Ysgol I. D. Hooson, Wrexham

Flood Warning and Evacuation Plan

December 2025



Waterco

Assessment | Modelling | Design

Project Information	
Project:	Ysgol I. D. Hooson, Wrexham
Report Title:	Flood Warning and Evacuation Plan
Client:	Read Construction Ltd
Instruction:	The instruction to undertake this Flood Warning and Evacuation Plan was received from Darren Brimble of Read Construction Ltd
File Ref:	16125-FWEP-04

Approval Record	
Author:	Adam McCulloch BSc (Hons)
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Approver:	Nigel Jones BEng (Hons) CEng MICE

Document History		
Revision	**Date**	**Comment**
01	29/09/2025	First issue
02	01/10/2025	Second issue – Updated following Client comments
03	12/11/2025	Third issue – Updated following LLFA comments
04	17/12/2025	Fourth issue – Updated following LLFA meeting

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Introduction

This Flood Warning and Evacuation Plan (FWEP) sets out how to prepare for and respond to a flood event. This FWEP has been prepared for Ysgol I. D. Hooson, Rhosllanerchrugog, Wrexham, LL14 2DS, referred to as the site herein. A site location plan and aerial image are included in Appendix A.

Understanding the Flood Risk

The nearest watercourse is an unnamed watercourse which is located approximately 35m north-west of the site. The unnamed watercourse flows north in this location and is a tributary of the Afon Goch.

The NRW 'Flood Zones – Surface Water and Small Watercourses' map (Appendix B) identifies a surface water flood flow route crossing the site from north-west to east. The flood flow route shown on NRW mapping appears to be associated with the unnamed watercourse located west of the site. The flood flow route is shown within Flood Zone 2 and Flood Zone 3. Flood Zone 2 is defined as having between a 1% and 0.1% annual probability of occurrence. Flood Zone 3 is defined as having a greater than 1% annual probability of occurrence. The NRW mapping includes an allowance for climate change.

NRW surface water flood depth, velocity and hazard mapping is included in Appendix C. As shown in Figure 1, during the 3.33% annual probability event, the majority of the site is estimated to be flood free. The surface water flood flow route is shown to affect the school car park and the southern extent of the school building. Flood depths are generally less than 300mm. The majority of Heol Caradoc and Glanrafon Road, which provide access to the site, are shown to be flood free (it is noted that Glanrafon Road provides pedestrian only access and does not provide a through road for vehicular access). A small extent of Glanrafon Road, approximately 260m north-east of the site is estimated to flood with a maximum flood depth of 210mm. A maximum flood depth of 380mm is estimated within Brook Street (215m east of the site) which provides vehicular access to the site.

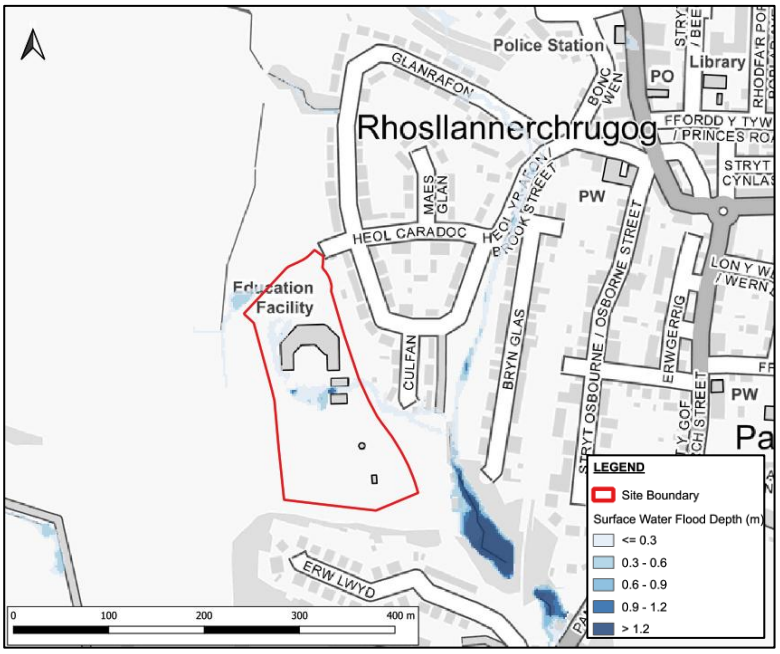


Figure 1 - 3.33% Annual Probability Event – Surface Water Flood Depth

As shown in Figure 2, during the 3.33% annual probability event, flood velocities affecting the school car park and the southern extent of the school are typically less than 0.6 m/s with a maximum of 1.55 m/s. Flood velocities in Glanrafon Road are typically less than 0.9 m/s with a maximum velocity of 1.2 m/s (240m north-east of the site). A maximum flood velocity of 1.1 m/s is estimated within Brook Street (240m north-east of the site).

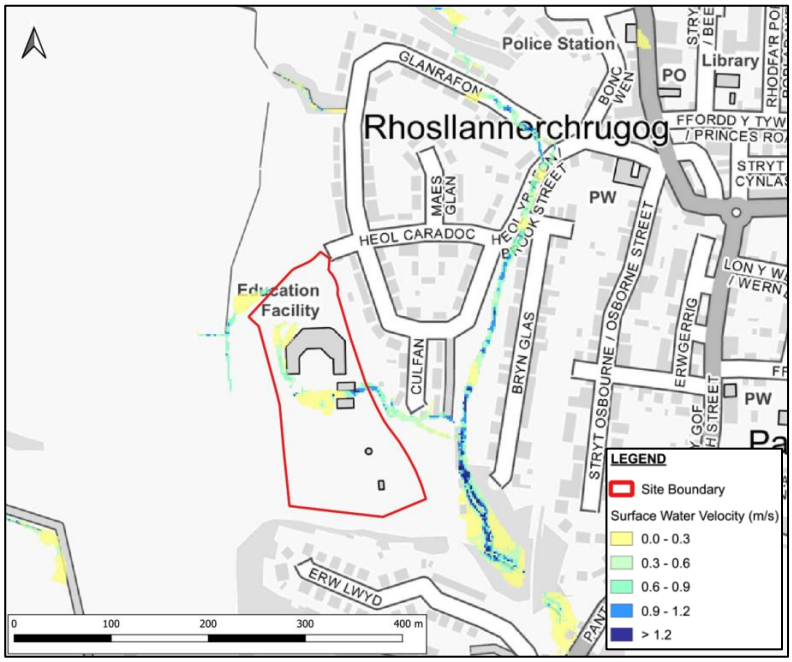


Figure 2 – 3.33% Annual Probability Event – Surface Water Flood Velocity

As shown in Figure 3, during the 3.33% annual probability event, the flood hazard rating within the school car park and southern extent of the school is considered to be 'very low' (caution). The flood hazard rating in Glanrafon is considered to be very low. The flood hazard rating in Brook Street is very low with some areas classified as 'danger to some' or 'danger to most'.

