

Kent County Council Flood Response Plan

**Issue 6
July 2017**

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Issue & Review Register

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Minor updates	Issue 1 February 2013	Steven Terry Emergency Planning Manager
Entire document updated, incorporating lessons from winter 2013/14 severe weather events, and subsequent debriefs	Issue 2 June 2014	Tony Harwood Senior Resilience Officer
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NOTE: The latest version of this plan can always be found at on Resilience Direct and Kent.gov.

Next review scheduled: July 2019

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Distribution List (electronic):

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Kent Resilience Team	Multi-agency
Flood Management Team	Environment Agency

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1. Introduction

1.1 The purpose of this plan is to set out the principles that govern the Kent County Council response to a flooding event within their local authority administrative area.

1.2 This Plan is produced and maintained by Kent County Council Resilience and Emergency Planning Service to meet the requirements of the Civil Contingencies Act 2004.

2. Scope

2.1 The main objective of the Plan is to ensure an informed and co-ordinated response to a flood event, which will protect life and well-being, with the mitigation of property and environmental damage as a strong supporting objective.

2.2 The focus of this plan is primarily on coastal, fluvial (river), surface water and ground water flooding.

2.3 This plan incorporates guidance arising from the Pitt Review, and acknowledges and recognises the impacts of climate change and associated extreme climatic events as identified in the UK Climate Change Risk Assessment 2017.

2.4 The Plan provides information on actions, roles and responsibilities in response to a flood in the Kent County Council administrative area. A range of Kent-wide plans/frameworks have been published by the Kent Resilience Forum which compliment this plan, and may be found in electronic format on Resilience Direct. Specifically these include the following:

- Pan Kent Strategic Emergency Framework
- Pan Kent Multi-agency Flood Plan
- Kent County Council Recovery Framework
- Kent County Council Flood Response Plan
- Local Multi-agency Flood Plans
- Kent Resilience Forum Welfare Centre Guidelines
- Kent Resilience Forum Psychological Care Guidelines
- Kent Resilience Forum Resilient Communities Plan
- KRF Identifying Vulnerable People in an Emergency Plan

2.5 The procedures in this response plan will be activated when any of the following criteria are met:

- Met Office Severe Weather Warning received for heavy rain or rapid snow melt;
- Flood Watch/Flood Warning / Severe Flood Warning issued;
- Intelligence received from KCC colleagues, partners or public indicates flooding may occur;
- Properties are threatened by flooding;
- Properties are affected by flooding;

- Intelligence indicates that human or animal welfare is threatened by flooding or risk of flooding.

See section six for more detail of the plan activation.

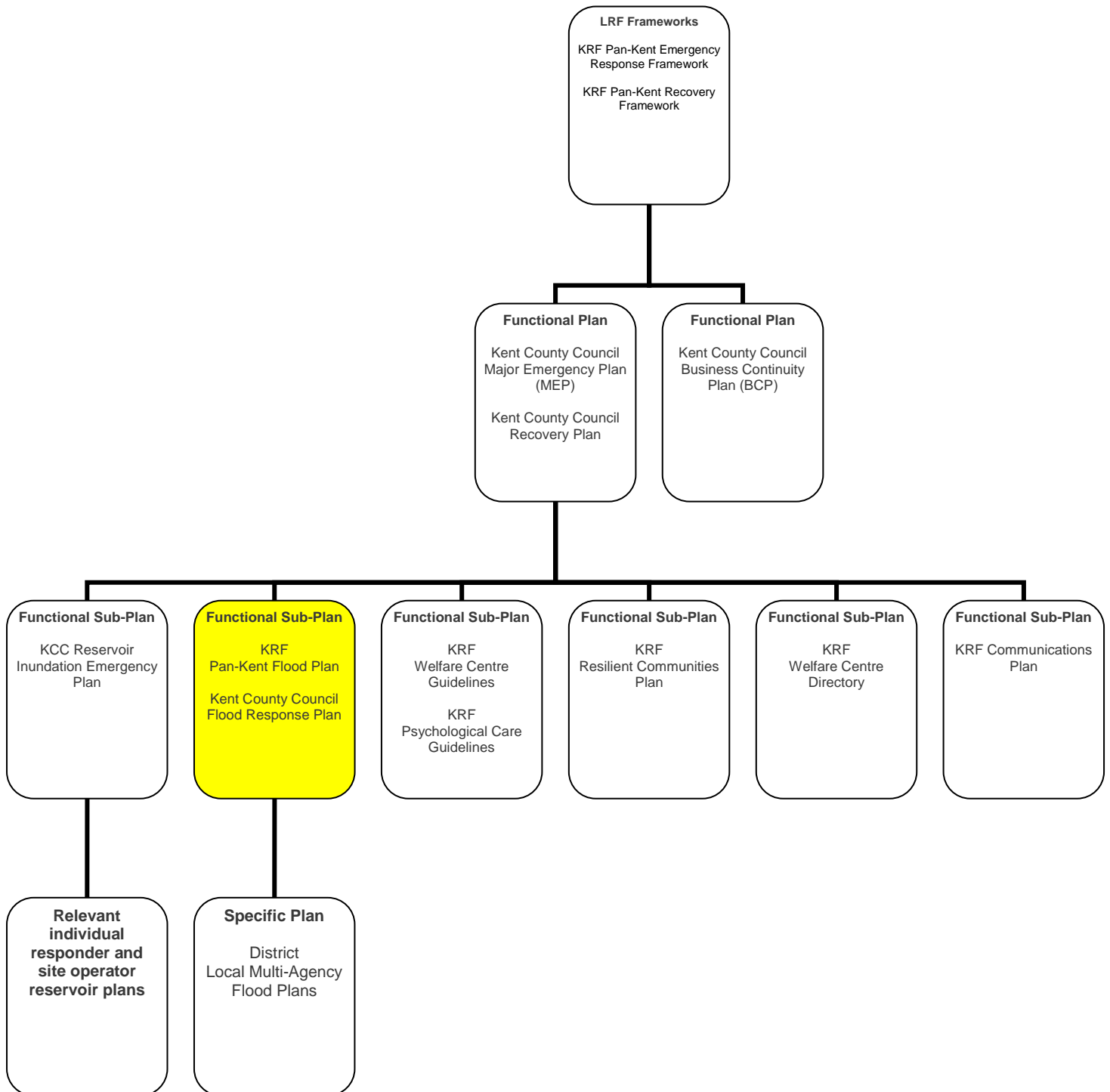
3. Audience

3.1 This document is intended for use by all Kent County Council Directorates, duty officers and command and control personnel to inform and support their planning for and response to major flooding events within the County.

4. Related and Interdependent Plans

The relationships between response plans are indicated in the diagram below.

Figure 4.1 - Related and Interdependent Plans



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5. The Risk of Flooding

5.1 Risk Assessment

Risk is a product of the likelihood and impact of a given hazard or threat. The impact will depend upon the exposure of people and property to the hazard and their respective vulnerability to harm. In Kent, the risks from flooding vary according to the source of the flooding and the characteristics of the people and property exposed to flooding.

Assessed risk details, including critical infrastructure, are contained in the Risk Registers at RRF (Regional Resilience Forum), LRF (Local Resilience Forum) and at local responder level.

Residual risk is that remaining after mitigation measures (in this case tidal and fluvial defences) have been taken, recognising that flood risk cannot be eliminated entirely.

5.1.1 Community Risk Register

An assessment of the risk of flooding in Kent can be found in the Community Risk Register 2015 (at Local Resilience Forum level) which is accessible via Resilience Direct.

The risk of flooding in Kent is divided into 7 main categories under the Hazard Category of Severe Weather.

H19 - Flooding: Major coastal and tidal flooding affecting more than two UK regions

(This is the national picture to provide context for local risk assessment).

HL16 - Local coastal / tidal flooding (affecting more than one Region).

HL17 - Local coastal / tidal flooding (in one Region).

H21 - Flooding: Major fluvial flooding affecting parts of more than two UK regions.

(This is the national picture to provide context for local risk assessment)

HL18 - Local / Urban flooding (fluvial or surface run-off).

HL19 - Local fluvial flooding.

HL20 - Localised, extremely hazardous flash flooding.

Risk is assessed based on the likelihood and impact to give an overall Risk Rating. The risk assessment within the Community Risk Register gives a 'Very High' Risk Rating outcome for all of the above hazards.

More locally coastal flood risk is seen by the Kent Resilience Forum Risk Assessment and Severe Weather Sub Groups as the highest risk due to the length of coastline in Kent, the nature of that coastline and the size and demographic profile of the communities living in coastal areas and following advice from the Environment Agency.

5.2 Flood Risk

In total, around 70,000 properties in Kent are estimated to be located in the floodplain, and there is significant development pressure across the county so this figure is increasing. In addition, many more people work in, visit or travel through potentially vulnerable areas and could be unfamiliar with the risk.

As a result of man-made climate change, both the chance and consequence of flooding are increasing. According to the UK Climate Change Risk Assessment 2017, sea level rise, more frequent and higher storm surges and increased winter rainfall and more intense summer rainfall are predicted to add to existing risk. Given these changes, it may not prove possible to improve fixed defences sufficiently to maintain or raise protection standards. As such, more work will be needed across the county to decrease the impact of flooding by building resilience in infrastructure, society and the local economy

Floods are predominantly natural events that result from excessive rainfall which may exceed the capacity of drainage, natural and man-made, and can cause rivers to burst their banks or from tidal storm surges on the coast or in estuaries that raises the level of the sea. They can cause death and damage.

Some areas are protected from flooding by flood defence measures, which may include flood storage reservoirs, flood walls and bypass channels. These do not eliminate the risk of flooding occurring, they only reduce it. They may though, lead to a false sense of security or complacency in those living or working in the defended areas, who would be unprepared for a flood should one occur. The consequences of flooding are best controlled by avoiding inappropriate development in flood risk areas.

This Plan is an element of the response to potential major and significant flooding in Kent.

In this document, reference to risk implies a function of both the chance or likelihood of a hazard becoming a reality and the consequences or impact of that occurrence. The consequence will depend upon the exposure of people and property to the hazard and their respective vulnerability to harm.

5.3 Flooding Sources

Kent is potentially vulnerable from several flooding sources (as described below). These may occur separately or in combination.

5.3.1 Tidal Flood Risk

5.3.1.1 Tidal Flood Risk General Information

Tidal flooding occurs as a result of a severe storm surge, which raises the level of the sea and can inundate coastal areas directly or by overtopping the flood defences. Flood defences may also be breached during a storm surge, which can occur as an accident, failure to close a gate or through a malicious act.

There are defended and undefended tidal floodplains on the Kent Coastline. The tidal defences for the Kent Coastline, a number of which are private, provide varied levels of protection against a storm surge. Further, some areas do not benefit from any formal defences, and are therefore at risk of flooding from small storm surges, while other formal defences deliver protection of only 1 in 5 years, parts of the Thames Estuary offer protection up to the 1 in 1000 year event.

The chance of overtopping of defences from a storm surge tide should be evident several hours beforehand. There is continuous monitoring of tide levels, and the Environment Agency aims to issue a warning at least 2 hours in advance. If tidal flood defences are overtopped, floodwater may be trapped behind the defences, even after the storm has passed. This can lead to flood waters several metres deep in places and, close to the site of overtopping, floodwater velocities could be enough to sweep people off their feet. Recovery may necessitate pumping and water could be present in an area for weeks. The water will be brackish as well as polluted and this will cause additional damage.

By its nature, a breach in defences is unlikely to be predictable, although it is possible that signs of weakness may be evident prior to failure. No advance warning will be provided. The risk of breach occurring would increase with the severity of a storm and responders should be alert to the possibility of a breach when a flood warning or severe flood warning has been issued. A breach during a storm surge may result in a torrent of floodwater affecting an area behind the defence which will present a threat to life and possibly cause damage to buildings. An added hazard would result from large objects, such as cars, and other debris carried by the floodwater. Depending on the nature of a breach, some floodwater may drain away as the tide recedes but it is likely that many areas will remain inundated.

5.3.1.2 Tidal Flood Risk in Kent

- The Kent coastline is some 326 miles long (524.6 km) and poses a potential tidal flooding risk to 369 square miles of land (593.8 km) within the county (excluding Medway's administrative area). A map showing areas within Kent potentially vulnerable to coastal (or tidal) flooding can be found at figure 1. at the end of Section 5. With a predicted cumulative sea level rise of 1.2m in the south east by 2115 (source: Environment Agency) and an increasing likelihood and severity of stormy conditions the threat from a North Sea storm surge is a key and growing risk to Kent.

5.3.2 Fluvial Flood Risk

5.3.2.1 Fluvial Flood Risk General

Fluvial flooding results when freshwater flows within a watercourse exceed the capacity of the channel, or overtop flood defences, or escape through a breach in flood defences. High freshwater flows may result from intense or prolonged rainfall, snow-melt, reservoir dam failure or blockage of a channel.

Larger fluvial flooding events in Kent and Medway are most likely to occur from the autumn through to the spring and there will generally be a warning issued in advance by the Environment Agency when there is the likelihood of flooding.

