

FLOOD WARDEN'S TERMS OF REFERENCE

INTRODUCTION

The Parish Flood Warden and wider Flood Response Group is part of the Northway Parish Council's Emergency Response Team. This team is itself integrated with the Tewkesbury Borough Council's Emergency Team and other Category 1 partners to ensure the Parish and Borough are adequately prepared in responding to flooding emergencies.

As defined within the Civil Contingencies Act 2004 Category 1 partners are - Police, Fire and Rescue Service, Ambulance Service, Health Trust, Environmental Agency, Health Protection Agency, Maritime Coastguard Agency, Local Authorities.

First Responders phrase means the first of the Emergency services at the scene.

The main residential areas flooded as a result of the severe event of July 2007 were:-

- Kestrel Way, Robin, Lapwing, Sallis Close, Willis Walk, about 50+ properties.
- Fairway, Davey Walk, Wheal Close and Wheal Road about 15 properties
- A small number at Oak Drive, the Village Hall and Changing Room Facility, Playing Field, about 26 properties

Roads that were flooded as a result of this event were:-

- M5 motorway
- Hardwick Bank Road in the vicinity of Joan's field and the northern end of The Park
- Northway lane Road near the Apple Tree Court properties.

The Parish Flood Plan is part of the Northway Parish Community Emergency Plan

Dated July 2015 Version 2

PART 1 THE FLOOD WARDEN'S ROLE

BEFORE A FLOOD SITUATION

- Working with the Emergency Planning Working Party create teams of Flood Watchers and volunteers.

Team 1 will monitor the water levels around the M5 Culvert area, Northway Lane and Sallis Close, Kestrel Way areas.

Team 2 will monitor the Northway Lane area around Apple Tree Court, Fairway and Wheal Walk/Close, Davey Walk areas.

Possibly there may be a need for monitoring the Playing field area?

- Monitoring of watercourses and flood measures. Report problems to Parish/TBC. This is an important part of the Flood group as it provides valuable feedback from an on the ground perspective to the Local authority and Environment Agency.
- Help to raise awareness of a Flood situation with local residents. Make sure each household has the [HOME EMERGENCY KIT LEAFLET](#). These are available from the Parish office.
- Ensure Flood Response Group members are familiar with their roles in the team. Their responsibilities, who to report to when the situation requires it. All staff are to be aware of Health and Safety rules. All members are to be given Flood handbooks, this reinforces what to do and what not to do scenarios.
- Encourage residents whose properties are most at risk to sign up to the Environment Agency's Flood Warnings Direct multimedia messaging system. This allows a resident to receive a warning by, phone, email, text directly.
Contact:-
Floodline 0345 988 1188
<http://www.fwd.environment-agency.gov.uk>
- Encourage residents to look at websites:-

Tewkesbury Borough Council www.tewkesbury.gov.uk/flooding

Met Office www.metoffice.gov.uk

National Flood Form www.nationalfloodforum.org.uk

Gloucestershire CC www.gloucestershire.gov.uk/flooding

Gloucestershire Rural CC www.grcc.org.uk/emergency-planning

Check flood warnings and river levels www.gov.uk/check-if-youre-at-risk-of-flooding

Residents should be encouraged how to prepare their homes, cars, furniture and their families in the event of a flood or possible flood event.

DURING A FLOOD SITUATION

- The Flood Warden will work with other Flood Watchers and Volunteers in the event of a flood that threatens properties and residents. At all times the Co-ordinator of the Northway Parish Emergency Response Team will be in overall charge.

See Northway Parish Community Emergency Plan Dated July 2015 V2.

- Act as a communications channel. In an emergency situation it is expected the Emergency services (responders) will assume control of the situation. The Parish Co-ordinator and Flood Group will liaise and assist these Emergency responders giving support and local knowledge input.
- Flood Warden is to ensure Watchers and Volunteers are aware of the Health and Safety aspects of their role, these are in the Information handbooks.

The safety of EVERYONE is of paramount importance.

