

# Alconbury Weston Community Flood Plan



**DON'T DO THIS - NEVER WALK IN FLOOD WATER!**

- Flood line - 0345-988-1188 (Quickdial 212080)
- Incident Hotline - 0800-80-70-60
- Environment Agency - [www.gov.uk/flood](http://www.gov.uk/flood)
- National Flood Forum - [www.floodforum.org.uk](http://www.floodforum.org.uk)

**Community Emergency Team Co-ordinator (CTEC):**

*Laurence York*

**Flood Warden - Eastern Hamerton Road (Spires End)**

*Bob Powley*

**Flood Warden: Western Hamerton Road (Willow Farm Close)**

*Tony Burke*

**Flood Warden: High Street and Part North Road**

*Brian Gray*

Plan shared with:

Alconbury Weston Parish Council

Environment Agency

Memorial Hall

(Copy on Website <http://www.alconburywestonparishcouncil.co.uk/>)

# Alconbury Weston Community Flood Plan

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## **1. Purpose.**

The purpose of this plan is to:

- To define areas at risk of flooding in the village of Alconbury Weston and actions to be taken by those at risk before, during and after flooding.
- Set out what warnings are given of impending flooding and how those at risk receive them.
- Define a local organisational structure and its responsibilities in communicating with and assisting both those of the local community at risk and the emergency services in the event of flooding.
- List contact information for key individuals and organisations likely to either assist with the effects of flooding or need to be aware of its impending occurrence.

## **2. Scope** This plan:

- Assumes the reality of the likely occurrence of flooding in the village of Alconbury Weston and deals with responses to its effects; it does not deal with measures to alleviate flooding.
- Deals with actions by the local community; it does not deal with those of the emergency services and other outside organisations who play a role in responding to flooding

## **3. Areas at Risk of Flooding**

The map at Annex A shows the main areas at risk of flooding. Broadly speaking, the areas affected are:

- Hamerton Road
- High Street
- The part of North Road adjacent to the Green and surrounding fields downstream.

Residents of those roads in particular should familiarise themselves with the map and the comments made with it.

## **4. Flood Warnings**

The Environment Agency manage the National Flood Warning System, details of which are at Annex B.

*Note: Warnings of severe weather issued by the Met Office, including reference to localised flooding, should not be confused with flood warnings issued via the Environment Agency – the latter are more specific to the Brook at Alconbury Weston.*

## **5. Actions to be taken by individuals at risk – Prior to Flood Alerts**

Individuals at risk (mainly those as defined above) should:

- **Identify their warden** and how to contact, and advise their individual contact details. (In cases where the warden has not already introduced himself)
- **Check on the availability of flood defence equipment** - relevant to their property and arrange for it to be stored on their premises in readiness for flooding. (The warden should be able to advise how to go about this)
- **Register with the National Flood Warning System** to receive the alerts and warnings described at Annex B (usually sent by phone, text or email). This can be done via the Environment Agency web site (<https://www.gov.uk/sign-up-for-flood-warnings>), or by calling their office on **0345 988 1188**. *NB – it is wise to check regularly that registrations remains active and up-to-date.*
- **Monitor river levels in the Brook and check weather warnings** during periods of extended rainfall, and in anticipation of possible flooding, including, for example, monitoring the Environment Agency and Met Office web sites.  
(<https://flood-warning-information.service.gov.uk/target-area/052WAFALC>)  
(<http://www.metoffice.gov.uk/public/weather/forecast/>)

## **6. Actions to be taken by individuals at risk – After a Flood Alert**

On receipt of a flood alert, those at risk should:

- **Communicate with their Individual Flood Warden** – make contact as waters rise to confirm in residence and advise any known issues.
- **Emergency Defences** – individual house holders to check all in place by. (contact relevant warden if help needed)

## **7. Actions to be taken by individuals at risk – After a Flood Warning**

**Flood water is dangerous. Remember that you should not put yourself or others at risk. The emergency services are responsible for ensuring public safety and co-ordinating the incident response. The Flood Group has a policy of volunteers not entering flood water and staying 3 meters away from deep flood water.**

On receipt of a flood warning, those at risk should:

- **Communicate with their Individual Flood Warden** – continue to keep in touch, communicating issues and reporting on state of flood waters.