The standard of protection afforded by defences varies from river to river and, in many cases, along the watercourse itself. Fluvial flood defences take many different forms, in contrast to tidal defences. Many significant fluvial flood defences are provided by flood storage areas, which are designated as reservoirs. A breach of these defences is addressed by the KCC Reservoir Inundation Emergency Plan. Other fluvial flood defences may be breached, but due to the lower water levels there is a lower risk than with tidal flooding. As with a tidal breach, no advance warning of a breach in fluvial defences can be expected.

5.3.2.2 Fluvial Flood Risk in Kent

The landscape of Kent is defined by its river systems. The largest, the catchment of the **River Medway**, covers 930 square miles (2,409 km²) comprising some 25% of the area of the County. The River Medway, flows for 70 miles (113 km) from just inside the West Sussex border to the point where it enters the Thames Estuary in north Kent. The River Medway is tidal downstream of Allington Lock, Maidstone.

Tributaries of the River Medway include:

- **The River Eden** - flows through the Weald of Kent from the border with Surrey, rising from the source in Titsey parish, Surrey and flowing eastward through the Wealden clay to join the River Medway near Penshurst.
- **The River Bourne** - begins its course west of Oldbury Hill on the Greensand Ridge in the parish of Ightham and enters the River Medway upstream of East Peckham.
- **The River Teise** - begins in Dunorlan Park in Tunbridge Wells and flows eastwards through Lamberhurst, passing Bayham Abbey. Here the small River Bewl, on which is the reservoir Bewl Water, joins the Teise. The Teise bifurcates 1.2 miles (2km) south west of Marden, the minor stream flows directly to Twyford Bridge, Yalding, while the major stream joins the River Beult at Hunton, 0.9 miles (1.5km) downstream from Yalding.
- **The River Beult** - has its several sources on the Weald west of Ashford, and then flows through Headcorn, where it is joined by the major stream of the Teise. The river enters the Medway at Yalding.
- **The Shaw and Loose Streams** - The Shaw Stream rises near Langley, south east of Maidstone, and runs towards Boughton Monchelsea where it goes underground and re-emerges at Loose as the Loose Stream before joining the River Medway at Tovil. The Shaw Stream is heavily modified, with a dam structure at Parkwood Farm (TQ 78205 51438) as well as numerous culverts at points where it flows under the local road network. Loose Stream is now a largely urban watercourse with significant modification along most of its length.

- **The River Sherway** - flows from Egerton to the River Beult at Headcorn.
- **The River Len** - has its source at a small watershed south of Lenham. This heavily modified small river flows in a westerly direction and joins the Medway at the Archbishop's Palace Gardens in Maidstone town centre. The Len has been dammed at various points along its course, including Chegworth Mill, Leeds Castle, Mote Park, Turkey Mill and Palace Avenue Mill Pond. A number of tributaries of the River Len rise at the springlines at the foot of the Kent Downs AONB to the north and Greensand Ridge to the south. Some of these tributaries, such as the Lilk Stream at Bearsted and Fair Bourne at Fairbourne Heath, are seasonally swollen by increased surface and groundwater flows.

The second largest catchment in Kent is that of the **River Stour**. The River Stour is the generic name for a group of rivers. The major towns at Ashford and Canterbury have grown up on the banks of the River Stour. The river is tidal downstream of Fordwich.

Its catchment area covers the eastern part of Kent and tributaries include:

- **River Upper Great Stour** - flowing from near Lenham to Ashford.
- **River East Stour** - rising near Hythe to Ashford.
- **River Great Stour** – flowing from Ashford to east of Canterbury.
- **River Little Stour** – from Postling to join the Great Stour at Plucks Gutter, north west of Canterbury.
- **River Wantsum** - part of the old Wantsum Channel separating the Isle of Thanet from mainland Kent.
- **Whitewater Dyke** - running from Shadoxhurst to Ashford
- **Rucking Dyke** - from north of Hamstreet to Ashford
- **Aylesford Stream** - its source is north of Sevington to Willesborough

Other Kent rivers include the **River Darent** which rises at Westerham and Limpsfield Chart and joins the **River Cray** at Dartford Marshes before flowing into the tidal Thames at **Dartford Creek**, the **River Fleet** which rises at Springhead Nursery and joins the River Thames at Northfleet, the **River Dour** which flows from Temple Ewell to the sea at Dover and the **River Rother** which forms part of the geographical boundary between the administrative counties of Kent and East Sussex.

In addition, a large number of smaller watercourses persist within the county which can contribute to localised flooding. Significantly, these include the **Brockhill, Mill Lease, Saltwood and Seabrook Streams** all rising at the foot of the scarp of the Kent Downs and flowing into the **Royal Military Canal**. The **Enbrook Stream** and (now heavily modified) **Pent Stream A, B, C and D** have the same origin but flow into the English Channel and Folkestone Harbour respectively. The heavily modified courses of the **Gorrell Stream** at Whitstable, **The Brook** and **Swalecliffe Brook** at Swalecliffe, **West Brook** at Hampton and **Plenty Brook** at Herne Bay have all contributed to historic flooding events as they flow (or are pumped) to the sea.

A map showing areas within Kent vulnerable to fluvial flooding can be found at figure 5.1 at the end of Section 5.

5.3.3 Surface Water/Overland Flow and Sewer Flood Risk

Surface water flooding results from rainfall that exceeds the capacity of the land or drainage infrastructure to receive it.

Sewer flooding occurs when drains and sewers are overwhelmed by rainfall and discharge away from where the rainwater entered them. Where the sewers are combined (that is they convey foul and surface water), contaminated water may be released.

Surface water and sewer flooding generally occur as a result of intense rainfall which is relatively unpredictable and so may result in flooding without any prior warning. Flooding may also result from high river and tide levels preventing the discharge of sewers and drains.

Water depths from surface water and sewer flooding are rarely great, other than in local depressions or unless associated with river or tidal flooding. Local circumstances may give rise to significant water velocities. Surface water flooding, when unaccompanied by fluvial or tidal flooding, is likely to trigger a major incident only when widespread occurrence causes significant traffic disruption or strains the response capability.

An Environment Agency map showing areas within Kent vulnerable to surface-water flooding can be found at figure 5.2 at the end of Section 5.

5.3.4 Groundwater Flood Risk

Groundwater flooding occurs when the water table exceeds the level of the ground and groundwater emerges. Due to the nature of groundwater flooding may flood large areas and it causes a prolonged flood event, leaving areas waterlogged and/or flooded for up to months at a time. In these areas the groundwater levels are monitored by Environment Agency boreholes, and due to the slow onset of groundwater flooding it can be prepared for, but not halted.

Groundwater in Kent is most notably in the chalk catchments in the east of the county (**Little Stour, Nailbourne and Petham Bourne**) and west of the county (**Darent catchment. Including former chalk quarries in northwest Kent**). Historic records of groundwater flooding also exist for the greensand catchments within the County. An Environment Agency groundwater emergence map showing areas within Kent vulnerable to surface-water flooding can be found at figure 5.3 at the end of Section 5.

The following are not covered by this plan:

- Foul Sewage - the impact is likely to be local: resulting from blockage or surcharging of the sewerage network leading to overflow through manholes etc: responsibility for response lies with the relevant utility company. However, flood water contaminated by foul water sewage may require additional actions by responders. This type of flooding often occurs in conjunction with, or as a result of, other forms of flooding and the source may be difficult to determine. This means that it is dealt with as part of the response the response to other forms of flooding listed above.
- Water Main Burst - the impact is likely to be local: responsibility lies with the relevant utility company.
- Contained Water - this includes statutory and other reservoirs, private lakes and canals. In respect of reservoirs covered by The Reservoirs Act 1975. This planning is addressed through the KCC Reservoir Inundation Emergency Plan.

Figure 5.1: Map of Kent showing coastal and fluvial (river) flood zones 2 and 3 (source: Environment Agency)



Produced by KCC GIS Team

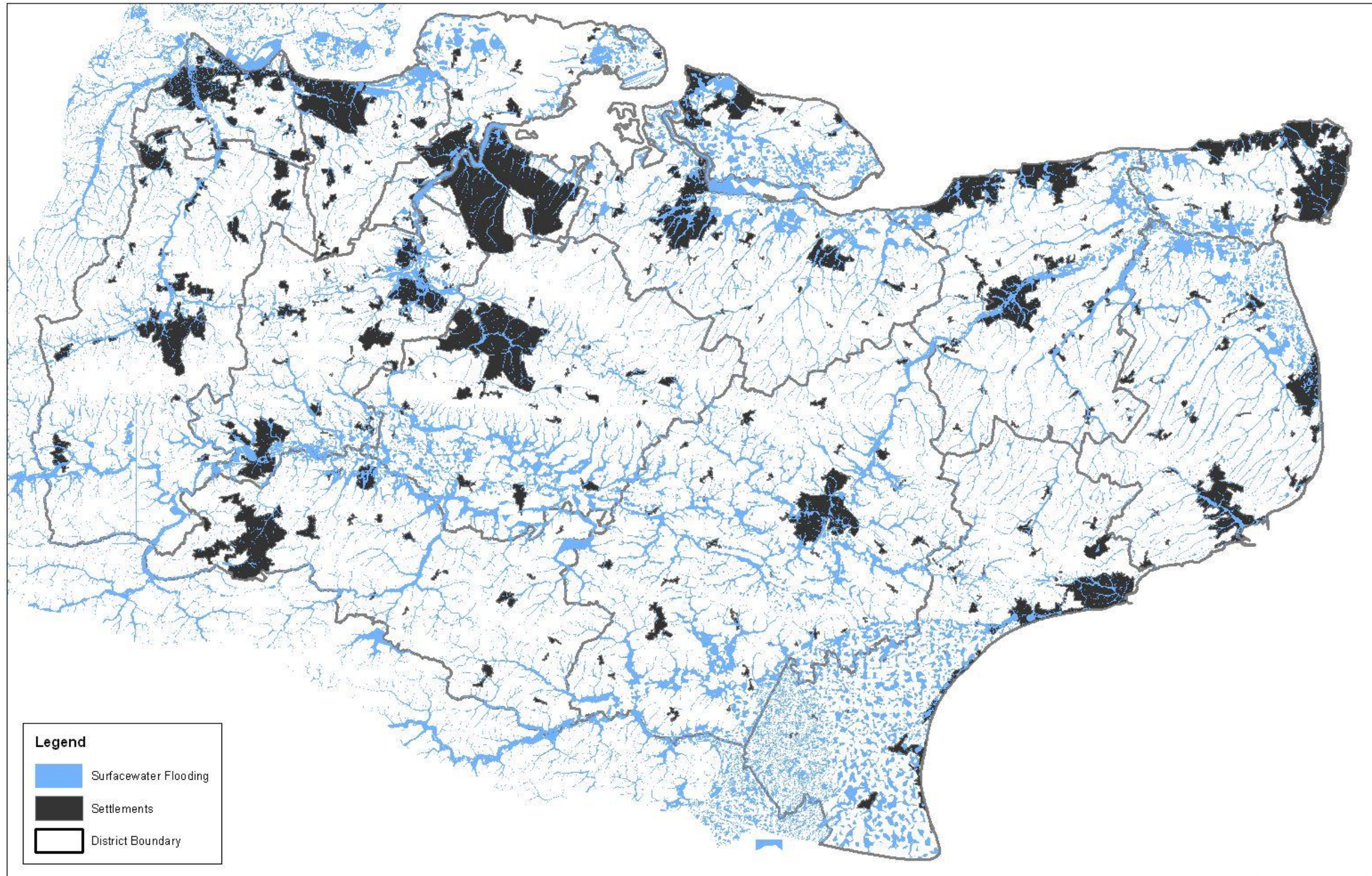
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Figure 5.2: Map of Kent showing surface water flood risk (source: Environment Agency)



