Alconbury Village Community Flood Plan

**If this is a printed copy at Version 1.42 7 Jan 2024 then please note that a newer version may be available online.*

Useful numbers:

- Floodline: 0345-988-1188 (quick-dial add 032341)
- Incident Hotline: 0800-80-70-60
- Environment Agency: https://www.gov.uk/government/organisations/environment-agency
- National Flood Forum: www.floodforum.org.uk

Flood Plan Co-ordinator: Bob Johnson (tel: 07764603003),
email: robert.johnson@alconburyparishcouncil.gov.uk
Flood Plan Deputy Co-ordinator: Tracy Gilbert (tel: 07851169240),
email: tracy.gilbert@alconburyparishcouncil.gov.uk

Plan Distribution List

This plan will be shared with the following groups/individuals (contact details are maintained separately by the Co-ordinator and Deputy Co-ordinator)

- Residents at risk, with previous house flooding incidents (see Part 5)
- Environment Agency
- Alconbury Parish Council
- Alconbury Weston Parish Council
- Huntingdonshire District Council
- Cambridgeshire County Council
- Highways Agency
- Cambridgeshire Fire and Rescue
- Cambridgeshire Police
- Anglian Water (in case sewerage clean-up is needed)
- The Alconbury Brook Flood Group

The plan will also be available on the Alconbury Parish Council website and will therefore be accessible to the following groups:

- Alconbury Neighbourhood Watch
- Over 60's Club
- Thursday Club
- Alconbury Sports and Social Club
- Memorial Hall
- Lordsway Residents Association
- Crown Gardens
- Mencap House
- Friends of St Peters and Pauls
- Alconbury Youth Group
- Alconbury and Brampton Surgery
- Alconbury CofE Primary School
- Nisa – Alconbury Village Store

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1. Purpose

The purpose of this plan is to:

- Define areas at risk of flooding in the village of Alconbury 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 document assumes the reality of the likely occurrence of flooding in the village of Alconbury and deals with responses to its effects; it does not deal with measures to alleviate flooding. It 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.

Individuals and the Flood Warden group are encouraged to keep abreast of Environment Agency Flood information:

Environment Agency Flood Warnings Summary:

https://flood-warning-information.service.gov.uk/warnings

Add postcode for current flood warning information on Alconbury

Direct to the Environment Agency page for Alconbury Brook at Alconbury Weston: https://flood-warning-information.service.gov.uk/station/6161

3. Locations and Risk of Flooding

Using flood data from 2020/21 and the Environment Agency Flood Risk map dated 2023, the main flood-risk areas in Alconbury are as follows (and as detailed at Para 11 Appendix 2):

A. **High Street:** Principally from the Village shop to Lordsway, including Rusts Lane, Maple End and Frumetty Lane. Access to Coulson Way, Crown Gardens, Brook Close and Bell Lane is also restricted when in full flood. Note that Zone 3 has been extended slightly up Rusts Lane following the 2020 assessment.

B. **Brookside and Mill Road:** Principally from Sharps Lane to Mill Road, including Ford End and The Acre.

4. Environment Agency Flood alerts/warnings

Due to the "Flash" nature of flooding on the Alconbury Brook it is advised that all householders within the High and Medium flood risk areas (Para 11 Appendix 2) sign up to the Environment Agency 'Flood alerts'. These 'Flood alerts' are issued by the Environment Agency when flooding is possible.

Follow the guidance on the following webpage to sign up: https://www.gov.uk/sign-up-for-flood-warnings These alerts can be registered by anyone and members of the Flood Warden group should sign up to receive these warnings.

Homes who have signed up and who have a telephone number registered (landline or mobile) will be contacted by the Environment Agency when a 'Flood Alert' and "Flood Warning" is issued. This service is currently not in place if there is no registered telephone number. It is also recommended that individual households monitor the Environment Agency website, where possible, at regular intervals.

5. Actions to be taken

Note: As Alconbury Brook is liable to flood quickly depending on several contributory factors including river water flow/level and heavy rainfall, this flood plan will be activated upon receipt of a 'Flood Alert'. It will be activated by the Flood Co-ordinator via the Flood Warden WhatsApp group.

Note: Flood water is dangerous. Remember that you should not put yourself or others at risk.

