



# Developing a community flood plan

# Aim

» To **develop** a community flood plan, and to make sure your community would know what to do in a flood

# What will we do?

- » Discuss **why** we need to plan for flooding
- » List **who should do what** during a flood
- » Decide on the actions to be taken **before, during and after** a flood
- » Look to start drafting your community flood plan

# Completing your community flood plan

- » As you work through this activity it is suggested that you complete your community flood plan at the same time.
  - » A template can be found on the gov.uk website.
  - » The template can be used to complete the actions in this exercise.
- » Make sure you plan using the resources and volunteers you have available. Be realistic.
- » You may want to complete this plan over a number of meetings.
  - » Make a list of anything you cannot do today so that you can finish the plan at a later date if required.




# Identifying locations at risk

- » The first step in your flood plan is to identify what areas of your community are at risk.
- » There are two main ways to do this:
  - » View your location on the Environment Agency Flood Map.
  - » Use historical data and local knowledge. Your community may already have suffered from flooding. Use this information to help you identify areas at risk.
- » Contact your local Environment Agency office if you need more detail on which properties might be at risk.

# Flood plan triggers

- » Decide what might trigger your community flood action plan eg
  - » receiving a specific warning from the Flood Warning System (0345 988 11 88) service or a local river reaching a certain height (this can be based on what point flooding has occurred in the past).
- » Are you at risk of flooding from the sea or rivers or in some cases groundwater

# Flood warning codes

|   | Key message   | Timing   | Actions  | Channels   |
|---|---|--|--|--|
| <br><b>FLOOD ALERT</b>           | <b>Flooding is possible.<br/>Be prepared.</b>                   | 2 hours to 2 days in advance of flooding.  | <ul style="list-style-type: none"> <li>Be prepared for flooding.</li> <li>Prepare a flood kit.</li> </ul>  | <ul style="list-style-type: none"> <li>FWS</li> <li>Floodline</li> <li>Internet</li> </ul>                                     |
| <br><b>FLOOD WARNING</b>         | <b>Flooding is expected.<br/>Immediate action required.</b>     | Half an hour to 1 day in advance of flooding.  | <ul style="list-style-type: none"> <li>Act now to protect your property.</li> <li>Block doors with flood boards or sandbags and cover airbricks and other ventilation holes.</li> <li>Move family, pets and valuables to a safe place.</li> <li>Keep a flood kit ready.</li> </ul> | <ul style="list-style-type: none"> <li>FWS</li> <li>Floodline</li> <li>Internet</li> <li>Loudhailers</li> <li>Media</li> </ul> |
| <br><b>SEVERE FLOOD WARNING</b> | <b>Severe flooding.<br/>Danger to life.</b>                     | When flooding poses a significant threat to life and different actions are required. | <ul style="list-style-type: none"> <li>Be ready should you need to evacuate from your home.</li> <li>Co-operate with the emergency services and call 999 if you are in immediate danger.</li> </ul>  | <ul style="list-style-type: none"> <li>FWS</li> <li>Floodline</li> <li>Internet</li> <li>Loudhailers</li> <li>Media</li> </ul> |
| <b>Warning Removed</b>  | <b>No further flooding is currently expected for your area.</b> | Issued when a flood warning is no longer in force.                                   | <ul style="list-style-type: none"> <li>Flood water may still be around and could be contaminated.</li> <li>If you've been flooded, ring your buildings and contents insurance company as soon as possible.</li> </ul>  | <ul style="list-style-type: none"> <li>FWS</li> <li>Floodline</li> <li>Internet</li> </ul>                                     |

# List vulnerable properties

- » What sites in your area might be at greater risk than others? Think about:
  - » Houses on the river bank or sea front
  - » Campsites or caravan parks – tourists may not be aware of the risk
  - » Schools including boarding schools
  - » Isolated properties with limited access
  - » Bungalows with no upstairs to avoid flood waters
- » You can use the Environment Agency Flood Map to identify these

# Action summary

- » Using the Flood Map on the gov.uk website, and your local knowledge, make a list of areas and key properties at risk of flooding.
- » Identify streets at risk or individual properties if appropriate.
- » Highlight properties that are particularly vulnerable and why.
- » Add this information to your plan.