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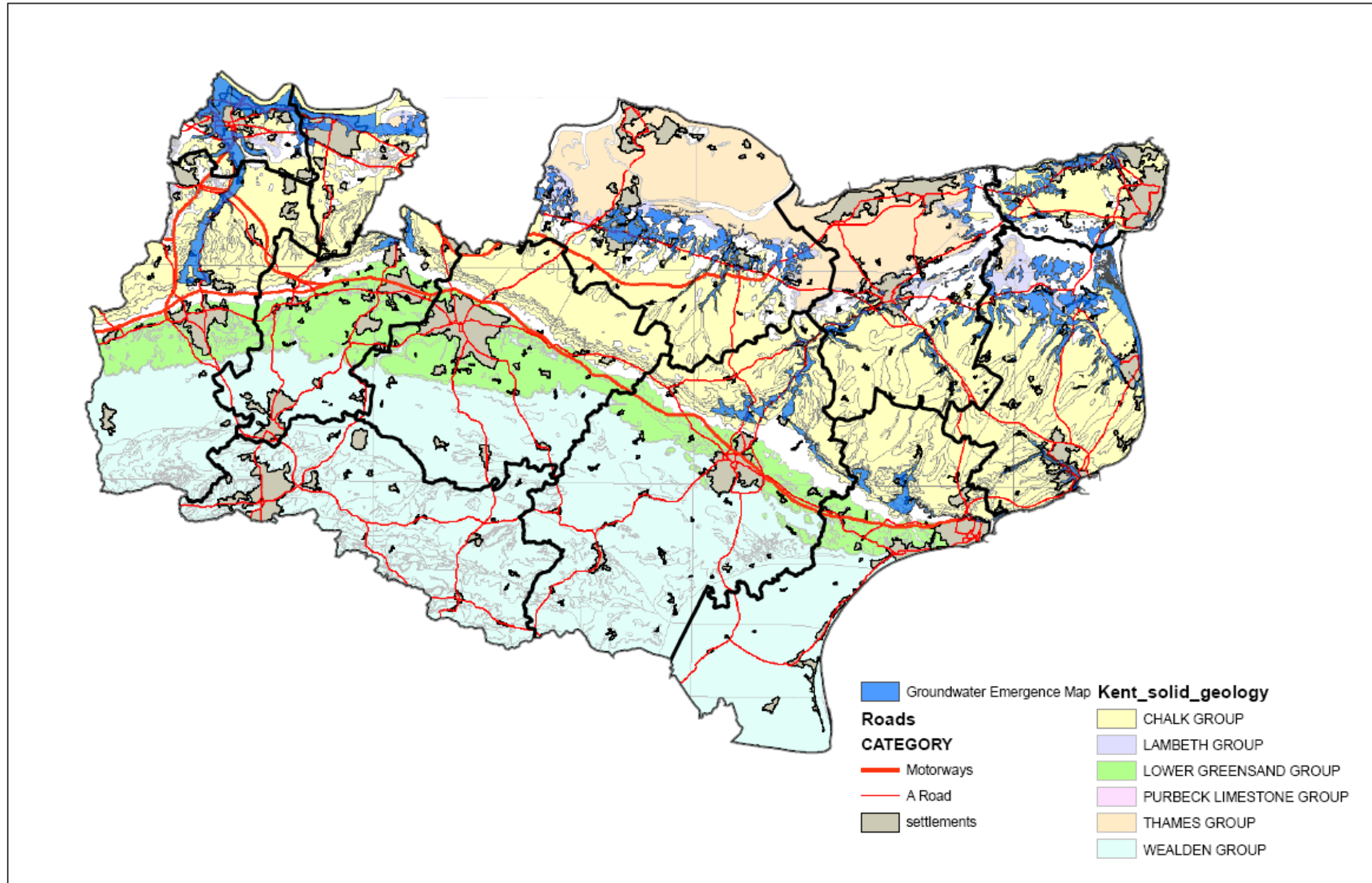
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Figure 5.2: Map of Kent showing ground water flood risk (source: Environment Agency)



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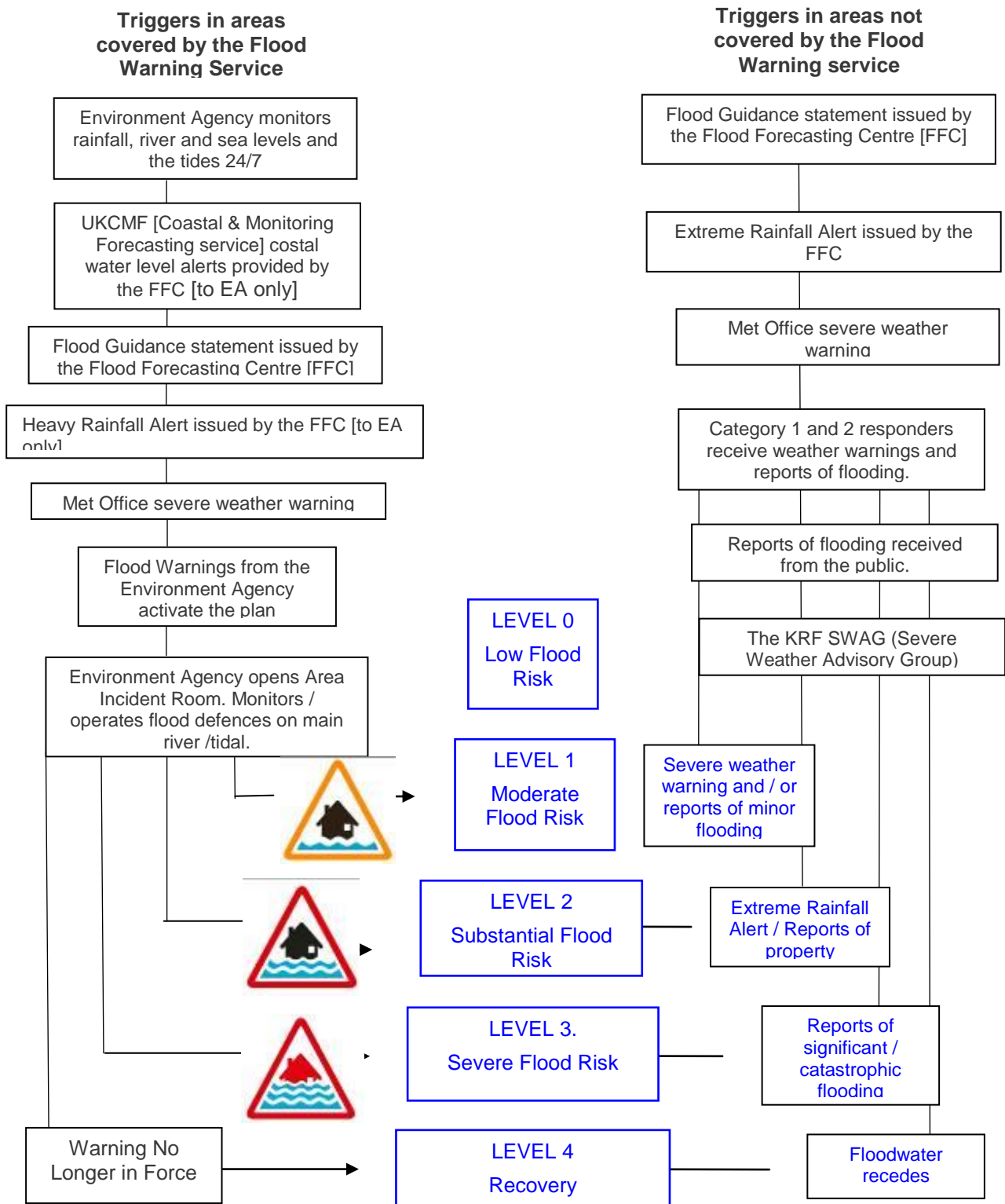


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6. Plan Activation

6.1 Plan Activation Flow Diagram



Figure 6.1




* please refer to Figure 6.2 on next page “Common Triggers and Thresholds” and to the specific actions contained in Part 2 of this plan.

6.2 Common Triggers and Thresholds

Figure 6.2

Warning Level	Action
<p>SWAG called</p>	<p>EA will lead Severe Weather Advisory Group (SWAG) for flood events and consider opening their area incident room and monitor the situation closely. EA teams will be clearing grills and monitoring or operating their defence assets as necessary.</p>
<p>Flood Alert</p>  <p>Severe weather warning and / or reports of minor flooding</p>	<p>Emergency response unlikely</p> <p>EA will keep partners informed either via SWAG, Strategic or Tactical command, and provide info where requested. EA will lead Severe Weather Advisory Group (SWAG) if it is still required and consider opening their area incident room. EA teams will be clearing grills and monitoring or operating their defence assets as necessary. EA will possibly be issuing watches and monitoring the situation closely.</p>
<p>Flood Warning</p>  <p>Extreme Rainfall Alert / Reports of property flooding</p>	<p>Emergency response likely but limited</p> <p>EA will keep partners informed either via SWAG, Strategic or Tactical command, and provide info where requested. EA will lead Severe Weather Advisory Group (SWAG) if it is still required. Incident Room is likely to be operational. EA teams will be clearing grills and monitoring or operating their defence assets as necessary. EA will possibly be issuing watches or warnings dependant on the situation and monitoring the situation closely. Open sandbag stores in Paddock Wood, Five Oak Green and Lamberhurst Assess when monthly maintenance of culverts was last carried out and possibly carry out additional work.</p>
<p>Severe Flood Warning</p>	

 <p>Reports of significant / catastrophic flooding</p>	<p>Emergency response probable</p> <p>EA will keep partners informed either via Strategic or Tactical command, and provide info where requested.</p> <p>EA will lead Severe Weather Advisory Group (SWAG) if it is still required. Incident Room is likely to be operational.</p> <p>EA teams will be clearing grills and monitoring or operating their defence assets as necessary.</p> <p>EA will possibly be issuing severe flood warnings and monitoring the situation closely.</p> <p>Contractor on standby for possible assistance with delivering sandbags to householders</p>
<p>Warning No Longer in Force</p> <p>Floodwater recedes</p>	<p>Consider recovery</p> <p>EA will keep partners informed either via Strategic or Tactical command, and provide info where requested.</p> <p>EA Incident Room is likely to be stood down.</p> <p>EA teams will be clearing grills and monitoring or operating their defence assets as necessary and begin necessary repair works.</p> <p>EA will continue to monitor the situation closely.</p>

NOTE

See also 'Area Specific Thresholds and Triggers' for each area in Part 2.

6.3 Flood Warnings

6.3.1 Environment Agency Flood Warnings

Flood Alert



Flood Alerts are issued earlier than a flood warning, to give customers advance notice of the possibility of flooding.

Rivers will be running bank full and further rainfall is expected. Flooding of property is possible, particularly in low lying and riverside areas. There may be minor flooding of low-lying land, roads and gardens.

The alert is issued in order that the public at risk, the emergency services, local authorities and other bodies are aware of increasing chance of flooding and take appropriate preparatory action.

People should: STAY ALERT, STAY VIGILANT, MAKE EARLY LOW LEVEL PREPARATIONS FOR FLOODING.

Flood Warning



Flood Warnings are used to warn customers that flooding of property is expected and they should take immediate action to protect themselves and/or their property.

This is issued when flooding of homes and businesses is expected. Property owners, the public at risk, the emergency services, local authorities and other bodies should act to protect life and property.

People should: TAKE ACTION TO PROTECT THEMSELVES AND THEIR PROPERTY

Severe Flood Warning



Severe Flood Warnings are used to warn customers of significant risk to life or significant disruption to the community caused by widespread or prolonged flooding. Customers may have already received a Flood Warning or they may receive a Severe Flood Warning as their first warning of expected flooding depending on the situation.

Significant risk to life caused by:

- deep and fast flowing water (e.g. caused by significant overtopping of defences or sudden onset flooding from dam/defence failure);
- rapid onset of flooding;
- presence of debris in the water that could cause death or injury;
- potential/observed collapse of buildings/structures;
- the vulnerability of the population or their surroundings (e.g. deep/fast flowing water through a caravan park).

Significant disruption to communities:

- likely to affect whole community;
- community isolated by floodwaters with no obvious means of escape;
- critical resources/infrastructure for communities disabled (e.g. no access to food, water, electricity);
- emergency services and authorities unable to cope with large volumes of evacuees and rest centres at full capacity;
- mutual aid/military support necessary or called upon.

Property owners, the public at risk, the emergency services and the civil authority should act to protect life and property. This is likely to involve an enhanced response and the commitment of significant resource.

People should: TAKE ACTION TO PROTECT THEMSELVES AND FOLLOW THE ADVICE OF THE EMERGENCY SERVICES.

No Longer in Force

To signal stand down and to close communications with people.

6.3.2 Flood Warnings received by Kent County Council

KCC Resilience and Emergencies Unit, KCC Social Care Health and Wellbeing (via their emergency planning lead) and Kent Highways and Transportation are registered to receive these warnings:

6.3.3 Flood Warning Lead Time

Expected flood warning lead in times:

Fluvial	2 hours where possible but for many areas there may be little or no warning.
Surface water flooding:	No warning likely
Tidal:	2 to 12 hours approximate warning of flooding (this does not take into account breaches in existing defences where there is likely to be no warning at all). Note that on the North Kent coast normal flood defence closures of the Thames Barrier are accompanied by Flood Watches issued to riparian authorities downstream of the Barrier at Woolwich.

6.3.4 Flood Warning Dissemination Methods

- Floodline - 0845 988 1188 (24 hours)
- Floodline Warnings Direct - can be signed up for and automatically sends advance warning of area specific flooding by telephone, mobile, fax, pager, SMS text message or email. The system was designed to replace the Automated Voice Messaging System (AVMS) and gives information on the type of warning, the location, the situation and advice.
- The Environment Agency website – www.environment-agency.gov.uk/flood
- The Media - broadcasting on radio stations across Kent and national and local television news stations.
- Loudhailer - Kent Police/Environment Agency messages.

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7. Communication

7.1 Kent County Council Alerting Responsibilities

The Pan Kent Strategic Emergency Framework document setting out the agreed major incident alerting principles operated within Kent are set out at figure 7.1.

Kent County Council operate a 24 hour, 7 days a week Duty Emergency Planning Officer (DEPO) system and on receiving intelligence of actual or imminent flooding will cascade alerting calls to relevant KCC personnel (potentially including the On Call Duty Director, Tactical Manager and Emergency Response Team) as well as external partner agencies (including district councils and the military). Dependent upon the level of threat or scale of flooding the KCC County Emergency Centre may be mobilised to facilitate effective alerting, communication and command and control over operational response.