5.1 Flood Alert

Meaning

Flooding is possible

Be prepared.

General advice

- Be prepared to act on your flood plan.
- Prepare a flood kit of essential items.
- Monitor local water levels and the flood forecast on our website.

5.1.1 Flood Warden Co-ordinator, or Deputy, Responsibilities:

The Flood Warden group/volunteers will ensure the following actions are taken under instruction of the co-ordinator (or Deputy depending on the timing of the Flood Alert) where appropriate to the conditions noted at the time and any expected change to said conditions.

If the Flood Warden Co-ordinator is not available the Deputy Co-ordinator will perform the duties of the Flood Warden Co-ordinator.

- Check Environment Agency website and CCTV camera
  https://flood-warning-information.service.gov.uk/warnings,
  https://flood-warning-information.service.gov.uk/station/6161
  http://www.telemetry-data.com/open?profile=Alconbury
- Contact Environment Agency (Duty Officer) to inform them that the village flood plan has been activated and to ascertain risk and rate of flooding/agree call back frequency. This may be performed in conjunction with the Alconbury Weston Flood Group Co-ordinator.
- Contact Huntingdonshire District Council emergency liaison to let them know the village flood plan has been activated.
- Check availability of Flood Wardens (see separate contact list) via WhatsApp message.
  - ❖ Make flood kit (Appendix 5) available to the Flood Warden group within the village
- If the water is rising fast then initiate the Flood Warden door knocking procedure and let those homeowners most at risk know what actions they should take (the co-ordinator (or deputy) will determine when this is appropriate)
  - ❖ Handout 'Flood Advice Sheet' to the properties highlighted in Appendix 3
  - ❖ Suggest individual homes to put their property protection equipment in place
- Continue to monitor brook levels via the Environmental Agency Website, CCTV Camera and communication with the Environment Agency Duty Officer.
- If/when conditions dictate inform the relevant volunteers to put the 'Road Flooded' signs in place at the locations given (Appendix 4)
  - ❖ Call 101 and HDC to let them know that 'Road Flooded' signs have been deployed.
  - ❖ Let them know where they have been deployed.

    Script: "My name is xxxxx yyyyy. I am the Flood Warden co-ordinator/deputy Flood Warden co-ordinator for Alconbury village. I am calling to inform you that we have initiated our village flood plan."

- If/when conditions dictate inform the relevant volunteers to put the 'Road Closed' signs in place as required by flood conditions (Appendix 4)

- ❖ Call 101 to request permission to close flood affected roads. The 101 operator should issue an incident number. Ensure this is communicated and documented in the flood records.

  Script: “My name is xxxxx yyyyy. I am the Flood Warden co-ordinator/deputy Flood Warden co-ordinator for Alconbury village. I am calling to inform you that we consider the flood levels in the village to be significant and a risk to the general public. We consider it necessary to close xxxxxx yyyyy (insert location of proposed road closed signs). Could you please give me an incident number.”

- ❖ Call HDC to inform the duty officer that a request to close roads has been made.
- ❖ Once an incident number has been given the Flood Warden Co-ordinator, or Deputy, will inform the relevant Flood Wardens to put the road closed signs in place.

- Throughout maintain communication with all Flood Wardens via the Flood Warden Whatsapp page. If the ‘Flood Alert’ is escalated to a ‘Flood Warning’ or ‘Severe Flood Warning’ additional actions are required (see section 4.3) otherwise the actions detailed above continue until all alerts/warnings are lifted.
- Ask Flood Wardens to take photographs as evidence of the event and specific issues with time and date stamp to share with the Flood Warden Co-ordinator or Deputy, and the Environment Agency.
- A log of all incidents will be maintained by the Flood Warden Co-ordinator, or Deputy.

