

Appendix F: Emergency Flood Management Plan Information Pack

For residents living in a flood risk area, completing a flood plan will inform what practical actions to take before and during a flood, which will help to reduce the damage that flooding could cause. The Environment Agency provide guidance on creating both personal and community flood plans linked to Environment Agency flood warning information.

The overall aim of an Emergency Flood Management Plan is to ensure that site users remain safe during times of flooding.

In the first instance this can be achieved by ensuring that the site is vacant during times of flood. In exceptional circumstances when the site is occupied during a flood or flood warning an Emergency Flood Management Plan provides guidance to its occupants.



As a guide, it is recommended that an Emergency Flood Plan should contain the following:

Description of flood risk on the site

The site specific Flood Risk Assessment prepared for the site in question should be referred to in order to provide a detailed understanding of the flood sources and mechanisms that could potential impact the site. Details should be established regarding how water would reach the site, including, the direction floodwater would come from, which areas would be affected first, and how floodwaters would be expected to propagate across the area. Where modelling of flood events has been undertaken, the rate and inundation of flooding should also be established to inform the Emergency Flood Management Plan.

Information on local Flood Warning Services

Details should be provided of the local flood warning services available for occupants of the site. This may be flood warnings issued by the Environment Agency relating to fluvial or tidal flood warning, which are summarised below. Details regarding the format in which the warnings are received by occupants of the site and how they are disseminated across the site should also be included in the Emergency Flood Management Plan.

Flood Warning Code	Meaning	General Advice
Online Flood Risk Forecast	Be aware Keep an eye on the weather situation	<ul style="list-style-type: none"> Check weather conditions Check for updated flood forecasts of the Environment Agency website
 FLOOD ALERT	Flooding is possible Be prepared	<ul style="list-style-type: none"> Be prepared to act on your flood plan Prepare a flood kit of essential items Monitor local water levels and the flood forecast on our website
 FLOOD WARNING	Flooding is expected Immediate action required	<ul style="list-style-type: none"> Move family, pets and valuables to a safe place Turn off gas, electricity and water supplies if safe to do so Put flood protection equipment in place

 SEVERE FLOOD WARNING	Severe flooding Danger to life	<ul style="list-style-type: none"> • Stay in a safe place with a means of escape • Be ready should you need to evacuate • Co-operate with the emergency services • Call 999 if you are in immediate danger
Warning No Longer in Force	No further flooding is currently expected in your area	<ul style="list-style-type: none"> • Be careful. Flood water may still be around for several days • If you've been flooded, ring your insurance company as soon as possible.

Definition of the roles and responsibilities during a flood event

Define actions that will need to be taken in the event of a flood warning, and in the event of a flood itself. Assign these actions to specific individuals or organisations so that everyone is clear on their role and responsibilities during both a flood warning, and an actual flood event.

Types of action are likely to include the following:

- Continue to monitor flood warnings
- Disseminate flood warnings to other occupants of the site
- Be ready to follow your evacuation plan
- Evacuate the site if safe to do so
- Prepare a flood kit of essential items and provisions for the anticipated duration of flooding
- Move occupants and valuables to place of safety
- Turn off utilities
- Put flood protection equipment in place

A number of individuals and organisations may have responsibilities for managing emergency responses during a flood event. The anticipated responsibilities and actions of each should be detailed in the Emergency Flood Management Plan. Examples include:

- Site Occupants
- Environment Agency
- Local Authority
- Police
- Fire and Rescue
- Water Companies
- Local Residents

An evacuation route plan

If a safe route of evacuation from the site is possible during a flood this should be detailed in the Emergency Flood Management Plan. Occupants of the site should all be briefed on the evacuation route and procedures for leaving the site during a flood warning. Where appropriate, signage and maps, indicating the route of evacuation, could be provided on the site.

Key Contact Details

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| <ul style="list-style-type: none"> • Floodline • Environment Agency • County Council | <ul style="list-style-type: none"> • Environment Unit • Water Company • Electricity Company |
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- Fire and Rescue Service
- Police
- Ambulance Service
- Housing Unit
- Gas Company
- Telecommunications Company
- Adjacent Town/Parish Councils

Where further information can be found

The Environment Agency document entitled 'Flooding – Minimising the Risk' provides practical advice to help communities and groups create flood plans and is included within this appendix as a valuable source of further information and guidance.

There are three flood advice guides: 'Preparing for a flood', 'During a flood', and 'After a flood', which are available from the Environment Agency's website, see www.environment-agency.gov.uk.