

Falcon Boat Club Flood Warning and Evacuation Plan

Introduction

This Flood Warning and Evacuation Plan (FWEP) provides information for users of the Falcon Boat Club clubhouse in relation to flood risk management procedures. The focus of the FWEP is on the management of fluvial flood risk (i.e. the risk caused by the level of the River Thames however fed). It is based on the flood risk assessment carried out by Monson and which was approved as part of planning application 19/00410/FUL in 2019 updated to include the most recent flood information available from the Environment Agency, as in Appendix B.

The clubhouse is located adjacent to the River Thames and close to Donnington Bridge in Oxford. This area forms part of a managed flood plain. Appendix B shows the area predicted by the Environment Agency to be affected by flooding in the case of a 1% AEP 35% flood event. As of October 2025, this risk is determined to be 3.3% (or 1 in 30) in any given year.

The nature of the flood plain is that water levels rise relatively slowly over a period in excess of one day and predictably. There are no flood defences the failure of which are considered to significantly change the risk or timing of predicted flooding. The Environment Agency issues flood warnings several days in advance of any expected risk.

There are no instances of surface or foul water flooding at this location and the SFRA maps confirm the site is not in a drainage critical area.

The building has been designed in such a way that the ground floor area will be allowed to flood, and there is only a small lobby area and disabled toilet that will require any form of formal flood protection.

The first floor is located over 3m metres above the maximum flood level; whilst the purpose of this plan is to avoid the risk of anyone being present in the building in case of flood, the upper floor will remain accessible and offer a safe and dry refuge of last resort. The clubhouse's electrical systems are all located above the maximum flood level and should not be affected by flooding unless although the potential for an upstream fault in the electrical supply means that this should not be depended on.

The section of the Thames over which flooding may affect the clubhouse is in the vicinity of Donnington Bridge, Oxford but with a wider area description of "between Osney Lock

and Iffley Lock”.

The normal hours of usage of the clubhouse are from 6am to 10pm; there is no overnight occupation.

To further reduce any residual risk for any users of the clubhouse this FWEP has been produced.

The advice given by the Emergency Services on the ground should always take precedence over this FWEP.

If any user of the clubhouse considers that they are in imminent danger from flood waters they should call 999 immediately.

Individual User’s Responsibilities

- Individuals, or groups of users will often access the clubhouse outside of organised group activities. This places an individual responsibility on all users of the clubhouse to be aware of and respond to any flood risk that may arise.
- All users of the club are currently required to carry out a risk assessment to determine that boating is safe prior to doing so. In all circumstances, boating will be required to cease prior to any risk of flooding i.e. the need to assess the current state of the river will provide advanced notice of any risk of flooding.
- Users of the clubhouse will be notified by electronic means of a risk of flooding.
- Any user of the clubhouse that becomes aware of a requirement to cease use of the clubhouse within the next three hours or it to be evacuated immediately must check that other users they may encounter are also aware of the requirement and its timeframe.

Flood Risk Monitoring

- The Water Safety Advisors, the rowing, kayaking and canoeing committees captains (Committee Captains) plus at least two others from each of their committees (all in comprising the Flood Monitors) are required to sign up to the EA flood automated notifications by phone, email or text such that they would become aware of these notifications within 24 hours of their being issued.
- The Committee Captains will confirm, and minute the names of those who have signed up for notifications.

Procedure When Risk of Flooding

- The Flood Monitors will receive automated notifications from the EA if there is a risk of flooding in the area.
- There are three levels of notification: Flood Alert, Flood Warning and Severe Flood Warning.
- On receipt of a Flood Alert the Water Safety Advisors (or in their absence, another Flood Monitor) will notify other members of their committee of the level risk of flooding of the club house and its time period.
- If the Water Safety Advisors consider that the river level and flow are such that further boating on the stretch of the Isis between Folly Bridge and Iffley Lock would be unsafe e.g. because the water level will be higher than the landing stage, all members of the club must then be notified with a Clubhouse Flood Warning message by one or more electronic means e.g. Webcollect, Spond or email. This must take place as soon as possible after it becomes evident that boating will be unsafe.
- The suggested wording of the notification is as follows:

“The river level of the Isis (Thames) between Folly Bridge and Iffley Lock is now such that it is no longer safe for boating.

As a Falcon member, you are not permitted to boat on the Isis from now until you have been advised that the river is once more safe to use

The clubhouse may continue to be used, but you must first ensure that a more severe warning code has not been issued which would start within three hours of your period of usage.

You will receive a further notification once the river is safe to use again or if a more severe warning applies.”

- All on-the-water activities must cease immediately at this time until the Water Safety Advisors have assessed that it is safe for them to continue.
- If a Flood Warning or Severe Flood Warning is received from the EA, its anticipated impact on Falcon must be assessed by the Water Safety Advisors to ensure that the clubhouse ceases to be used at least three hours prior to a risk of flood waters reaching the building or the access to it resulting in a Clubhouse Closure event.