5.1.2 Flood Warden Responsibilities:

Available Flood Wardens will remain in contact with the Flood Warden Co-ordinator or Deputy throughout the flood event:

- Confirm availability with Co-ordinator when requested
- Ensure Motorola radios and mobile phones are charged and ready for use and that the Flood Warden WhatsApp group is updated with any significant change. The WhatsApp page will remain the principal means of communication, with the radios being deployed only should the WhatsApp system fail.
- Carry out communication with “at risk” residents on their designated areas of responsibility (see Appendix 3).
- Monitor local road conditions and inform the Flood Warden Co-ordinator (or Deputy) when they consider road flooded signs are needed.
- Place the road flooded signs in appropriate positions and recover once the risk has passed
- Continue to monitor local road conditions and inform the Flood Warden Co-ordinator (or Deputy) when they consider road closed signs are needed.
- Place the road closed signs in the designated positions (at Appendix 4) once confirmation has been received from the Flood Warden Co-ordinator, or Deputy, and recover once the risk has passed. (Note – signage positioning at Appendix 5 refers to a maximum risk scenario only).
- Take photographs as evidence of the event and specific issues with time and date stamp to share with the Flood Warden Co-ordinator, or Deputy, and the Environment Agency.

5.2 Flood Warning and Severe Flood Warning

Meaning

Flooding is expected.

Immediate action required.

General advice

- 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.

Meaning

Severe flooding.

Danger to life.

General advice

- Stay in a safe place with a means of escape.
- Be ready should you need to evacuate.
- Co-operate with the emergency services.
- Call 999 if you are in immediate danger.

5.2.1 Additional actions – Flood Warden Co-ordinator, or Deputy

- Contact the groups/organisations within the village to appraise them of the current situation
  - ❖ **Crown Gardens** so that any residents are aware that they may be cut off by the flood water and inform the Flood Co-ordinator (or Deputy) if there are any particularly vulnerable tenants
  - ❖ **Mencap** so they can initiate their evacuation procedures
  - ❖ **Alconbury and Brampton Surgery** so any emergency procedures are put in place to keep patients safe and identify any potentially vulnerable residents
  - ❖ **Lordsway** so that any residents are aware that they may be cut off by the flood water and inform the Flood Co-ordinator (or Deputy) if there are any particularly vulnerable tenants
  - ❖ **Schools - Alconbury Primary School and Sawtry Village Academy** so that emergency procedures are put in place for an adverse weather event.
- Contact the keyholders for Alconbury Sports and Social Club/Memorial Hall (contact details will be maintained by the Flood Co-ordinator and Deputy) in preparation for opening these locations if evacuation of homes becomes necessary. Either of these locations may also be used as assembly areas for other agencies and headquarters for emergency co-ordination. This will depend on advice given by the Environment Agency Duty Officer and the Huntingdonshire District Council emergency liaison.
  - ❖ North of the brook – Memorial Hall.
  - ❖ South of the brook and Alconbury Weston – Alconbury Sports and Social Club (this may also be the co-ordination location for the emergency services)
- Nominate an individual to share information regarding the flood on social media – Facebook (Alconbury Community/The Alconburys Facebook Page/ Alconbury Flood Plan), Alconbury NextDoor. All volunteers to update the Whatsapp group on any significant change.
- As directed by the emergency services open evacuation centres.

The emergency services are responsible for ensuring public safety and co-ordinating the incident response.

6. Emergency Evacuation procedures

Emergency evacuation will normally be handled by the emergency services (Fire and Rescue Services) following advice from the Environment Agency and the Huntingdonshire District Council Emergency Liaison, who have procedures in place.

Arrangements with regard to emergency supplies should be made through the Huntingdonshire emergency operations centre. The Nisa Store in Alconbury and the Coop at Alconbury Weald are the most convenient location to buy supplies for the reception centre - depending on accessibility at the time. Otherwise the Co-operative Store in Brampton or Marks and Spencers at Brampton Hut service station are the next closest.

However, in any emergency situation it is likely that, initially, whatever provisions are needed will be forthcoming from villagers themselves. Co-ordination of such donations will be via the Memorial Hall.

7. Contact Information

A detailed list of contact information for concerned groups and individuals will be held by the Flood Plan co-ordinator and deputy co-ordinator.

Organisation	Contact details
Huntingdonshire District Council	01480 434167 (CCTV incident team)
Cambridgeshire County Council - Highways Agency	0345 045 5212 (07.00 – 19.00) Out of hours – Police (101)
Fire and Rescue Service	999 (emergency) 101 (non- emergency)
Ambulance	999 (emergency)
Anglia Water (for sewerage clean up)	0845-714-5145
Gas	0800-111-999
Electric	0800-783-8838

8. Help After the Flood

If roads around the flooded area require cleaning due to raw sewage and brook debris the Flood Warden Co-ordinator (or deputy) will contact Anglian Water and HDC to arrange a clean up.

