

# Hampshire Flood Response Group



## Hampshire Flood Response Plan

Produced by Hampshire County Council Emergency Planning Unit  
Version 1, December 2007



Hampshire  
County Council

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## Distribution List

The Hampshire County Council Emergency Planning Unit is responsible for the distribution of the Hampshire Flood Response Plan.

### Hampshire Flood Response Group

Organisation	Format
Hampshire Constabulary	Electronic
Hampshire Fire & Rescue Service	Electronic
Maritime and Coastguard Agency	Electronic
Hampshire Primary Care Trust	Electronic
Environment Agency	Electronic
Hampshire County Council – Emergency Planning Unit	Electronic
Hampshire County Council – Highways	Electronic
Basingstoke and Deane Borough Council	Electronic
East Hampshire District Council	Electronic
Hart District Council	Electronic
Rushmoor Borough Council	Electronic
Winchester City Council	Electronic
Eastleigh Borough Council	Electronic
New Forest District Council	Electronic
Test Valley Borough Council	Electronic
Fareham Borough Council	Electronic
Gosport Borough Council	Electronic
Havant Borough Council	Electronic
Portsmouth City Council	Electronic
Southampton City Council	Electronic
Isle Of Wight Council	Electronic

### Public Information Copies

Location
Hampshire County Council Emergency Planning Unit Website



## Section I – General Information

### I.1 Definition Of An Emergency

1.1.1 “Emergency” is defined in Part One of the Civil Contingencies Act 2004 as:

**“An event or situation which threatens serious damage to human welfare...the environment...or war or terrorism which threatens serious damage to the security of the UK.”**

1.1.2 The terminology most commonly used by the Emergency Services to describe such an “Emergency” is a **Major Incident**.

### I.2 Introduction

1.2.1 As a result of the exceptional weather conditions in the Autumn of 2000, all the agencies who have a part to play in the response to flooding incidents agreed to form **The Hampshire Flood Response Group** as recommended in the Flood Defence Emergency Response Project (FDER) Report. The Group consists of all the organisations listed at 1.5 and will be supported and coordinated by the Hampshire County Council Emergency Planning Unit.

1.2.2 The Hampshire Flood Response Group, having identified various gaps in the combined inter-agency response to flooding incidents within Hampshire, agreed to devise and implement a plan that would state the actions of the Group members and lay down a framework for the coordination of flood response work.

### I.3 Aim

1.3.1 The aim of this plan is to give guidance to enable members of the Hampshire Flood Response Group to manage and coordinate a structured multi-agency response to flooding incident in Hampshire.

### I.4 Objectives

1.41 The objectives of this plan are to:

- To provide a framework for members of the Hampshire Flood Response Group to manage a flooding emergency involving their Service and to support the multi-agency response to a flooding emergency.
- To detail those responsible for the management of and response to a flooding emergency.
- To identify plan activation triggers and the action to be taken.
- To provide guidance on training and exercising the plan.
- To provide information on maintenance and review of the plan.

## **I.5 Hampshire Flood Response Group**

1.5.1 The Hampshire Flood Response Group is a multi-agency flood response planning group.

1.5.2 The following Category One responders represent the core membership of the Hampshire Flood Response Group:

- Hampshire Constabulary
- Hampshire Fire and Rescue Service
- Hampshire Primary Care Trust (Also representing South Central Ambulance NHS Trust and the Health Protection Agency)
- Maritime and Coastguard Agency
- Environment Agency
- Hampshire County Council  
Emergency Planning Unit  
Hampshire Highways
- Southern Water (Also representing all utility companies)

## **I.6 Hampshire Flood Coordination Cell**

1.6.1 The Hampshire Flood Coordination Cell is a multi-agency flood response management, control and coordination cell.

1.6.2 The Hampshire Flood Coordination Cell is made up of the core membership of the Hampshire Flood Response Group (1.5) and is the group that coordinates and manages actual flood response. The Flood Coordination Cell will monitor the flood situation across the County, coordinate resources and provide a central point for all flood-related information. The following groups and organisations may also be included as appropriate.

- The appropriate District, Borough or City Councils
- Portsmouth City Council
- Southampton City Council
- Town and Parish Councils
- The Military
- Gas Companies
- Electricity Companies
- Telecommunication Companies
- Large Industrial Companies
- Community Groups
- Association of British Insurers
- Voluntary Organisations
- Any other organisation as appropriate.