7.2 Door Knocking High Risk Properties

Within the Pitt Review of the 2007 floods he recommended the enhancement of Flood Warnings being issued with door knocking in the areas likely to be affected. Kent County Council and the NHS will identify vulnerable people and inform the Police.

As part of this work, Kent Police have a procedure for door knocking which can be used in any emergency situation. They have agreed that this could be enacted and their manpower used within a flood situation in conjunction with appropriate KCC and affected district council personnel.

During this interim period, those areas possibly requiring door knocking arrangements can be identified on an informed basis by KCC, affected district council(s), Environment Agency and/or Police. Data generated via GIS and RD Mapping can assist in this process.

KCC Community Wardens can assist the door knocking of high risk properties both physically and by assisting in the identification of vulnerable members of the community and by the use of the Community Warden Support Team to reach outlying areas.

In addition KCC Community Wardens can assist in the dissemination of severe weather warnings to all areas of their communities and by the identification of community leaders within local communities who have access to possible evacuation centres or have skills or equipment which may be of use during the emergency.

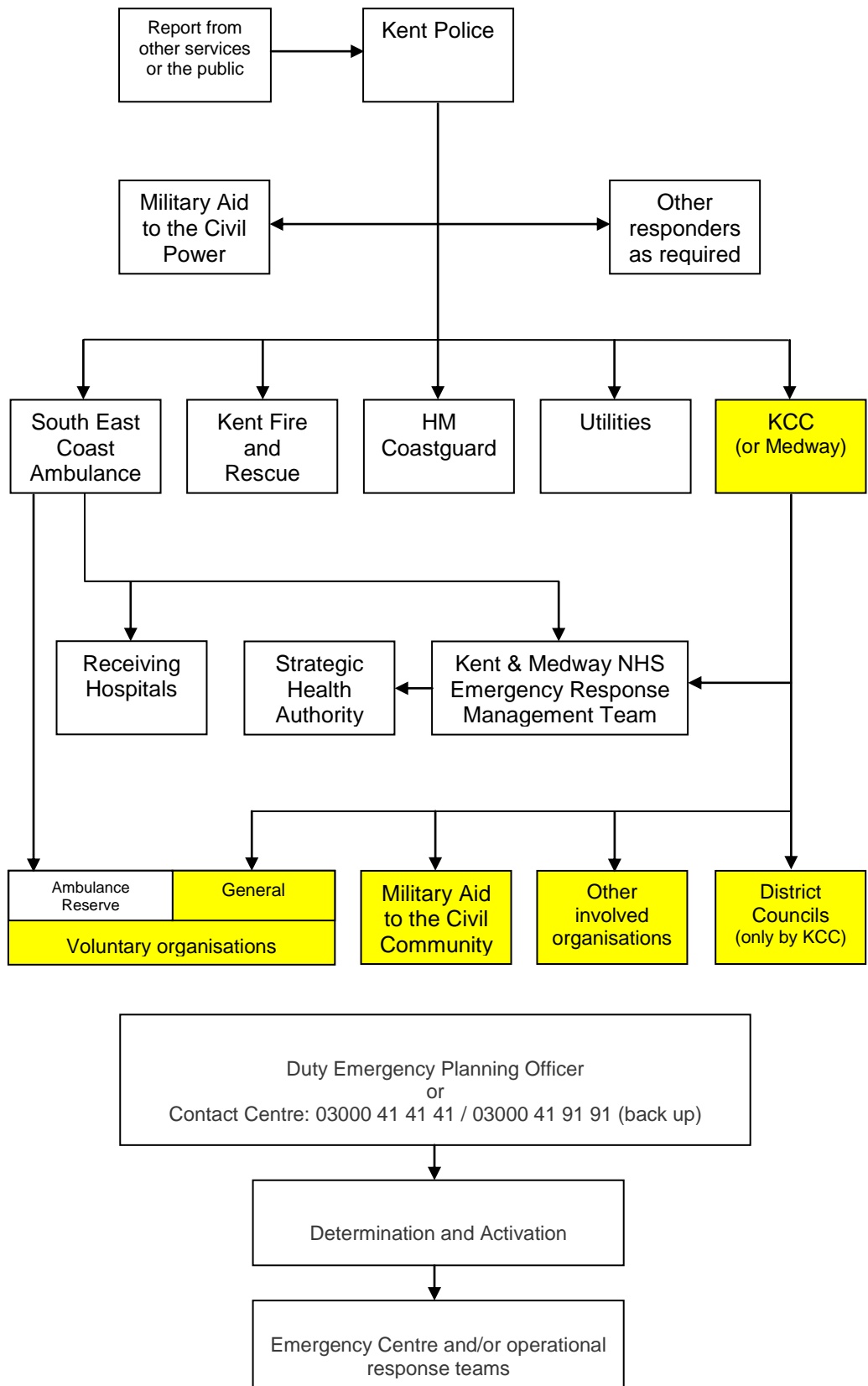
The KCC Community Warden Service can be activated through the KCC Duty Emergency Planning Officer.

7.3 Communicating with the public document

The Kent Resilience Forum has a communications strategy document titled; **Kent Resilience Forum Public Warning and Informing Strategy**. Within this document there are appendices relating to the specific information and advice needing to be communicated in a flood incident and the way in which this information will be communicated.

In **Section 8.3.1.4** of this document is an internet link to the Environment Agency website providing messages and advice that should be used during a flood incident. These should be used by all organisations as an agreed set of advice and guidance.

Figure 7.1 The Pan Kent Strategic Emergency Framework document major incident alerting principles:



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8. Actions, Roles and Responsibilities

8.1.1 Flood Specific Roles and Responsibilities

Figure 8.1

KCC Directorate	Pre-planning Roles and Responsibilities	Emergency Roles and Responsibilities	Recovery Roles and Responsibilities
Growth Environment and Transportation	<p>Ensure that all personnel are trained in and aware of emergency planning roles and responsibilities (all Heads of Service)</p> <p>Ensure that spatial plans, strategies, guidance and day-to-day working practices incorporate a philosophy of “making space for water” and acknowledge and address surface water, ground water, fluvial and coastal flood risk (all Heads of Service)</p> <p>Ensure that Business Continuity Management principles are embedded within Directorate planning and training programmes (all Heads of Service)</p>	<p>Receive Environment Agency Flood Warning alert and cascade alert to internal and external partners (Resilience and Emergency Planning Service)</p> <p>Receive flooding alert from any other source and cascade alert to internal and external partners (Resilience and Emergency Planning Service)</p> <p>Provide co-ordination, co-operation, advice and liaison role for duration of incident (Emergency Planning Group)</p> <p>Maintain emergency log for duration of incident (Resilience and Emergency Planning Service)</p> <p>(If required) mobilise County Emergency Centre (Resilience and Emergency Planning Service)</p>	<p>Provide support and advice in framing the recovery strategy (Emergency Planning Group)</p> <p>Mobilise senior management representation to County Emergency Centre recovery group and liaison personnel to partner recovery groups as required (all Heads of Service)</p> <p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry (all Heads of Service)</p>

KCC Directorate	Pre-planning Roles and Responsibilities	Emergency Roles and Responsibilities	Recovery Roles and Responsibilities
Growth Environment and Transportation	<p>Ensure emergency communication and alerting strategy is in place for internal and external service provision (all Heads of Service)</p> <p>Ensure that KCC Environment, Highways and Waste Major Emergency Plan is maintained (All Heads of Service)</p> <p>Identify vulnerability of critical transport infra-structure (Kent Highway Services)</p> <p>Ensure that KCC Environment, Highways and Waste Major Emergency Plan is maintained (All Heads of Service)</p> <p>Maintain registration with Environment Agency Flood Warning alert system (Kent Highways and Transportation)</p>	<p>Attend and/or facilitate relevant KCC officer attendance of Severe Weather Advisory Group (Resilience and Emergency Planning Service)</p> <p>Ensure that critical infra-structure is maintained during flooding incidents (Kent Highways, Transportation and Waste)</p> <p>Deploy personnel and internal and external contractor resources and assets to assist the practical emergency response to flooding (Kent Highways, Transportation and Waste)</p> <p>Provide intelligence on condition and viability of transport infra-structure – including GIS and Flood Depth Indication System data (Kent Highways, Transportation and Waste)</p> <p>Seek to protect highways infrastructure from flooding, using sand bags and other physical barriers (Kent Highways, Transportation and Waste)</p> <p>Provide intelligence on condition and</p>	<p>Accommodate and manage increased demand for services following flooding event (all Heads of Service)</p> <p>Deploy personnel and internal and external contractor resources and assets to assist the recovery (Kent Highway Services)</p> <p>Mobilise senior management representation to County Emergency Centre recovery group and liaison personnel to partner recovery groups as required (all Heads of Service)</p> <p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry (all Heads of Service)</p>

KCC Directorate	Pre-planning Roles and Responsibilities	Emergency Roles and Responsibilities	Recovery Roles and Responsibilities
Growth Environment and Transportation		<p>viability of waste disposal infrastructure during flood event (Kent Highways, Transportation and Waste)</p> <p>Provide intelligence on impacts upon the built and natural environment during flood event (all relevant teams)</p> <p>Mobilise personnel for operational response including specialist teams (all Heads of Service)</p> <p>Ensure that critical services are maintained in compliance with business continuity plans (all Heads of Service)</p> <p>Mobilise senior management representation to County Emergency Centre and liaison personnel to Severe Weather Advisory Groups and partner agency emergency centres as required (all Heads of Service)</p> <p>Community Wardens can deliver: a uniformed presence at scene, assistance to police with cordon control, assist the police with</p>	<p>Publicity regarding doorstep and other rogue traders, including promotion of “BWC” traders (Trading Standards)</p> <p>Send Trading Standards Alert messages as appropriate on doorstep and rogue traders (Trading Standards)</p> <p>Enhance intelligence focus and collection appropriate on doorstep and rogue traders (Trading Standards)</p> <p>Prepare FAQs and briefings for CC/CDSE (Trading Standards)</p> <p>Deploy rapid response teams to intervene in live incidents involving doorstep and rogue traders exploiting</p>

KCC Directorate	Pre-planning Roles and Responsibilities	Emergency Roles and Responsibilities	Recovery Roles and Responsibilities
		<p>evacuation, provide local knowledge, supply public information to communities, provide on-the-ground intelligence, provide assistance in operation and security of rest centres.</p> <p>Liaise with partner agencies to ensure that care is provided to vulnerable individuals and communities affected by flooding (Community Wardens).</p> <p>Liaise with DEFRA, RSPCA and district councils on welfare of livestock, domestic and wild animals threatened or affected by flooding (Trading Standards and Resilience and Emergency Planning Service).</p> <p>Liaise with partner agencies to ensure protection and amelioration of adverse impacts upon critical infra-structure and the wider environment during flooding (all relevant teams).</p> <p>Provide information and support within welfare centres (Libraries, Registration and Archives)</p>	<p>flooding event (Trading Standards)</p> <p>Libraries and other cultural outlets to host publicity and display material and events to assist community recovery from flood event (Libraries, Registration and Archives)</p>

KCC Directorate	Pre-planning Roles and Responsibilities	Emergency Roles and Responsibilities	Recovery Roles and Responsibilities
<p>Adult Social Care and Health</p>	<p>Maintain plans for the purpose of ensuring that if an emergency occurs or is likely to occur the Directorate is able to perform its functions so far as necessary or desirable for the purpose of;</p> <ul style="list-style-type: none"> a) preventing the emergency, b) reducing, controlling or mitigating its effects, or c) taking other action in connection with it. <p>Plans must have particular regard to 'the vulnerable' 'who are less able to help themselves in the circumstances of an emergency'. In addition, the Directorate must plan for emergencies involving a risk to public health.</p> <p>Ensure sufficient staff are trained to support a multi-agency response including supervising the care of individuals at a Rest Centre, Survivor Reception Centre or</p>	<p>Statutory and non-statutory (voluntary) response activities:</p> <ul style="list-style-type: none"> • Maintain business continuity of Health and Social Care services across the whole system economy (jointly with Health and providers) • Command, Control and Co-ordination of Health and Social Care Organisations County-wide at a strategic level (Joint Health and Social Care Accountable Officers) • Discharge the Humanitarian Assistance Lead Officer responsibilities • Plan a social care response – early assessment of emerging needs • Ensure plans are in place to protect the health of the population • Set the standards of care to be provided as part of a statutory and voluntary response • Identify vulnerable groups and people • Identify critical Health and Social Care infrastructure at risk • Manage a social care response – against identified needs in crisis in care, emergencies in Health, and safeguarding, 	<p>Managing Recovery – impact assessment, risk assessment and promoting critical and strategic thinking around recovery provision. Directing activity and resources through Task and Finish Groups.</p> <p>Work closely with health professionals and police family liaison officers where appropriate to ensure the needs of families and the community are properly met.</p> <p>Manage “hand over” cases from any centralised provision (especially Humanitarian Assistance Centres) to the local authority and local health partners.</p> <p>Undertake internal debrief of staff involved in the response phase to inform multi-agency debrief, identification of lessons arising from the way the incident was handled, develop and implement action plans as appropriate.</p> <p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry (all Heads of Service)</p>

KCC Directorate	Pre-planning Roles and Responsibilities	Emergency Roles and Responsibilities	Recovery Roles and Responsibilities
	<p>Humanitarian Assistance Centre</p> <p>Ensure sufficient staff trained and support is available to establish a Scientific and Technical Advice Cell.</p> <p>Through established contract performance monitoring mechanisms ensure that providers Business Continuity arrangements are suitable, sufficient and align with the Authority's requirements.</p> <p>Work with strategic partners to ensure flood risk is appropriately reflected in commissioning decisions including the location of critical health and social care infrastructure.</p>	<p>community response including providing psychosocial support through partnership agreements</p> <ul style="list-style-type: none"> • Manage a Public Health response to public health incidents and emergencies, including providing scientific and technical advice and intelligence during emergencies • Provision of information, advice and guidance • Assessment, referral and signposting. 	