The following documents are available from your Flood Warden Co-ordinator and Deputy as well as on the Alconbury Parish Council Website:

- Your home in Alconbury has flooded – What can you do now?
- Self Help for Victims of Flooding – What can you do?

9. Flood Warden Group meetings and plan change control

The Flood Warden group will meet on the following occasions:

- Immediately after a flood event to review procedures and any lessons learnt. This may prompt a change to the flood plan.
- Annually to review the flood plan.
- As required for equipment updates/ refresher training.

These meetings will be chaired by the Flood Warden Co-ordinator or Deputy and will take place at a mutually convenient time and location – The Green, Alconbury Memorial Hall, Alconbury Sports and Social Club, or by virtual means.

The Plan will be reviewed annually by the Flood Warden group and republished following this review as a new version.

Date of amendment/ Version	Date for next review	Details of changes made	Changed by
29 Oct 2023 Version 1.41	Sep 2024	Version updated General – minor terminology changes and responsibility clarification Page 1 – email address corrected Para 5.2.1 - removed reference to school bus. Added Sawtry Village Academy Para 5.5.5 - minor wording changes Para 6 – added Coop Para 9 – minor updates Para 11 – Flood Risk map updated Para 12 - Warden details updated Para 16 – added First Aid Kit Appendix 4 – signage updated	BJ

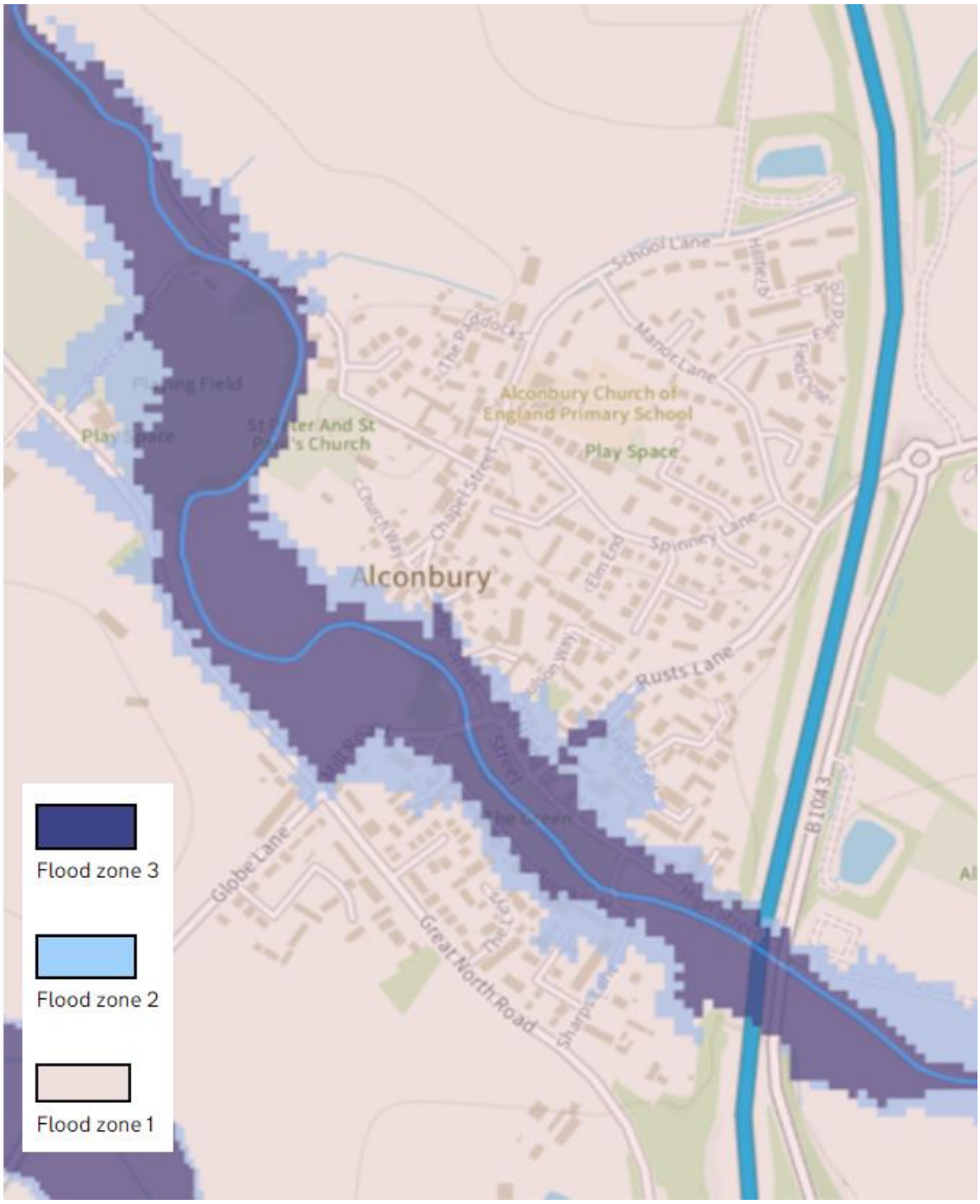
The Flood Warden Co-ordinator and/or deputy will confirm with Flood Wardens that all equipment in the 'Flood kit' is in good working order at least six monthly.