1.6.3 During an incident, the Cell shall convene in the Hampshire County Council County Emergency Control Centre.

## **I.7 Requirement To Produce The Plan**

- 1.7.1 Part 1 of the Civil Contingencies Act (CCA) 2004 establishes a consistent level of civil protection activity across the United Kingdom. Category One Responders include the Emergency Services, Local Authorities and other agencies.
- 1.7.2 This plan is in support of the national arrangements introduced following the implementation of the CCA. The supporting guidance and regulations to the Act set out clear expectations and responsibilities for Category One responders at the local level to ensure that they are prepared to deal effectively with the full range of emergencies from localised Major Emergencies through to Catastrophic Events.
- 1.7.3 The Hampshire Flood Response Group shall ensure a coordinated and effective response during an emergency which threatens serious damage to human welfare or to the natural or built environment in the county of Hampshire. The response will vary and/or be proportionate according to the nature and type of the emergency.

## **I.8 Scope Of The Plan**

- 1.8.1 This plan is a hazard specific response plan that outlines the control and coordination arrangements to enable a coordinated response to Flooding Incidents. It describes the membership, roles and responsibilities of the Hampshire Flood Response Group in support of a multi-agency response to Flooding Incidents.
- 1.8.2 This plan includes multi-agency coordinating arrangements.
- 1.8.3 Consideration must be given to the possibility that this plan may be operating in tandem with other Emergency Response Plans.
- 1.8.4 This plan should take note of other internal documents that may be relevant when responding to an incident.

## **I.9 Risk Profile**

- 1.9.1 The potential hazards that may affect the communities of Hampshire have been identified, assessed and then ranked according to severity of potential impact and the likelihood of occurrence. The current risk profile for the Hampshire Area is detailed in the Hampshire Local Resilience Forum Community Risk Register.

[http://www3.hants.gov.uk/emergencyplanning/cx-emergency\\_planning-crr.htm](http://www3.hants.gov.uk/emergencyplanning/cx-emergency_planning-crr.htm)

## **I.10 Sharing Information And The Data Protection Act**

- 1.10.1 The Government report identifying lessons from the 7 July 2005 attacks raised an issue related to the management of personal data by local and regional responders. It was apparent that in some parts of the emergency response, the requirements of the Data Protection Act 1998 were either misinterpreted or over-zealously applied. Subsequent reports from the regions have indicated that the London experience in this respect is not unique. As a result, the Cabinet Office has worked with a wide range of stakeholders across government to develop tailored guidance for the emergency community to dispel some of the myths and provide a useful resource to inform future emergency planning, response and recovery.
- 1.10.2 The Data Protection Act 1998 is an important piece of legislation giving confidence to individuals that their personal data will be treated appropriately and that it will not be misused. Its job is to balance individuals' rights to privacy with legitimate and proportionate use of personal information by organisations. In the context of emergency planning – and, in particular, in the aftermath of an emergency – it is important to look at this balance critically and realistically. The public interest is highly likely to mandate the sharing of information to help both immediately affected individuals and the wider community in such circumstances. Emergency responders' starting point should be to consider the risks and the potential harm that may arise if they do not share information. Everybody must work within the law, but in the circumstances set out in the guidance, uncertainty should not be used as an excuse for inaction when it is clearly in the interest of individuals and the public at large to act positively.
- 1.10.3 The HM Government Guidance Document is available on the UK Resilience Website. Data Protection and Sharing - Guidance for Emergency Planners and Responders.

<http://www.ukresilience.info/upload/assets/www.ukresilience.info/dataprotection.pdf>

## **I.11 Training And Exercises**

- 1.11.1 The Civil Contingencies Act (CCA) 2004 requires all plans to include provision for training staff and exercising plans. All plans must contain a training and exercising regime. **See Appendix A.**
- 1.11.2 Training is broadly about raising the awareness of the participants for the emergency situation they may face so that they are confident and competent in the procedures and their ability to carry them out. It is particularly important that staff understand the objectives of the plan and their part in achieving them.
- 1.11.3 A training schedule is included in **Appendix A**. Each member of the Flood Response Group is responsible for the training of their own staff in responding to a Flooding Incident. It is requested that managers support training programmes and encourage key staff to attend.
- 1.11.4 Exercising tests procedures, not people. Exercises have three main purposes:
- To validate plans
  - To develop staff competencies and give them practice in carrying out their roles in the plans
  - To test established procedures
- 1.11.5 An Exercise schedule is also included in **Appendix A** and will form part of Emergency Response Plan Maintenance.

## **I.12 Emergency Response Plan Maintenance**

- 1.12.1 The maintenance of plans involves more than their preparation. Once a plan has been prepared, it must be maintained for the purpose of ensuring that if an emergency occurs, or is likely to occur, the members of the Flood Response Group are able to perform their functions to deal with it.
- 1.12.2 In partnership with the Flood Response Group, the Hampshire County Council Emergency Planning Unit is responsible for managing and coordinating the plan review and maintenance procedure. This will include:
- Version Control.
  - General updates and amendments.
  - Updating the Distribution List.
  - Updating the Contacts List.
- 1.12.3 A Plan Maintenance Schedule can be found in **Appendix B**.