- **Emergency Defences** – individual house holders to check all in place by. (contact relevant warden if help needed)
- **Vehicles** – consider moving to high ground (Suggest up Vinegar Hill)
- **Furniture and Valuables** – move as much as possible upstairs where appropriate.
- **Gas & Electricity** – prepare to turn off mains gas and electricity supplies if property threatened.
- **Pets/Animals** – keep pets under control on the premises; move animals to higher ground
- **Emergency Overnight Bags** - check in readiness for possible evacuation – include change of clothing, water, snacks, cash and credit cards, food and **a torch**.
- **Emergency Escape routes** – familiarise yourself with exit routes away from flood water and ensure they are passable – in the absence of other guidance on the day, plan to make way to the Sports & Social Club if the need to evacuate arises.
- **Photographs** – please take regular photographs of flooding and specific issues with time and date stamp to share later with the relevant flood warden.

## 8. Local Organisation for Responding to Flooding.

In the event of flooding, the emergency services (usually overseen by the fire service) would be directed to assist. They normally provide an Incident Commander (IC) who would be requested to base himself initially in or around the Sports and Social Club premises.

A Community Emergency Team (CET), formed of local residents, is headed up by a Coordinator (CETC) - a resident, not normally at risk from flooding - responsible for co-ordinating local response activities and, when appropriate, for co-locating with the IC to provide information on the prevailing situation. *Full Terms of Reference (TORs) are at Annex A.*

The CETC consolidates information from 3 Flood Wardens (Warden), one for High Street and part of North Road, one for the North end of Hamerton Road and one for the South end. Wardens should be the first point of contact for advice and assistance for residents in homes at risk. *TORs are at Annex B.*

### Checklist for Flood Group

- **Establish contact with EA Incident Room and Emergency Services**
- **Request Highways Agency to close Hamerton Road and High Street.**
- **Contact Keyholders and have Sports and Social Club opened** for use as assembly area for other agencies, headquarters for coordination, emergency reception and

evacuation centre. (See contact list at Annex E)

- **Alert Oakleigh House** so that their emergency procedures are put in place by staff and day centre visitors taken home if necessary.
- **Alert Volunteers/Neighbours** to assist with moving furniture and other valuables upstairs.
  - **Volunteers and Neighbours** to keep in touch with residents to provide updates on the situation and report back to the respective co-ordinators.
  - **Those requiring assistance** with emergency defences are supported by volunteers.