10. Appendix 1 – Alconbury Parish Council contact details

Flood Group

	Telephone no.	**Email**
Bob Johnson	07764603003	robert.johnson@alconburyparishcouncil.gov.uk
Tracy Gilbert	07851169240	tracy.gilbert@alconburyparishcouncil.gov.uk
Sarah Brawn	07979802843	sarah.brawn@alconburyparishcouncil.gov.uk
Debbie Hose (Seconded)	07730601856	debbiehose@talk21.com

11. Appendix 2 – Environment Agency Flood Risk Map 2023



Detailed maps are available online at:

https://flood-map-for-planning.service.gov.uk/location

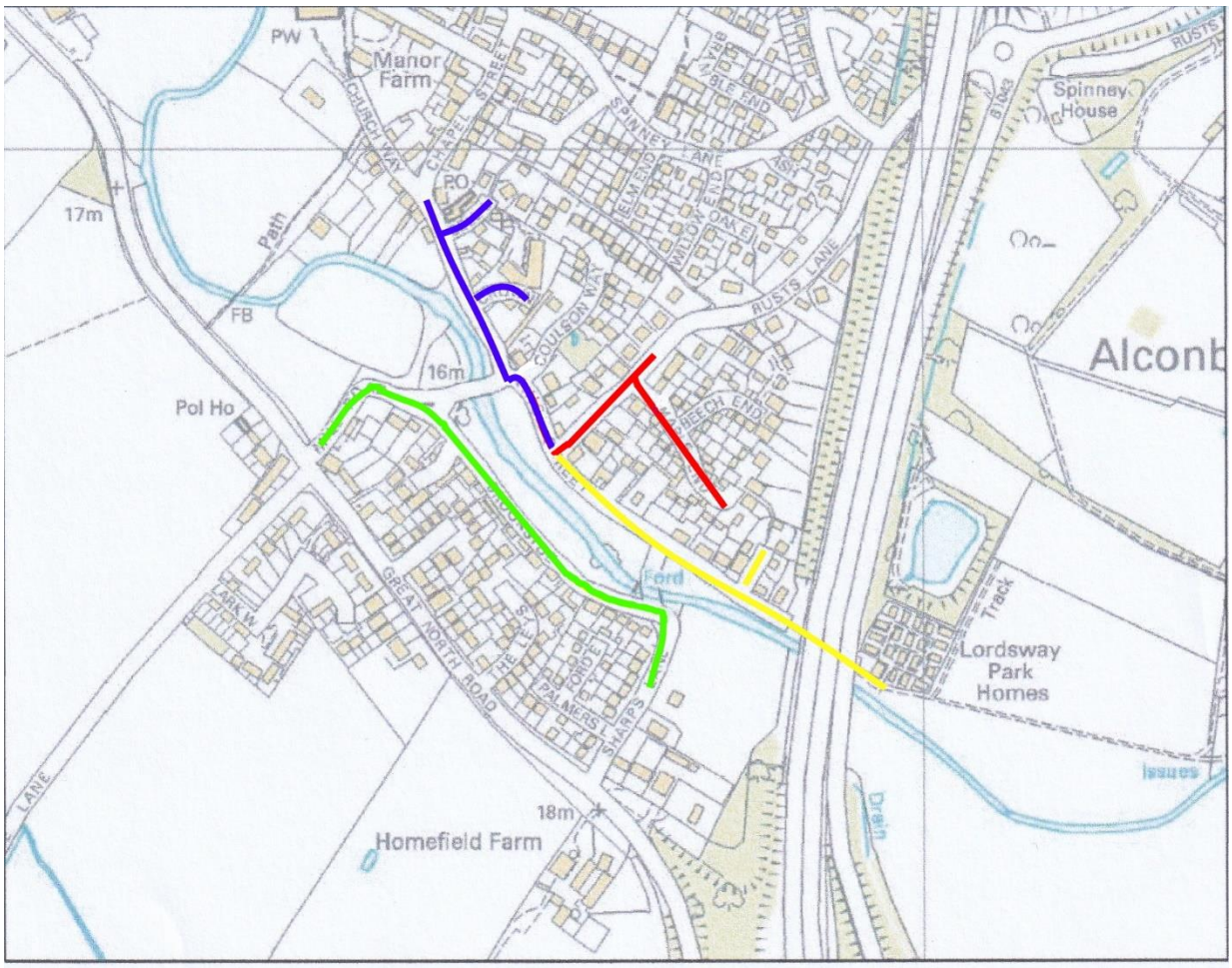
12. Appendix 3 – Flood Warden Responsibility Areas/Door Knocking Routes

