



Developing your community flood plan



Why do we need to plan for flooding?

- » Working together as a community will improve your response to a flood. It can:
 - » Improve **communications** before, during and after a flood.
 - » Clarify **who should be doing what**, so actions aren't completed twice.
 - » Share **local knowledge** with professional organisations.
 - » Encourage the involvement of **volunteers**.
 - » Help the community to **prepare** for flooding.



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 Kent Prepared 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.

Types of flooding

- » Tidal
- » Fluvial
- » Surface water
- » Groundwater
- » Sewage



Identifying locations at risk




- » The first step in your flood plan is to identify the sources of flooding and the of areas of your community that are at risk.
- » There are two main ways to do this:
 - » View your location on the Environment Agency Flood Map. County Councils/LA can provide maps of areas susceptible to surface water flooding
 - » 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
 FLOOD ALERT	Flooding is possible. Be prepared.	2 hours to 2 days in advance of flooding.	<ul style="list-style-type: none"> Be prepared for flooding. Prepare a flood kit. 	<ul style="list-style-type: none"> FWS Floodline Internet
 FLOOD WARNING	Flooding is expected. Immediate action required.	Half an hour to 1 day in advance of flooding.	<ul style="list-style-type: none"> Act now to protect your property. Block doors with flood boards or sandbags and cover airbricks and other ventilation holes. Move family, pets and valuables to a safe place. Keep a flood kit ready. 	<ul style="list-style-type: none"> FWS Floodline Internet Loudhailers Media
 SEVERE FLOOD WARNING	Severe flooding. Danger to life.	When flooding poses a significant threat to life and different actions are required.	<ul style="list-style-type: none"> Be ready should you need to evacuate from your home. Co-operate with the emergency services and call 999 if you are in immediate danger. 	<ul style="list-style-type: none"> FWS Floodline Internet Loudhailers Media
Warning Removed	No further flooding is currently expected for your area.	Issued when a flood warning is no longer in force.	<ul style="list-style-type: none"> Flood water may still be around and could be contaminated. If you've been flooded, ring your buildings and contents insurance company as soon as possible. 	<ul style="list-style-type: none"> FWS Floodline Internet

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



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



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

- » 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



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

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

Things to do before a flood

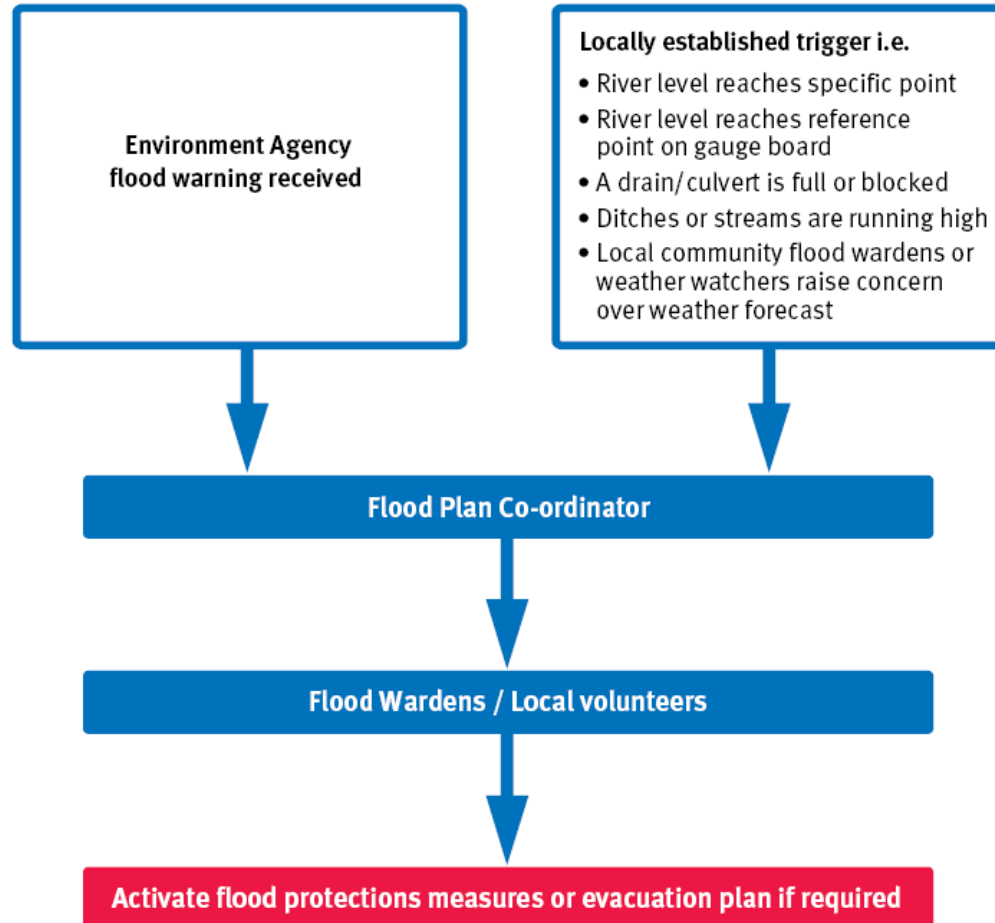
- » Encourage people who are at risk of flooding to:
 - » Prepare personal flood plans
 - » Register with the Flood Warnings System – if there is a local service
 - » Understand what the flood codes mean
 - » Encourage people to protect their homes and property
 - » Guidance can be found on the Environment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



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 during a flood

- » 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

During a flood

- » 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

After a flood

- » Inform the community of improving situation
- » Photograph areas impacted from flooding showing depths and extents
- » Contact members of the community who have equipment to aid recovery
- » Provide community with list of reputable contractors
- » Dispose of sandbags and assist with cleaning up
- » Review flood plan



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