## **9. Post Flood Recovery Period**

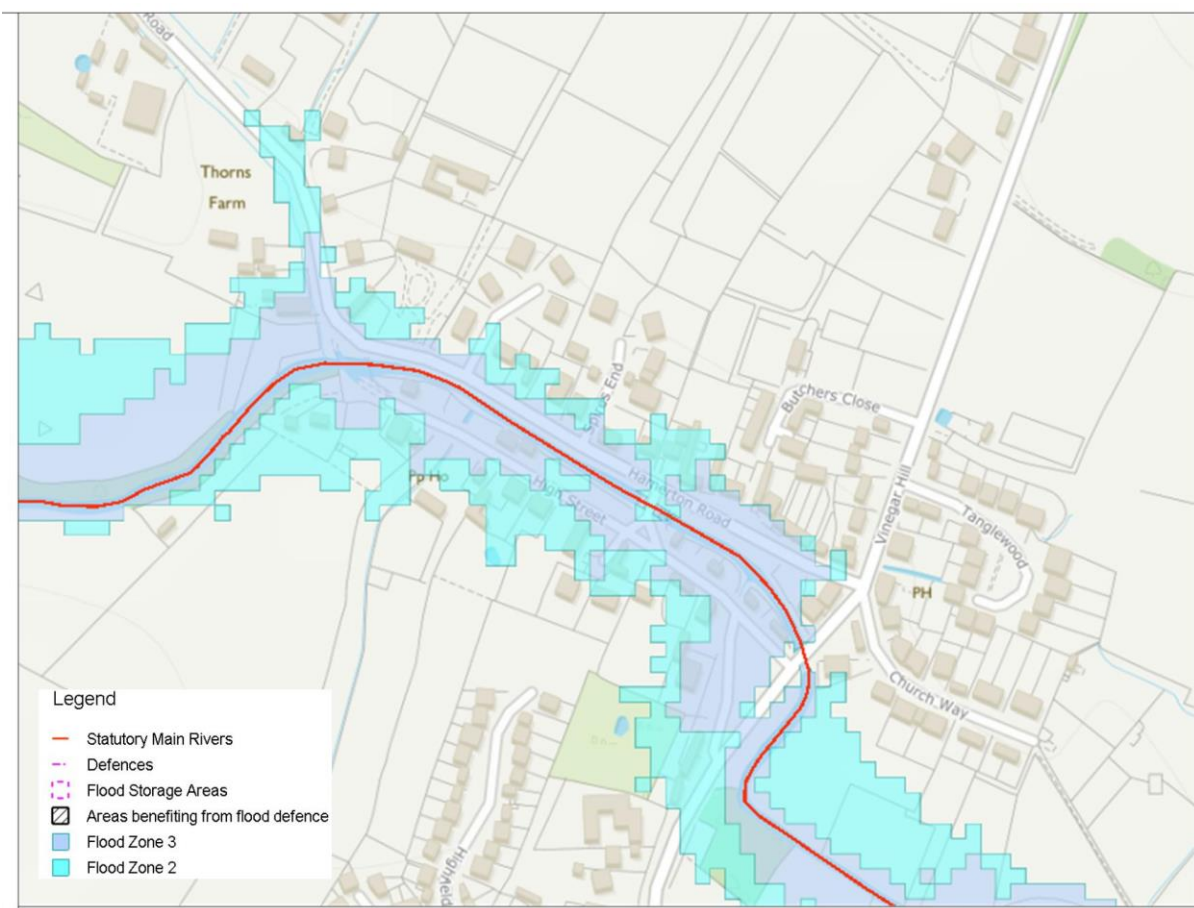
- Create log of residents that may require further assistance.
- Request HDC to sweep road if necessary (Via HDC Duty Officer)
- Post flood feedback meeting to be convened as soon as possible after incident.

## **10. Important contact information**

Contact information for key players is at Annex E.

## Locations at risk of flooding

The red line shows the course of the Alconbury Brook, with Hamerton Road seen above it and High Street below.



Dark Blue (Flood Zone 3) is formally defined as the area that could be affected by flooding from a river with a 1 in 100 or greater chance of happening each year.

Light Blue (Flood Zone 2) is formally defined as showing the extent of an extreme flood from a river with up to a 1 in 1000 chance of happening each year. (ie less often)

**Dark blue area floods usually only affect access to properties (rather than properties actually flooding) - from the side facing the Brook and involve the blockade of roads.**

**Light blue floods invariably also result in the flooding of homes.**

In practice, and as a rough guide, the dark blue area has flooded in Alconbury Weston once or twice a year in the recent past, with water not entering homes, while the light blue area has flooded twice in the last 20 years, with water entering homes.

## Messages from the Environment Agency's Flood Warning System

During periods of high rainfall threatening flooding, the Environment Agency provides a range of alerts, the official descriptions of which are as follows:

**FLOOD ALERT.** This means “Flooding is possible. Be prepared”. Flood Alerts are targeted specific locations that are at risk of flooding. It will indicate that flooding is possible at and that people should make some low impact preparations (e.g. put in place any emergency defences held for individual their properties, move small valuable items upstairs, check escape routes and travel plans) and remain vigilant.

**FLOOD WARNING.** This means that “Flooding is expected. Immediate action required”. Flood Warnings are targeted at specific communities that are at risk from flooding, in our case mainly from the Alconbury Brook. It will indicate that flooding is expected and that people should take more direct impact actions (e.g. move more belongings upstairs, pack overnight bags in event of evacuation)..

