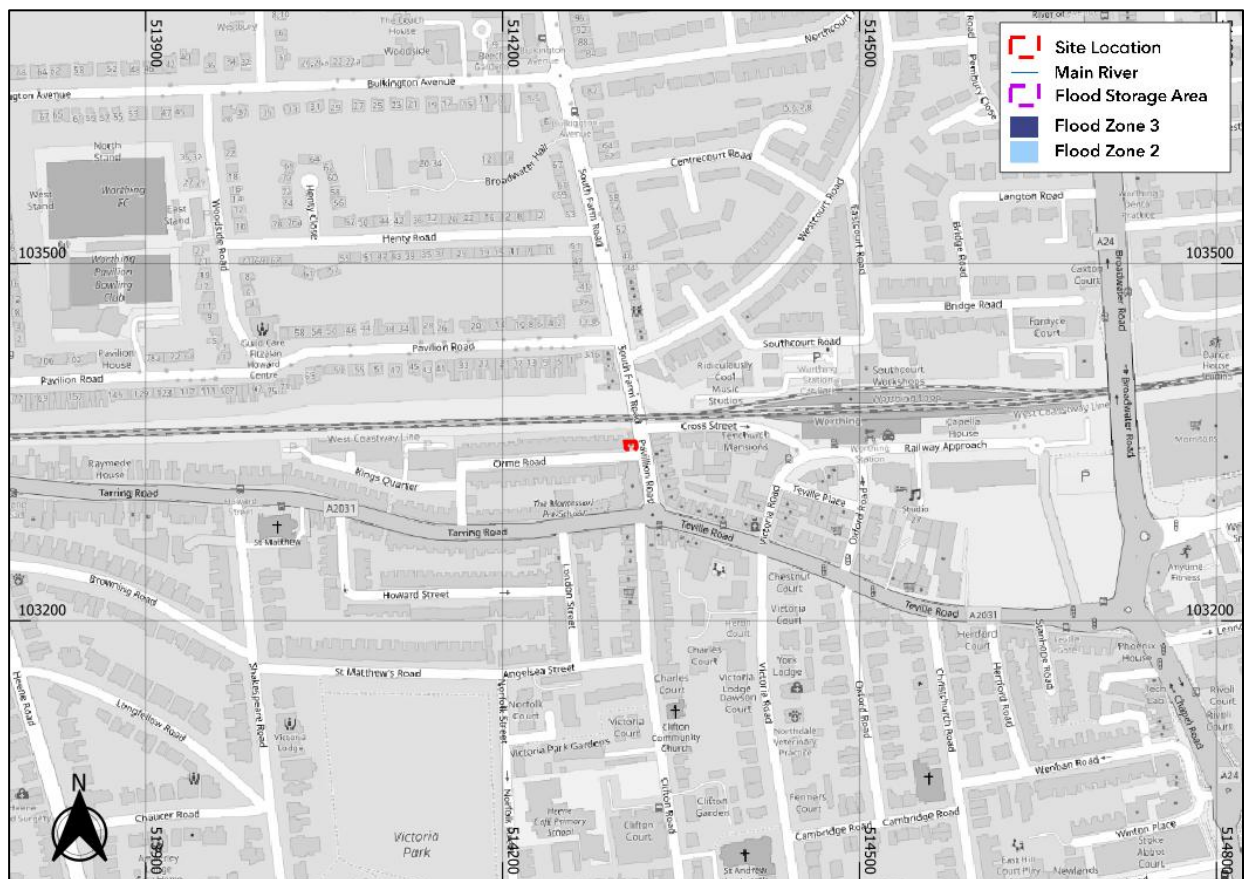


Figure 3: Flood Zones (Base map and data from Google Hybrid © Contains public sector information licensed under the Open Government Licence v3.0)

Met Office Weather Warnings

- 2.9. The analysis above has shown that some surrounding roads may be at risk from surface water flooding. Surface water flooding generally occurs during periods of high intensity rainfall or sustained long periods of wet weather.
- 2.10. Met Office is the national meteorological service for the UK; they issue weather warnings up to 5 days in advance, through the National Severe Weather Warning Service, when severe weather has the potential to bring impacts to the UK. It is also possible to stay up to date with weather warnings through the Met Office app (available on both android and apple), social media (X (formerly Twitter), Facebook) or email alerts.
- 2.11. During periods of bad weather, residents should monitor local weather reports and sign up for the Met Office UK weather warnings². Procedures should be formalised (if not done so already) in the event of a severe weather warning or flooding.