Route 1 – Chapel Street to Rusts Lane (blue). Responsible - Bob Johnson; deputy Jane Adams and Jeremy Adams

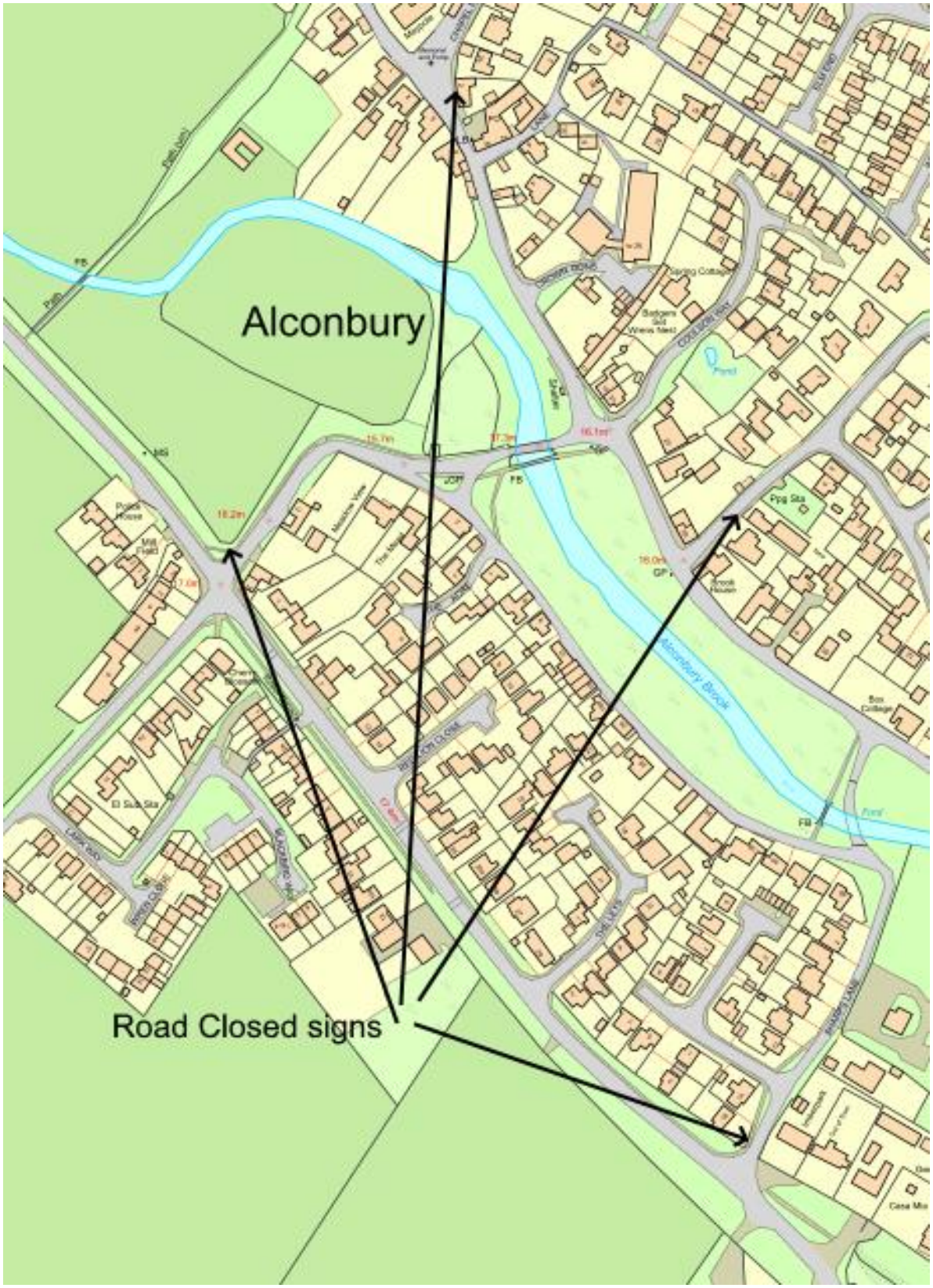
Route 2 – Rusts Lane/ Maple End (red). Responsible – Amanda Hadley; deputy Rebecca Johnson and Keith Johnson