KCC Directorate	Pre-planning Roles and Responsibilities	Emergency Roles and Responsibilities	Recovery Roles and Responsibilities
<p>Children, Young People and Education</p>	<p>Ensure that all personnel are trained in and aware of emergency planning roles, including children’s social care and the provision and support to welfare centres (all Heads of Service)</p> <p>Ensure that school meals contracts incorporate emergency feeding clause</p> <p>Ensure that schools maintain up-to-date emergency and business continuity plans to address flooding</p> <p>To ensure that robust plans are in place to support individuals and schools affected by flooding (Educational Psychology Service)</p> <p>Ensure Business Continuity Management principles embedded within Directorate planning and training programmes</p>	<p>Provide premises, feeding, specialist teams and logistical support for the welfare centre response to flood and other incidents (all relevant teams)</p> <p>Provide senior manager representation within County Emergency Centre and liaison personnel to Severe Weather Advisory Groups and partner agency emergency centres as required (all Heads of Service)</p>	<p>Ensure cleaning and repair of education premises affected by flooding or emergency use as rest centres</p> <p>Provide support to schools and pupils emotionally affected by flood events (Educational Psychology Service)</p> <p>Accommodate and manage increased demand for services following flooding event (all Heads of Service)</p> <p>Mobilise senior management representation to County Emergency Centre recovery group and liaison personnel to partner recovery groups as required (all Heads of Service)</p> <p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry (all Heads of Service)</p>

<p>Strategic and Corporate Services</p>	<p>Ensure that all personnel are trained in and aware of emergency planning roles and responsibilities (all Heads of Service)</p> <p>Ensure that plans, strategies, guidance and day-to-day working practices incorporate a philosophy of “making space for water” and acknowledge and address surface water, ground water, fluvial and coastal flood risk (all Heads of Service)</p> <p>Ensure that Business Continuity Management principles are embedded within Directorate planning and training programmes (all Heads of Service)</p> <p>Ensure emergency communication and alerting strategy is in place for internal and external service provision (all Heads of Service)</p> <p>Ensure Strategy, Economic Development and ICT Major Emergency Plan is maintained</p>	<p>Ensure that critical information communication technology infrastructure is maintained during flooding incidents(ICT)</p> <p>Provide intelligence on condition and viability of ICT infra-structure during flood event (ICT)</p> <p>Ensure that Geographical Information Systems (GIS) are corporately available providing mapping and address details to facilitate response(ICT)</p> <p>Mobilise personnel for operational response including specialist teams (all Heads of Service)</p> <p>Ensure that critical services are maintained in compliance with business continuity plans (all Heads of Service)</p> <p>Mobilise senior management representation to County Emergency Centre and liaison personnel to Severe Weather Advisory Groups and partner agency emergency centres as required (all Heads of Service)</p> <p>Provide Geographical Information</p>	<p>Mobilise senior management representation to County Emergency Centre recovery group and liaison personnel to partner recovery groups as required (all Heads of Service)</p> <p>Ensure that key data is maintained to assist debrief, recovery and any subsequent inquiry (ISG and all Heads of Service)</p> <p>To bear the cost of recovery for all but the most exceptional flooding events using General Funds. (Finance).</p> <p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry (all Heads of Service)</p>
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<p>Strategic and Corporate Services</p>	<p>(All Heads of Service)</p> <p>Ensure that corporate ICT systems incorporate capacity to label and record emergency response data including communications and resources mobilised (ISG)</p> <p>Ensure that Geographical Information Systems (GIS) are corporately available providing mapping and address details (ISG)</p> <p>Ensure that all personnel and Members are trained in and aware of emergency planning roles and responsibilities (all Heads of Service)</p> <p>Ensure that Business Continuity Management principles are embedded within Directorate planning and training programmes (all Heads of Service)</p> <p>Ensure that plans, strategies,</p>	<p>Systems support to corporate response to flooding (ISG)</p> <p>Ensure that critical KCC premises are maintained during flooding incidents (Property)</p> <p>Deploy personnel and internal and external contractor resources and assets to assist the emergency response to flooding (all Heads of Service)</p> <p>Ensure that financial resources are available and spending logged during emergency response (Finance)</p> <p>Ensure that critical services are maintained in compliance with business continuity plans (all Heads of Service)</p> <p>Work with Leader, Cabinet and Members to ensure that they are briefed and supported within their community leadership and advocacy roles (Strategic and Corporate Services)</p> <p>Provide intelligence on staff deployment and work base selection using Kent View software (HR)</p> <p>Contact Point personnel relay key</p>	
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<p>Strategic and Corporate Services</p>	<p>guidance and day-to-day working practices incorporate a philosophy of “making space for water” and acknowledge and address surface water, ground water, fluvial and coastal flood risk (all Heads of Service)</p> <p>Ensure Strategic and Corporate Services Emergency Plan is maintained (All Heads of Service)</p> <p>Ensure that systems are in place to facilitate and record financial support of emergency response (Finance)</p> <p>To maintain General Funds for use in the event of serious flooding or other unforeseen eventualities (Finance)</p> <p>Ensure resilience of KCC property portfolio against flood risk (Property and Infrastructure)</p> <p>Ensure access to assets and material for emergency</p> <p>Ensure Contact Point personnel are aware of alerting protocols</p>	<p>flood related information from public and partner agencies to relevant teams and individuals (Contact Point)</p>	
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	<p>in the event of a flooding incident (Contact Point / Agilysis)</p> <p>To make sure that that the public are warned and informed through the media, KCC website and other means of communications of the incident. Liaise with partner agencies to agree messages and broadcast of relevant public information (Press Office).</p>		
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8.1.2 Partner Agencies - Flood Specific Roles and Responsibilities

Figure 8.2

Organisati on	Risk	Preplanning	Emergency response			Recovery
			Minor flood (Medium consequence)	Major flood (High consequence)	Notes	
District & Borough Council	Tidal, Fluvial, Surface Water flooding	<p>Up to date vulnerable persons and sites shared database arrangements.</p> <p>Pre-determined rest, reception and media centres.</p> <p>Multi-agency pre-planning re RVPs, transport routes etc</p> <p>Riparian/Coastal Districts to issue directions to and maintain contact details of flood gate owners/land occupiers (Section 30 County of Kent Act 1981).</p>	<p>Activation of Emergency Centre and Strategic Group and advise leader and ward members. Liaison with Parish Councils.</p> <p>Representation at Silver Control(s) and Strategic Co-ordinating Group as necessary.</p> <p>Co-operation with emergency services and EA to co-ordinate the response.</p> <p>Flood warning and</p>	<p>Activation of Emergency Centre and Strategic Group and advise leader and ward members. Liaison with Parish Councils.</p> <p>Establish various LA forward controls as necessary.</p> <p>Representation at Silver Control(s) and Strategic Co-ordinating Group as necessary.</p> <p>Co-operation with emergency services and EA to co-ordinate the</p>	<p><i>Early consideration will need to be given to the following:-</i></p> <ul style="list-style-type: none"> • Provision of temporary sanitary facilities. • Provision of catering. Co-ordination of voluntary organisations. • Provide emergency clothing and welfare items. 	<p>Provision of temporary or longer-term accommodation or rehousing for residents made homeless by the flooding</p> <p>Structural and condition surveying of council properties damaged by the flooding; remedial action to repair such properties.</p> <p>Invoking council's business</p>

Organisati on	Risk	Preplanning	Emergency response			Recovery
			Minor flood (Medium consequence)	Major flood (High consequence)	Notes	
District & Borough Council		<p>EA, riparian district councils and flood gate owners to ensure closure mechanisms function properly.</p> <p>National Flood Defences Database (NFCDD) is maintained by EA</p> <p>Pre-arranged communication strategy – what should members of the public do/where should they go?</p> <p>Updated information on Council web site</p> <p>Pre-arranged information help line and trained staff.</p>	<p>gate closure notification dissemination in conjunction with EA</p> <p>Where appropriate Riparian/Coastal Districts to ensure Tidal flood gates and sluices are closed in accordance with closure notifications (Section 30 County of Kent Act 1981).</p> <p>Liaison with utility and transport companies especially water company to ensure provision of clean drinking water to residents.</p>	<p>response.</p> <p>Flood warning and gate closure notification dissemination, warning and informing the public in conjunction with EA.</p> <p>Riparian/Coastal Districts to ensure Thames Tidal flood gates are closed in accordance with closure notifications (Section 30 County of Kent Act 1981).</p> <p>Activation of</p>	<ul style="list-style-type: none"> • Liaise with Central and Regional Govt. • Arrange for Military Aid. <p><i>Local authority would be able to seek mutual aid from other local authorities to help fulfil these functions.</i></p> <p><i>Directorate Business Continuity Management plans may require invocation as</i></p>	<p>recovery plan if council premises are affected</p> <p>Consultation with health authorities on hygiene and environmental health issues in affected areas.</p> <p>Assisting residents in removal of damaged furniture and household goods.</p> <p>Removal of mud/debris from council owned land.</p>

Organisati on	Risk	Preplanning	Emergency response			Recovery
			Minor flood (Medium consequence)	Major flood (High consequence)	Notes	
District & Borough Councils/		<p>Pre-arranged help line for staff – (should they come in to work or not – is it safe?)</p> <p>Review of council properties at risk</p> <p>Incorporate this risk into the Business Continuity planning process.</p> <p>Advise on development proposals, flood risk assessments, maintain flood management structures.</p>	<p>Provision and staffing of rest/reception centres and associated services.</p> <p>Flood mitigation measures (e.g. sandbags, where appropriate). Advice on clearance of blocked water courses and mitigation measures.</p>	<p>information help-line for public</p> <p>In conjunction with other responders provide information to the public.</p> <p>Activation of business continuity plans as appropriate.</p> <p>Liaison with utility and transport companies especially water company to ensure provision of clean drinking water to residents.</p> <p>In conjunction with Police, provision of information centre/media centre Co-ordinate</p>	<p><i>many staff will have been diverted to other duties to respond to the incident.</i></p>	<p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry</p>

Organisati on	Risk	Preplanning	Emergency response			Recovery
			Minor flood (Medium consequence)	Major flood (High consequence)	Notes	
				<p>response from faith and voluntary groups.</p> <p>Provision and staffing of rest/reception centres and associated services.</p> <p>Flood mitigation measures (e.g. sandbags). Advice on clearance of blocked watercourses and mitigating measures.</p> <p><i>It should be noted that not all local authorities provide sandbags, (each</i></p>		

Organisati on	Risk	Preplanning	Emergency response			Recovery
			Minor flood (Medium consequence)	Major flood (High consequence)	Notes	
				<p><i>council should be contact for further information).</i></p> <p>Where resources allow assisting EA in repairing river and coastal defences (between high tides) Provision of emergency lighting/generators</p>		
Environme nt Agency	<p>Tidal, Fluvial, Surface Water flooding</p> <p>Published in the local risk assessment guidance</p>	<p>Prepare and maintain Kent Local Flood Warning Plan;</p> <p>Advise on development proposals; Update flood risk maps; Support Kent Resilience Forum (KRF).</p>	<p>Issue warnings;</p> <p>Monitor catchment; Operate defences;</p> <p>Support LAs and emergency services</p>	[as for minor flood]		<p>Support LAs and community as resources allow; Repair any damaged defences</p> <p>Ensure that key data is maintained and</p>

Organisati on	Risk	Preplanning	Emergency response			Recovery
			Minor flood (Medium consequence)	Major flood (High consequence)	Notes	
		CCR flood risk assessments; Maintain watercourse capacity; Maintain flood management structures				relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry
Kent Police	Tidal, Fluvial, Surface Water flooding Published in the local risk assessment guidance	Statutory responsibility under the Civil Contingencies Act 2004 to: Prepare and maintain emergency plans; maintain business continuity plans; engage with KRF Severe Weather Group Partners particularly around risk assessment,	Save and prevent loss, or further loss, of life in conjunction with the other emergency services and any other relevant organisation Consideration of health and safety and ensure the	As for minor flood (scaleable response)	The establishment of the Strategic Co-ordination Group and function for providing command and control through levels of Gold, Silver and Bronze.	Recovery is inbuilt to the response phase of the incident as part of the Strategic Co-ordination Group. The appropriate 'handover' to the responsible LA will be supported as

