**Reedness Community**

**Flood Wardens Plan**

This is a voluntary plan that has been agreed by the self nominated Flood Wardens, The Environment Agency and Reedness Parish Council.

**Useful Contacts:**

Environment Agency Area Incident Room 0113 213 4810

Environment Agency Flood Line 0845 988 1188

Flood Line Quick Dial Numbers

Environment Agency Incident Hotline 0800 80 70 60

Environment Agency Customer Services Line 08708 506 506

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

Local Police

Local Council

This plan has been prepared in partnership with

****

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# Section 1 Overview

**Introduction**

This plan has been prepared in response to Flood Risk for the Community of Reedness. The Plan has been prepared in partnership with the Community Flood Wardens, Environment Agency and Local Council.

The plan is owned and updated by the Community Flood Wardens, who are supported by the Environment Agency and the Local Council.

## Aim

The purpose of the plan is to enhance the readiness of community in responding to the potential impact of flooding.

The plan describes the local flood risk, the potential flood impact and local response arrangements for dealing with a flood event.

## Objectives

* Increase understanding of the community flood risk
* Identify areas that are at risk of flooding
* Identify resources and preparatory actions that can be taken
* Identify vulnerable locations
* Describe activation and communication arrangements
* Establish clarity of roles and responsibilities
* Meet the needs of the community affected by flooding

## Activation

The activation of this plan will be following consultation between the Environment Agency and Community Flood Wardens, and will be supported by multi-agency emergency response arrangements.

## Background

**Plan information**

**Plan Exercise and Review**

This plan will be reviewed and updated by the Community Flood Wardens, at Flood Wardens meetings, and will be a standing agenda item at meetings. A formal review will be undertaken in annually by the Lead Flood Warden.

The Environment Agency and the Local Authority will support the Flood Wardens in exercising this plan.

## Plan holders

|  |  |
| --- | --- |
| Insert Names of plan holders | Trevor Jones |
|  | Liz Sargeantson |
|  |  |
|  |  |
| Flood Wardens | Trevor Jones / Liz Sargeantson |
|  |  |
| Environment Agency |  |
|  |  |
|  |  |
|  |  |

## Flood Warning Areas

The community of Reedness has the following Flood Warning Areas identified by the Environment Agency

|  |  |  |
| --- | --- | --- |
| Reedness |  |  |
| Little Reedness |  |  |
|  |  |  |
| . |  |  |
|  |  |  |
| **ALL PROPERTIES CONTAINED WITHIN THE AREA** |  | **properties affected** |

See Appendix 2 for Flood Warning Area Maps

# Section 2 The Flood Warden Scheme

The Environment Agency has provided the following information for Flood Wardens:

## Who are Flood Wardens?

Flood Wardens are volunteers who help ensure that the Environment Agency flood warning messages reach the local community.

They act as the eyes and ears of the Environment Agency by providing updates about the situation on the ground.

Flood wardens have a direct line to the Environment Agency Flood Incident Room.

**What are flood wardens NOT expected to do**

Flood Wardens **do not** assist with door knocking during a Flood Warning

Flood Wardens **do not** assist with evacuation of residents

Flood Wardens **do not** help residents with their belongings

Flood Wardens **do not** help the Environment Agency or Local Authority staff operate or repair flood defences

Flood Wardens **do not** enter flood water

**Personal Safety**

Flood Wardens should ensure their own personal safety is maintained at all times

Flood Wardens should evacuate the area when advised to do so

Flood Wardens should do not compromise thier own safety or the safety of others

Flood Wardens should be aware of the dangers of fast moving water, contaminated water, and hidden hazards such as uncovered or floating manhole covers.

**REMEMBER**

Just 15cm (6’’) of water can sweep you off your feet

The first concern is that health and safety is not compromised

## What do flood wardens do during a flooding event?

Keep the Environment Agency duty officers informed of river levels

Liaise with the Local Authority Neighbourhood Manager and Teams

Make sure that local people are aware of the situation and encourage them to take action

Help identify and support the most vulnerable people in their community

Co-operate with the emergency services

Keep a log of events and actions taken

Take photographs of flooding

Report flooding or issues such as blockages which could lead to flooding

## What do flood wardens do at other times?

Help raise awareness of flooding issues within the local community

Report issues such as blockages of bridges or damage to flood defences

Encourage local people to register for the free flood warning service

Ensure that people are aware of Floodline and know their quick dial number

Promote self help within the community

Attend meetings as required to ensure flooding maintains a high profile

Develop and update a flood action plan

# Section 3 Environment Agency Warnings

The Environment Agency has established warning codes to help people understand the degree of severity present at any time during a flooding incident. They are not always used in sequence.

