

Preparing a Flood Plan

The floodPACT is designed to assist parish councils, town councils and other community groups prepare a specific flood plan for their area and to highlight key considerations. The plan can be tailored to meet catchment characteristics, local needs and the level of service required. A series of tables is included at the end of the document so that local information can be stored.

It is vital the flood plan outline is discussed with the relevant agencies - district council, Environment Agency, local landowners, water companies etc.

Sections shown in normal text give guidance on the contents of each section.

Sections shown in ***bold italics*** indicate sections to be completed for an individual flood plan.

Flood risk areas and flooding mechanisms

It is important that the types of flooding which can occur within the parish are fully understood. The main types of flooding referred to in this pack can be found in the included 'Sources of Flooding' document.

Investigate the range and extent of flooding in the area. Special consideration should be given to the timing and direction of flooding (flow route). Often, the source of flooding is not immediately obvious; check local drainage and small watercourses.

Sources of information include the Environment Agency, district council and local library archives. Local knowledge, particularly from long-standing residents, is invaluable.

Describe previous local flooding and conditions that may create flood problems.

Insert details of areas at risk from flooding and potential flow routes. Use Table 1 to record each area. Include maps, if possible.

Local flood actions

With careful planning, local flood action can reduce, or possibly avoid, the impact of flooding. Local action could include placing of floodboards across openings; blocking airbricks; laying of sandbag walls or temporary defence systems.

The Health and Safety of volunteers must be considered when planning local flood action.

For each area in Table 1, insert local actions in Table 2. Resources available can be detailed in Table 3.

Certain groups, the elderly or infirm for example, may require assistance to prepare for a flood. These needs should be established in advance.

***Use Table 4 to list assistance required.
Table 5 can be used to list local volunteers.***

Flood Warnings

The Environment Agency's Local Flood Warning Plans provide details of flood warning arrangements for specific areas. During a flood, information is available from the Environment Agency's web-site: www.environment-agency.gov.uk or the Environment Agency's Floodline service: 0845 988 1188. Floodline uses QuickDial numbers to speed up access to local flood information. QuickDial numbers relate to geographic areas.

Use Table 6 to list details of which Flood Warnings are issued in the area; how warnings are received; who receives them and how they are disseminated.

List the QuickDial codes for the area covered by the Flood Plan.

Authority Action

It is vital that parish councils are aware of the actions undertaken by all organisations that respond to flooding. This will help in contacting the correct organisation when dealing with specific issues. This document lists the principal actions of each organisation. However, it must be noted that it may not always be possible for all actions to be carried out during a flood event.

Responding organisations have limited resources, so may not be able to provide assistance in all circumstances. In such cases the owners and occupiers need to be aware that they should make their own arrangements to protect their property from flooding. This should be clearly stated in the plan.

Many factors may influence the level of response. Priority is likely to be given to the old or infirm when assisting people, and to property which is occupied. The classification of roads may be used in prioritising the response to road flooding; protection of commercial property may depend on the risk of environmental pollution from stored chemicals etc.

Who does what during a flood?

Environment Agency

- Issue Flood Warnings
- Receive and record details of flooding incidents
- Monitor the situation and advise other organisations
- Deal with emergency repairs and blockages on main rivers and own structures
- Respond to pollution incidents
- Advise on waste disposal issues

County Council and Unitary Authority

- Co-ordinate emergency arrangements
- Maintain safe conditions on the roads
- Put flood warning signs on the highway
- Organise road closures and traffic diversions
- Clear blockages on highway drainage systems
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system

District Council

- Co-ordinating role for own area
- Flood warning dissemination (by local agreement with Environment Agency)
- Emergency assistance (S138 LGA 1972) — Provide sandbags
- Clear blocked watercourses (Land Drainage Act powers)
- Act as county council for highways (Highways Agency areas only)
- Environmental health issues — pollution
- Blocked road channels and gully gratings — street cleaning
- Emergency planning support groups

Town and Parish Council

- Flood warning dissemination (by local agreement with Environment Agency)
- Distribute sandbags from district council stockpiles