## Section 2 - Notification And Activation

### 2.1 Notification Of An Incident

- 2.1.1 It is important to make the distinction between normal everyday incidents and **Major Incidents**. Incidents occur across Hampshire everyday. A normal service response is usually sufficient to deal with most incidents..
- 2.1.2 Depending upon the scale of an incident, the appropriate response may consist of a single responder or a multi-agency response.
- 2.1.3 As the scale of the appropriate response increases, the incident may escalate into a **Major Incident**. A different response from Category One responders may then be required.

### 2.2 Triggers

- 2.2.1 One or more of the following Triggers can help indicate when the relevant organisation should contact the Hampshire County Council (HCC) Emergency Planning Unit (EPU) and/ or the HCC EPU County or Deputy County Emergency Planning Officer should convene the Flood Coordination Cell to discuss the appropriate level of response.
- Met Office Severe Weather Warnings.
  - Environment Agency Flood Warnings
  - Maritime and Coastguard Agency Reported High Water/ Tides, Winds and Surge Warnings.
  - HCC Highways contact HCC EPU to discuss an incident escalating to a Severe Weather Emergency, as per the procedures in the HCC Winter Maintenance and Severe Weather Emergency Plan.
  - Reported Basingstoke Canal incident.
  - Monitored weather , water and ground level conditions prompt the Environment Agency Flood Incident Management Team to activate the EA Area Incident Room.
  - A large number of calls being received by HCC or District/ Borough/ City or Unitary Authorities.
  - A large number of calls being received by Hampshire Constabulary Police Control.
  - A large number of calls being received by the Hampshire Fire & Rescue Service which overwhelm the capacity of Fire Control.
  - A large number of requests for sandbags.
  - A number of small flooding incidents requiring coordination of response by one or more Local Authorities.
  - At the request of the Hampshire Fire & Rescue Service.
  - Evacuation.

## 2.3 Plan Activation

- 2.3.1 The decision to activate the plan will be made when it is agreed a response in excess of ‘normal’ operations is required.
- 2.3.2 The Hampshire County Council (HCC) Emergency Planning Unit (EPU) County or Deputy County Emergency Planning Officer shall convene the Flood Coordination Cell as appropriate.
- 2.3.3 A Contacts Directory is in **Appendix C**.
- 2.4.2 The decision to activate and the level of response required will be made by the HCC EPU County or Deputy County Emergency Planning Officer in conjunction with the other core members of the Hampshire Flood Response Group.
- 2.4.3 To support an HCC Flood Response Group Response, the following procedures apply:
- Office Hours – The relevant organisation will contact the HCC EPU County or Deputy County Emergency Planning Officer who will contact the other appropriate Group members to discuss the required level of response, and convene the group if required.
  - Out of Hours/Evenings/Weekends – The relevant organisation will contact the HCC EPU Duty Emergency Planning Officer who will inform the County or Deputy County Emergency Planning Officer. The County or Deputy County Emergency Planning Officer will then contact the appropriate Group members to discuss the required level of response, and convene the group if required.
- 2.4.4 The HCC EPU will arrange access to the HCC County Emergency Control Centre.

## 2.5 Environment Agency Flood Warnings

- 2.5.1 The flood warning system consists of the following codes, with the following meanings:



**Flood Watch** – Flooding of low lying lands and roads is expected. Be prepared, watch out!



**Flood Warning** – Flooding of homes and businesses is expected. Act now!



**Severe Flood Warning** – Severe flooding is expected. There is extreme danger to life and property. Act now!



**All Clear** – Flood Watches or Warnings are no longer in force for this area.

## 2.6 Appropriate Level Of Response

2.6.1 The level of response from the authorities to a flooding incident will depend on what is flooded or is at risk of being flooded. There are five priority categories:

PRIORITY	FLOODING AFFECTING	RESPONSE
1	People	Action to protect life
2	Houses	Action to protect life and dwellings
3	Roads	Action to protect life, dwellings, critical infrastructure and access on main roads
4	Commercial property	Possible action to protect property (see para 2.6.2 below)
5	Gardens/Agricultural land	No action

2.6.2 There are other factors which may influence the level of a response. Priority is likely to be given to the vulnerable when assisting people and to inhabited property when protecting property. The classification of roads may be used in prioritising responses to road flooding and the protection of commercial property may depend on the risk to life, the risk of environmental pollution from stored substances and the possible economic effect on the community.

2.6.3 Some Councils may not provide assistance in flood risk areas where there is persistent flooding and property owners and occupiers are fully aware of the situation. In such cases the owners and occupiers must be made aware that they must make their own arrangements to protect their property from flooding. Further advice for the public is available from the Hampshire County Council (HCC) Emergency Planning (EPU) Website. This site includes useful links to other sites with useful information regarding flooding.