Route 3 – Rusts Lane to Lordsway (yellow). Responsible – Spencer Martin, Penny Butler and Chris Butler (Lordsway has its own group for sub-distribution)

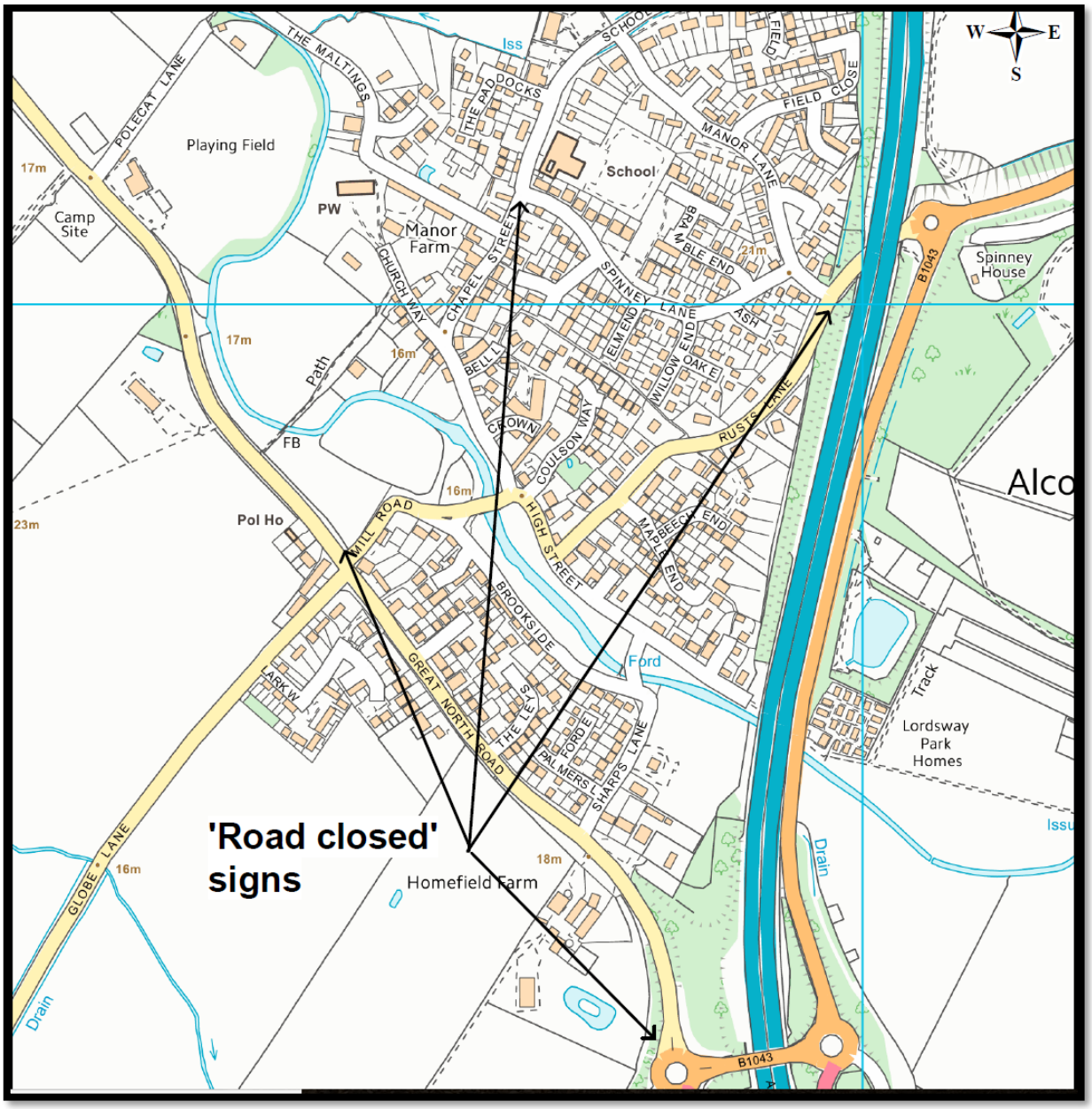
Route 4 – Mill Road to Sharps Lane (green) . (Note: may need to extend to include further properties in the case of an extreme event). Responsible – Debbie Hose; deputy Sarah Brawn



