



Appendix 4

Community Flood Plan

[Community Name]

Developed by:

[Address]

Date: [Date Published]

Date of next review: [Date of Review]

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1. Our Flood Risk

The main source of flooding in [community name] is [fluvial/tidal/surface water/groundwater.] However, flooding can also occur when [explain if flooding occurs from another source, at a different time and list possible locations.]

In our community, there are xxx properties at risk of flooding.

1.1. Flood Map

[You can obtain a copy of the Flood Map for your community from the Environment Agency if your risk of flooding is from a fluvial or tidal source. Lead Local Flood Authorities (typically County Councils and Unitary authorities) are able to provide maps identifying areas susceptible to surface water flooding.]

[This map can include locations where blockages typically occur, flow routes of flood water and identification of structures that are operated and maintained by the Environment Agency.]

2. Flood Warning Service

In England, the Environment Agency operates a free Flood Warning service in areas at risk of flooding from rivers or the sea.

Using the latest available technology, they monitor rainfall, river levels and sea conditions 24 hours a day and use this information to forecast the possibility of flooding. If flooding is forecast, warnings are issued using a set of three easily recognisable codes.

Each of the three codes indicates the level of danger associated with the warning. The codes are not always used in sequence, for example, in the case of a flash flood, a Severe Flood Warning may be issued immediately, with no other warning code preceding it.

To find out if your community is covered by the Flood Warning service or to register, please call **Floodline** on **0345 988 11 88**. It is advisable for members of the community to review the contact details periodically to ensure the details held by the Environment Agency are correct.

During a flood, you can hear information on the current situation by calling Floodline. This local information can be heard by selecting option 1 and dialing a 'quick dial code' that is specific to that area.

2.1. Flood Warnings for our community

The following Flood Alert and Warning Areas are applicable to our community:

Flood Alert Area	Quick Dial Number

Flood Warning Area	Quick Dial Number

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2.2. Flood Warning Codes



FLOOD ALERT



FLOOD WARNING



SEVERE FLOOD WARNING

Warning no longer in force

What it means	Flooding is possible . Be prepared	Flooding is expected . Immediate action required	Severe flooding. Danger to life.	No further flooding is currently expected for your area.
When it is used	Two hours to two days in advance of flooding	Half an hour to one day in advance of flooding	When flooding poses a significant risk to life or significant disruption to communities	When a Flood Warning or Severe Flood Warning is no longer in force
Impacts likely to be seen	Flooding on fields, recreation land and car parks. Flooding of minor roads and farmland	Flooding of homes and businesses Flooding of rail infrastructure Flooding of roads with major impacts Extensive flood plain inundation (including caravan parks or campsites)	Deep and fast flowing water Debris in the water causing danger. Potential or observed collapse of buildings and structures Communities isolated by flood waters Critical infrastructure for communities disabled Large number of evacuees	No new impacts expected from flooding, however there still may be flooded properties or damaged infrastructure
Recommended actions	Be prepared to act on your flood plan. Prepare a flood kit of essential items. Avoid walking, cycling or driving through floodwater. Farmers should consider moving livestock and equipment away from areas likely to flood.	Protect yourself, your family and help others. 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. If you are caught in a flash flood, get to higher ground.	Stay in a safe place with a means of escape. Be ready should you need to evacuate from your home. Cooperate with the emergency services. Call 999 if you are in immediate danger Call Floodline for up to date information.	Be careful. Flood water may still be around for several days and be contaminated. If you have been flooded, ring your insurance company as soon as possible.

3. Flood Wardens

The role of a Flood Warden depends on the specific requirements of each community and the flooding issues found within that community. Flood Wardens should discuss their role within the community before, during and after a flood and detail these below.

3.1. Flood Wardens in our community

The following Flood Wardens have been fully trained and operate as a Flood Warden within our community.

- *Name of Flood Warden 1*
- *Name of Flood Warden 2*
- *Name of Flood Warden 3*
- *Name of Flood Warden 4*
- *Name of Flood Warden 5*

Insurance

All Flood Wardens should have previously investigated that they will be covered by an insurance policy before undertaking their role. Details of their insurance cover should be listed below.

