

MILTON OF FONAB CARAVAN PARK FLOOD, GAS AND FIRE EMERGENCY EVACUATION PLAN

For holiday parks, residential parks, caravan and camping sites

Site name	Milton of Fonab Caravan Park	Address & Telephone	Bridge Road, Pitlochry, PH16 5NA
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Floodline Quickdial Number	21400	Which Environment Agency flood warnings are you registered to receive?	SEPA
Gas Emergency No	0800111999		
Fire Emergency No	999		

Local flood warning trigger <i>i.e. when water reaches bottom of the bridge</i>	If water reaches close to top of the river banking or breaches the burn banded banking
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Evacuation Assembly Point	Atholl Palace Hotel, Perth Road, Pitlochry, PH16 5LX 01796472400
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Be prepared. Act now.

1A – Actions to be taken during an emergency: When to activate your evacuation plan

The following information should be put into action when your trigger is reached.

	Action	Trigger	Action completed
1	Evacuate the site in the event of an explosion.	Any explosion should result in the immediate evacuation until the emergency services have attended and deemed the site safe to return to and any clean up operation has been completed.	
2	Evacuate the site in the event of a fire.	Any major fire should result in the immediate evacuation until the emergency services have attended and deemed the site safe to return to and any clean up operation has been completed.	
3	Evacuate the site in the event of a flood.	Any water ingress to the site should result in the immediate evacuation until the emergency services have attended and deemed the site safe to return to or the water has been suitably diverted and drained away and any clean up operation has been completed.	
4	Evacuate the site in the event of a major gas leak.	Any major gas leak will result in the immediate evacuation until the emergency services and or gas board have attended and deemed the site safe to return to.	
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1B – Actions to be taken during an emergency: Evacuate staff and visitors and contractors

Identify the actions you will take to safely evacuate staff and visitors during an emergency.

	Action	Trigger	Action completed
1	Staff member appointed to stand at entrance and prevent any re-entry	When an evacuation has been activated.	
2	Staff to check all buildings to ensure that they are free from customers/contractors or staff members then secure to prevent re-entry.	When an evacuation has been activated.	
3	Staff to drive around site with loud speaker peeping horn advising an evacuation is under way and everyone should leave site immediately and the assembly point is the Atholl Palace Hotel.	When a gas, explosion, fire or flood emergency has happened.	
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1C – Actions to be taken during an emergency: Locations at risk

Divide the risk area of your site into different uses, such as camping area, tourers and statics, site office and shower block etc. Identify the actions for each use. Consider the risk to visitors and where they will be evacuated. Identify where an Evacuation Assembly Point will be.

Priority	Task	Action by site staff/volunteers	Equipment required	Time required	Risk to life	Evacuation action
1	Evacuation Required	Drive around site with loud speaker and peeping horn advising customers, staff and visitors to make their way to the Atholl Palace immediately	Loud speaker and car with working horn	20 mins	Only to be carried out if no risk to life	Evacuate the site
2	Check and clear all buildings	Pauline if on site to check and clear all toilets, lock doors to prevent re-entry.	Keys	20 mins	Only to be carried out if no risk to life	Clear all buildings
3	Call Atholl Palace to advise of impending arrival.	Call Atholl Palace	Mobile	2 mins	No risk to life	Call Atholl Palace Hotel
4	Answer all phone enquires during evacuation	Answer all calls	Phone	As long as evacuation is underway	No risk to life	Receive incoming calls and update customers
5	Removal of any machinery/vehicles likely to be affected by emergency.	Remove all vehicles/machinery	Keys to all vehicles/machinery	Until all possible affected vehicles removed and safe	Only to be carried out if no risk to life	Remove all vehicles/machinery to safe location at Theatre Industrial Estate or Tomdachoille Storage Field
6	Prevent re-entry to site for any departing customers, visitors or staff members	Prevent re-entry to site for any departing customers, visitors or staff members	N/A	Throughout the duration of the evacuation and ongoing emergency	Only to be carried out if no risk to life	Prevent re-entry to the site.