Organisati on	Risk	Preplanning	Emergency response			Recovery
			Minor flood (Medium consequence)	Major flood (High consequence)	Notes	
Kent Police		<p>planning and public warning and informing; training and awareness; the testing and exercising of emergency plans.</p> <p>Identifying, with Cat 1 and 2 partners, areas of critical infrastructure at risk.</p> <p>Mobilisation planning within the Police National Mobilisation Plan (internal and external resources).</p> <p>Engagement with Kent Resilience Forum (KRF) Communications Group on the forming of communication</p>	<p>safety of personnel deployed at the incident</p> <p>Co-ordinate the overall response</p> <p>In so far as saving of life permits, secure, preserve and protect the scene</p> <p>Investigate the incident, obtaining and securing all available evidence in conjunction with other investigative bodies where applicable</p> <p>Recover the deceased in a dignified manner, which ensures the integrity of their</p>			<p>appropriate.</p> <p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry</p>

Organisati on	Risk	Preplanning	Emergency response			Recovery
			Minor flood (Medium consequence)	Major flood (High consequence)	Notes	
Kent Police		strategy to warn and inform the public.	<p>identification.</p> <p>Without undue delay, assist the Coroner to identify victims and inform the next of kin as soon as possible</p> <p>Reassure survivors and their families, assist in establishing appropriate support systems</p> <p>Establish an effective and appropriate family liaison strategy</p> <p>Ensure an appropriate response to the media, which is</p>			

Organisati on	Risk	Preplanning	Emergency response			Recovery
			Minor flood (Medium consequence)	Major flood (High consequence)	Notes	
			<p>open, factual, accurate and seeks to reassure those directly involved and the public in general.</p> <p>Provision of warnings, advice and information to the public.</p> <p>Strive to minimise the impact on the whole community, working with all relevant agencies to return to normality as soon as possible</p>			

<p>Kent Fire & Rescue Service</p>	<p>Tidal, Fluvial, Surface Water flooding</p>	<p>Standard operational response to a special service</p> <p>Maintain business continuity plans</p> <p>KFRS Premises at risk to flooding identified</p> <p>Mutual aid agreements between bordering F&RS in place</p> <p>National Mutual Aid Protocol in place</p> <p>KFRS holds copies of EA Flood Maps</p> <p>Participation in flood exercises with other agencies</p> <p>Arrangements for pre-mobilising resources in place</p> <p>Recall to duty for officers in place</p>	<p>Liaise with other agencies and prioritise response and resources</p> <p>Provide assistance with pumping water</p>	<p>Follow major incident response procedures</p> <p>Assisting with evacuation in the event of wide-scale flooding</p> <p>Attend SCG and any provide liaison officers to other Control rooms as appropriate i.e. Environmental Agency</p> <p>Activate National Mutual Aid Agreement for additional resources</p> <p>Activate Station BC Plans where KFRS premises are at risk to flooding</p>	<p>Assist with other agencies to minimise impact on community</p> <p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry</p>
<p>Kent Fire & Rescue Service</p>					

<p>South East Coast Ambulance Service (SECamb)</p>	<p>Tidal, Fluvial, Surface Water flooding</p> <p>Published in the local risk assessment guidance</p>	<p>Met. Office Weather Warning system in place</p> <p>Major Incident Plan</p> <p>Contingency Plan for Extreme Weather</p> <p>Business Continuity Plans</p> <p>Emergency Preparedness Status Board (includes flooding) in place across SECamb.</p> <p>SECamb premises at risk of flooding identified</p> <p>Health On Call system in place</p>	<p>Attendance as required upon assessment</p>	<p>Attendance as required upon assessment</p>		<p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry</p>
<p>Strategic Highways Contractors</p>	<p>Low</p>	<p>Reviewing procedures with Highways England.</p>	<p>Activate Contingency Plan</p>	<p>Activate Contingency Plan</p>		
		<p>Ensure staff training is carried out</p>	<p>Provide support for vulnerable people</p>	<p>Provide support for vulnerable people</p>		<p>Ensure that key data is</p>

NHS		<p>Ensure Emergency Plans are up to date and exercise tested</p> <p>Distribute flood warnings</p>	<p>who are known to the NHS</p> <p>Business Continuity of NHS services</p> <p>Provide support to Rest Centres</p>	<p>known to the NHS in their own homes</p> <p>Business Continuity of the NHS</p> <p>Provide Support to Rest Centres and Evacuation Points</p> <p>Provide Support in the event of evacuation of vulnerable persons</p> <p>Ensure representation at Multi Agency Command & Control</p> <p>Public Health Advice in conjunction with the Health Protection Agency.</p>		<p>maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry</p>
		<p>Promulgation of Flood Response Plans</p>	<p>None</p>	<p>Issue appropriate warnings to river users</p> <p>Deploy afloat resources and</p>	<p>Navigation Authority for tidal Thames</p>	<p>Promote restoration of navigation and shipping activity</p>

<p>Port of London Authority</p>		<p>Internal briefings & awareness for possible resource provision</p>		<p>other assets as appropriate</p> <p>Impose exclusion zones or river closures where necessary</p> <p>Supply detailed local tidal & hydrographic information on request</p>		
<p>National Grid. Gas and electricity distribution/transmission.</p>	<p>Low pressure gas distribution network. Electrical transmission systems.</p>	<p>Identify plant and assets in predicted flood zone e.g. substations, cable tunnels, joint bays, regulators – medium to low pressure.</p> <p>High pressure gas installations COMAH sites – storage.</p> <p>Vulnerable Persons Database – use system to pull off all addresses in a predicted area by post code.</p>	<p>Set up Bronze Command at site. Work with blue lights to isolate supplies. Make safe.</p> <p>Wait for water to recede.</p> <p>Re-establish supplies.</p>	<p>As previous with additional Silver and Gold level Command within company.</p> <p>Possible reconfiguration of supplies where possible.</p> <p>Possible lock-out of regulators to maintain pressures in gas mains. Invoke mutual aid and resource plans. Prepare for recovery.</p>		<p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry</p>

		Contact local authorities use agreements for mutual aid.				
Scotia Gas Networks	Gas distribution systems operating at high, intermediate, medium and low pressure.	<p>Receive detailed flood assessment information for all at-risk MAJOR sites (supplying >50,000 consumers) from EA / SEPA. Review annually.</p> <p>Receive 48 hours warning from EA / SEPA for MAJOR sites.</p> <p>Identify other plant and assets in predicted flood zone using EA flood data and Flood Outlook Statements. Consider all offtakes from the national transmission system (including odourisation and gas quality equipment), pressure reduction stations, other gas governing equipment,</p>	<p>Instigate E/3 procedures for incident response.</p> <p>Set up Bronze Command / Site Main Controller at site. Work with Category 1 Responders to isolate supplies if required. Make safe.</p> <p>Identify location of siphon tankers, water pumps and other equipment. Prepare resource plans and mobilise as necessary.</p> <p>Extract and copy asset records and plans for on-site</p>	<p>As previous with additional Silver and Gold level Command within company.</p> <p>Possible reconfiguration of supplies where possible.</p> <p>Possible lock-out of regulators to maintain pressures in gas mains. Invoke mutual aid and resource plans. Prepare for recovery.</p>		<p>Ensure that key data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry</p>
Scotia Gas Networks (cont)						

		<p>high and low pressure storage installations (including top and lower tier COMAH sites).</p> <p>Review sectorisation plans for isolation of specific areas. Locate sectorisation valves and confirm operation.</p> <p>Identify consumers at risk from 'Vulnerable Persons Database' – extract all relevant addresses in the predicted flood risk area.</p> <p>Contact local authorities, use agreements for mutual aid.</p>	<p>use identifying siphons, low points etc.</p> <p>Wait for water to recede.</p> <p>Re-establish supplies.</p>			
EDF Energy Networks	Tidal, Fluvial, Surface Water	<p>EDF Energy Networks Flood Plan.</p> <p>Environment Agency indicative flood plains mapped into Company GIS</p>	<p>Monitor EDF Energy Networks substations and plant and equipment.</p> <p>Protect substations</p>	<p>Monitor EDF Energy Networks substations and plant and equipment.</p> <p>Protect substations</p>		<p>Restore electricity supplies.</p> <p>Ensure that key</p>

	<p>flooding</p> <p>Published in the local risk assessment guidance</p>	<p>system.</p>	<p>by temporary works if practicable.</p> <p>Disconnect electricity supplies if the public are at risk or if substations or plant and equipment cannot be protected from inundation.</p>	<p>by temporary works if practicable.</p> <p>Disconnect electricity supplies if the public are at risk or if substations or plant and equipment cannot be protected from inundation.</p>		<p>data is maintained and relevant data entered into SWIMS to assist debrief, recovery and any subsequent inquiry</p>
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8.3 Operational Response Activities

8.3.1 Response – supplementary information.

8.3.1.1 Voluntary Sector

Emergency Preparedness, the Civil Contingencies Act Guidance, refers to the generic support that the Voluntary Sector can provide. The nature, range and scale of services offered by the Voluntary Sector may alter depending upon the context of the emergency situation but would be provided in both emergency response and recovery related activities. They will be activated under normal existing activation protocols with Kent County Council Emergency Planning Group and will be directed by the relevant activating organisation but work to their own organisational structure. Organisations have access to mutual aid on a cross-border basis. In a flooding incident the Voluntary Sector can provide support to both responders and those affected by the incident.

8.3.1.2 Mutual Aid

KCC have a Mutual Aid arrangement with all local authorities in Kent and Essex. Mutual Aid may be mobilised through Kent County Council .

8.3.1.3 Military Aid

Military Aid may be mobilised through Kent County Council Emergency Planning Group.

8.3.1.4 Public Health

Floodwater Public Health Risks

The following section deals with the following public health risks arising from floodwater inundation:

- Chemical Contamination
- Sewage/ Waste Water Contamination
- Electrical/ Fire Hazards

Chemical Contamination

Flooding can lead to disruption of water purification and sewage disposal systems, inundation of waste disposal sites, and contamination from chemicals stored in commercial, industrial, agricultural and domestic settings. This can be hazardous to human health and the wider environment. Contact with flood water should therefore be avoided and where unavoidable protective clothing should be worn. While different chemicals cause different health effects, the signs and symptoms most frequently associated with chemical poisoning are headaches, skin rashes, dizziness, nausea, excitability, weakness, and fatigue.

Sewage/ Waste Water Contamination

Flooding can cause the disruption of water purification and sewage and other waste water disposal systems. A key risk arising from contamination of floodwater with sewage is risk to human and animal health from harmful microbes. Water-borne infections associated with flood events include Gastroenteritis, Escherichia Coli (E. Coli), Botulism, Salmonella, Cryptosporidiosis, Hepatitis and Tetanus.

It may be assumed that any floodwater affecting property and land could contain sewage. Contact with flood water should therefore be avoided and where unavoidable protective clothing should be worn.

Contamination of the aquatic environment with sewage and other organic pollutants, including milk and other foodstuffs, may lead to de-oxygenation through microbial blooms and requisite adverse impacts upon aquatic wildlife.

Electrical / Fire Hazards

Areas affected by floodwater inundation may contain electrical or fire hazards connected with power lines, sub-stations and other electrical infra-structure. The following precautions should be taken where electricity infra-structure is affected by floodwater:

- Never enter flooded areas containing electrical equipment unless you are certain that the power supply is off.
- If water has been present anywhere near electrical circuits and electrical equipment, turn off the power at the mains.
- Don't assume that any part of a flooded electrical installation or appliance is safe, do not turn on their power supply.

More guidance can be found in the KRF Public Warning and Informing Strategy Document and from the following Environment Agency link:

www.environment-agency.gov.uk/homeandleisure/floods

Kent Fire and Rescue Services Water Safety Aid Memoir

Hazards	Risks	Control Measures
Water		<p>Pre-planning! Equipment, training, procedures, command arrangements and site familiarisation</p>
<p>Current, flow, under-tow, whirlpools, eddies-hydraulic features + force of water</p>	<p>Entrapment, drowning</p>	<p>KEEP OUT! Correct PPE= Life-jackets/PFDs, defensive swimming, early rescue-downstream throw lines, never work alone, never put feet down in flowing water if swept away.</p>
<p>Depth of water/ mud</p>	<p>Entrapment, drowning</p>	<p>KEEP OUT! Probe ground, correct PPE=Life-jackets</p>
<p>Water temperature</p>	<p>Cold water shock causing drowning, hypothermia</p>	<p>KEEP OUT! Early rescue, never work alone, PPE=Life-jackets/boots/waders/dry suit + thermal suit etc</p>
<p>Water clarity</p>	<p>Entrapment, drowning</p>	<p>KEEP OUT! Probe ground ahead</p>
<p>Pollution</p>	<p>Infection/health</p>	<p>KEEP OUT! PPE=boots/waders/dry suit (barrier protection), hand and face washing, discipline (no smoking, eating, drinking in risk area)</p>
<p>Debris</p>	<p>Impact injuries</p>	<p>KEEP OUT! Upstream spotters, agreed warning signals-whistles</p>

Hazards	Risks	Control Measures
Weather/ Environment / Specialised Operations		Pre-planning! Equipment, training, procedures, command arrangements and site familiarisation
Weather	Fatigue/hypothermia or hyperthermia	Relief crews, welfare, rest & recuperation (R&R) arrangements
Riverside/ shoreline conditions- cluttered/slippery/silt-traps, onlookers	Slipping, tripping and falling, silt traps and additional casualties	Enforced 3 metre risk zone, lighting, safety brief, minimum level of PPE (Lifejackets, boots, gloves etc.), never work alone, site familiarisation
Inadequate lighting	Disorientation, getting lost	Personal torches, scene lighting, personal issue light sticks, tight command & control over personnel
Background noise	Warnings not heard-failure of communication	Whistles and hand signals.
Overhead power lines	Electrocution	Risk assess, safety brief
Specialised operations	Fatigue of specialised personnel/unsafe personnel in risk area	Relief crews, adequate resources, R&R, 3 metre risk zone
Work equipment Falling into water	Cessation of work/delays/impact injuries	Adequate resources, safety observers, safety brief
Surface vessel movements	Impact/unguarded props	Safety brief, command and control, safety observers (upstream and downstream spotters-throw line operators)

8.3.1.5 Welfare of livestock and other animals

Kent Fire and Rescue Service have a dedicated animal rescue unit based at Faversham Fire Station. The unit has specially trained personnel and dedicated equipment such as a crane and cradle with lifting capacity to move trapped livestock.