N.B Flood Wardens may be covered by a different policy dependant on who they are deployed by.

Policy 1	
Insurance Policy Holder	Whose insurance policy is this? Parish Council/Community Group/Private Individual/Unitary/District/Borough
Insurance Policy Reference Number	
When is this policy active?	When deployed by Parish Council/ Community Group/ Unitary/District/Borough Council
Start Date of Policy	
End Date of Policy	
Underwriter	Who underwrites the policy?
Contact	Contact name/number of underwriter

Policy 2	
Insurance Policy Holder	Whose insurance policy is this? Parish Council/Community Group/Private Individual/Unitary/District/Borough
Insurance Policy Reference Number	
When is this policy active?	When deployed by Parish Council/ Community Group/Unitary/District/Borough Council
Start Date of Policy	
End Date of Policy	
Underwriter	Who underwrites the policy?
Contact	Contact name/number of underwriter

3.2. Role of Flood Warden in our community

Within our community, our Flood Wardens are responsible for:

Before a Flood

- *Identify and monitor local hotspots at risk of blockage. These can include bridges, culverts, weirs or gauge boards.*
- *Report blocked gullies to KCC Highways*
- *Encourage Floodline Warnings Direct recruitment with new members of community*
- *Appoint deputy Flood Wardens*
- *Contribute towards developing Community Flood Plan*

During a Flood

- *Inform community of developing situation, reinforcing Flood Alerts and Flood Warnings that are in force*
- *Receive information from agencies to disseminate within community*
- *Provide information to agencies of situation*
- *Heed the emergency services*
- *Collect data/photographs showing flood extents, depths etc. (as long as it is safe to do so)*

After a Flood

- *Assist with clearing up in community*
- *Collect data/photographs showing flood extents, depths etc.*

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3.3. Flood Warden Patches

During a flood, Flood Wardens will operate in specific areas in our community. The map below indicates patches that Flood Wardens have been allocated.

Map showing community showing Flood Warden patches

4. Sandbags

The Environment Agency does not provide sandbags to members of the public to protect individual properties. Instead, they use sandbags to build temporary defences or to strengthen existing defences to reduce the risk of flooding to as many properties and key infrastructure as possible.

Before the onset of flooding, your Unitary, District or Borough Council may have a stock of sandbags and distribute them in key locations within communities. Your Unitary, District or Borough Council do not have a duty to provide sandbags, however, they will always try to provide help. During a flood, Unitary, District and Borough Councils will prioritise their supply of sandbags to protect key sites and infrastructure.

Homeowners are advised to keep a stock of their own supply of sandbags to protect their property in the event of a flood. Not only will this mean that deployment will be quick but it will also mean their property is protected. The Environment Agency has provided a useful leaflet that explains how to use sandbags properly to minimise the impact of flood water. This can be downloaded from www.gov.uk and searching for 'sandbags.'

Some communities may have a sandbag store in their area. By having a sandbag store will mean that members of your community will be able to deploy sandbags quickly, using materials from a pre-identified location.

4.1. Our Community Sandbag Store

Location	<i>Where is your sandbag store located? Do you have more than one? Is this a temporary store or a permanent one?</i>	
Sandbags	YES	NO
Sand	YES	NO
Contact	<i>Who is the main contact for the sandbag store? Is it locked? Who can open it? Who re-fills the store when empty? What are their contact details? Is there more than one person who can be contacted?</i>	

4.2. Sandbag suppliers

List local hardware suppliers where sand and sandbags could be purchased.

	Supplier 1	Supplier 2	Supplier 3
Name			
Address			
Materials available			

5. Our Community Flood Plan

5.1. Before a Flood

Before a flood, members of your community can undertake actions to reduce the risk of flooding and help the community to ensure that it is prepared for any future flooding. These actions could be routine and could already be being undertaken by members of the community.