# List vulnerable people

- » Who in your community may be more vulnerable and less able to help themselves? Think about:
  - » The elderly or people who are not very mobile
  - » People not familiar with the area and the risk of flooding – for example tourists or foreign students
  - » Families with young children

# Identify a Flood Plan Co-ordinator

- » The Flood Plan Co-ordinator will need to:
  - » Be aware of the current situation
  - » Contact flood wardens or volunteers and advise on actions to prepare for flooding
  - » Liaise with the Local Authority, Environment Agency and other organisations
  - » Update the flood wardens if the situation changes
- » Ensure that the flood plan includes contact details for the Flood Plan Co-ordinator
- » It is suggested that an assistant/deputy is also identified

# Identify flood wardens and flood volunteers

- » Flood wardens and volunteers may:
  - » act on the advice received from the flood plan coordinator or their assistant
  - » put flood protection measures in place
  - » help and advise vulnerable people, moving them to safety early if required
  - » inform the community of the situation and advise them to prepare by moving cars, putting sandbags or floodboards in place etc.
- » At no time should flood wardens/volunteers put their own lives at risk

# Action summary

- » Make a list of people or groups who may be more vulnerable during a flood.
  - » Include locations and contact details where appropriate.
- » Identify who is going to be your flood plan coordinator and deputy
- » Identify who will undertake the roles of flood wardens and/or volunteers.
- » Add these details to your plan

# Identify a co-ordination centre

- » Where will you co-ordinate your response to a flooding event from?
  - » Someone's house or do you want to set up a designated co-ordination centre?
  - » Make sure it is not at risk of flooding
  - » Is there access to phones and the internet?
  - » Make sure you have the contact details of any key holders
  - » Make sure you have permission to use any public buildings

# Actions of emergency responders and others

- Full details of responder actions can be found in the flood plan guidance on the gov.uk website
- The key responsibilities of the main organisations involved include:
  - **Environment Agency:** issue flood warnings
  - **Police:** coordinate the response to a flooding incident
  - **Fire and Rescue:** assist communities affected by flooding
  - **Local Authorities:** provide local services and operate rest centres for evacuees
  - **Utilities:** protect supply of services
  - **Water companies:** clear blockages in public sewers

# Useful contact numbers

- » Identify numbers which may be useful during a flooding emergency. Think about:
  - » Your local Environment Agency office
  - » Floodline, including the quick dial codes for your local flood warning area
  - » Local emergency services contacts
  - » Local Authority emergency planning team
  - » Schools, care homes and other significant locations
  - » Flood wardens and volunteers

# Action summary

- » Identify the location of your co-ordination centre
- » Gather details of the actions of emergency responders
- » Find out the contact details for local responders and services
- » Add this information to your plan



# Identify an evacuation centre

- » People may need to evacuate from their homes during a flood event
- » Your Local Authority will have organised rest centres
- » You may also want to have a local place where people can evacuate to. It should:
  - » not be at risk from flooding
  - » be an appropriate size
  - » have facilities including bathrooms and a kitchen
  - » be accessible 24hrs a day, all year round

# Evacuation

- » Plan how you will evacuate people
  - » Who needs to go first?
  - » Who needs help?
  - » What routes will they take?
  - » Who will tell people they need to evacuate?
- » Sports centres, church halls or similar venues are a good option
- » Make sure you include details of key holders in your plan and how to contact them

# Key skills within your community

- » Identify members of your community who may have skills which would be useful in a flooding incident.
- » These could include:
  - » Experience dealing with similar events (eg ex-members of the emergency services)
  - » Medical or first aid knowledge
  - » People who are comfortable handling heavy objects such as sand bags or furniture
  - » People who could provide care for elderly or vulnerable evacuees

# Action summary

- » Identify a location you could use as a temporary evacuation centre
- » Make sure you have permission and the relevant contact details
  - » Discuss with your Local Authority emergency planning team as they may already have identified a rest centre in your area
- » Identify individuals in the community with key skills
- » Add this information to your plan

