

**Parishes and communities working together**

**Community or group**

**Address**

**Date**

**Local flood warning trigger**

*i.e. when water reaches bottom of the bridge*

**Which Environment Agency flood warnings are you registered to receive?**

**Floodline Quickdial Number**

**Contents**

1. **Actions to be taken before a flood**

**A - Locations at risk of flooding: flood warnings**

**B - Locations at risk of flooding: locations at risk of flooding / sources of flooding**

**C - Locations at risk of flooding: map showing direction of flooding**

1. **Actions to be taken during a flood**

**A - Local flood actions**

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**C - Important telephone numbers**

**D - Available resources**

**E - Arrangements between authorities**

**F - Vulnerable residents, properties and locations**

1. **After a flood**

**A - Reputable contractors**

**1A – Locations at risk of flooding:** Flood warnings

From the information you have available, make a list of areas liable to flood and the level of warning which would affect them.

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| --- | --- | --- | --- |
| **Area number** | **Location of risk** | **Trigger level** | **Actions** |
| Area 1 |  |  |  |
| Area 2 |  |  |  |
| Area 3 |  |  |  |
| Area 4 |  |  |  |
| Area 5 |  |  |  |
| Area 6 |  |  |  |
| Area 7 |  |  |  |
| Area 8 |  |  |  |

**1B – Actions to be taken before a flood:** Locations at risk of flooding / source of flooding

Insert details of areas at risk from flooding and the direction of flooding. Include maps and if possible, details of existing defences.

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| --- | --- | --- | --- |
| **Area number** | **Location at risk** | **Source of flooding** | **Direction of flooding** |
| Area 1 |  |  |  |
| Area 2 |  |  |  |
| Area 3 |  |  |  |
| Area 4 |  |  |  |
| Area 5 |  |  |  |
| Area 6 |  |  |  |
| Area 7 |  |  |  |
| Area 8 |  |  |  |

**1C – Actions to be taken before a flood:** Map showing direction of flooding

Include a map in the flood plan showing the flood risk area and direction of flooding.

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**2A – Actions to be taken during a flood:** local flood actions

Identify local flood actions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area number** | **Location at risk** | **Action / trigger** | **Local action** | **Equipment required** | **Time required** |
| Area 1 |  |  |  |  |  |
| Area 2 |  |  |  |  |  |
| Area 3 |  |  |  |  |  |
| Area 4 |  |  |  |  |  |
| Area 5 |  |  |  |  |  |
| Area 6 |  |  |  |  |  |
| Area 7 |  |  |  |  |  |
| Area 8 |  |  |  |  |  |

**2B – Actions to be taken during a flood:** local volunteers / flood wardens

List local volunteers/flood wardens that could be contacted in an incident. They may be required to lift heavy sandbags so should be reasonably active or fit. Consider using other volunteers such as communicators, administrators or minders of vulnerable people during an incident. These volunteers could be registered on the Environment Agency’s Floodline Warnings Direct service so they receive the flood warnings. **Volunteers must not put their own life at risk.**

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| **Name** | **Address** | **Telephone Day** | **Telephone Evening** | **Mobile** |
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**2C – Actions to be taken during a flood:** Important telephone numbers

Make a list of important telephone numbers so all the information you require during an incident is readily available.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation** | **Telephone (office hours)** | **Telephone (out of hours)** | **Fax** |
| **Floodline** |  |  |  |
| **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** |  |  |  |

**2D – Actions to be taken during a flood:** Available resources

Identify available resources.

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| **Organisation** | **Resource** | **Number** | **Location** | **Notes** |
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**2E – Actions to be taken during a flood:** Arrangements between authorities

Details of specific arrangements between the various authorities to be included here.

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| **Organisation(s)** | **Agreed arrangement** |
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**2F – Actions to be taken during a flood:** Vulnerable residents, properties and locations

List vulnerable people, properties and locations where early assistance may be required.

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| **Name** | **Address** | **Daytime telephone** | **Evening telephone** | **Assistance required** |
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**3A – After a flood:** Reputable contractors

List companies/reputable contractors whose help you may need after a flood. Get contracts in place, or know who to call for assistance. If help is not needed, you can leave this section blank. If you plan to do the work yourself, leave this section blank.

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| --- | --- | --- | --- |
| **Company name** | **Business (e.g. builder)** | **Telephone** | **Fax** |
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**LIT 7488**