Trigger Events

- 2.12. Met Office weather warnings³ should be used to set evacuation triggers. There are three levels of weather warning:
- Met Office 'yellow' warning - To implement a review of the FREP procedures (state of readiness)
 - Met Office 'amber' warning - Amber alert (prepare ahead of potentially flood event)
 - Met Office 'red' warning - Issue a red alert (site evacuation)

The Met Office issues weather warnings, through the National Severe Weather Warning Service, when severe weather has the potential to bring impacts to the UK. These warnings are given a

² <https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new>

³ <https://www.metoffice.gov.uk/weather/warnings-and-advice/seasonal-advice/when-and-why-do-we-issue-warnings>

colour (yellow, amber or red) depending on a combination of both the impact the weather may have and the likelihood of those impacts occurring⁴:

- **Yellow:** You should check the details of the forecast and consider taking steps to minimise impacts for you and your household. Even in a yellow warning area, people will see disruption to a greater or lesser extent, so it's important to check the details and see which steps you could take to prepare.
- **Amber:** Disruption from an Amber warning is more likely and more widespread. You should change plans that could be impacted by the weather and take action to protect yourself and your property.
- **Red:** These warnings are reserved for very dangerous weather with a high level of certainty. You should take direct action to keep yourself and others safe from impacts of the weather. It's likely there will be a risk to life, as well as substantial disruption to travel and infrastructure.

2.13. Three trigger stages have been identified, namely, yellow alert (to implement a review of the FREP procedures), place residents on amber alert (state of readiness) or issue a red alert (site evacuation), as detailed in Table 1.

Table 1: Evacuation Triggers and Procedures

Warning trigger	Trigger stage	Procedures
Met Office Yellow Warning <i>You should check the details of the forecast and consider taking steps to minimise impacts for you and your household.</i>	Yellow Alert - Review FREP	Yellow Alert represents a state of readiness ahead of a potential flood situation. • Check your flood risk https://www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings

⁴ <https://www.metoffice.gov.uk/weather/guides/warnings>

Warning trigger	Trigger stage	Procedures
		• Keep up to date with the latest situation – Download the Met Office Weather Forecast App, subscribe to email alerts or follow @metoffice and #WeatherAware on X (formerly Twitter) for the latest weather warning updates. • Ensure all residents are aware of the situation and know what to do should the situation escalate. • Have a bag ready with vital items like insurance documents and medications in case you need to leave your home. • Check you know how to turn off your gas, electricity and water mains supplies. • Plan how you'll move family and pets to safety
Met Office Amber Warning <i>You should change plans that could be impacted by the weather and take action to protect yourself and your property.</i>	Amber Alert	Amber Alert means you should be prepared to act, if necessary, ahead of a potential flood situation. • Move vehicles to higher ground if it's safe to do so. • Secure any materials or large loose items that may float and cause damage during a flood. • Move family and pets to safety. • Turn off gas, electricity and water supplies if it's safe to do so (never touch an electrical switch if you're standing in water)

Warning trigger	Trigger stage	Procedures
Met Office Red Warning <i>You should take direct action to keep yourself and others safe from impacts of the weather. It's likely there will be a risk to life, as well as substantial disruption to travel and infrastructure.</i>	Red Alert	Red Alert means that you must act. • Call 999 if you're in immediate danger. • Follow advice from the emergency services and evacuate if you're told to do so. • Avoid driving or walking through flood water: just 30cm (1 foot) of fast flowing water could move your car and even shallow moving water can knock you off your feet. It may also contain heavy debris, sharp objects, open manhole covers, sewage and chemicals. • Make sure you have an emergency kit including a torch, spare batteries, mobile phone and charger, warm clothes, important numbers like your home insurance, water, food, first aid kit and any medicines and baby care items you may need. • Alert neighbours and offer help if it's safe to do so. • Dwellings should not be re-entered until weather warning has been lifted or unless instructed by emergency services.