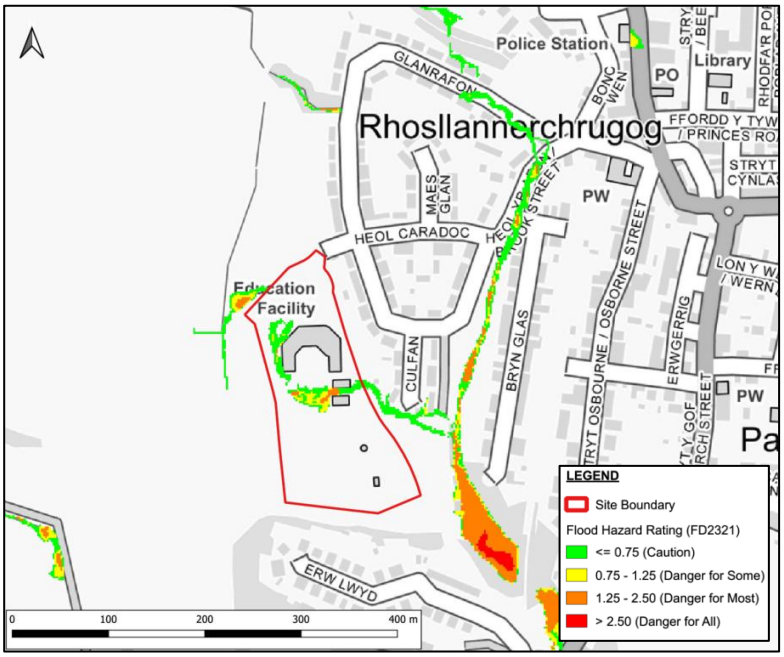


Figure 3 – 3.33% Annual Probability Event – Surface Water Flood Hazard Rating

As shown in Figure 4, during the 1% annual probability event, the majority of the site is estimated to be flood free. The surface water flood flow route is shown to affect the car park and southern extent of the school building. Flood depths on site are generally less than 300mm. The majority of Glanrafon Road is shown to be flood free, however it is crossed by 2no. flood flow routes 65m north-east and 260 north-east of the site respectively. Flood depths to Glanrafon Road are less than 300mm. A maximum flood depth of 480mm is estimated within Brook Street 215m east of the site.

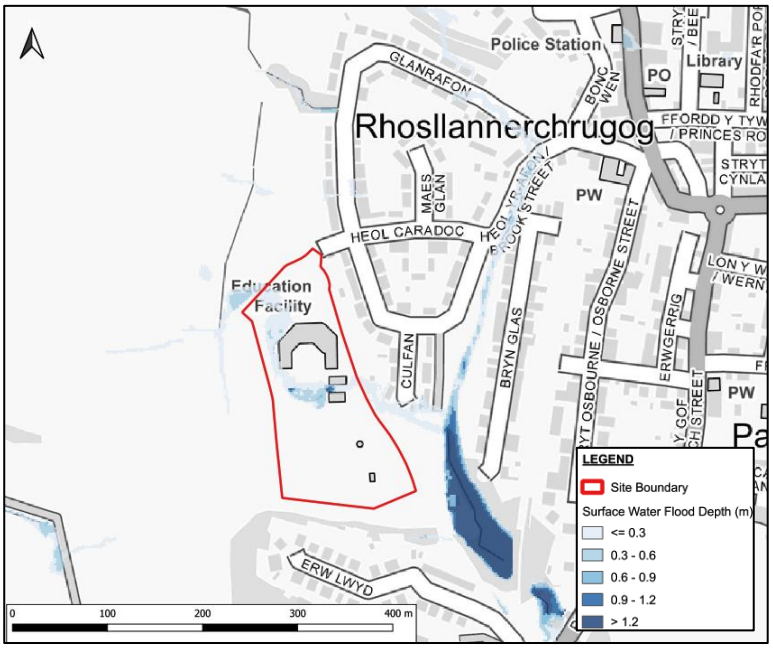


Figure 4 - 1% Annual Probability Event – Surface Water Flood Depth

As shown in Figure 5, during the 1% annual probability event, flood velocities affecting the school car park and the southern extent of the school are typically less than 0.9 m/s with a maximum of 1.88 m/s. Flood velocities in Glanrafon Road are typically less than 0.9 m/s with a maximum velocity of 1.45 m/s (240m north-east of the site). A maximum flood velocity of 1.52 m/s is estimated within Brook Street (260m north-east of the site).

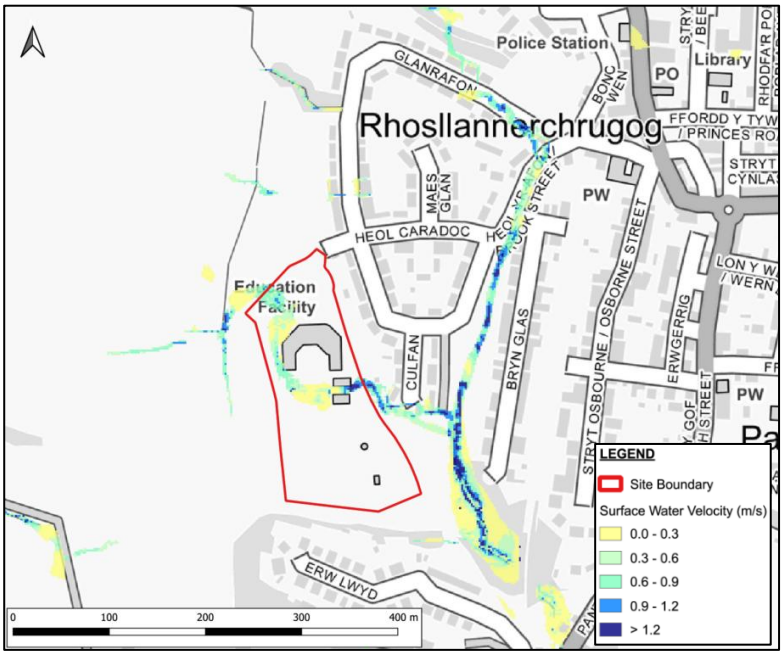


Figure 5 – 1% Annual Probability Event – Surface Water Flood Velocity

As shown in Figure 6, during the 1% annual probability event, the majority of flooding within the school car park and southern extent of the school is considered to have a very low flood hazard rating. Some areas of the school car park and southern extent of the school are classified as having a flood hazard rating of 'danger for some' and 'danger for most'. The flood hazard rating in Glanrafon is considered to be very low. The flood hazard rating in Brook Street is generally very low with some areas classified as 'danger to some' or 'danger to most'.

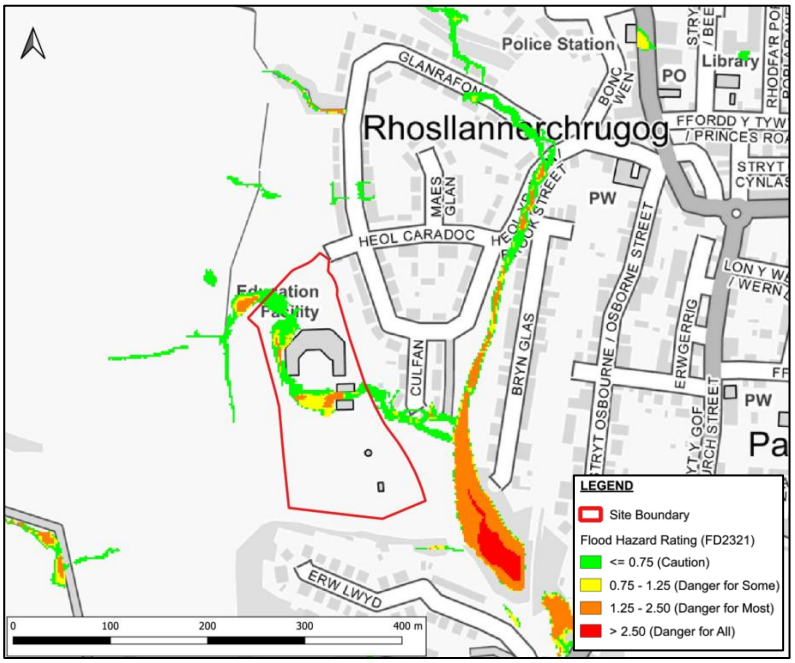


Figure 6 – 1% Annual Probability Event – Surface Water Flood Hazard Rating

As shown in Figure 7, during the 0.1% annual probability event, the majority of the site is estimated to be flood free. The surface water flood flow route is shown to affect the car park area and southern extent of the school building. Flood depths are generally less than 300mm in the location of car park. Flood depths between 300mm-600mm are estimated towards the southern extent of the school building. The majority of Glanrafon Road is shown to be flood free, however it is crossed by 3no. flood flow routes 65m north-east, 150m north-east and 260 north-east of the site respectively. Flood depths to Glanrafon Road are generally less than 300mm with a maximum flood depth of 330mm. A maximum flood depth of 550mm is estimated within Brook Street 215m east of the site.