This would be based on the historic highest river levels recorded by the EA for [Osney Lock downstream](#) (3.97m on 9th January 2014) and [Iffley Lock upstream](#) (0.94m on 9th May 2004) as it is known from those events that club could still be safely accessed at either of those levels.

- If any Flood Monitor does not hear from their Water Safety Advisor within 12 hours of receiving a Flood Warning or Severe Flood warning they must immediately liaise with the other Flood Monitors for their section of the club to ensure that ongoing river assessments are taking place and that a notification is sent out when appropriate.
- In the case of Clubhouse Closure, the Water Safety Advisors, or in their absence another Flood Monitor or committee member, will ensure that club members are sent a “Falcon clubhouse closure due to imminent flooding” notification by electronic means at least six hours prior to the start of the period of risk. Notices must also be posted on all the exterior doors of the clubhouse not later than three hours prior to the start of the period of risk.
- Notices will also be posted on the entrances to the clubhouse carrying the same wording as the email.
- It is the responsibility of the committees to decide whether equipment needs to be moved due to the risk of flood damage. If necessary, they must ensure that this is carried out in a safe manner and completed at least three hours before commencement of the Flood Warning period.
- The suggested wording of the Clubhouse closure due to imminent flooding email will be as follows:

“The EA has issued a Flood Warning (or Serious Flood Warning) for the section of the Thames covering the Isis (Thames) between Folly Bridge and Iffley Lock on which the Falcon Clubhouse is located. This warning means that flooding of this section of the river is likely.

The Water Safety Advisor has determined that the anticipated extent of the flooding is such that it could endanger anyone accessing or using the club.

All use of the clubhouse must cease from the time of this notice until such time as a further notice stating that it is once again safe to be used.

A copy of this email notification will be posted on the entrances to the clubhouse.”

Evacuation Procedure

The closure of the clubhouse to all users prior to a flood event where there might be a risk to users should mean that it is never necessary to evacuate the building due to an imminent risk of flooding.

Any adult user of the clubhouse on becoming aware of a danger of flooding of the clubhouse or access routes to the clubhouse within the next three hours should initiative an

evacuation. They will become the Responsible User. Evacuation should only be carried out if it is considered safe to do so. The Responsible User must notify all users of the building who should leave immediately and proceed by the most direct route to Donnington Bridge Road where Meadow Lane joins it, which is above the zone liable to flooding. The Responsible User should then check that all rooms that they have access to are empty, before themselves exiting the building.

If it is not considered safe to leave the building e.g. because the flood waters have already risen to the height of the exits, anyone remaining in the building must proceed to the first floor and inform the emergency services. If there is water in the lobby the lift must not be used.

Action Post Flooding

If any part of the clubhouse has been subject to water ingress resulting from the flood, the following procedure must be followed.

- The clubhouse will remain closed to all users until such time as this procedure has been completed, flood notices taken down and all members notified by emails that it is safe to use the clubhouse.
- The club trustees will arrange for the inspection of the building and surrounding and for any clean-up operations that are required to ensure that the building is safe for use.

Sources of Information and Levels of Warning

The Environment Agency (EA) is the primary source of advanced information concerning flooding.

- The 5 day flood risk may be monitored at: <https://flood-warning-information.service.gov.uk/5-day-flood-risk>
- Flood warnings by text, phone or email may be signed up for at: <https://www.gov.uk/sign-up-for-flood-warnings>
- There are three levels of warning:
 - Flood Alert: flooding is possible, be prepared.
 - Flood Warning: flooding expected immediate action required.
 - Severe Flood Warning: danger to life.