List of Responsibilities

Key Personnel

- 2.14. It is the responsibility of the site owners/management company to communicate this FREP to residents upon purchase/lease of the property.
- 2.15. Then, it is the responsibility of the property owners/residents to make the FREP procedures available and communicated to all visitors, contractors (where appropriate).
- 2.16. All residents should have access/means to receive Weather Warnings from the Met Office (via X, the Met Office App or Email Alerts).
- 2.17. It is the responsibility of the residents to implement the FREP at the trigger event of receiving a Red Weather Warning.

- 2.18. Where possible, residents should seek to coordinate their evacuation with other residents/groups in neighbouring buildings. This is to keep as many people evacuating the area to Flood Zone 1 and outside of modelled surface water extents together as possible. Additional strain would be placed on the emergency services if multiple smaller groups of people were trying to evacuate the school and became stranded.

Emergency Services

- 2.19. It is important to immediately leave the site if a Red Warning is in place.
- 2.20. This is so that additional strain is not put on the emergency services. Blue light responders (i.e. the emergency services) will automatically become the 'first responder' during a flood event. Any instruction from the emergency services will supersede the information provided in this document. The instructions from the emergency services should be followed.
- 2.21. Table 2 provides contact numbers for relevant Emergency Services.

In an emergency where there is a real and immediate threat to life or property always dial 999.

Table 2: Key contact numbers for emergency services

Organisation	Contact Number
West Sussex Fire and Rescue Service	Main Switchboard: 01243 786211 Non-emergency: 101 Emergencies: 999
Sussex Police	Main Switchboard: 01273 475432 Non-emergency: 101 Emergencies: 999
Environment Agency	Incident Hotline: 0800 80 70 60 Main switchboard: 03708 506 506

Preparation for Flood Events

2.22. There are a multitude of ways that property owners can prepare for the potential of a flood event. These are set out as follows:

- Important documents (such as passports and 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 – friends or family that can help you store possessions and stay somewhere safe when flooding is imminent. Similarly, you can look out for friends, neighbours and family who may need help themselves during a flood event.
- If there are pets within the residence, identify somewhere safe they can be taken during a flood event.
- If there are cars within the residence, 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.

2.23. In addition, it is advised you prepare a flood kit which can be quickly accessed when flooding is imminent to equip you with everything you may need. You should consider the following:

- Important documents such as passports and insurance certificates – if these cannot be safely stored within the property it would be advised to take them with you as they are expensive to replace.
- Torch – In the case that it floods at night and power is affected (Wind Up torch is preferred)
- Radio – A wind up or battery radio will help to monitor local news and weather broadcasts for the latest flooding situation.
- Batteries – Have spare batteries in order to power the torch and radio should it be required.
- 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. Put any prescription medication in your kit so that you can have easy access to it.
- 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.

2.24. In the event of a flood, you may not be able to find these essential items, so it is important to prepare in advance. Completing an individual flood plan (using the information provided within this document) will assist in helping you decide what practical actions to take before and during a flood which will help reduce the damage flooding could cause).

What to Do to Prepare/ During Flooding

2.25. The main priority during a flooding event is the safety of all site users and residents. 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 should be carried out during a flood event:

- Where possible, switch off all electrical and gas appliances at the mains.
- Monitor websites distributing flooding information including <https://www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings>
- Monitor the Met Office App, X (formerly Twitter), local press, radio, and regional TV.
- Pay close attention to the advice given by emergency services and local authority. Take all of the warnings 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.