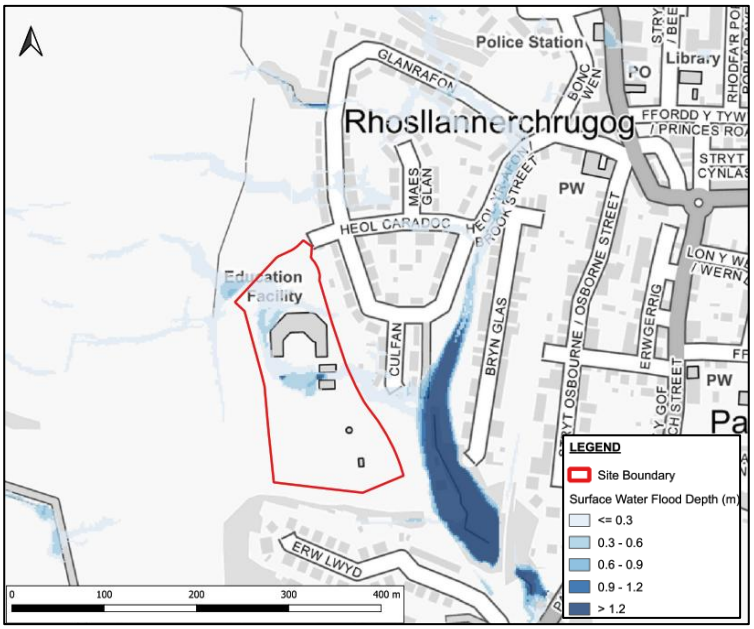


Figure 7 - 0.1% Annual Probability Event – Surface Water Flood Depth

As shown in Figure 8, during the 0.1% annual probability event, flood velocities affecting the school car park and the southern extent of the school are typically less than 0.9 m/s with a maximum of 2.1 m/s. Flood velocities in Glanrafon Road are typically less than 0.9 m/s with a maximum velocity of 1.66 m/s (240m north-east of the site). A maximum flood velocity of 1.86 m/s is estimated within Brook Street (205m north-east of the site).

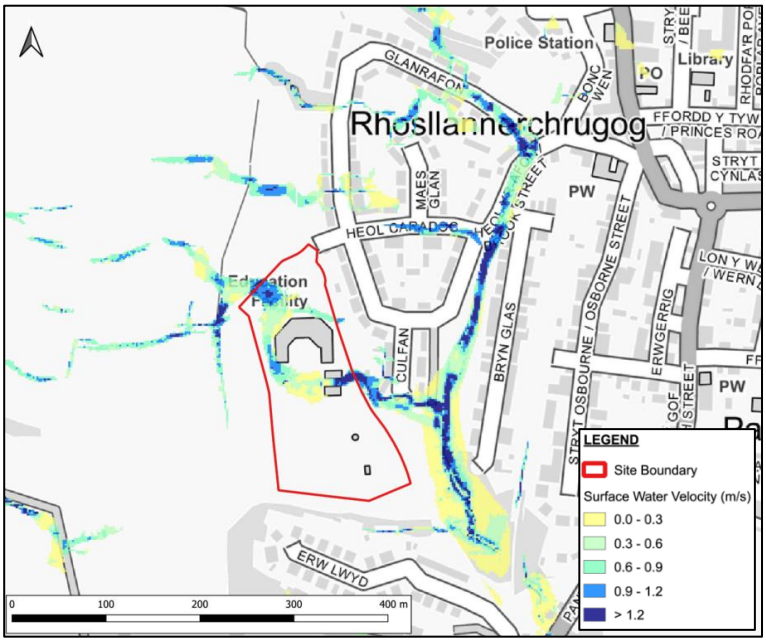


Figure 8 – 0.1% Annual Probability Event – Surface Water Flood Velocity

As shown in Figure 9, during the 0.1% annual probability event, the majority of flooding within the school car park and southern extent of the school is considered to have a very low flood hazard rating. Some areas of the school car park and southern extent of the school are classified as having a flood hazard rating of 'danger for some' and 'danger for most'. The flood hazard rating in Glanrafon is considered to be very low. The flood hazard rating in Brook Street is very low with some areas classified as 'danger to some' or 'danger to most'.

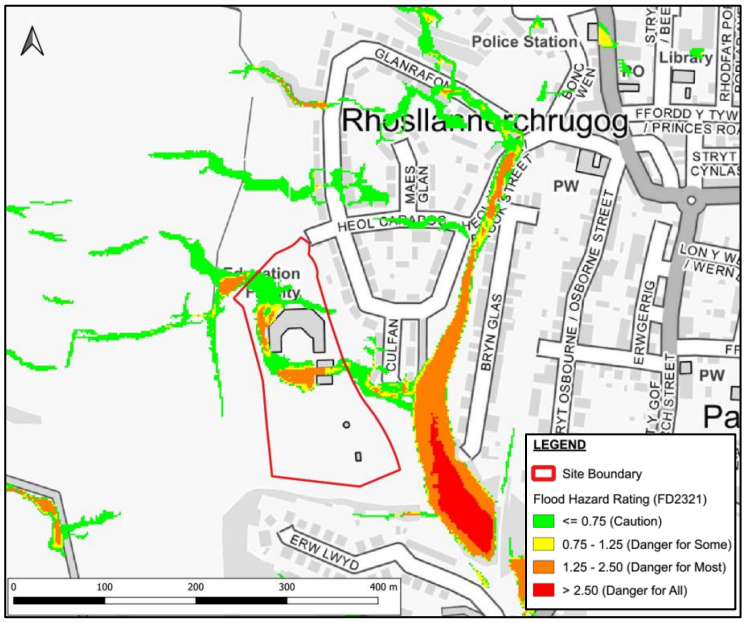


Figure 9 – 0.1% Annual Probability Event – Surface Water Flood Hazard Rating

The Flood Hazard Rating along the majority of the Glanrafon Road is considered to be very low and as such is considered to be appropriate for emergency service personnel entering the site. A maximum surface water flood depth of approximately 550mm is estimated along Brook Street, with depths of up to 330mm estimated within Glanrafon Road. In the unlikely event that emergency services are required during a flood event, both access routes are considered to remain serviceable for emergency vehicles.

National Guidance on Weather Warnings

UK Weather Warnings

The Met Office issues weather warnings when severe weather has the potential to impact the UK. The Met Office issues warnings for rain and other extreme weather conditions. The weather warnings are given a colour depending on a combination of both the impact the weather may have and the likelihood of those impacts occurring:

Red - Extreme weather is expected. Red means that people should take action now to keep themselves and others safe from the impact of the weather. Widespread damage, travel and power disruption and risk to life is likely. People must avoid dangerous areas and follow the advice of the emergency services and local authorities.

Amber - There is an increased likelihood of bad weather affecting people, which could potentially disrupt

plans and possibly cause travel delays, road and rail closures, interruption to power and the potential risk to life and property. Amber means that people need to be prepared to change plans and protect themselves, family and community from the impacts of the severe weather based on the forecast from the Met Office.

Yellow - Severe weather is possible over the next few days. Yellow means that people should plan ahead thinking about possible travel delays, or the disruption of your day-to-day activities. The Met Office is monitoring the developing weather situation and yellow means keep an eye on the latest forecast and be aware that the weather may change or worsen.

Met Office weather warnings are available online on the link below:

https://weather.metoffice.gov.uk/warnings-and-advice/uk-warnings#?date=2025-09-24

Weather warnings are also available from the Met Office social media platforms and can be sent by signing up to receive email alerts.