- Identify and support vulnerable people in need during what could be a distressing time.
- Keep a note of events. The Co-ordinator should also be logging events, times etc. this information may be useful for later meetings. Take photographs if possible of events, again these may also come in handy for Information collection meetings.
- Log down any blockages of watercourses, again these may also come in handy for Information collection meetings.

FOLLOWING A FLOOD SITUATION

- Post Information collection meetings will require logs, times, events and photographs.
This may be especially important for residents' insurance claims. This information may be also valuable to the Environment Agency for flood recovery and future flood risk management.
- Assist the Category 1 organisations with logistical support.
- Monitoring of watercourses. This is an important part of the Flood group as it provides valuable feedback from an on the ground perspective to the Local authority and Environment Agency.
- Help to raise awareness of a Flood situation with local residents. Make sure each householder has the HOME EMERGENCY KIT LEAFLET. These are available from the Parish office.
- Encourage residents who did not sign up to the Environment Agency's Flood Warnings Direct multimedia messaging system to do so. This will allow a resident to receive a warning by, phone, email, text directly.

Contact:- Floodline 0345 988 1188

<http://www.fwd.environment-agency.gov.uk>

This websites gives information on how to set up an automatic warning alarm.

PART 2 RESPONSIBILITIES

- The Northway Parish Council is responsible for appointing the Parish Flood Warden.
- The Flood Warden will create teams, these will work with the Warden. Reporting in the first instance to the Co-ordinator, if the Council Offices are manned as the control centre of the Northway Parish Council's Emergency Response Team. The Co-ordinator will be in overall charge.
- In an Emergency the Flood Watchers/Volunteers Group will assist the Emergency First Responders, offering local knowledge eg. Vulnerable residents.
- If not an emergency the team members report incidents to the Warden: an example being monitoring of watercourses.
- The Warden will be responsible for Flood Group training, attending TBC seminars, flood information and for having the correct protective gear/clothing.

PART 3 TIMESCALE

- Next financial year to have the teams set up, flood paperwork completed. Two sets of our own Gauge board data sheets to be produced. A1 size drawing of EA water map brought up to date.
- Circulate the information to residents:-
 - Home Emergency Kit leaflets
 - Articles in the Northway Voice
 - Use of noticeboards
 - Parish website by giving a tab to the Flood Group
 - Use of Parish social media
- To try and get the Environment Agency to erect official Gauge poles at our flood points.
- To work with appropriate agencies to clear the culvert areas and any other debris along the watercourses. Hopefully this will allow flood water to flow freely through Northway parish. Note It may be difficult to have the watercourses cleared both up and down stream that are outside of our parish. This can only be achieved through discussion with other parties.
- This financial year to apply for grants or loans via the Parish Council to run an effective Flood Group for the parish.
- To equip the Flood Group members with the correct equipment and clothing, this is a Health and Safety issue.
- To investigate the installation of a Flood Monitoring System. A basic quote has been received by the Parish office. Discuss with council members and residents for a viability report. Installation could be undertaken this or next financial year.
- Long term health of the watercourses through our parish, TBC with the EA are responsible for most of the work. Voluntary work can be undertaken if these agencies allow. And the work is suitable for volunteer level.

PART 4 ASSESSMENT CRITERIA

- If the work outlined in previous paragraphs is undertaken and with the monitoring system set up by the Warden and teams patrolling our flood points, may help to prevent serious accidents/damage to residents and their property.
- In the event of an extremely serious flood event our monitoring system and other work carried could well be overwhelmed. Nature can be very violent and sometimes can defeat mankind no matter how we try and control events. The assessment here is whether serious accidents or even death occurred.
- Further assessment will therefore be how well the County, Borough and Parish emergency teams and parish council office can cope with maybe 100 families and their properties in distress. This will be short term situation to cope with.
- The long term assessment will be how residents are accommodated, fed, clothed and financially compensated to overcome the stressful period. In 2007 caravans were used extensively and some for quite a long timescale.

PART 5 PARISH COUNCIL REQUIREMENTS

- The warden to produce an annual report of the Flood group including:-
 - What the Warden has achieved
 - Group training/ equipment or lack of
 - Monitoring of watercourses
 - Liaison undertaken with other agencies.