[http://www3.hants.gov.uk/emergencyplanning/emergencyplanningwhatyoucando/emergency\\_flooding.htm](http://www3.hants.gov.uk/emergencyplanning/emergencyplanningwhatyoucando/emergency_flooding.htm)

## 2.7 Reporting

2.7.1 All reports of flooding incidents that require a response from the Local Authorities (i.e. inhabited dwellings) should be referred as appropriate to the HCC EPU, Southampton CC or Portsmouth CC on the telephone numbers at **Appendix B**. These numbers are for the use of members of the Flood Response Group and should not be published for the general public.

## Section 3 - Multi- Agency Management Control And Coordination

### 3.1 Multi-Agency Incident Response Management Structure

3.1.1 The Flood Coordination Cell is a multi-agency Tactical (Silver) management control and coordination group.

3.1.2 The Hampshire Flood Response Group have agreed that the Hampshire County Council (HCC) Emergency Planning Unit (EPU) should assume the role of coordinators of multi-agency Flood Coordination Cell. Should the flooding incident escalate to become a Major Incident, then Hampshire Constabulary shall assume the coordination role. In any flooding incident there are likely to be three levels of coordination:

**Operational (Bronze) On Site** – practical liaison, assessment and coordination of the combined flood relief effort. HCC Liaison Teams and District Tactical Liaison Officers.

**Tactical (Silver) District/ Borough/ City Council** – coordination of the support to the flood site(s) as per the District Emergency Response Plan.

**Tactical (Silver) County Council** – coordination of information, resources and support to the Districts as per the Winter Maintenance and Severe Weather Emergency Plan, the appropriate Department Emergency Response Plan(s) and/ or the HCC Major Incident Plan.

(Unitary Councils will cover all three levels themselves within their boundaries and have their own arrangements in place)

3.1.3 **Operational (Bronze) On Site**, where possible, coordination will be exercised from a forward control point selected by the Flood Response Group. This control point can be set up in any suitable and easily located building (e.g. village hall, pub, shop etc). Once established, all agencies working in the area should report to the liaison point to share information and let the District know what they doing. During prolonged or widespread incidents a number of liaison points may be required and each liaison point may have to cover a number of incident sites.

3.1.4 **Tactical (Silver) District/ Borough/ City Councils** will coordinate all flood relief activity within their areas through a District Emergency Control Centre activated as per the relevant District Emergency Response Plan. This Centre will acquire, allocate and deploy resources to the flooded areas, arrange for the provision of longer term temporary accommodation for evacuees and arrange multi-agency briefings as required. When so requested, all involved agencies are to be represented at the DECC. Liaison links between the District, HCC Highways and the Emergency Planning Unit should be established at an early stage.

3.1.5 **Tactical (Silver) County Council** will coordinate the multi-agency flood relief work in the Districts through a County Flood Coordination Cell run by the Emergency Planning Unit, on behalf of the Hampshire Flood Response Group, in the HCC County Emergency Control Centre. This Cell will monitor the flood situation across the County, coordinate resources (through the appropriate HCC Departments e.g. HCC Highways and Children's and Adult Services) and provide a central point for all flood-related information. The HCC EPU shall arrange temporary accommodation (Prepared Rest Centres) for evacuees. Emergency planning officers from the Cell will regularly visit FCPs and DECCs and maintain contact with the Districts.

3.1.6 This control and coordination system is shown diagrammatically at **Appendix D**.

## **3.2 Health Precautions**

- 3.1.1 Flooding represents a significant hazard to responders. All staff entering into flood affected areas shall comply with appropriate Health and Safety legislation and policy.
- 3.1.2 Each individual responding organisation is responsible for carrying out their own site specific Risk Assessment. Full and correct Personal Protective Equipment shall be worn as appropriate.
- 3.1.3 Practical Health and Safety advice is issued to vulnerable dwellings by the Environment Agency and District Councils. Additional advice and site visits can be sought from Environmental Health Officers both for the Public and those in flood relief work.
- 3.1.4 Where a serious health risk is suspected, the relevant District Environmental Health Department shall be consulted. It may also be appropriate to inform the Health Protection Agency (HPA).
- 3.1.5 Flooding health precaution advice is available on the HPA website.

<http://www.hpa.org.uk/flooding/default.htm>

## **3.2 Resources**

- 3.2.1 Resources are defined as people, equipment (incl. sandbags) and plant. Limited resources are held by Districts (or their contractors) and by Hampshire County Council Highways. Other agencies in the Flood Response Group also have suitable persons and equipment but this is normally restricted to the amounts required for their primary duties.
- 3.2.2 Members of the Flood Response Group have agreed to the sharing of resources wherever it is practical in an emergency situation and the costs will be recharged to the recipient of such resources on a “not more than substantiated market cost” basis. Accurate records must be maintained of decisions taken and costs incurred so that appropriate claims from Central Government may be made subsequently.