Preparing for a Flood at Ysgol I. D. Hooson, Wrexham

Extreme weather can occur at any location. As such, the following measures should be undertaken in preparation for a flood event:

A copy of this FWEP should be made readily accessible to all site staff. Staff should:

- Be prepared to evacuate the school at short notice.
- Keep parents and guardians informed of possible closures and the importance of acting quickly to ensure the safe closure of the school prior to flooding.
- Be familiar with the emergency contact numbers provided below.
- Register to receive Met Office Weather Warnings and be familiar with the Weather Warning codes (red, amber, yellow).

Actions Following a Weather Warning for Ysgol I. D. Hooson, Wrexham

Figure 10 details the actions to be taken for each weather warning.

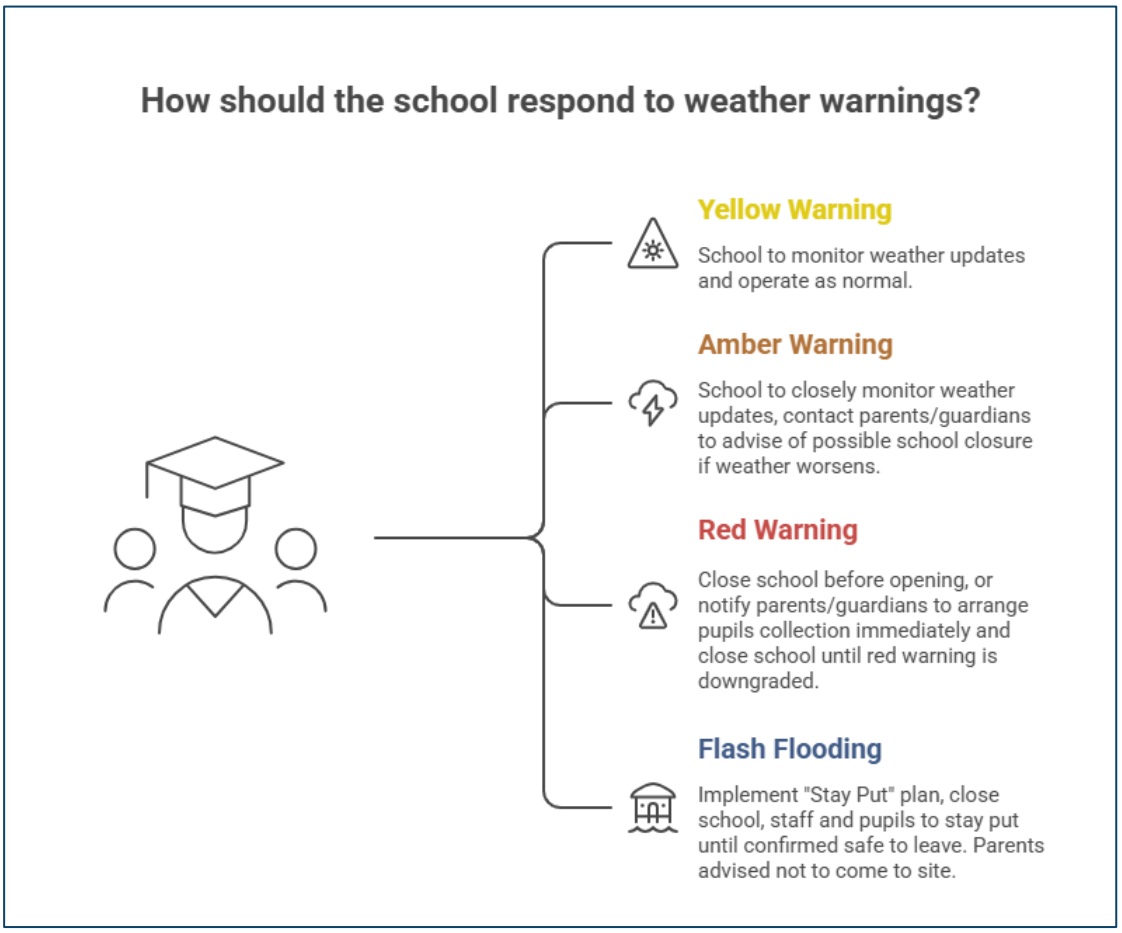


Figure 10 – School Responses to Weather Warnings and Flash Flooding

Where the term "Staff" is used this relates to all teaching staff however decision making around the implementation of the responses to each weather warning level will be made by The Head Teacher and School Governing Body.

Yellow Weather Warning:

The following actions should be undertaken on receipt of a Yellow Weather Warning (for rain):

- Staff should regularly check news / media outlets for any updates on weather warnings / worsening weather conditions.
- Staff should keep track of the latest flood risk situation by reviewing the Met Office website and the NRW 5 day flood risk for Wales which forecasts flood risk across Wales.
- All site users should be prepared to leave the site at short notice if weather worsens. The school should contact parents/guardians to advise that the school may need to close if weather conditions worsen without notice or if the warning is elevated to amber or red.

Amber Weather Warning:

An amber weather warning means flooding can be expected, and the school will need to decide whether to open or not based on conditions. If the school remains open Staff should:

- Be prepared to evacuate the school at short notice.
- Keep parents and guardians informed of possible closures and the importance of acting quickly to ensure the safe closure of the school prior to flooding.
- Be familiar with the emergency contact numbers provided in this document.
- Register to receive Met Office Weather Warnings and be familiar with the Weather Warning codes (red, amber, yellow).
- Distribute the weather warning and closely monitor weather updates and local conditions.
- Staff and pupils should be prepared for immediate school closure at short notice and parents notified of potential closure so they can plan to collect pupils if necessary.

Red Weather Warning:

A red weather warning means flooding can be expected, and the school should close before pupils arrive or if the warning is received after the school opens Staff should:

- Notify parents / guardians of the school closure as soon as possible to avoid unnecessary journeys before school opening.
- If the warning is received after school opening arrangements should be made to close the school immediately, ensuring parents / guardians are notified/contacted to collect pupils as soon as possible (assuming no flooding has occurred and it is safe to travel). Staff should remain on site until all pupils have been collected.
- If flooding occurs before the school can be safely evacuated/closed, staff should implement the "Stay Put" plan in the "Flooding Without Warning" section below. This should also be used for any other dangerous weather conditions assuming it is unsafe to travel to and from site (subject to risk and emergency services advice).

Flooding without Warning:

If flooding occurs before the school can be safely evacuated/closed, staff should implement the 'Stay Put' plan detailed in the section below. This should also be used for any other dangerous weather conditions assuming it is unsafe to travel to and from the school (subject to risk and emergency services advice).

Stay Put Strategy

If flooding occurs without warnings, including flash flooding, the following 'Stay Put Strategy' plan will be implemented:

- Safe refuge for staff and pupils shall be available within the school building.
- Notify parents and guardians that the 'Stay Put' plan has been implemented and advise not to attempt to come to the school until notified.
- The school will be required to carry stocks of essential medicines, first aid measures and medicines specific to any individual needs.

- In the event of a power outage, stocks of torches, foil blankets, food and water will be stored within the school.
- Staff and pupils to remain on site until confirmed safe to leave.

Documents providing information on what to do in the event of a 'Stay Put Strategy' have been created by the WCBC Education Team and are included as Appendix D.

Actions Following a Flood at Ysgol I. D. Hooson, Wrexham

The following actions should be undertaken following a flood event:

- Site users should not leave the site until the amber or red Weather Warning has been removed or until the emergency services confirm that it is safe to do so.
- Flood water can contain pollutants including sewage. Contact with remnant flood water should be avoided as it may be contaminated. The site should be cleaned and disinfected following a flood prior to being opened to the staff and site users.
- Any electrical equipment should be checked by an appropriately qualified Electrician prior to re-using to ensure it is dry and safe to use, otherwise the equipment should be disposed of.