1D – Actions to be taken during an emergency: Key locations

Service cut-off	Description of location
Electricity	The main electricity cabinet is located in the back office cupboard.
Gas	Gas compound
Water	Various stop cocks located throughout park which are highlighted on the Site Maintenance Map

1E – Actions to be taken during an emergency: Protective actions / Hazardous materials

Hazardous materials on site which should be considered during an emergency – *answer the following if applicable.*

Materials	Description of location	How to protect (i.e. move, cover, tie down)
Chemicals (including cleaning products)	Various cleaning cupboards	Ensure all potential harmful chemicals are retained in waterproof containers and where possible stored on a shelf.
Oil based products (gasoline, oil, cooking oil etc.)	Oil/Diesel Tanks Gas Tanks Petrol	Gas/Oil and Diesel are all stored in large tanks located off the ground and within locked compound Petrol is stored in an appropriate container.
Gas cylinders	2 Gas cylinder locked compounds	In the event of an emergency the compounds would be easily recognizable to the emergency services

1G – Actions to be taken during an emergency: Resources required

Note basic building materials required. If materials are not needed, write in 'not appropriate'.

Materials	Used for	Items to protect / where to use	Storage location	Done
Sand and sandbags (unfilled), shovel, plastic sheeting.	Creating flood barriers	Utilise to improve flood defense at burn side and to reroute flood water away from vehicles and caravans	Big Shed	
Tools – hammer, nails, saw	Boarding up doors, windows and openings. Creating shelves.	Utilise to secure any damaged windows or doors to prevent unauthorized access or theft	Shed outside office	
Wood – plywood, blocks of wood.	Boarding up doors, windows and openings. Creating shelves.	Utilise to secure any damaged windows or doors to prevent unauthorized access or theft		
Plastic bags	Putting around legs of tables and chairs.	To prevent damage to furniture legs etc	Shop or Back Office	
Pallets	Raising stored stock above flood level.	To help raise items out of reach of flood water	Compound at main entrance	

2A – Actions to be taken after an emergency: Suppliers and external links

Identify back-up plans for disruption of deliveries, or arrangements for short-notice cancellations with suppliers. Also include contacts for alternative accommodation for visitors.

Supplier	Supplier contact and telephone	Contingency plan	Alternative delivery address
Faskally Caravan Park	01796472700	Liaise with Faskally to relocate any customers to stay with them.	Faskally Caravan Park, Pitlochry, PH16 5LD
Blair Castle Caravan Park	01796481263	Liaise with Blair Castle to relocate any remaining customers to stay with them.	Blair Atholl, Pitlochry PH18 5SR

List companies/reputable contractors whose help you may need after a flood. Get contracts in place, or know who to call for assistance. If help is not needed or you plan to do the work yourself, leave this section blank.

Materials	Company name	Contact	Telephone/mobile	Contract agreed
Water pumping services	Xylem	Peter Fish	08457078012 07825145772	
Suppliers of emergency power / equipment	Speedy Hire Perth		01738622200	
Earthmoving or engineering	PD Stewart	Robert Stewart	07860116544	

3A – Contact lists: Important contacts

	Company name	Contact name	Telephone (office hours)	Telephone (out of hours)
Floodline	Environment Agency		0345 988 1188	0345 988 1188
Local Environment Agency office			0345 988 1188	
Electrical provider	SSE		105	
Gas provider	Calor		03457444999	
Water company	Scottish Water		0800 0778 778	
Telephone provider	BT	Account No GP00575143		
Insurance company and policy number	Marsh Commercial	Allan Donnachie	01738 492001 07900905752	
Local Authority	PKC		01738 475000 Floods 01738 476476	
Local radio station	Heartland		01796 474040	
Travel/weather info				
Police	Police Scotland		999	
Fire and Rescue Service			999	
Ambulance Service			999	
Electrician	R W Bell		01796472263	See weekly e.mail for up to date out of hour emergency contact
Plumber	R W Bell		01796472263	See weekly e.mail for up to date out of hour emergency contact
Caravan holiday home/lodge owners that may not be in residence at the time of emergency	Various – can be obtained via the online booking portal			