Fire and Rescue Service

- Rescue
- Respond to all emergency incidents as required
- Assist the populace where a need is identified and the use of Fire Service personnel and equipment is relevant

Water Companies

- Emergency over pumping or tankering at pumping stations
- Clearing blockages in public sewers
- May take action to protect property from flooding by water from the public water mains or discharges from the public sewerage systems

Electricity, Gas and Telecommunication Companies

- Attend to emergencies relating to their service at properties putting life at risk as a result of flooding
- Attend to flooding emergencies at their own serviced installations

Large Industrial Companies

- Protect own premises and installations
- Source of resources which could be hired

Property Owners

- Move to a safe area if life at risk
- Prevent water from entering property if possible
- Switch off electricity and gas supplies at mains
- Move valuable possessions above areas liable to be flooded

Use Table 7 to list contacts relevant to your area.

During a flood, contact details could be transferred to a flip chart, or similar large format. This makes the information more accessible to all.

Liaison Arrangements

Details of specific arrangements between the various authorities need to be included in the flood plan. These arrangements must be confirmed between authorities in writing, or by reference to existing response plans. Reference should be made to any site or location plans.

List inter-authority arrangements, including responsibility of each authority.

It is also important to keep residents informed of the current position and deal with local concerns. During a flood, information may flow in many directions. This information needs to be co-ordinated and consistent. Additionally the information gathered during a flood may help to improve the Flood Plan for future floods. It may also be useful to the Environment Agency and district council.

Other considerations are provision of information to local authority emergency planning support groups to enable them to assist and advise affected property owners; action and financial records; monitoring of flooding and recording information, including flood levels.

Describe the process to be used in supplying, receiving and recording information during a flood. Include details of local flood co-ordination centre; means of reporting incidents; method of passing information e.g. notice board; flood risk areas, including properties at risk; overlap areas covered by special arrangements between towns/villages.

Recovery Action

The recovery and clean-up period following a flood often involves more effort than that required during it. Certainly, recovery times are likely to be much longer than the flood duration.

It is useful to have a central register of sources of assistance, including businesses such as builders, plumbers and decorators.

List reputable contractors in Table 8.

If possible details of properties flooded, the extent of flooding and flood levels should be supplied to the Environment Agency and district council.

The flood plan should be reviewed using experience gained from each flood, making appropriate improvements to the flood plan.

Table 1: FLOOD RISK AREAS AND FLOODING MECHANISMS

Reference	Location at Risk	Type of Flooding	Flow Route
FRA1			
FRA2			
FRA3			
FRA4			
FRA5			

Type of Flooding:

- Tidal - sea
- Fluvial - river
- Surface Water - roads, ditches and fields
- Groundwater - high water table
- Sewage - sewers, rising mains and pumping stations
- Potable supply - mains water supply

Table 2: LOCAL FLOOD ACTIONS

Reference	Location at Risk (Including FRA Ref)	Local Action	Equipment Required	Time Required	Action Trigger
LFA1					
LFA2					
LFA3					
LFA4					
LFA5					

Table 3: RESOURCES AVAILABLE

Organisation	Resource	Number	Location	Notes
District Council				
<i>Contact Details</i>				
Parish Council				
<i>Contact Details</i>				
Commercial Stockists				
<i>Contact Details</i>				

Resource: Sandbags
Pumps
Temporary Defence

Table 6: FLOOD WARNING AREAS

Reference	Location at Risk	Type of Warning	Dissemination Method	Notes
FWA1				
FWA2				
FWA3				
FWA4				
FWA5				

Type of Warning: Flood Watch
Flood Warning
Severe Flood Warning
All Clear

Table 7: CONTACTS

Organisation	Telephone (Office hours)	Telephone (Out of hours)	Fax
Floodline	0845 988 1188	0845 988 1188	
Environment Agency			
District Council			
County Council			
County Contracting			
Fire & Rescue Service			
Police			
Ambulance Service			
Housing Unit			
Environment Unit			
Water Company			
Electricity Company			
Gas Company			
Telecommunications Company			
Adjacent Town/Parish Councils			