Emergency Contact Details

<table>
<tr><td colspan="2">IN THE EVENT OF AN EMERGENCY DIAL 999</td></tr>
<tr><td colspan="2">Wrexham County Borough Council – 01978 298 989</td></tr>
<tr><td>NHS 111 Service (non-emergency) - 111</td><td>North Wales Fire and Rescue Service– 0800 169 1234</td></tr>
<tr><td>Electricity (24-hour Emergency Service) – 105</td><td>Gas (24-hour emergency service) – 0800 111 999</td></tr>
<tr><td colspan="2">Other useful Contacts (to be provided by staff)</td></tr>
</table>

This FWEP should be updated every 5 years accounting for the latest flood risk information. Emergency contact details should be reviewed annually.

Appendix A Location Plan & Aerial Image

Rhosllannerchrugo

Education Facility

HEOL CARADOC

MAES GLAN

HEOL-YR-AFON / BROOK STREET

PW

CULFAN

BRYN GLAS

STRYT OSBOURNE / OSBORNE ST

ERW LWYD

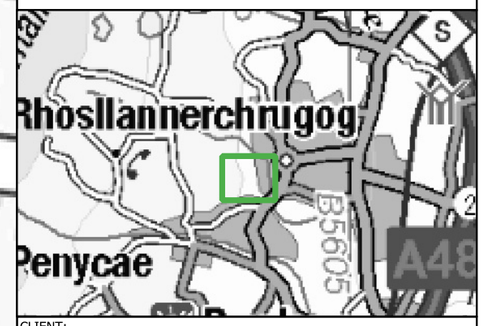
PANT HILL

0 50 100 150 200 250 m

Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary
- Watercourses
- Waterbodies



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www.waterco.co.uk

SCHEME:
Ysgol I. D. Hooson, Wrexham

PLOT TITLE:
Location Plan

PLOT STATUS:	DATE:
FINAL	26-03-2025

DRAWN:	CHECKED:	APPROVED:	PLOT SCALE AT A3:
AM	AW	NJ	1:2000

PLOT NAME:	REVISION:
16126_Location_Plan	-

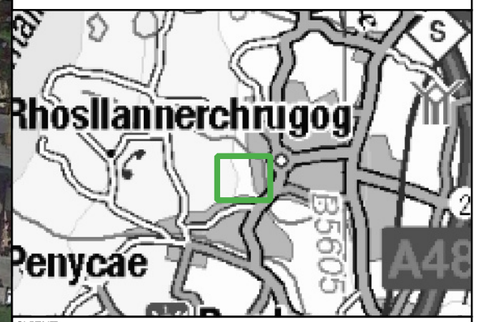
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Notes:
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LEGEND

Site Boundary



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SCHEME:
Ysgol I. D. Hooson, Wrexham

PLOT TITLE:
Aerial Plan

PLOT STATUS:	DATE:
FINAL	26-03-2025

DRAWN:	CHECKED:	APPROVED:	PLOT SCALE AT A3:
AM	AW	NJ	1:2000

PLOT NAME:	REVISION:
16126_Aerial_Plan	-

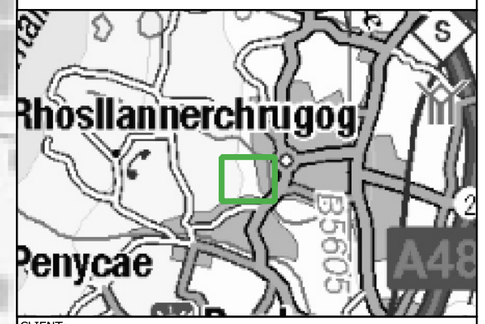
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Appendix B NRW Flood Zones – Surface Water and Small Watercourses Map

Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary
- NRW Flood Zones Surface Water and Small Watercourses
- Flood Zone 3
- Flood Zone 2



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SCHEME:
Ysgol I. D. Hooson, Wrexham

PLOT TITLE:
NRW Flood Zones - Surface Water and Small Watercourses

PLOT STATUS:	DATE:
FINAL	24-09-2025

DRAWN:	CHECKED:	APPROVED:	PLOT SCALE AT A3:
AM	AW	NJ	1:2000

PLOT NAME:	REVISION:
16126_NRW_Flood_Risk_From_Surface_Water	-

0 50 100 150 200 250 m

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Appendix C NRW Surface Water Flood Depth Maps

Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary

Surface Water Flood Depth (m)

- <= 0.3
- 0.3 - 0.6
- 0.6 - 0.9
- 0.9 - 1.2
- > 1.2



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SCHEME:	Ysgol I. D. Hooson, Wrexham
PLOT TITLE:	Surface Water Flood Depth 3.33% AEP Event
PLOT STATUS: FINAL	DATE: 24-09-2025
DRAWN: AM / CHECKED: AW / APPROVED: NJ / PLOT SCALE AT A3: 1:2500	
PLOT NAME: 16126_Surface_Water_Depth	REVISION: -

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Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary

Surface Water Flood Depth (m)

- <= 0.3
- 0.3 - 0.6
- 0.6 - 0.9
- 0.9 - 1.2
- > 1.2

Police Station
Rhosllannerchrugog
Library
PO
PW
Education Facility
GLANRAFON
BONC WEN
MAES GLAN
HEOL CARADOC
HEOL YR AFON / BROOK STREET
CULFAN
BRYN GLAS
STRYT OSBOURNE / OSBORNE STREET
ERWGERRIG
STRYT Y GOF / CHURCH STREET
ERW LWYD
PANT HILL
B5097
RHODFA'R POPLAR AVE
FFORDD Y TYWYSOG / PRINCES ROAD
STRYT CYNLAS
LON Y WERN / WERN LANE
0 100 200 300 400 m



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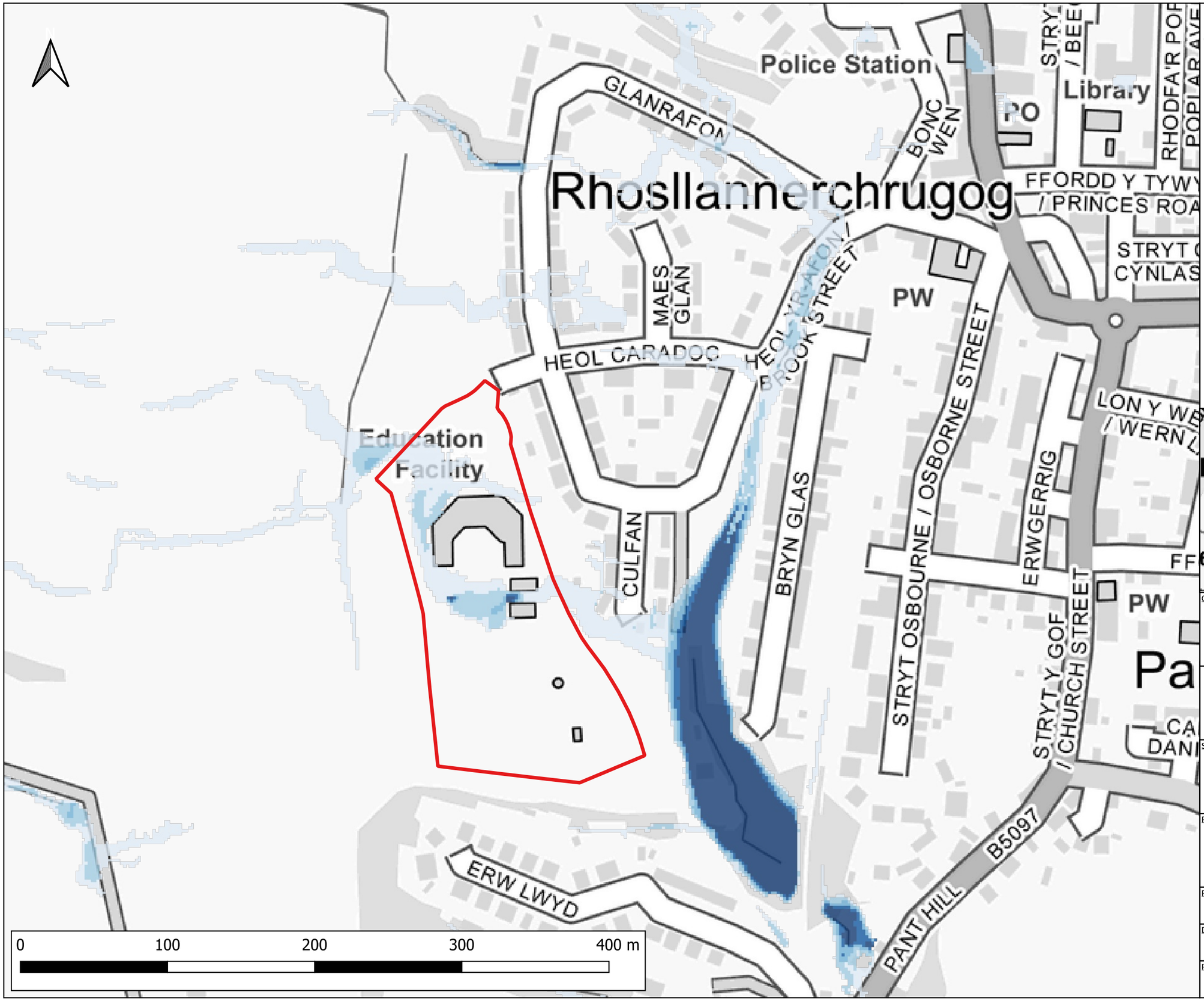
SCHEME:
Ysgol I. D. Hooson, Wrexham