## Section 4 – Agreed Flooding Response Roles and Responsibilities

### 4.1 Environment Agency (EA)

- Issue and disseminate flood warnings
- Receive and record details of all 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

### 4.2 Hampshire County Council (HCC)

- To activate the out of hours response to flooding incidents from other agencies as required
- Disseminate Flood and Severe Weather Warning details to Districts etc (HCC EPU)
- Coordinate the Flood Coordination Cell and the multi-agency emergency response (HCC EPU)
- Maintain safe conditions on the roads (HCC Highways)
- Put flood warning signs on the highway (HCC Highways)
- Carry out and sign Road Closures and traffic diversions (HCC Highways)
- Clear blockages on highway drainage systems as appropriate (HCC Highways)
- Emergency assistance (s138 Local Govt. Act 2000 – **Appendix E**) - provide sandbags
- In agreement and conjunction with the relevant District/ Borough or City Council, clear blocked watercourses etc as appropriate under Land Drainage Act powers (HCC Highways)
- May take action to protect property from flooding by water from the highway where there is a failure of the highway drainage system, subject to other network priorities (HCC Highways)
- Provision of temporary shelter (Prepared Rest Centres) and welfare services (HCC EPU, Adult and Children's Services)
- Provision of Public Information. Warn and Inform (HCC EPU and Corporate Communications)

### 4.3 District, Borough and City Councils

- Coordinating the local emergency response with resources available in the district
- Flood warning dissemination (by local agreement with Environment Agency)
- Emergency assistance (s138 Local Govt. Act 2000 – **Appendix E**) - provide sandbags
- Clear blocked watercourses etc as appropriate under Land Drainage Act powers
- Environmental health issues – pollution and flood waste
- Blocked road channels & gully gratings - street cleansing
- Arrange local welfare support (in conjunction with HCC)
- Provision of longer term temporary accommodation (Hotels, Bed and Breakfast, Housing etc)
- Arrange special refuse collections of flood waste

### 4.4 The Unitary Authorities

- The Isle of Wight Council and the Cities of Southampton and Portsmouth will carry out the principal actions of both the County and District Councils listed at 4.2 and 4.3 above. They have their own plans detailing the arrangements within their areas.

#### **4.5 Hampshire Fire And Rescue Service (HFRS)**

- Save life and render humanitarian services
- Assist where the use of fire service personnel and equipment is practicable and will make a significant impact on the situation

#### **4.6 Hampshire Constabulary**

- Assist in the protection of life
- Assist other responding agencies within the limits of available resources
- Assist in warning communities where agreed procedures have not been effective
- Provide a police response to traffic and public order problems arising from the incident
- Should a flooding event become a major incident, assume the coordination role assigned to the police in major incident plans and all of the roles set out in those plans

#### **4.7 Maritime And Coastguard Agency (MCA)**

Subject to maritime search and rescue operations permitting, the MCA will:

- Respond to emergency flooding incidents when requested by local authority or police but response will be subject to availability of resources and primary search and rescue role activities elsewhere
- Rescue where both MCA training and equipment allow
- Assist the local population where a need is identified and MCA involvement is justified but again subject to availability of resources and primary search and rescue activities elsewhere
- Call-out and coordination of MCA and RNLI assets must be through the MCA.

#### **4.8 Hampshire Primary Care Trust (Health)**

- Working with Adult and Children's Services and the Mental Health Trust to help to identify vulnerable people in the event of an evacuation
- Provide primary care support at the rest centres as required
- Coordination of GP and Pharmacy services
- Provide public health advice
- Coordination of the health response across Hampshire and the IOW

#### **4.9 Water Companies**

- Emergency over pumping or tankering from the sewerage system
- Clearing blockages in public sewers and outfall grills
- Repairing burst sewage and water pumping mains
- May take action to protect property from flooding by water from the public water mains or discharges from the public sewerage systems
- Provision of portable toilets in some cases
- Provision of potable water if required

#### **4.10 Electricity And Gas 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 service installations

#### **4.11 Industrial Companies**

- Protect own premises and installations
- Provide resources which could be hired

#### **4.12 Property Owners**

- Move to a safe area if life is at risk
- Prevent water from entering property if possible
- Switch off electricity and gas supplies at mains
- Move valuable possessions above floor areas liable to be flooded
- Maintain clear watercourses running through their land (including ditches adjacent to roads)
- Further advice for the public is available from the HCC Emergency Planning Website. This site includes useful links to other sites with useful information regarding flooding.

[http://www3.hants.gov.uk/emergencyplanning/emergencyplanningwhatyoucando/emergency\\_flooding.htm](http://www3.hants.gov.uk/emergencyplanning/emergencyplanningwhatyoucando/emergency_flooding.htm)

## Section 5 - Stand Down And Post Incident Procedures

### 5.1 Stand Down Procedures

- 5.1.1 During a Major Incident thought must be given to the eventual end of the response requirement and the return to normality. If the multi-agency Strategic Coordinating Group at GOLD has assembled, they will agree a formal STAND DOWN. Each participating organisation will cascade the STAND DOWN communication to its respective incident response elements.
- 5.1.2 If GOLD has not been established, the Flood Coordination Cell will agree and issue the formal STAND DOWN.
- 5.1.3 All responding organisations must ensure the cascade is in place to notify all their appropriate staff who may be at locations throughout the County, either at the incident or acting as Liaison Officers.