The KCC Duty Emergency Planning Officer will liaise with the RSPCA and DEFRA on the welfare of livestock and other animals that may require rescue or feeding on site.

The Kent Resilience Forum has published an Animal Evacuation and Shelter Plan which can be found from the following link:

https://www.kent.gov.uk/_data/assets/pdf_file/0003/47919/Kent-Resilience-Forum-KRF-Kent-and-Medway-animal-evacuation-and-shelter-plan.pdf

The RSPCA also offer advice on preparedness and looking after pets in an emergency; this can be found from the following RSPCA link:

<http://www.rspca.org.uk/in-action/issuesindepth/floods>

8.3.1.6 Water Rescue

In addition to its wider statutory duties, Kent Fire and Rescue Services provides strategic leadership for water rescue and pumping operations and acts as specialist operations adviser during the flood response stage.

Kent Fire and Rescue Services use High Volume Pumps (HVPs), which are 150mm in diameter and can pump water up to 3km in distance, assuming there is a suitable discharge point.

8.3.1.7 Guidance for Working near to Flood Water

The following is offered as a supplement to normal practice, it is not necessarily exhaustive and individuals must make their own risk assessments on the situation facing them.

Dangers:

- Shallow ponded water can cover ditches, manholes, access to hatches to basements etc. Covers to manholes and access hatches are frequently lifted off by the power of the water, leaving a deep hole into which the unsuspecting can fall or drive into;
- Flowing water can exert strong, lateral forces and will typically build up on the upper stream side to a height half as high again as the flowing depth;
- Flood water may be contaminated. There may be overflows from Sewage Treatment Plants, or the water may have been contaminated with chemicals from industrial or agricultural premises; and
- Water will conduct electricity. If the power has not been turned off there is a possibility of electric shock. One indication of the presence of live electricity flood water is the sense of vibration. If you experience this you should withdraw.

Considerations:

- Pre-existing organisations rules and qualifications needed;
- Having the necessary equipment to enter water;
- Other alternatives to entering water and what purpose would be served;

Whether the visit could wait till the flood water recedes;
Depth of the water, whether the tide is rising, speed of flow and pull of the water;
Whether you should inform someone of your actions or be accompanied;
Proceeding with caution, to avoid ditches, manholes and access hatches as well as electricity; and
Avoiding driving into flood water without a suitable vehicle (and proceed with caution, ensuring the vehicle is not submerged and minimise bow waves flooding properties or submerging other vehicles).

9. Vulnerable People

Identifying, planning for and providing for the needs of vulnerable groups involves a large number of partners and compiling a large amount of changing information. For this reason it is unrealistic to expect a central list of potentially vulnerable individuals to be maintained. Rather the approach is to maintain a list of partners and contact telephone numbers that can be used to gather relevant information in the event of an emergency.

Records of vulnerable people are held and kept up to date by KCC Social Care, Health & Wellbeing, Education & Young People's Services, NHS and some other utilities companies and organisations, each organisation will hold records of its own clients. During a flood incident this information will be supplied to the SCG (Strategic Coordinating Group) and other partner organisations as required.

We are currently awaiting further guidance from the Humanitarian Welfare Group of the Local Resilience Forum with regard to the classification of group of vulnerable people types.

Due to the nature of the changing situation during a flooding event the status of any persons' vulnerability can change at any time, this is a fact to be aware of in all situations.

Those who may be considered potentially vulnerable include:-

- Children
- Older People
- Mobility Impaired
- Mental/cognitive impaired
- Sensory Impaired
- Individuals supported by Health or local authorities
- Temporarily or permanently ill
- Individuals cared for by relatives
- Homeless
- Pregnant women
- Minority language speakers
- Tourists
- Travelling community
- Static and holiday caravan parks

Please see Kent Resilience Forum Identifying Vulnerable People in an Emergency Plan.

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10. Key Infrastructure

Information regarding key infrastructure can sometimes be sensitive information, this information can be obtained from the utility provider or the Police for use by the multi-agency SCG (Strategic Coordinating Group) – which will set overall policy for the response to a major flooding event.

Details of contacts can be found in **Appendix A** of this document.

Locations for key infrastructure within flood vulnerable areas are listed within District Local Multi-agency Flood Plans, Pan Kent and Medway Flood Plan and identified on the GIS system.

11. Evacuation and Shelter

11.1 Statutory legislation informs roles and responsibilities in relation to evacuation, shelter and homelessness. The National Assistance Act 1948 places duties upon county councils to provide services for vulnerable individuals, including children under 16, people with a disability, frail elderly and refugees. In addition Chapter 52, paragraph 189, Part VII of the Housing Act 1996 imposes a statutory duty upon district and unitary councils to give a priority need for accommodation to “a person who is homeless or threatened with homelessness as a result of an emergency such as flood, fire or other disaster”. Significantly, the Children Act 2004 informs all caring services for children under 16. It must further be remembered that legislation and regulation covering day-to-day operation of residential and public premises also applies to survivor reception and rest centres - including health and safety, food hygiene and licensing.

11.2 Non statutory Evacuation and Shelter Guidance has also been produced by the Civil Contingencies Secretariat of the Cabinet Office. This guidance states at paragraph 1.5. "The Purpose of Evacuation and Shelter" that: "The purpose of evacuation is to move people, and where appropriate other living creatures, away from an actual or potential danger to a safer place. For this to happen safely there need to be plans not just for alerting people and moving them, but also plans to shelter and support them through to their eventual return and recovery. "The need to provide humanitarian and other assistance, particularly to those with special requirements, requires careful consideration and planning. The diagram below shows the stages of evacuation and includes "dispersal - a form of evacuation in which people are simply directed to move away from a particular location without the need for temporary accommodation. The activity of warning and informing the public should also run throughout the process."

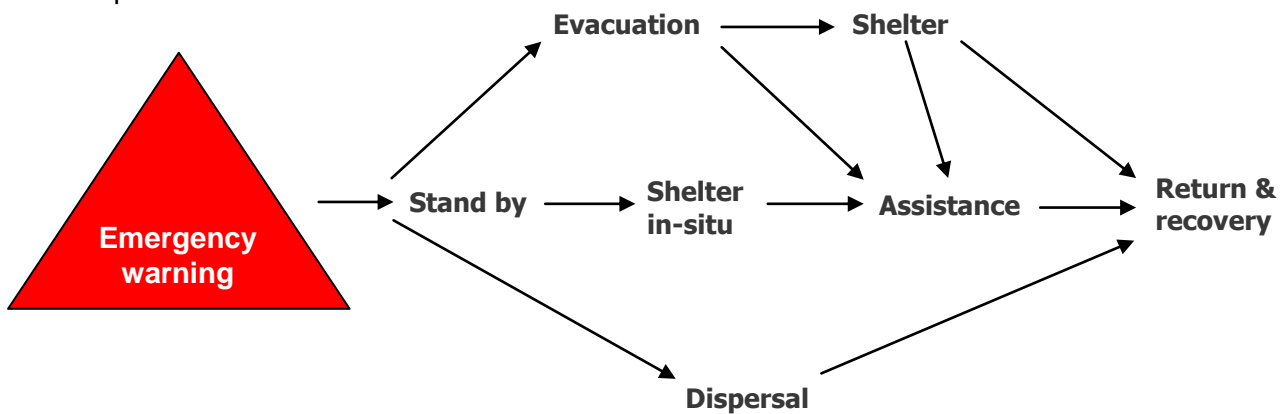


Figure 11.1 Evacuation and Shelter Methodology

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12. Rescue

- 12.1 Nobody currently has a statutory duty for rescue during a flood emergency.
- 12.2 Information regarding the equipment available within Kent County Council administrative area is detailed in **Appendix B**.
- 12.3 Information regarding equipment available within Kent can be found in Appendix B of the Pan Kent Flood Plan.

13. Recovery

- 13.1 Kent County Council is likely to lead the Recovery phase of a major flooding event affecting the administrative county of Kent, and maintains a detailed KCC Recovery Plan. Further, the Kent Resilience Team maintains the Pan Kent Emergency Recovery Framework, on behalf of the Kent Resilience Forum, which will inform recovery and clean-up interventions by relevant agencies following a major flooding event.
- 13.2 Recommendation 83 of the Pitt Review states that "Local authorities should continue to make arrangements to bear the cost of recovery for all but the most exceptional emergencies". KCC maintains General Funds for such unforeseeable eventualities. It is vital that excellent records are maintained for response and associated expenditure.
- 13.3 In line with the KRF Severe Weather Framework, if there are significant impacts from flooding, the Kent Resilience Team, on behalf of the Kent Resilience Forum, will log an event of the Severe Weather Impacts Monitoring System (SWIMS). The SWIMS system should be used by all members of the KRF (including specific services within KRF member organisations) to record how they are affected by severe weather events. This will help to inform future resilience planning and form part of the evidence for risk analysis undertaken by the Risk Assessment Group (RAG). More information on SWIMS can be found www.kent.gov.uk/SWIMS
- 13.4 A model recovery agenda for a flooding event can be found at **Appendix E** of this plan.

14. Training and Exercising

- 14.1.1 The Civil Contingencies Act 2004 Regulations require Kent County Council as a "Category 1 Responder" to include provision for training and exercises in their emergency plans.
- 14.1.2 The corporate nature of the council's emergency response requires that all personnel should have an understanding of emergency planning and business continuity principles. Regular training and exercise events will raise staff awareness of potential risks and provide an understanding and confidence in the council and their partners' emergency response procedures.

14.2 Training

14.2.1 Emergency planning and business continuity training events are invaluable tools to raise awareness, pass on best practice and instill confidence in emergency response plans and procedures. Major emergency response can be very different from day-to-day activity in terms of management principles, pressures upon the organisation (and individual members of staff) and levels of public and media interest. It is therefore vital that all staff with a potential role in the emergency response have an understanding of emergency planning and business continuity principles. A rolling training program will be needed to account for staff turn-over, and also to ensure all staff are regularly refreshed and practiced in emergency response.

14.3 Exercising

14.3.1 Exercises perform a distinct training role and enhance emergency preparedness. Exercises have three main purposes: to validate plans; to develop staff competencies and provide practice in carrying out roles in emergency plans. It is important that personnel taking part in exercises should be trained beforehand. Participants should have an awareness of the council's emergency response and that of their key partners their own role within it, before they are subject to the stresses of an exercise.