PLOT TITLE:
Surface Water Flood Depth
1% AEP Event

PLOT STATUS:			DATE:
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AM	AW	NJ	1:2500

PLOT NAME: 16126_Surface_Water_Depth
REVISION: -

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Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary

Surface Water Flood Depth (m)

- <= 0.3
- 0.3 - 0.6
- 0.6 - 0.9
- 0.9 - 1.2
- > 1.2



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SCHEME:
Ysgol I. D. Hooson, Wrexham

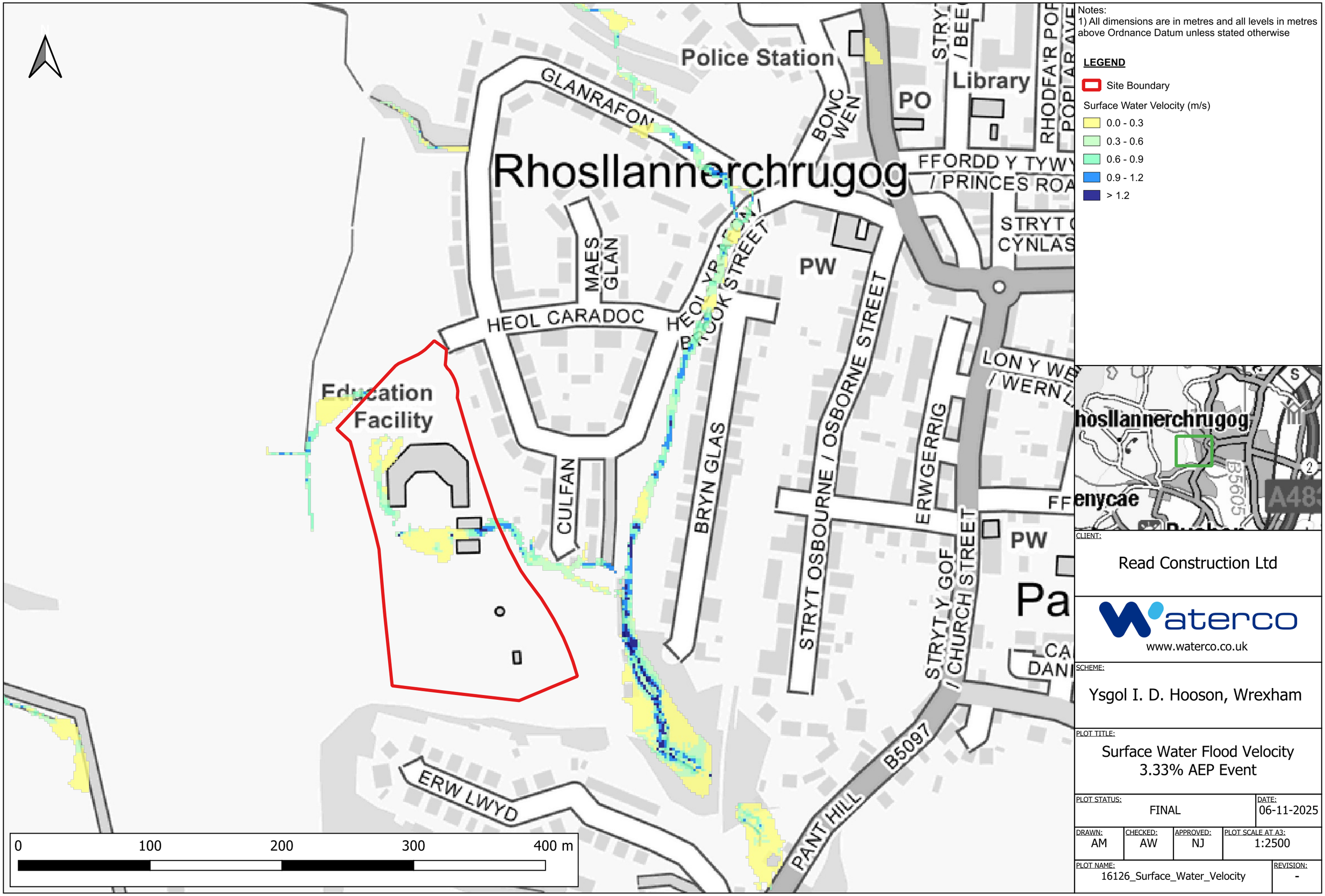
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PLOT STATUS:	DATE:
FINAL	24-09-2025

DRAWN:	CHECKED:	APPROVED:	PLOT SCALE AT A3:
AM	AW	NJ	1:2500

PLOT NAME:	REVISION:
16126_Surface_Water_Depth	-

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Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary

Surface Water Velocity (m/s)

- 0.0 - 0.3
- 0.3 - 0.6
- 0.6 - 0.9
- 0.9 - 1.2
- > 1.2

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SCHEME:
Ysgol I. D. Hooson, Wrexham

PLOT TITLE:
Surface Water Flood Velocity
3.33% AEP Event

PLOT STATUS:			DATE:
FINAL			06-11-2025
DRAWN:	CHECKED:	APPROVED:	PLOT SCALE AT A3:
AM	AW	NJ	1:2500

PLOT NAME: 16126_Surface_Water_Velocity
REVISION: -

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Notes:
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LEGEND

- Site Boundary

Surface Water Velocity (m/s)

- 0.0 - 0.3
- 0.3 - 0.6
- 0.6 - 0.9
- 0.9 - 1.2
- > 1.2



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SCHEME:
Ysgol I. D. Hooson, Wrexham

PLOT TITLE:
Surface Water Flood Velocity
1% AEP Event

PLOT STATUS:	DATE:
FINAL	06-11-2025

DRAWN:	CHECKED:	APPROVED:	PLOT SCALE AT A3:
AM	AW	NJ	1:2500

PLOT NAME:	REVISION:
16126_Surface_Water_Velocity	-

0 100 200 300 400 m

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Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary

Surface Water Velocity (m/s)

- 0.0 - 0.3
- 0.3 - 0.6
- 0.6 - 0.9
- 0.9 - 1.2
- > 1.2



0 100 200 300 400 m

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CLIENT:
Read Construction Ltd