Places of Safe Refuge

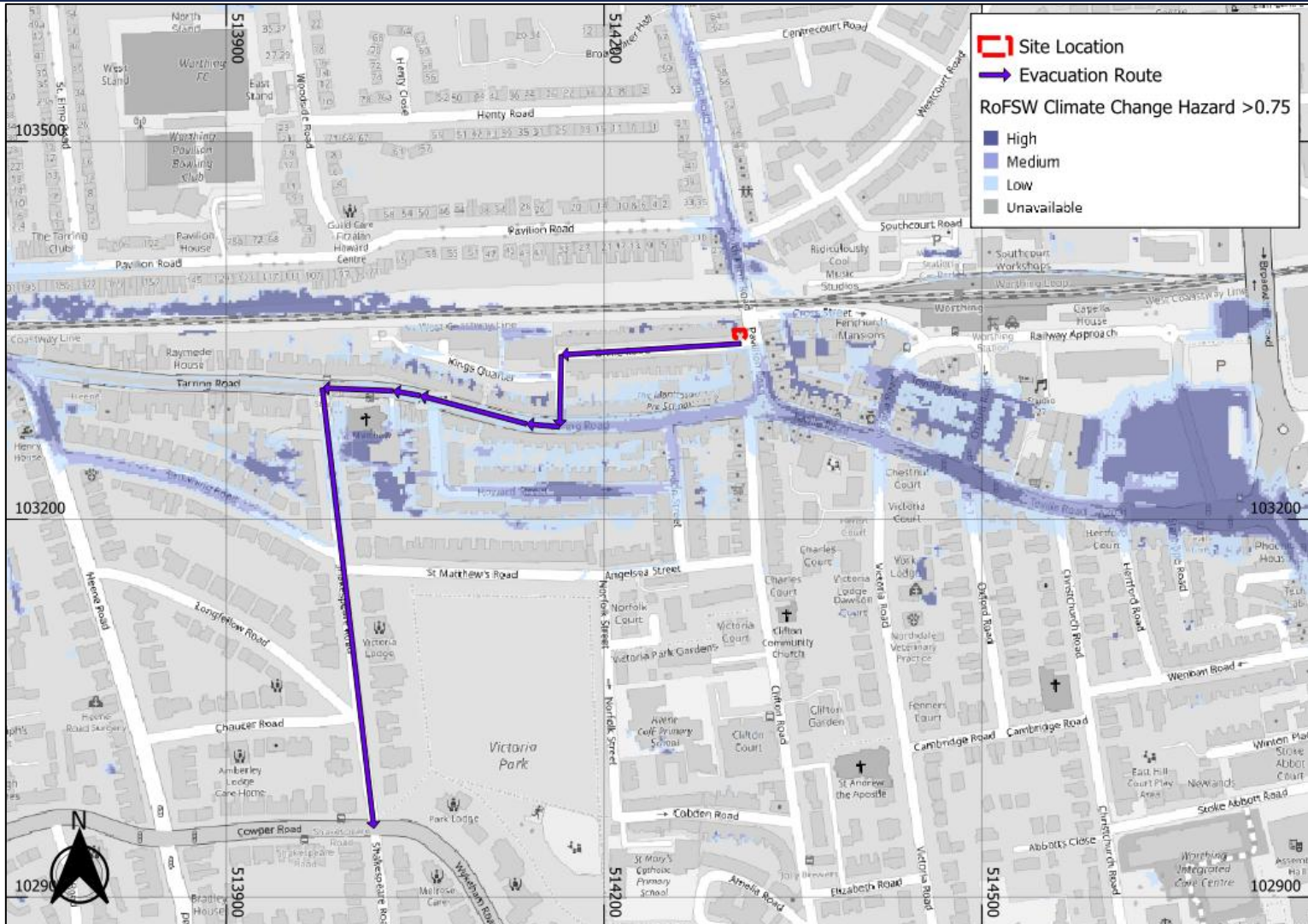
- 3.18 Once occupants and site users have followed the proposed evacuation route outside of the surface water flooding extents, alternative accommodation should be sought with friends, family or hotels etc.