### 5.2 Recovery Group

- 5.2.1 Early consideration MUST be given to the potential remediation and recovery needs of the affected area. The HCC Emergency Planning Unit will facilitate and coordinate the Recovery process.
- 5.2.2 The HCC Community Recovery Plan is contained in the HCC Major Incident Plan.

### 5.3 Post Incident Debriefing (PID)

- 5.3.1 PID is an essential function for two reasons:
- To gather Post Incident feedback from the relevant responders on the implementation of the plan and procedures within it. This will assist with the Post Incident Review process.
  - to enable people to discuss their personal involvement and for managers to identify if further welfare support is required.
- 5.3.2 This process should be carried out as soon as is practicable following an incident.

### 5.4 Post Incident Review (PIR)

- 5.4.1 A post incident review of the performance of each of the individual responding organisations is essential. This process provides an opportunity to evaluate efficiency and efficacy, to learn from the experience gained and to enhance this plan and future training. This process may assist with any official investigation or inquiry into the incident or the response to it. For full details see **Appendix E**.

### 5.5 Bellwin

- 5.5.1 Records of all local authority expenditure must be kept to ensure a claim for costs can be made under the Bellwin scheme. This scheme is subject to an expenditure threshold before a claim can be made. However, the scheme operates a cumulative policy in that response expenditure can be totalled over a whole year, even if each individual incident does not reach the expenditure threshold.

## **Appendix A: Training And Plan Validation**

- a. A regulatory requirement exists for inclusion in the plan of provisions to be made for training of staff of responding organisations and others named in the plan or who may be mobilised by it.
- b. Training is broadly about raising the awareness of the participants about the emergency situation they may face so they are confident and competent in the procedures and their ability to carry them out. It is important trainees understand the objectives of the plan and their roles and responsibilities in achieving them.
- c. As such, each responding agency named in this plan will be responsible for the training of their own staff in responding to a Flooding Incident.
- d. Validation of the Hampshire Flood Response Plan will be facilitated by an exercise every two years. This will be organised by the Hampshire Flood Response Group. Information and feedback from these exercises will be used to identify required amendments to the plan.

## Appendix A: Hampshire Flood Response Plan Training and Exercise Schedule

The schedule below outlines the component training modules that will be delivered by the Hampshire Flood Response Group to help staff become confident and competent in their emergency response roles. Additional, externally supplied training will be provided if appropriate.

Role	Job Title	Training Module Overview	Delivery Method	Training Frequency	Plan Validation Exercise	Exercise Frequency
Each Individual Member of the Hampshire Flood Group is Responsible for Identifying the Roles of Their Employees and Delivering the Training as Appropriate.	<ul style="list-style-type: none"> <li>As Identified By Each Individual Organisation.</li> </ul>	<b>Unit 1.0</b> Tactical Level Flood Response.	1 Hour Training Session	Initial Followed By Refresher Training Every 12 Months Or Fewer	Internal Single Organisation Strategic Tabletop <b>Or;</b> Multi-Agency, Strategic And/ Or Tactical Tabletop With Optional CECC <b>Or;</b> Multi-Agency Exercise (Observer/Player)	Every 2 Years Or Fewer

## Appendix B: Hampshire Flood Response Plan Maintenance Schedule

In partnership with the members of the Hampshire Flood Response Group, the HCC Emergency Planning Unit is responsible for managing and coordinating the plan review and maintenance procedure.