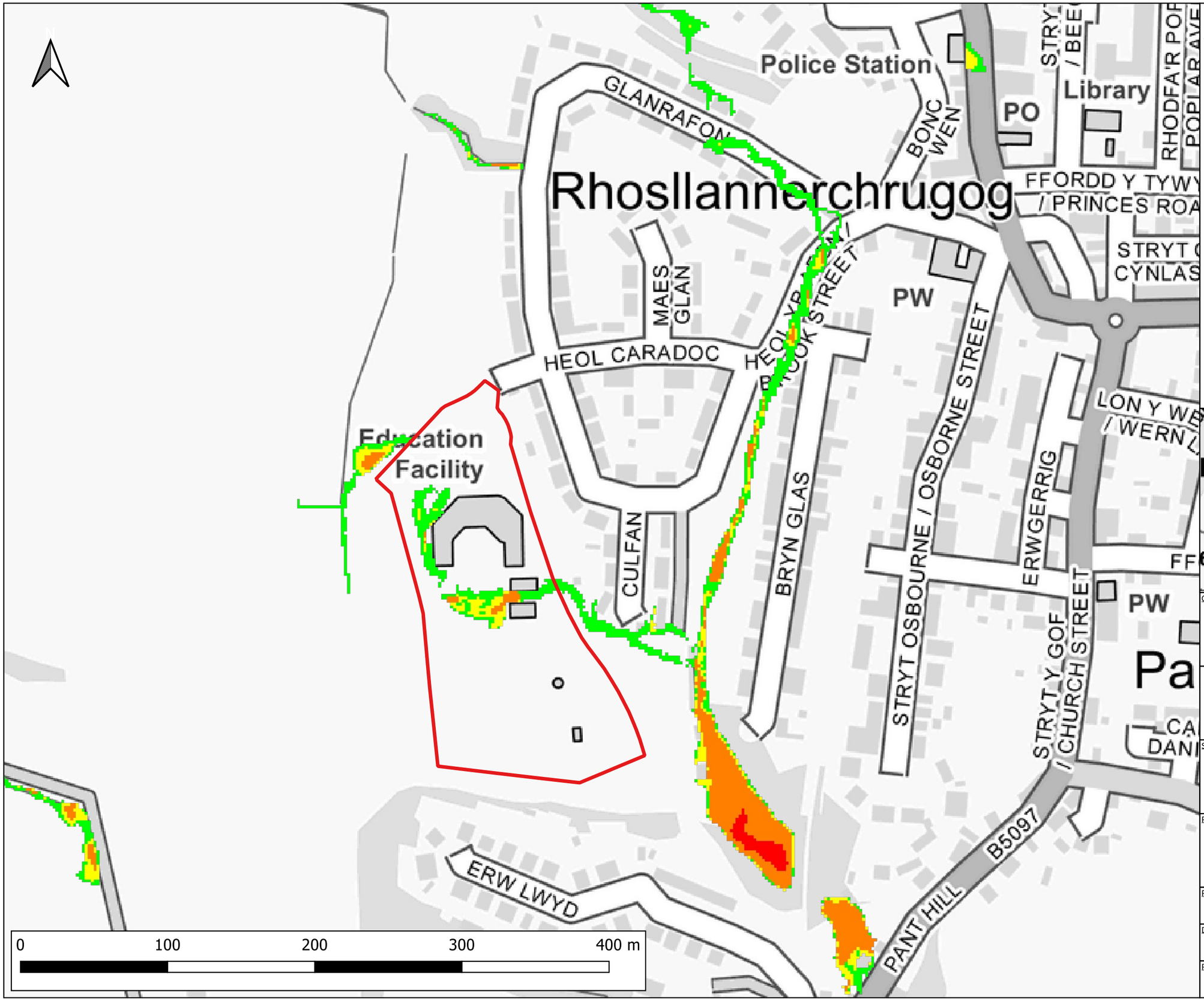
www.waterco.co.uk

SCHEME:
Ysgol I. D. Hooson, Wrexham

PLOT TITLE:
Surface Water Flood Velocity
0.1% AEP Event

PLOT STATUS:			DATE:
FINAL			06-11-2025
DRAWN:	CHECKED:	APPROVED:	PLOT SCALE AT A3:
AM	AW	NJ	1:2500

PLOT NAME:	REVISION:
16126_Surface_Water_Velocity	-





Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary
- Flood Hazard Rating (FD2321)
- <= 0.75 (Caution)
- 0.75 - 1.25 (Danger for Some)
- 1.25 - 2.50 (Danger for Most)
- > 2.50 (Danger for All)

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SCHEME: Ysgol I. D. Hooson, Wrexham

PLOT TITLE: Surface Water Flood Hazard Rating 3.3% AEP Event

PLOT STATUS:	DATE:
FINAL	06-11-2025

DRAWN:	CHECKED:	APPROVED:	PLOT SCALE AT A3:
AM	AW	NJ	1:2500

PLOT NAME:	REVISION:
16126_Surface_Water_Hazard_Rating	-

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Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary

Flood Hazard Rating (FD2321)

- <= 0.75 (Caution)
- 0.75 - 1.25 (Danger for Some)
- 1.25 - 2.50 (Danger for Most)
- > 2.50 (Danger for All)



0 100 200 300 400 m

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CLIENT:
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SCHEME:
Ysgol I. D. Hooson, Wrexham

PLOT TITLE:
Surface Water Flood Hazard Rating
1% AEP Event

PLOT STATUS:	DATE:
FINAL	06-11-2025

DRAWN:	CHECKED:	APPROVED:	PLOT SCALE AT A3:
AM	AW	NJ	1:2500

PLOT NAME:	REVISION:
16126_Surface_Water_Hazard_Rating	-

Notes:
1) All dimensions are in metres and all levels in metres above Ordnance Datum unless stated otherwise

LEGEND

- Site Boundary

Flood Hazard Rating (FD2321)

- <= 0.75 (Caution)
- 0.75 - 1.25 (Danger for Some)
- 1.25 - 2.50 (Danger for Most)
- > 2.50 (Danger for All)



0 100 200 300 400 m

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CLIENT:	Read Construction Ltd
	www.waterco.co.uk
SCHEME:	Ysgol I. D. Hooson, Wrexham
PLOT TITLE:	Surface Water Flood Hazard Rating 0.1% AEP Event
PLOT STATUS: FINAL	DATE: 06-11-2025
DRAWN: AM / CHECKED: AW / APPROVED: NJ	PLOT SCALE AT A3: 1:2500
PLOT NAME: 16126_Surface_Water_Hazard_Rating	REVISION: -

Appendix D WCBC Education 'Stay Put Strategy' Documents

Here is a simple, clear, quick-reference card that can be printed, laminated, and kept in every classroom.

It's written for fast use during a flood Stay Put situation.

Stay Put – Classroom Quick Reference Card

Ysgol I. D. Hooson Heol Caradoc, Rhosllanerchrugog, Wrexham LL14 2DS

1. When "Stay Put" Is Announced

- Keep all pupils inside the classroom.
- Take a fresh register immediately.
- Inform SLT of any missing pupils.

2. Keep Pupils Safe & Calm

- Continue quiet indoor activities (reading, drawing, games).
- Reassure children and answer questions calmly.
- Always supervise closely.
- Ensure children have water and toilet breaks as needed.

3. Doors & Movement

- Keep pupils away from external doors and windows if conditions worsen.
- Do not allow pupils to leave the classroom unless authorised by SLT.
- Keep internal movement minimal.

4. Medical & Additional Needs

- Follow pupils' individual medical plans.
- Report any concerns to SLT immediately.

5. Communication

- Monitor messages from SLT (walkie-talkie, intercom, phone, or staff app).
- Do not speak to parents directly unless instructed.

- Remind pupils that parents are safe and will collect them when able.

6. Collection Phase (When announced)

- Follow SLT instructions for staggered collection.
- Release pupils only to authorised adults.
- Record collection times if requested.

7. Stay Put Ended

- Wait for SLT confirmation before returning to normal routines.

Here is a clear, practical Staff Briefing Note for use in a primary school.

It summarises exactly what staff need to do during a Stay Put (flood-related) situation.