**SEVERE FLOOD WARNING.** This means “Severe Flooding. Danger to life”. All who receive a Flood Warning will receive a Severe Flood Warning if conditions are met. It will only be used in extreme circumstances to tell people that flooding is posing significant risk to life or significant disruption to communities which could also cause risk to life. Depending on the circumstances it would indicate that people should evacuate the area or take shelter within safe buildings. ***(No such severe warning has been issued for this area within living memory, so treat a Flood Warning above as serious)***

**WARNING NO LONGER IN FORCE.** This message tells people that the flood threat has passed and usually includes useful advice on what to do next.

These alerts and warnings are sent direct to everyone who registers with the agency, usually by phone or text.

The Environment Agency advise that a Severe Flood warning has never been issued for the Alconbury Weston area in living memory; that level is reserved for instances that have national significance.

In practice, a flood alert is usually followed by some level of flooding, but often restricted to water coverage of the roads. A flood warning usually pre-empts more serious flooding with water levels rising up to and occasionally over the ground level of homes.



### **Community Emergency Team Coordinator (CETC)**

Before an emergency the CETC will be responsible for ensuring that:

1. This plan is maintained and reviewed on at least an annual basis
2. All team members are engaged in the planning/response processes and are familiar with the contents of this plan.

During an emergency, the CETC will be responsible for:

1. Acting as a focal point for the community in response to an emergency, including co-locating with and informing the Fire Service or Police Incident Commander (IC).
2. Maintaining contact with Flood Wardens (by radio) and other volunteers (by any means established at the time) to maintain a log of events and to brief the IC on the developing situation.
3. Ensuring that important messages are relayed to the whole community, normally through the Flood Wardens.
4. Ensuring that the appropriate authorities and individuals are notified of the incident.
5. Co-ordinating local efforts.
6. Confirming the safety of members of the community who may have become vulnerable (e.g. in need of additional assistance) as a result of the emergency, also passing this information onto 'blue light' emergency services and other responding agencies – usually via the IC.
7. Activating appropriate local resource as required.
8. Delegating tasks to team members as appropriate.

Following an incident, the CETC should ensure that:

1. A “Lessons Learned” review is undertaken to allow the CET, and other agencies, to update future plans.

**Flood Wardens (FW)**

In the event of an emergency within the community, the FWs will:

1. Establish contact with, and maintain constant radio communication with, the Community Emergency Team Coordinator (CETC).
2. Identify, and advise the CETC, of a deputy able to act in the event of the Warden being otherwise engaged.
3. Establish contact with residents in their area of responsibility, e.g. via WhatsApp group.
4. Review the status of residents, homes, and contents of homes within their area of responsibility.
5. Check that vehicles are removed from areas of road at risk.
6. Assemble and collect local information and pass to the CETC.
7. Help to monitor the situation e.g. monitor weather forecast and river levels.
8. Alert and assist members of the community in their area of responsibility who are at risk when an incident occurs e.g. disseminating flood warning information and advice.
9. Give as much information as possible to emergency services/responding agencies, usually through the CETC.
10. Help to advise on courses of action within the community, such as:
  - a. putting property protection equipment in place
  - b. being ready to turn off gas, electricity and water supplies when appropriate and if safe to do so (properties with sump pumps will need electricity on)
  - c. moving valuables upstairs
  - d. being ready to act on other advice
  - e. making their way to Sports & Social Club if necessary to evacuate.
11. Maintain a log of events and actions taken.

## ANNEX E

### Key Contact Details *(Personal details removed from public domain but are shared with participating, flood vulnerable, local residents)*

| Flood Plan Co-ordinators  | Address | Home | Mobile | Email |
|---------------------------|---------|------|--------|-------|
| Laurence York             |         |      |        |       |
| Charles McGregor (Deputy) |         |      |        |       |

| Flood Wardens | Address | Home | Mobile | Email |
|---------------|---------|------|--------|-------|
| Bob Powley    |         |      |        |       |
| Tony Burke    |         |      |        |       |
| Brian Gray    |         |      |        |       |