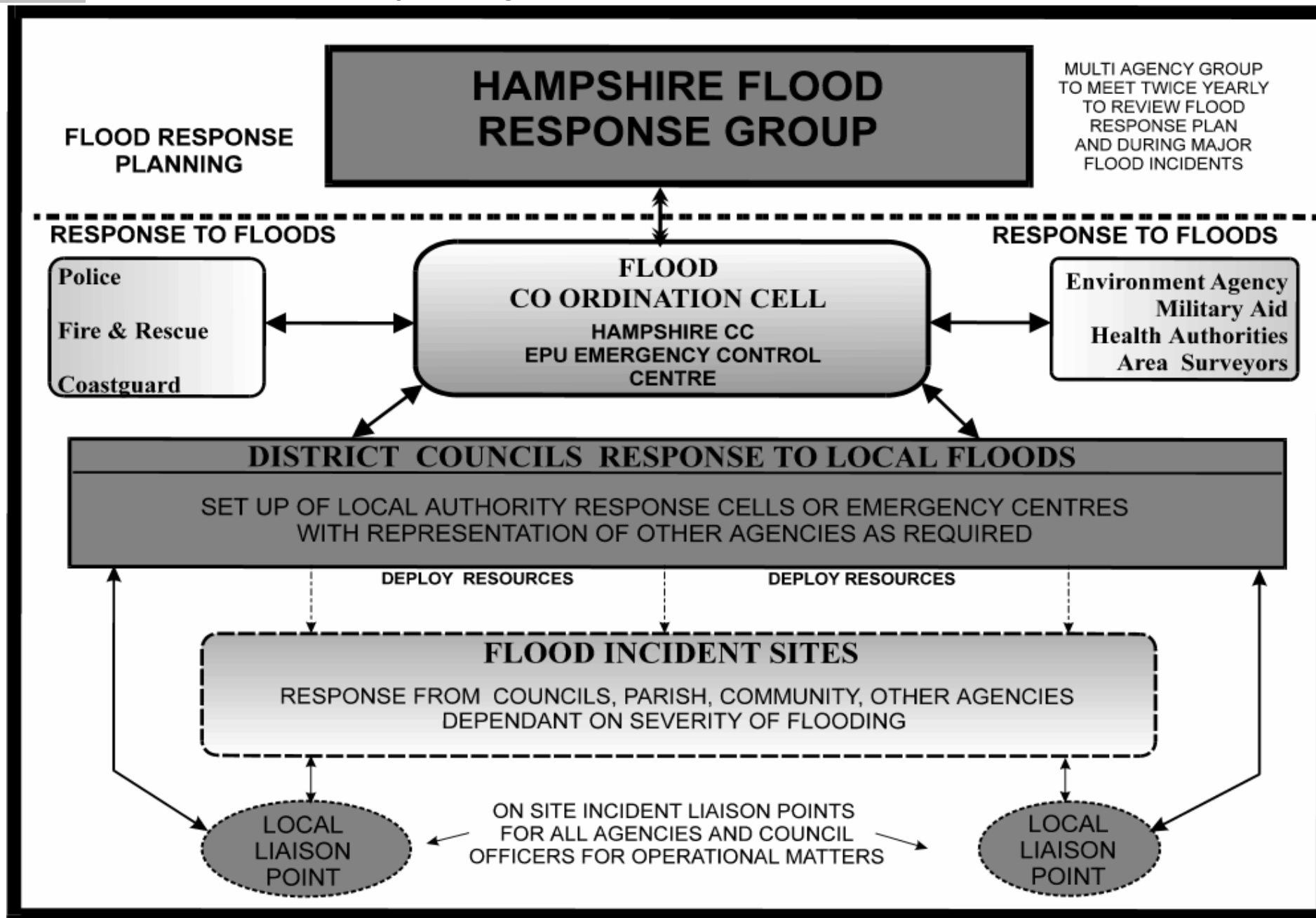
Plan Sections	Review	Review	Review	Signed	Dated
Administration <i>Including:</i>	-	-	-		
▪ Contents Page		Annually			
▪ Distribution List		Annually			
▪ Amendments Page		Annually			
Section 1 – General Information		Annually			
Section 2 – Notification And Activation		Annually			
Section 3 – Multi-Agency Management Control And Coordination			Every 2 Years		
Section 4 – Agreed Flooding Response Roles And Responsibilities		Annually			
Section 5 – Stand Down And Post Incident Procedures			Every 2 Years		
▪ Appendix A: Training And Plan Validation		Annually			
▪ Appendix B: Hampshire Flood Response Plan Maintenance Schedule		Annually			
▪ Appendix C: Contact Details	Every 6 Months				
▪ Appendix D: Control And Coordination System Diagram		Annually			
▪ Appendix E: Local Government Act 2000			As required		
▪ Appendix F: Post Incident Review			Every 2 Years		

Review Of The Hampshire Flood Response Plan – Is It Fit For Purpose?			Every 3 Years		
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There will be a full review of the Hampshire Flood Response Plan following each training exercise.

**Appendix C: Contact Details (Not available in public version)**

**Appendix D: Control And Coordination System Diagram**



## **Appendix E: Local Government Act 2000**

1 of 1 DOCUMENT: UK Parliament Acts/L/LO-LT/Local Government Act 1972 (1972 c 70)/Part VII Miscellaneous Powers of Local Authorities/138 Powers of principal councils with respect to emergencies or disasters

### **Section 138 Powers of principal councils with respect to emergencies or disasters**

(1) Where an emergency or disaster involving destruction of or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster, and a principal council are of opinion that it is likely to affect the whole or part of their area or all or some of its inhabitants, the council may--

- (a) incur such expenditure as they consider necessary in taking action themselves (either alone or jointly with any other person or body and either in their area or elsewhere in or outside the United Kingdom) which is calculated to avert, alleviate or eradicate in their area or among its inhabitants the effects or potential effects of the event; and
- (b) make grants or loans to other persons or bodies on conditions determined by the council in respect of any such action taken by those persons or bodies.