Flood Warnings are issued by the Environment Agency, to the Emergency Services and the Local Council Emergency Planning Team; they are also available to view on the website and are issued by local radio stations.

Flood Alert



What it means

Flood alert -A flood alert will indicate that flooding is possible and that you need to be prepared.

What to do

Monitor local news and weather forecasts

Be aware of water levels near you

Be prepared to act on your flood plan

Check on the safety of pets and livestock

What else will be happening?

On issue of a Flood Alert by the Environment Agency – the lowest level of Flood alert, close monitoring of the flooding risk will be undertaken by the DMBC Neighbourhood Teams and the Emergency Planning Team.

This message is sent to relevant organisations such as local councils and the police, and is also put on to Floodline and the Environment Agency website.

Flood Warning



What it means

Flood Warning -will indicate that flooding is expected and that you should take immediate action. You should take action when a flood warning is issued and not wait for a severe flood warning.

What to do

Move cars, pets, food, valuables and important documents to safety

Get flood protection equipment in place

Turn off gas, electricity and water supplies if it is safe to do so

Protect yourself, your family and help others

Act on your Flood Plan

**What else will be happening**?

On the issue of a Flood Warning by the Environment Agency, co-ordinated emergency response arrangements will be activated to monitor and respond to the developing flood situation.

Severe Flood Warning



What it means

Severe Flood Warning - will tell people that there is severe flooding and danger to life. These will be issued only when flooding is posing significant risk to life or disruption to communities.

What to do

Collect things you need for evacuation

Stay in a high place with means of escape

Avoid walking or driving through floodwater

If in danger call 999 immediately

Listen to the Emergency Services

Act on your Flood Plan

What else will be happening?

Following the issue of a Severe Flood Warning by the Environment Agency and the recommendation to evacuate residents identified as being at risk. **South Yorkshire Police will lead the emergency response arrangements**, supported by the Emergency Services, Environment Agency, Local Council and Partners.

Flood Warning and Severe Flood Warnings are sent to individual properties which have registered for the service, as well as being put on to Floodline and the Environment Agency website.

# Section 4 Operational response

**Roles and Responsibilities**

## The Environment Agency

The Environment Agency has responsibilities for environmental protection in England and Wales and as such plays an important supporting role in planning for and responding to emergencies. In particular the Environment Agency has a key role in relation to flooding where it is the lead agency for warning those at risk from river or coastal flooding and maintaining and improving flood defences.

In a major flooding event the Environment Agency will:

* Monitor water levels and flows of main rivers
* Open the Area Incident Room (AIR).
* Issue flood warnings if expecting properties to flood from rivers or the sea
* Operate and maintain capabilities of flood defence assets

For more information visit <http://www.environment-agency.gov.uk>

Local Police

In a major flooding event the Police will:

* Save life and assist in the protection of property
* Take the lead role in co-ordinating the emergency response
* Where practicable establish cordons to facilitate the work of the other emergency services in the saving of life, the protection of the public and the care of survivors
* Oversee any criminal investigation
* Facilitate inquiries carried out by the responsible accident investigation body

## Fire and Rescue

In a major flooding event the Fire and Rescue Service will:

* Save life and rescue trapped persons from fire, wreckage or debris
* Contain and extinguish fires and undertake measures to prevent them
* Prevent, contain and make safe spillage or release of chemicals and radioactive materials or other hazardous substances
* Assist the Ambulance service with casualty handling
* Provide monitoring procedures in respect of health and safety of those persons working within an established inner cordon
* Carry out essential damage control operations, such as pumping out flood water and salvage works (may incur charges)
* To assist other relevant agencies to minimise the effects of major flooding on the community.

## Primary Care Trust

In a major flooding event the Primary Care Trust will:

* Provide care and advice to evacuees, survivors and relatives
* Ensure the provision of replacement medication
* Assist acute trusts and co-ordinate community hospital bed capacity
* Provide health advice to responders and the public and ensure the provision of specialist advice (NB: public health advice is made available by the Health Protection Agency)
* Assess the effects of the incident on vulnerable groups
* Co-ordinate the NHS response at organisational level (NB: in extensive flooding the Strategic Health Authority may take on this co-ordination role)
* Work with the local authority and community to support the recovery phase

Consider the need for long-term monitoring

## Ambulance Service

In a major flooding event the Ambulance Service’s priorities are the saving of life in conjunction with other emergency services. In a major incident, the Ambulance Service’s key roles are to:

* Assess the incident and liaise with the other emergency services on scene.
* Co-ordinate the onsite NHS response
* Inform the wider health Community.
* Identify and activate the resources needed to respond
* Manage the NHS activity on scene.
* Co-ordinate the NHS communications on scene
* Treat casualties, assist extrication, triage and stabilise
* Transport casualties to hospitals
* To protect the health and safety of all health service personnel onsite
* The identification of receiving hospitals
* To inform all receiving hospitals
* Assume responsibility for the decontamination of casualties should they require it-requesting – Fire Service assistance where required.