| Organisation  | Telephone (Normal hrs)                             | Telephone (Out of hrs)                             | Email                     |
|---|--|--|---------------------------|
| Floodline   | 0345-988-1188<br>Quickdial 212080                  | 0345-988-1188<br>Quick 212080                      |                           |
| Environment Agency Incident Hotline                       | 0800-807060  | 0800-807060  |                           |
| Highways Agency   | TBN  |  |                           |
| HDC Duty Officer  | 01480<br>388388                                    | 01480<br>434167                                    |                           |
| AW Parish Council (Chair)                                 |  |  |                           |
| Sports & Social Club<br>Bruce Staines<br>Laurence Rickart |  |  |                           |
| Oakleigh House  | 01480 890248                                       | 01480 890248                                       | Stonnell@oakleigh.outlook |
| Fire and Rescue Service                                   | 01480 444500<br>(non-emergency)                    | 999<br>(emergency)                                 |                           |
| Police  | 101  | 999<br>(emergency)                                 |                           |
| Ambulance   |  | 999<br>(emergency)                                 |                           |
| Anglia Water  | 0845-714-5145                                      | 0845-714-5145                                      |                           |
| Gas   | 0800-111-999                                       | 0800-111-999                                       |                           |
| Electric  | 0800-783-8838                                      |  |                           |
| Environment Agency Incident Room Duty Officer             | Number held by Team Co-ordinator and Flood Wardens | Number held by Team Co-ordinator and Flood Wardens |                           |

## Action to be taken - Flood Alert

The Co-ordinator and other flood group members have signed up to receive flood alerts and warnings from the Environmental Agency. When a flood alert, flood warning or severe flood warning is issued, this flood plan will be activated by the Co-ordinator.

### Flood Alert

Triggered by information  
from Environment Agency

Check AW Flood Group availability  
Initiate Coordinator Group WhatsApp  
Mobile Phones and Radios charged and on  
Flood response team on stand-by & in radio contact

#### Co-ordinator

Liaise with EA Brampton Duty  
Officer to establish forecast of  
peak time and depth

- remain vigilant
- cascade EA Advice to wardens
- thereafter as appropriate

#### All

Monitor weather and brook  
water levels

- check Brook camera/gauges  
etc
- check EA website
- check Floodline and Met  
Office info

Get property protection equipment ready or easily accessible  
Check that the batteries of all items are fully charged  
Suggest residents consider moving cars from Hamerton Road, High  
Street and side roads

If Brook high, prepare for Flood Warning Actions

## Action to be taken – Flood Warning

### Flood Warning Triggered by Environment Agency (EA)

Co-ordinator in Radio contact with AW Flood Wardens to confirm their availability  
Flood Wardens report readiness of property owners/occupiers (including whether in residence) and of any issues

#### Co-ordinator and Wardens Open Incident Logs

##### Coordinator

Maintain regular contact with Brampton EA Incident Room

- for updated information
- give feedback on initial response
- thereafter as appropriate

When levels rising over the roads:

- Establish contact with Emergency Services
- Establish contact with Highways Agency for road closures

When levels threatening housing:

- Alert Oakleigh House (ascertain if any spare accommodation)
- Alert Huntingdon District Council if there are specific issues
- Initiate contingency plan to use Sports & Social Club as emergency centre

##### Wardens

Monitor weather and brook levels

- check Environment Agency website
- check Floodline and Met office info
- check local WhatsApp messages

Establish who is in residence and whether any have special needs (e.g. disability, medical attention, pets etc)

Suggest to residents they consider:

- putting property protection equipment in place
- being ready to turn off gas, electricity and water supplies when appropriate and if safe to do so (properties with sump pumps will need electricity on)
- moving valuables upstairs
- being ready to act on other advice
- making their way to Sports & Social Club if necessary to evacuate.

Maintain incident logs throughout

Things to consider:

- When to seek help from volunteers and how efforts should be directed
- When to advise movement of elderly and vulnerable to safe locations
- Readiness for 'Severe Flood Warning' including Sports & Social Club

**EQUIPMENT**

2-way Radios – One pair with charger to be held by each of CTEC and the 3 flood wardens.