13. Appendix 4 – Road Closed sign locations Phase 1



14. Appendix 5 – Road Closed sign locations Phase 2



15. Appendix 6 – Flood Kit Details

The ‘flood kit’ is comprised of the following items. It is stored in a secure, locked storage unit within the grounds of the Memorial Hall, Alconbury. Keys are held by the Coordinator and Deputy. Individual kits will be held by Flood Wardens.

Item	**Quantity**
Acro Black backpack	6
Disposable nitrile gloves - Medium	2 boxes
Disposable nitrile gloves - Large	2 boxes
Hi vis tabard - XL	7
Hi vis tabard - XXL	5
Motorola XT180 Twin pack radio	3
Motorola XT180 replacement battery	6
Motorola XT180 Spare Charger	3
Active AP Rubber Torch	5
Rechargeable LED Spotlight	5
First Aid Kit	10
Road flooded signs	6
Road closed signs	4

Each individual Flood Warden ‘flood kit’ includes:

- 1 Acro Back pack
- Some nitrile gloves
- 1 hi-viz tabard
- 1 radio, spare battery and charger
- 1 torch
- 1 LED Spotlight
- 1 First Aid Kit
- * 1 Road Flooded sign

Flood Wardens to review contents to ensure kit is complete and in working order.
Road Closed signs will only be issued to designated individuals as required.

16. Appendix 7 – Risk Assessment

1	Aggressive and confrontational Homeowners and/or Pets	Violence or abusive behaviour or if their pets become aggressive and uncontrollable	**MED**	Raise awareness of team through newsletters, and door knocking informing residents about the limits of the groups remit. Assess house, for signs of pets and only enter if safe to do so. Leave the premises and call the police if homeowners become aggressive.	**LOW**
2	Door knocking in times of potential flooding or actual flooding	Exposure to low ambient temperature, wind and rain. Wet clothing and footwear. Night working Traffic - moving vehicles	**MED**	Adequate coats Hi viz Adequate protective footwear. Wellies Warm Clothing and Gloves Torches & Light sticks Mobile phone – inform someone what you are doing and make sure you inform them when you have finished	**LOW**
3	Entering flood water to reach a property	unseen hazards in flood water, flow of water and unknown depth of water	**HIGH**	Do **NOT** enter flood water to assist residents, leave it to the emergency services who are trained to do so.	**HIGH**
4	Assisting the vulnerable	Severe weather conditions	**MED**	Do not go out if the weather conditions are severe, make calls to check on welfare. Emergency services are equipped to assist in severe circumstances	**LOW**