## Local Council

In a major flooding event the local Council will open and activate their Emergency Control Centre and activate Corporate Emergency Planning arrangements. Key objectives of the Council in an emergency are to:

* Support to efforts of the emergency services and other agencies involved in dealing with the emergency
* Provide reassurance and information to the public and business
* Maintain critical public services
* Lead in the restoration and recovery of the community and environment affected
* Provide comfort and aid to those in distress

Disclaimer

This plan is for guidance and clarification purposes only. It is not intended to be regarded as a complete or authoritative statement of the legal responsibilities of any of the agencies or individuals referred to in the plan. Furthermore this plan is not intended to create legally enforceable responsibilities or obligations between any of the agencies or individuals referred to in the plan or to be enforceable by any member of the public.

## Vulnerable Properties

Properties that have been identified as particularly vulnerable to flooding within the flood risk area have been listed in appendix 3.

Properties that may be more vulnerable due to their design such as a bungalow, or because of their occupants for example care homes, schools and children’s homes, have been identified by Neighbourhood teams and flood wardens in Appendix 4.

## Vulnerable People

The community flood wardens and Local Council teams will be aware of members of the community who may be particularly vulnerable during a flooding event, and will need additional support in retrieving essential belongings or evacuating. This community knowledge should be shared with the emergency services responding to the flooding event and will be supported by information already available from partners working together in the central emergency control centre

## Key Infrastructure

In order to minimise disruption to essential services the emergency services will try to ensure that key infrastructure locations are not compromised during the flood event and the Environment Agency will work with the responsible owners to ensure that business continuity arrangements are in place.

## Evacuation transport

When evacuation has been recommended by the Environment Agency, the Local Authority Emergency Control Centre will arrange transport to collect evacuees and take them to a place of safety, normally a rest centre facility.

## Evacuation Accommodation

The Local Council will identify suitable rest centre accommodation for evacuated residents, which is as near, as is safely possible to their homes.

The Local Authority will also arrange for nominated and trained rest centre staff to respond to the welfare and information needs of the evacuees.

Evacuees will be accommodated and cared for until it is safe for them to return home, or to other suitable accommodation.

# Section 5 Activation and communication arrangements

## Trigger levels for Activation

Telemetry is situated at on the River OUSE at

When the trigger level of Flood Alert has been reached, the Environment Agency will endeavour to contact the nominated Lead Community Flood Warden.

If the wardens have not heard from the Environment Agency but are becoming concerned about the river levels, they may decide to inform the Environment Agency Flood Incident Room.

Information from the Environment Agency will be disseminated via the Community Flood Warden Communication chain.

Further updates and information will also be passed on through this chain.

## Surface Water Flooding

In the event of surface water flooding the Lead Flood Warden should contact the Local Council to agree actions and messages to other Flood Wardens. The Environment Agency may also notify wardens if weather predictions indicate surface water flooding may occur

## Communication Chain

The following is a diagram of the flow of information that will be adopted during an incident

Flood Warden

TREVOR JONES

TREVOR JONES

Environment Agency Trigger Point Reached

LIZ SARGEANTSON

LIZ SARGEANTSON

Insert Name of Flood Warden

CAROLINE FOX

01405 767330

JOHN BARRETT

01405 869668

Council Teams

# Section 6 Flood Wardens Roles and Responsibilities Check list

The following Check List is provided to assist the Community Flood Wardens to carry out their Roles & Responsibilities.

The Check lists should be viewed as a general guide, further actions may be required that are specific to the incidents as it occurs.