Staff Briefing Note – Stay Put Procedure (Flooding)

Ysgol I. D. Hooson Heol Caradoc, Rhosllanerchrugog, Wrexham LL14 2DS

Purpose:

To ensure all staff understand their roles and responsibilities during a Stay Put event caused by flooding of roads around the school.

1. When Stay Put is Activated

The Headteacher (or Deputy) will:

- Announce "Stay Put" via staff WhatsApp/Teams/PA/Walkie-talkie system.
- Confirm that no pupils are to be collected until further notice.
- Provide ongoing updates based on information from emergency services and the local authority.

2. Immediate Actions for All Staff

- Keep pupils indoors in classrooms or assigned safe areas.
- Take a fresh register and report any missing pupils to SLT immediately.
- Maintain calm, reassuring behaviour.
- Lock external doors if requested by SLT or site staff.
- Ensure all pupils' medical needs continue to be met.

3. Classroom Staff Responsibilities

- Always supervise children closely.
- Continue normal activities where possible (reading, indoor play, quiet tasks).
- Monitor pupils who may be anxious and provide reassurance.
- Keep pupils away from windows and external doors if conditions worsen.
- Ensure children have access to drinking water and toilet breaks.

4. Support Staff Responsibilities

- Assist with communication, delivering messages to classes where needed.
- Help with provision of snacks or meals if the Stay Put period is extended.
- Support pupils with additional needs or medical requirements.
- Prepare for staggered release once collection becomes safe.

5. Office & Admin Team

- Send official communications to parents/carers (text, email, app).
- Update the school website/social media if instructed.
- Keep emergency contact details accessible and ready for use.
- Maintain a log of all key decisions, times, and communications.

6. Site Manager/Caretaking Staff

- Monitor school grounds for flooding, leaks, or hazards.
- Check utilities (power, heating, water) remain safe and operational.
- Liaise with SLT regarding any parts of the school that may need to be closed off.
- Support safe routes for staff and children within the building.

7. Safeguarding

- Standard safeguarding procedures remain fully in place.
- Always maintain close supervision of pupils.
- Record any concerns and report immediately to the Designated Safeguarding Lead (DSL).

8. Collection Once Safe

When emergency services confirm it is safe for parents to travel:

- SLT will announce controlled collection.
- Staff will release pupils only to authorised adults.
- Follow staggered pick-up instructions to avoid congestion.

- Record collection times for safeguarding.

9. End-of-Event Review

After the event, SLT will hold a short debrief to review:

- What worked well
- Any issues encountered
- Any required updates to procedures

Staff will be invited to contribute feedback.

Below is a Stay Put Policy for Ysgol Hooson Primary School in Rhos Wrexham, specifically for situations where surrounding roads are flooded and parents/guardians are advised not to enter flood water to collect children.

Ysgol I. D. Hooson Stay Put Policy – Flooding of Surrounding Roads

Location: Heol Caradoc, Rhosllanerchrugog, Wrexham LL14 2DS

Applies to: All pupils, staff, parents/guardians, and visitors

Reviewed: [Insert Date of Review]

Next Review Date: [Insert Date / Annually or as Required]

1. Purpose of the Policy

This policy outlines the procedures for keeping pupils and staff safe in the event that flooding affects the roads surrounding the school, making it unsafe for parents/guardians to travel to the site. The school's priority is to ensure the welfare of all children until they can be safely collected or transported home.

2. Scope

This policy applies when:

- Road access to the school is restricted or unsafe due to flooding.
- Local authorities, emergency services, or the school leadership advise that parents/guardians must not enter flood water to collect children.
- The school premises remain safe, warm, and operational.

3. Stay Put Decision-Making

A decision to initiate a Stay Put procedure will be made by the Headteacher (or Deputy in their absence) based on:

- Weather and flooding reports
- Local authority updates
- Emergency services advice
- On-site risk assessment of school grounds and utilities

The school will remain open internally and continue to care for pupils until they can be collected safely.

4. Communication With Parents/Guardians

Once the Stay Put procedure is activated, the school will:

- Send immediate notification via text, email, school app, and website.
- Clearly inform families:
    - That surrounding roads are unsafe.
    - That they must not walk or drive through flood water.
    - That their children are safe and being supervised.
- Provide regular updates at least every 30–60 minutes or as information changes.

If emergency services provide guidance, this will be passed on promptly.

5. Care of Pupils During Stay Put

During a Stay Put event, the school will ensure:

- Pupils remain indoors and supervised in safe, designated areas.
- Normal routines continue where possible (activities, reading, indoor play).
- Additional reassurance is provided to pupils who may be anxious.
- Drinking water, snacks, and—if necessary—meal provision are available.
- Medical needs continue to be supported by trained staff.
- Foil blankets and torches to be available if required.

Class registers will be maintained throughout.

6. Collection Procedures Once Safe

When authorities confirm that access routes are safe:

- The school will notify parents/guardians that collection can resume.
- Collection may be staggered to prevent congestion or unsafe crowding.
- Parents/guardians must follow any temporary route guidance issued.
- Staff will release children only to authorised adults.

If a child cannot be collected:

- The school will contact the designated emergency contacts.

- If no contact can be reached, senior staff will remain with the child until safely handed over.

7. Early or Delayed School Closure

If conditions worsen or utilities are compromised, the school may:

- Implement an early closure if safe access is possible, or
- Remain open later than normal to ensure safe collection.

This will be communicated through official channels.

8. Staff Responsibilities

- Headteacher: Lead decision-making, liaise with authorities, and coordinate communication.
- Teaching Staff: Supervise pupils, maintain registers, and provide reassurance.
- Support Staff: Assist with communication, logistics, food, and care needs.
- Site Manager: Monitor building safety, utilities, and flood risks.

9. Safeguarding Measures

All safeguarding policies remain fully in force during a Stay Put event. Staff will:

- Keep pupils in secure, supervised areas.
- Record collection times and collecting adults.
- Follow procedures for any concerns arising during the event.

10. Liaison With Emergency Services and Local Authorities

The school will follow instructions from:

- North Wales Police
- North Wales Fire and Rescue
- Wrexham County Borough Council
- Met Office emergency weather alerts

Emergency advice will take priority over school procedures.

11. After-Event Review

Following any Stay Put activation, the school leadership will:

- Review the event and response.
- Update the risk assessments if necessary.
- Communicate any improvements to staff and parents.

12. Contact Information

School Office: [01978 832950]

Headteacher: [Claire Raynor]

Contact Number: [01978 832950]

Here is a clear, parent-friendly one-page summary you can send home, add to newsletters, or post on the school website.

Stay Put Procedure – Information for Parents & Carers

Ysgol I. D. Hooson Heol Caradoc, Rhosllanerchrugog, Wrexham LL14 2DS

Why do we have a Stay Put procedure?

Sometimes the roads around our school can become flooded during severe storms. When this happens, it may be dangerous for parents and carers to walk or drive to school. To keep everyone safe, we may activate a Stay Put procedure.

What does "Stay Put" mean?

If Stay Put is activated:

- Children stay safely inside the school with staff.
- Parents and carers are asked not to travel to school until we confirm it is safe.
- The school continues to look after all pupils until collection is possible.

Your child will not be released to anyone unless we know it is safe for them to get to school.

How we will contact you

If flooding affects the roads, we will send messages through:

- Text message
- Email
- School app/website

We will update you regularly with clear instructions.

What your child will be doing

While waiting for safe collection, children will:

- Stay indoors and be fully supervised
- Take part in quiet activities
- Have access to water, snacks and toilets
- Be reassured and kept calm

Staff will remain with the children at all times.

When can I collect my child?

We will let you know as soon as:

- Flood water has receded
- Emergency services say it is safe to travel
- We are ready to begin safe and orderly collection

Please follow any instructions about staggered pick-up times or safe routes.

Please remember

Do not walk or drive through flood water – it is extremely dangerous.

Your child is safe with us, and we will look after them until you can get here safely.

If you have any concerns, please contact the school office:

[01978 832950]