[(1A) ...]

(2) ...

(3) [Nothing in this section authorises] a local authority to execute--

- (a) any drainage or other works in any part of a main river, [within the meaning of Part IV of the Water Resources Act 1991], or of any other watercourse which is treated for the purposes of any of the provisions of that Act as part of a main river, or
- (b) any works which local authorities have power to execute under [sections 14 to 17, 62(2) and (3) and 66 of the Land Drainage Act 1991],

but subject to those limitations, [the powers conferred by [subsection (1) above] are] in addition to, and not in derogation of, any power conferred on a local authority by or under any other enactment, including any enactment contained in this Act.

(4) In this section "principal council" includes the Common Council and, until 1st April 1974, the council of an existing county, county borough or county district.

[(5) With the consent of the Secretary of State, a [metropolitan county fire and rescue authority] and the [London Fire and Emergency Planning Authority] may incur expenditure in co-ordinating planning by principal councils in connection with their functions under subsection (1) above.

(6) In this section "contingency planning" means the making, keeping under review and revising of plans and the carrying out of training associated with the plans.]

## NOTES

### Initial Commencement

#### *Royal Assent*

Royal Assent: 26 October 1972: (no specific commencement provision).

### Extent

This section does not extend to Scotland: see s 274(2).

### Amendment

Sub-s (1A): inserted by the Local Government and Housing Act 1989, s 156(1).

Sub-s (1A): repealed by the Civil Contingencies Act 2004, s 32, Sch 2, Pt 1, para 7(a), Sch 3.

Date in force: 14 November 2005: see SI 2005/2040, art 3(q), (r).

Sub-s (2): repealed by the Local Government, Planning and Land Act 1980, s 194, Sch 34, Part I.

Sub-s (3): words "Nothing in this section authorises" in square brackets substituted by the Local Government and Housing Act 1989, s 156(2)(a).

Sub-s (3): in para (a) words "within the meaning of Part IV of the Water Resources Act 1991" in square brackets substituted by the Water Consolidation (Consequential Provisions) Act 1991, s 2, Sch 1, para 22(2).

Sub-s (3): in para (b) words "sections 14 to 17, 62(2) and (3) and 66 of the Land Drainage Act 1991" in square brackets substituted by the Water Consolidation (Consequential Provisions) Act 1991, s 2, Sch 1, para 22(2).

Sub-s (3): words in square brackets beginning with the words "the powers conferred" substituted by the Local Government and Housing Act 1989, s 156(2)(b).

Sub-s (3): words "subsection (1) above" in square brackets substituted by the Civil Contingencies Act 2004, s 32(1), Sch 2, Pt 1, para 7(b).

Date in force: 14 November 2005: see SI 2005/2040, art 3(q).

Sub-ss (5), (6): inserted by the Local Government and Housing Act 1989, s 156(3).

Sub-s (5): words "metropolitan county fire and rescue authority" in square brackets substituted by the Civil Contingencies Act 2004, s 32(1), Sch 2, Pt 1, para 10(1), (2).

Date in force: 1 April 2005: see SI 2005/772, art 2(b).

Sub-s (5): words "London Fire and Emergency Planning Authority" in square brackets substituted by the Greater London Authority Act 1999, s 328, Sch 29, Pt I, para 16.

Date in force: 3 July 2000: see SI 2000/1094, art 4(h).

### Transfer of Functions

Functions of the Secretary of State, so far as exercisable in relation to Wales, transferred to the National Assembly for Wales, by the National Assembly for Wales (Transfer of Functions) Order 1999, SI 1999/672, art 2, Sch 1.

## **Appendix F: Post Incident Review (PIR)**

A review of the response to an incident by the Hampshire Flood Response Group will be essential. The Post Incident Review provides an opportunity to evaluate efficiency and efficacy, amend and review plans, coordinate and archive logs and reports to assist in ensuing investigation/enquiries.

The process will be initiated as soon as is practicable following an incident and be led by the Hampshire Flood Response Group.

The process will be made up of three components:

- Post Incident Debriefing.
- Analyse Plan Implementation/ Incident Records Review.
- Questionnaire/Interview : to learn from participant's insights and perceptions

Key areas of consideration will include:

- Implementation of plans and procedures
- Mobilisation of procedures for personnel and equipment
- Management and coordination of Emergency Response
- Management and coordination of Business Continuity arrangements
- Internal and external communications
- Stakeholder perception/reaction
- The short and long term consequences of the incident.
- Timeline of events

The process will culminate in a report which will identify key lessons learnt including incident cause, reviewed risk analysis, recommendations for future correction/modifications of plans and procedures and emergency management processes, as well as recognise needs for training enhancements.