**There is no obligation for the flood wardens to carry out any of these actions – time may be very limited. Our first concern is that the wardens are not exposed to risks to their health and safety – they are expected to put their own health and safety first at all times. They also should consider taking action to protect/prepare their own property for a flood event.**

**Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Lead Community Flood Warden Check List | | | |
| **No** | **Action** | **Completed by** | **Time** |
| 1 | Assess the information and situation  Check the Met Office and Environment Agency Website information.  Call Floodline 0845 988 11 88  Quick dial  Insert quick dial number e.g.  138112 -**River Don at Lower Sprotbrough 123FWFRW641**  138213 -**River Don at Newton Farm 123FWFRW642**  (Ensure you know what the different codes mean – See Environment Agency Warnings  Listen to local and regional weather information | TREVOR  JONES  LIZ  SARGEANTSON | ASAP  ASAP |
| 2 | When alerted by the Environment Agency that a trigger level has been reached, take down accurate information and agree the message to be disseminated from the Environment Agency | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 3 | If the Environment Agency has not been in contact and the river level is causing concern establish contact with the Environment Agency and ask about current situation / predicted levels / weather etc.  Report any problems e.g. blockages in river 0113 213 4810 or if no reply 0845 850 3518, explain that you are a Flood Warden and ask for the Flood Warning Duty officer) | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 4 | Cascade information using the agreed communication chain   * Contact Neighbourhood Manager * Contact next level Community Flood Wardens * Advise local school if appropriate | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 5 | Arrange for someone to **Safely** take photos e.g. flood depths, problem spots etc | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 6 | Commence a Log of all Action & Decisions  (See Appendix 6) | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 9 | Provide regular feedback to the Environment Agency and the Local Council | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 10 | Consider arranging a meeting of Community Flood Wardens | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 11 | Consider establishing a co-ordination centre (co-ordination centre  (ensure this is outside of flood risk area if possible) | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 12 | Provide information and assistance to Emergency Services as required | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 13 | Ensure that personal safety is maintained at all time | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 14 | Ensure that other Community Flood Wardens do not compromise their own safety or the Safety of others | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 15 | Ensure that vulnerable residents have been advised of Flood Risk and that arrangements are in place with the Emergency Services and Local Authority for them to receive assistance.  *Remember put people before property.* | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 16 | Ensure that children are aware of dangers of fast moving water/contaminated water/hidden hazards e.g. manholes | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 17 | If situation is worsening, help to warn people and encourage them to take appropriate action  *(Check Environment Agency booklets or website for appropriate advice. If wardens are going to knock on doors, it may be wise to have Identification –If the situation is predicted to improve – reassurance can be given to people)* | TREVOR  JONES  LIZ  SARGEANTSON |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Community Flood Warden Check list | | | |
|  | | | |
| **No** | **Action** | **Completed by** | **Time** |
| 1 | Assess the information and situation  Check the Met Office and Environment Agency Website information.  Call Floodline 0845 988 11 88  Quick dial  Insert quick dial number e.g.  138112 -**River Don at Lower Sprotbrough 123FWFRW641**  138213 -**River Don at Newton Farm 123FWFRW642**  (Ensure you know what the different codes mean – See Environment Agency Warnings  Listen to local and regional weather information | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 2 | On receipt of a warning from the Environment Agency, the Lead Community Flood Warden will pass on appropriate information  Record information and any messages ensuring that any messages are accurately disseminated | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 3 | Cascade information using the agreed communication chain  Contact your allocated flood wardens to share the Environment Agency message | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 4 | Commence Log of all Action & Decisions  (See Appendix 6) | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 5 | Provide regular feedback to Lead Community Flood Warden. | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 6 | Attend meetings of Community Flood Wardens as required | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 7 | Consider establishing a co-ordination centre (co-ordination centre | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 8 | Provide information and assistance to Emergency Services as required | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 9 | Ensure that personal safety is maintained at all time | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 10 | Ensure that other Community Flood Wardens do not compromise their own safety or the safety of others | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 11 | Ensure that vulnerable residents have been advised of flood risk and that arrangements are in place with the Emergency Services and Local Authority for them to receive assistance.  Remember put people before property. | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 12 | Ensure that children are aware of dangers of fast moving water/contaminated water/hidden hazards e.g. manholes | TREVOR  JONES  LIZ  SARGEANTSON |  |
| 13 | If situation worsening, help warn people/encourage them to take appropriate action  If wardens are going to knock on doors, it may be wise to have Identification –  *(Check Environment Agency booklets or website for appropriate advice.*  *Iif wardens are going to knock on doors, it may be wise to have Identification –If the situation is predicted to improve – reassurance can be given to people)* | TREVOR  JONES  LIZ  SARGEANTSON |  |