What should be done	Who	When	Action Required
<i>Develop Community Flood Plan</i>	<i>Community Emergency Coordinator</i>	<i>As soon as possible</i>	<i>Develop Community Flood Plan and make community aware of it.</i>
Monitor river for blockages Historical blockage locations: <ul style="list-style-type: none"> • River Walk • High Street • Culvert on Lower Street 	<i>Flood Wardens</i> <i>Mr Smith/Mrs Brown</i> <i>Mr Wilson</i> <i>Mrs Richards</i>	<i>Weekly</i>	<i>Report blockages to Environment Agency on 0800 80 70 60</i>
<i>Test/ Review Flood Plan</i>	<i>Parish Council/ Community Emergency Coordinator</i>	<i>After flood/ Yearly</i>	<i>Hold a yearly exercise</i>
<i>Encourage Flood Warning Registrations review/ signup</i>	<i>Community Emergency Coordinator</i>	<i>Six monthly</i>	<i>Include information on community magazine/ website.</i>

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5.2. During a Flood

During a flood, you should work with others in your community to undertake actions identified in your flood plan. By planning for flooding will help you respond quickly and efficiently during a flood, minimising the damage and distress that flooding can cause.

What should be done	By Who	When	Action Required
<i>Monitor local watercourses</i>	<i>Flood Wardens Local residents</i>	<i>When Flood Alert is issued</i>	<i>Report blockages to Environment Agency on 0800 80 70 60 Report river levels rising to Community Emergency Coordinator Do not put yourself in danger</i>
<i>Initiate contact list callout</i>	<i>Community Emergency Coordinator</i>	<i>When Flood Alert issued</i>	<i>Call people on telephone tree to inform them of situation</i>
<i>Call Floodline for information on the latest situation</i>	<i>Community Emergency Coordinator Flood Wardens</i>	<i>Periodically</i>	<i>Report blockages to Environment Agency on 0800 80 70 60</i>
<i>Call KCC Highways to discuss road closures</i>	<i>Community Emergency Coordinator</i>	<i>When Flood Alert issued</i>	<ol style="list-style-type: none"> 1. <i>Inform KCC Highways of road closures</i> 2. <i>Should they agree, place road closed signs on following roads:</i> <ul style="list-style-type: none"> • <i>River Walk</i> • <i>High street</i> • <i>Water Lane</i>
Open Community Shelter <ul style="list-style-type: none"> • <i>[include Community Shelter location]</i> 	<i>Community Shelter Team Leader</i>	<i>When Flood Warning issued</i>	<i>Obtain keys from Mr Smith and email community informing them that Community Shelter is open.</i>
		<i>When Severe Flood Warning issued</i>	

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5.3 After a Flood

After a flood, members of your community affected by flooding may seek guidance and support from you. By planning actions to be taken after a flood will help the community recover more quickly, prioritising what needs to be done and identifying individuals that are able to help.

What should be done	By Who	When	Action Required
<i>Inform community of improving situation</i>	<i>Community Emergency Coordinator/ Flood Warden</i>	<i>When Warning No Longer in Force is issued</i>	<i>Work through telephone tree to inform community. Email community contact distribution list</i>
<i>Photograph areas impacted from flooding showing depths and extents</i>	<i>Flood Wardens/ members of the community</i>	<i>When flood water has receded to a safe level</i>	<i>Collect data to inform future community flood plan</i>
<i>Contact members of the community in contact list who have specific equipment to help with recovery</i>	<i>Community Emergency Coordinator/ Flood Warden</i>	<i>When required</i>	
<i>Close Community Shelter</i>	<i>Community Shelter Team Leader</i>	<i>When required</i>	<i>Community Shelter to be closed when no longer required. Note that this may be some time after the flood water has receded.</i>
<i>Provide reputable contractors list to members of the community</i>	<i>Community Emergency Coordinator/ Flood Warden</i>	<i>When required by individuals</i>	<i>Ensure list is kept up to date</i>
<i>Dispose of sandbags</i>	<i>Members of community</i>	<i>When flood water has receded to a safe level</i>	<i>Liaise with Unitary/District/Borough Council on disposal arrangements</i>
<i>Review Flood Plan</i>	<i>Community Emergency Coordinator</i>	<i>After a flood</i>	<i>Hold a debrief for those involved in response. Review content of Flood Plan and update actions where necessary.</i>