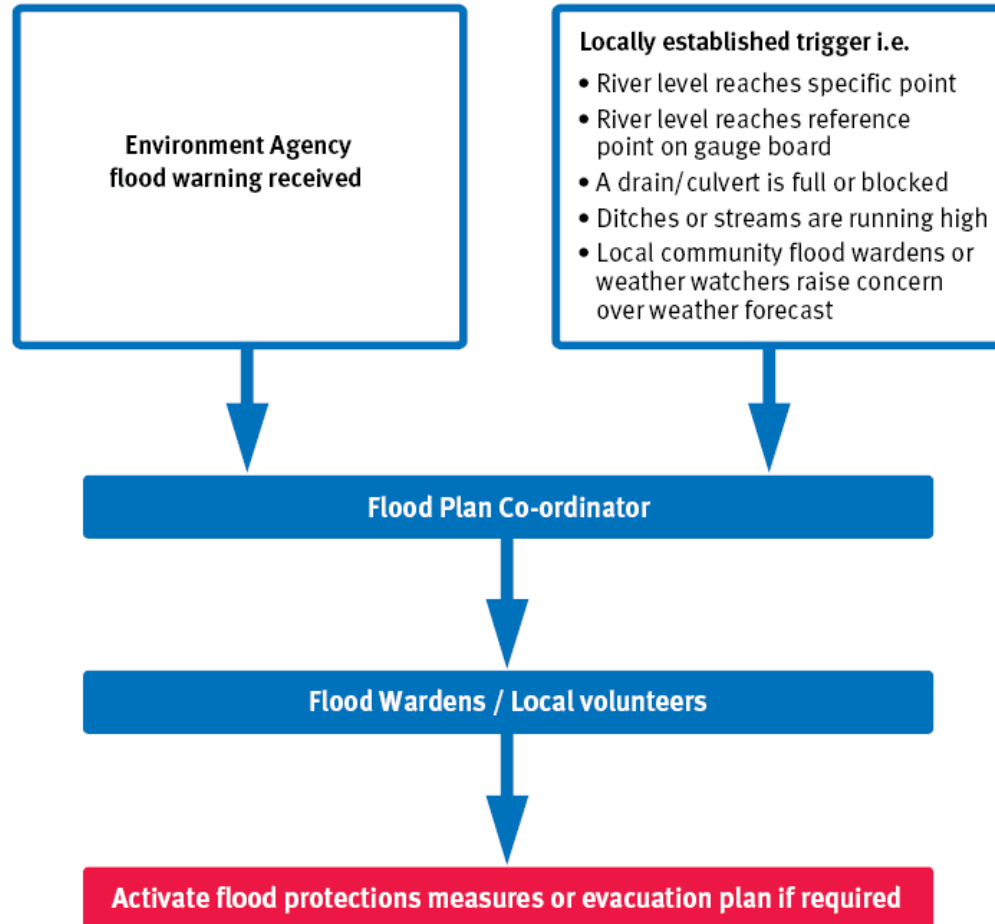
# Things to do before a flood

- » Encourage people who are at risk of flooding to:
  - » Prepare personal flood plans
  - » Register with the Flood Warnings System – if there is a local service
  - » Understand what the flood codes mean
  - » Encourage people to protect their homes and property
    - » Guidance can be found on the Environment Agency website [gov.uk/environment-agency](http://gov.uk/environment-agency)

# Things to consider during a flood

- » How will you let people know there may be flooding?
- » Who will you inform first – who is most at risk or most vulnerable?
- » Which sites could be protected and how?
- » Will you need to help people get out of their houses or move furniture and electrical items to a safe place?

# Cascading information about a likely flood



# Action summary

- » Create a list of possible actions to undertake during a flood event
- » Make sure it is clear who will be responsible for each action
- » Include clear details of any equipment needed or specific locations where this could be found
- » Add this information to your plan



# Can you put together an emergency store?

- » An emergency store can be used to hold equipment to use during a flood. This could include:
  - » Sandbags
  - » Gloves
  - » Torches
  - » First aid kit
- » Make sure your store is not at risk of flooding
- » Make sure you include details of key holders and how to contact them

# During a flood

- » Use your Community Flood Plan to create a list of actions
- » Keep an incident log of all completed actions
- » Keep aware of where people are and make sure you keep in contact
- » Liaise with the emergency services
- » Never risk your own life

# Final action summary

- » Think about what is missing from your plan
- » Assign actions to complete these details and a date when they need to be complete
- » Your plan should be tested once complete
  - » You can use the 'Testing your Community Flood Plan' presentation to do this
- » Make sure you keep the plan up to date
  - » Contact details may change so this should be done at least once a year.
- » Make sure your local council knows a flood plan is in place and provide them with a copy