Contacts

Club Safety Advisor

Falcon Rowing and Canoeing Club

Meadow Lane

Oxford

OX4 4BJ

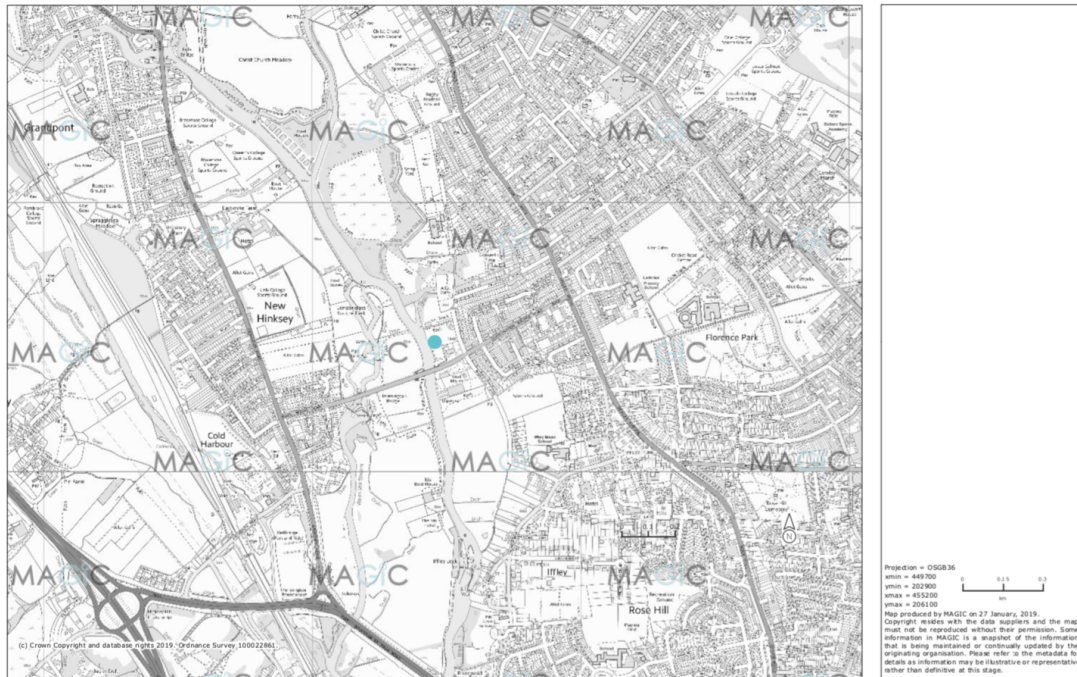
email: rowing.safety@falconboatclub.org.uk; kayaking.safety@falconboatclub.org.uk

Appendix A

The clubhouse is located at the centre of the plan below, as shown by a blue dot.

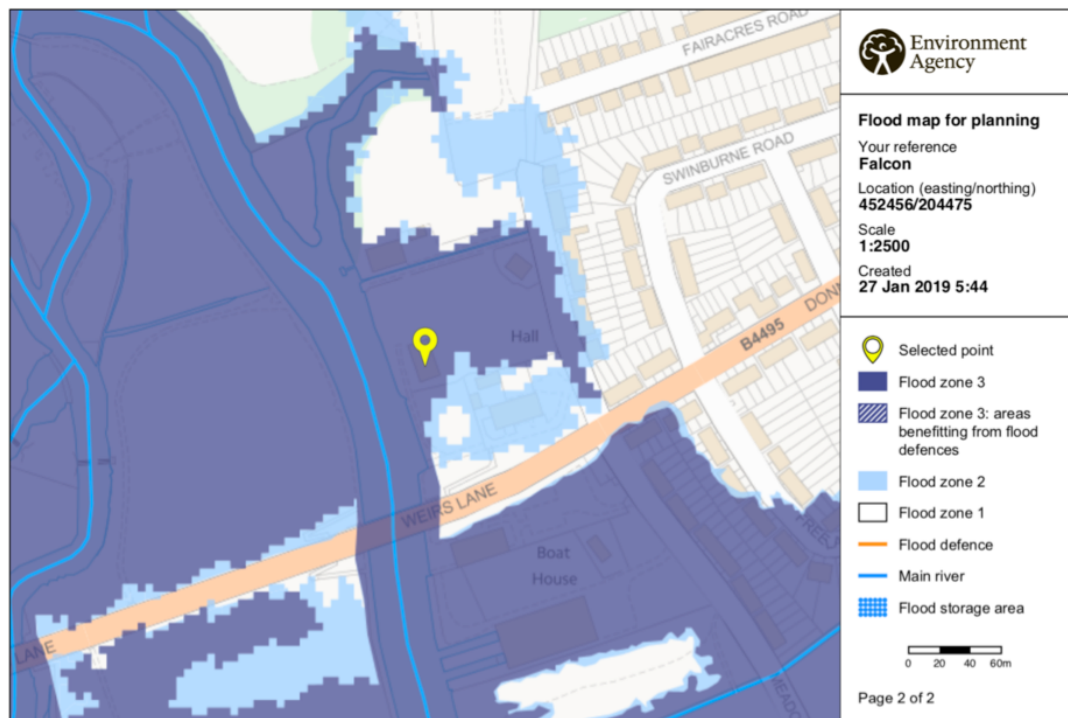
MAGiC

Location Plan



Appendix B

Environment Agency Flood Map. A comparison with the current EA map shows that the zone 3 area has not changed since this map was generated in 2019.



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Version Control

Version	Author	Date	Changes
1.0	David Salvesen	03-11-2019	Initial release
1.1	David Salvesen	30-01-2020	Contact details and version control added
1.2	David Salvesen	10-10-2025	Updated procedures to take into account changes since the clubhouse came into full operational usage.
1.3	David Salvesen	23-10-2025	Updated assessment methods for warnings and closure, and contact details.