On Site Safe Refuge

- 3.19 The proposed development is for the change of use of the first floor from office to residential flat. Therefore, safe refuge should be possible within the development.

3.20 However, it is extremely important to note that prior evacuation should be sought before flooding occurs. Do not wait for flooding to occur to react. It should be reiterated that prior evacuation is the preferred option and safe refuge on site should only be sought in the very worst case scenario where flooding occurred, and the refuge on site is to mitigate the risk to life.

4. Summary for Site Occupants and Users

Property:	15A South Farm Road, Worthing, West Sussex, BN14 7AB																								
Risk summary:	It is understood that the proposed development is for the change of use of the first floor from office to residential flat. The proposed development is located within Flood Zone 1 and is at the first floor only meaning it is considered to be above the surface water flood depths. Prior evacuation of the site should be sought as soon as a Weather Warning is issued by the Met Office																								
Preparedness:	Recommended evacuation route:																								
- Prepare a flood kit (first aid, medication, torch, warm clothes, wellington boots, long-life food) - Make a list of emergency contacts and consider alternative options for accommodation. - Review FREP periodically - Sign up to the National Severe Weather Warning Service																									
Flood warning actions:																									
Met Office Yellow Warning	The Yellow Alert signifies a state of preparedness for a potential flood situation, meaning you must immediately check your flood risk and ensure all residents are aware of the threat and know what to do if the situation escalates. To stay fully informed, download the Met Office Weather Forecast App, subscribe to email alerts, or follow the latest updates on social media via @metoffice and #WeatherAware. Critical pre-flood preparations include gathering a bag with essential items like insurance documents and medications, identifying how to shut off your gas, electricity, and water mains supplies, and making a firm plan for moving your family and pets safely to a secure location.																								
Met Office Amber Warning	An Amber Alert signals that a potential flood situation is likely and you must be prepared to act immediately. Key actions include moving vehicles to higher ground and securing or moving large, loose materials that could float and cause damage during a flood. Crucially, you should move your family and pets to safety and be ready to turn off your gas, electricity, and water supplies, but only if it is safe to do so, emphasizing that you should never touch an electrical switch while standing in water.																								
Met Office Red Warning	A Red Alert demands immediate action due to an imminent flood threat, starting with calling 999 if you are in immediate danger and following all instructions from the emergency services, including evacuation orders. Crucially, you must avoid walking or driving through floodwater, as just 30cm (1 foot) of fast-moving water can displace a car, and floodwater contains hidden dangers like debris, sewage, and open manholes. Ensure your emergency kit—including a torch, phone/charger, warm clothes, vital documents, water, and any required medicines—is ready, alert any neighbours if safe, and under no circumstances re-enter dwellings until the weather warning has been lifted or you are instructed to do so by the authorities.																								
The emergency services (blue light responders) become the first responders during a flood event. The instruction they give should be followed at all times, even if it contradicts the details of this FREP report. Occupants should monitor websites distributing flooding information including: https://www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings																									
																									
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<table><tr><th colspan="2">Emergency Contacts:</th><th colspan="2">Emergency cut-off locations:</th></tr><tr><td>Electricity provider:</td><td></td><td>Electricity cut-off location:</td><td></td></tr><tr><td>Gas provider:</td><td></td><td>Gas cut-off location:</td><td></td></tr><tr><td>Water Company:</td><td></td><td>Water cut-off location:</td><td></td></tr><tr><td>Insurance Company:</td><td></td><td>Insurance policy number:</td><td></td></tr><tr><td>Managing Agent:</td><td></td><td>Location of Flood Kit:</td><td></td></tr></table>		Emergency Contacts:		Emergency cut-off locations:		Electricity provider:		Electricity cut-off location:		Gas provider:		Gas cut-off location:		Water Company:		Water cut-off location:		Insurance Company:		Insurance policy number:		Managing Agent:		Location of Flood Kit:	
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