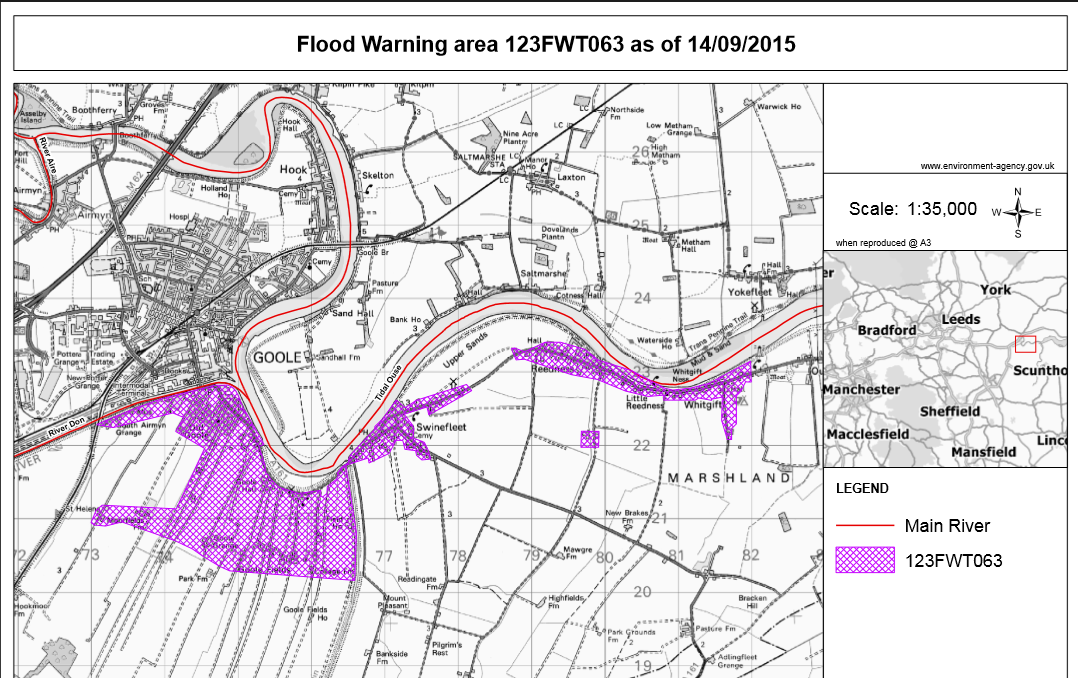
# Appendix 1 Contact Details

|  |  |
| --- | --- |
| **Name** | **Position** |
| Name:TREVOR JONES  Work -  Mobile – 07831398006  Home –  Address –FERN COTTAGE REEDNESS  Email – | Lead Community Flood Warden |
| Name: LIZ SARGEANTSON  Work –  Mobile -07944986555  Home –  Address MALLARD COTTAGE REEDNESS  Email – | Community Flood Warden |
| Name: -  Work –  Mobile -  Home –  Address  Email – | Community Flood Warden |
| Name:  Work  Mobile -  Home –  Address  Email – | Community Flood Warden |
| Name:  Work  Mobile –  Home –  Address –  Email – | Community Flood Warden |

**Additional Contact Details for Plan Activation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name** | **Contact number** | **Mobile** | **Organisation** |
|  | **01482) 393939** |  | Local Council |
| Call Floodline | 0845 988 11 88 |  | Environment Agency Floodline |
| Environment Agency Incident Hotline | 0800 80 70 60 |  | Environment |
|  |  |  |  |
| Insert useful numbers |  |  |  |
| SEE INCLUDED EMERGENCY CONTACTS |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Appendix 2 Flood Area map



# Appendix 3 Flood Warning Direct

**Properties identified by Environment Agency as being eligible to sign up for Flood Warnings Direct from the Environment Agency**

The Environment Agency will advise of the need to evacuate the at risk area, when a Flood warning has been issued.

The Police will lead in advising residents to evacuate and may ask the Local Council to assist with advising residents to leave the at risk area.

**Flood Wardens should not undertake door knocking when a Flood Warning has been issued, or put themselves at risk at any time.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address** | **Area** | **Warden Responsible** | **Approx number of Properties Contacted by wardens** |
| SEE ATTACHED MAP ALL PROPERTIES IDENTIFIED |  |  |  |
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# Appendix 4 Vulnerable Properties

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Property | **Type of Property** | **Address** | **Contact Name** | **Contact number** |
| Insert information on any vulnerable property |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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# Appendix 5 Resources

The following is a list of equipment held in the Local Council to assist with Flooding and Emergency Response

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment** | **Quantity** | **Location** | **Contact** |
| Insert information on resources available |  |  |  |
| TBC |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Appendix 6 Flood Wardens Action Log book

The attached log book should be used for recording messages received and any actions taken.

Log books should be retained for discussion at the flood wardens meeting

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Action** | **Completed** |
|  |  |  |  |
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