14.3.2 There are three main exercise types comprising: seminar, table top and live exercises.

14.4 Training and Exercising Programme

Figure 14.4

Organiser	Title of training / exercise	Type	Date
Ashford Borough Council	Exercise Nutmeg – Local Multi-agency Flood Plan validation	Table-top	3 rd February 2010
Kent Resilience Forum	Exercise Decem flooding exercise	Table-top	25 th March 2010
KCC Emergency Planning / Tunbridge Wells Borough Council	Exercise Frey - Local Multi-agency Flood Plan validation	Live / Table-top	26 th March 2010
KCC Emergency Planning / Shepway District Council	Exercise Wade – Local Multi-agency Flood Plan validation	Live / Table-top	15 th June 2010
KCC Emergency Planning / Dartford and Gravesham Borough Council	Exercise Welund	Live / Table top	7 th October 2010
KCC Emergency Planning / Dover District Council	Exercise Eastre	Live / Table top	14 th February 2011
KCC Emergency Planning / KF&RS / Sevenoaks DC	Exercise Baldr	Live / Table top	16 th February 2011
KCC Emergency Planning / Swale Borough Council	Exercise Loki	Live / Table top	18 th February 2011

Defra / EA / Kent Resilience Forum	Exercise Watermark	Live	10 th March 2011
KCC Emergency Planning / EA / Shepway District Council	Shepway District LMAFP validation exercise	Table top	28 th March 2011
KCC Emergency Planning / EA / Tonbridge and Malling Borough Council	Exercise Sigrun	Training exercise	30 th January 2012
KCC Emergency Planning / EA / Maidstone Borough Council	Exercise Skuld	Training exercise	14 th March 2012
KCC Emergency Planning / EA / Shepway District Council	Exercise Valkyrie	Training exercise	4 th April 2012
KCC Emergency Planning / EA / Shepway District Council	Exercise Friia	Training exercise	26 th April 2012
KCC Emergency Planning / EA / Canterbury City Council	Exercise Idun	Training exercise	9 th May 2012
KCC Emergency Planning / EA / Ashford Borough Council	Exercise Ran	Training exercise	17 th May 2012
KCC Emergency Planning / EA / Dartford Borough Council / Gravesham Borough Council	Exercise Sunna	Training exercise	22 nd May 2012
KCC Emergency Planning / EA / Swale Borough Council	Exercise Skadi	Training exercise	23 rd May 2012
KCC Emergency Planning / EA / Thanet District Council	Exercise Kara	Training exercise	30 th May 2012
KCC EP / EA / Sevenoaks District Council	Exercise Atla	Training exercise	6 th June 2012
KCC Emergency Planning / EA / Swale Borough Council	Exercise Sol	Training exercise	8 th June 2012
KCC / EA	Kent Flood Summit	Conference	26 th June 2012
KCC Emergency Planning / EA / Defra	East Coast Flooding Exercise	Table top exercise	April 2013
KCC Resilience and Emergencies Unit	KCC Flood Response Plan Validation Training Exercise	County Emergency Centre	October 2014
Defra / EA / Kent Resilience Forum	East Coast flooding exercise	Multi-agency exercise	February 2015
Kent Resilience Forum	Exercise Ragnarok (Coastal flooding)	Multi-agency exercise	March 2015
KCC	Exercise Thor	County	X3 December

	(Surface Water Flooding)	Emergency Centre	2015
KCC	Exercise Eastre (Surface Water Flooding)	Training exercise	(x12) April 2016 – March 2017
Kent Resilience Forum	Exercise Surge (Coastal Flooding)	Multi- agency Exercise	September 2016
Kent Resilience Forum	Exercise Surge Recovery Exercise	Multi- agency Exercise	November 2017
KCC	Exercise Tethys (Reservoir Inundation)	Table-top	November 2017

Appendix A - Resources [assets]

Resource	Who / Where	Contact Number
Sandbags	<p>KCC Approx. 10k filled bags at Highways Depots in Kent.</p> <p><i>Some District and Borough Councils may hold stocks of sandbags, contact the council concerned for more information.</i></p>	
Boats	<p style="text-align: center;">Boats – Non tidal</p> <ul style="list-style-type: none"> • 2 x 4 metre rigid inflatable craft (powered), capable of carrying a crew of 3, and rescuing up to 5 people. These boats are based at Larkfield and Whitstable Fire Stations (1 at each). • 2 x 3.8 metre fully inflatable craft, (non-powered) capable of carrying a crew of three and rescuing up to 5 people. These boats are based at Strood and Sheppey Fire Stations (1 at each). <p style="text-align: center;">Boats – Tidal</p> <ul style="list-style-type: none"> • 1 x 8.5 metre (tidal) rigid inflatable craft (powered), capable of carrying a crew of 2, and rescuing up to 16 people. This boat is based at Sheppey Fire Station. • Kent Police: 2 inflatable crafts and an aluminium flood boat on wheels; 2 crew all trained to advanced power boat/rescue boat • Environment Agency: 2 aquapeche (1 large 1 small), 2 Dory's, 2 Avon inflatable. All these craft are powered and although the EA have no trained personnel at present these resources could be made available for use by trained personnel from other organisations. • Port of London Police: 1 x 6.5 metre delta rigid inflatable boat, with road going trailer, fitted with 150bhp outboard engine. (10 crew trained to RYA power boat level 2) 10 Crew all trained to RYA level 2. 	

Pumps	<ul style="list-style-type: none"> • KFRS: 86 front line appliances capable of pumping in flooding situations. • KFRS: 1 High Volume Pump (HVP) capable of pumping between 7-8000 litres per minute. This is located at Whitstable Fire Station. National assets may also be available. • KFRS: 2 water management units which have 1.8km of hose each, for pumping water. These can be used alone and/or in conjunction with the HVP. These units are based at Tonbridge and Faversham Fire Stations. 	
Transport	<p>Kent County Council / Kent Resilience Team can procure coaches and other transport. Assets.</p> <p><i>Some District and Borough Councils may have access to transport, contact the council concerned for more information.</i></p>	
Plant and Vehicles	<p>Kent Highways and Transportation can procure a range of plant and other assets.</p> <p><i>Some District and Borough Councils may have access to plant and vehicles, contact the council concerned for more information.</i></p>	
Temporary Defences	<p>Some temporary defence is held by the Environment Agency in Kent. Additional national assets may also be available.</p>	
Catering	<p>KCC School Meals Contractors / Social Care catering contractors School Kitchens.</p>	
Waste	<p>Districts / KCC Waste Management (and their contractors) will lead on collection and disposal of waste</p>	
Specialist Advice on Structures	<p>KCC Kent Highways and Transportation</p> <p>District / Borough Council Building Control</p>	
Civil Air support	<p>Via Kent Resilience Team</p>	
Voluntary Sector Involvement	<p>Various Organisations County wide – mobilised through KCC Resilience and Emergencies and/or Kent Resilience Team</p>	

Military Support	Assets and personnel: Military Aid to the Civil Community mobilised via KCC Resilience and Emergencies and/or Kent Resilience Team	
Personal Protective Equipment (PPE), Bedding and Other Resources	<p>KFRS: 45 life jackets, 45 pairs of waders and other ancillary PPE as a non-mobile special. These are based at Maidstone, Canterbury and Medway Fire Stations</p> <p>KFRS: 10 x 5 metre air track paths capable of being towed by a rescue boat, these have a capacity of rescuing 10 members of the public, these are based at Strood, Sheppey, Whitstable and Larkfield Fire Stations</p> <p>Some councils hold supplies of bedding and other supplies on behalf of KCC Emergency Planning Group</p>	
Rescue and Feeding of Livestock and other Animals	KFRS: Animal Rescue Unit based at Faversham Fire Station. RSPCA and DEFRA resources.	
KCC Emergency Contact Directory	Refer to this	

Appendix B – Business Continuity Management

Under the Civil Contingencies Act 2004, Kent County Council, as a Category 1 Responder, have a duty to put in place Business Continuity Management arrangements.

Business Continuity Management (BCM) provides a framework for building in resilience to an organisation and delivering a capability for an effective response to events that might threaten its business operations.

Kent County Council Directorate Business Continuity Plans include the following documents (an overview of Business Continuity Management in Kent can be found at Section 9 of the KCC Major Emergency Plan):

- Business Continuity Management Policy
- Business Continuity Programme Management
- Business Impact Analysis (BIA)
- Plan Scope
- Activation Plan
- Response Plan or Action Plan
- Alternative Response Strategies
- Recovery Requirements for critical services

Appendix C – Health and Safety

It is crucial that managers and staff prioritise health and safety when mobilised as part of an emergency response and do not place themselves or colleagues in potentially dangerous situations. Indeed, the Health and Safety at Work Act 1974 applies to all elements of the local authority response to a major incident and covers:

- safety of staff and contractors;
- safe systems of work;
- safe equipment;
- manual handling; and
- electricity at work.

Managers should ensure that a risk assessment, in compliance with current Health and Safety Executive guidance (Five Steps to Risk Assessment), is undertaken for the various elements of the Council's emergency response and that findings and actions are recorded and acted upon. Expert advice from the Council's Professional Health and Safety Officer should be sought as a matter of urgency. Health and Safety Executive Risk Assessment Guidance is held by all KCC Health and Safety Officers.

At an Operational level responding personnel should consider risks and undertake dynamic risk assessments. Potential hazards arising from major incidents could include:

- slips, trips, falls;
- debris on roads and footways and severe weather implications on all travel modes;
- extremes of temperature arising from weather emergencies;
- floodwaters and concealed risks;
- risk from fumes and noxious substances;
- explosion risk and / or unstable structures;
- acts of violence, working or travelling alone; and
- injury from traffic.

Access to safety equipment

A range of professional officers routinely carry generic protective equipment on day-to-day business including hard hats, steel toe cap boots, high visibility clothing, throw-lines, rigid and self-inflating life-jackets.

Stocks of water safety equipment, comprising throw-lines, rigid and self-inflating life-jackets, are held at District Council offices for issue to personnel working on or close to water or mud. Lone working is discouraged when working close to water and mud and all personnel likely to be involved in the operational response to flooding or aquatic pollution incidents should have attended Kent County Council / Kent Fire and Rescue water safety awareness training session.

Appendix D – Risk Assessments

Kent Resilience Forum – Individual Risk Assessment (IRA)

Hazard / Threat Category	Kent Risk Ref	LRMG Risk Number(s)
SEVERE WEATHER Local fluvial flooding	17	HL19 3.10
Date of Revision	Next review date	
2015		
Overview of hazard or threat:		
<p>The flooding event would have a sub-regional impact, and is a real threat to lives. Localised economic damage and need between 6 and 18 months recovery before business as usual conditions are restored.</p> <p>The depth and velocity of water flows will vary.</p> <p>Significant mutual aid would be deployed from neighbouring counties but the response effort could be contained within a region.</p> <p>Assumes: See H21 - Many of the assumptions are the same for a significant local fluvial flood as they would be for a major regional flood. However, the impact may be specific to one area rather than several sites. Consequence management will be achievable within a regional level response capability.'</p>		
Key historical evidence (last 5 years or of particular note):		
<ul style="list-style-type: none"> • October - November 2000 - Many communities throughout Kent affected by the severe rainfall which fell on areas of Kent during the winter and spring of 2000/2001 • December 2002 / January 2003 - Over 100mm of rain fell over Southern Region resulting in flooding to around 126 properties in the Kent area. • Summer 2007 - Exceptionally heavy rain in June and July 2007 resulted in fluvial and surface water flooding. The worst affected areas were Thames Valley, Gloucestershire, Humberside and South Yorkshire. • Winter 2013-14 Between 17 December 2013 and 17 January 2014 more than 320mm of rain fell across the upper reaches of the Medway. The ground was saturated and rivers were high when a further 65 - 70 mm of rain fell during the severe weather on 23 and 24 December, leading to flooding in many areas. The flows in the Upper Medway were the highest ever recorded resulting in more than 700 flooded homes and businesses being flooded throughout the River Medway catchment. The worst affected locations included Tonbridge, Hildenborough and Yalding in the River Medway catchment. 		

Likelihood		
Hazard	Likelihood	
SEVERE WEATHER - Local fluvial flooding	Medium High (4)	
Impact:		
Summary:		
Hazard	Impact	
SEVERE WEATHER - Local fluvial flooding	Moderate (3)	
Details:		
Impact associated with risk		
Primary:		
<ul style="list-style-type: none"> • Drowning of people, pets and livestock • Major damage to property and surrounding land • Closure, or washing away, of roads, bridges, railway lines • Loss of (and possible damage to) telephone, electricity, gas and water supplies • Pollution/health risks from sewerage systems, chemical stores, fuel storage tank • Evacuation and temporary/long-term accommodation needs 		
Secondary		
<ul style="list-style-type: none"> • Need for recovery strategy in aftermath of major flood • Disruption of economic life and major costs of rebuilding infrastructure • Public need for information, advice, benefits/emergency payments • Insurance implications, including help for the uninsured • Safety assessments/possible demolition of damaged buildings and structures • Shortage/overstretch of key resources (equipment and personnel) and agencies • Overstretch of normal communication links, including mobile phones. 		
Overall assessment:		
Category:		
SEVERE WEATHER		
Likelihood	Impact	Risk Rating
Medium High (4)	Overall	3
	Fatalities	1
	Casualties	1
	Economic	3
	Social Disruption	3
	Psychological	3
		High
Controls in place		

Kent Resilience Forum – Individual Risk Assessment (IRA)

Hazard / Threat Category	Kent Risk Ref	LRMG Risk Number(s)
SEVERE WEATHER Local / urban flooding (fluvial or surface run-off)	18	HL18 3.9
Date of Revision	Next review date	
2015		
Overview of hazard or threat:		
<p><i>'The flooding event would have a regional impact, possibly translating into loss of lives, localised economic damage and need between 6 and 18 months recovery before business as usual conditions are restored.</i></p> <p><i>The depth and velocity of water flows will vary.</i></p> <p><i>Significant mutual aid would be deployed from neighbouring regions, although other regions are also likely to be at risk or impacted at the same time.</i></p> <p><i>Assumes: See H21 (Many of the assumptions are the same for a major regional fluvial flood as they would be for a major national incident.</i></p> <p><i>Consequence management will not be achievable with in a regional response capability.'</i></p>		
Key historical evidence (last 5 years or of particular note):		
<ul style="list-style-type: none"> • October - November 2000 - Many communities throughout Kent affected by the severe rainfall which fell on areas of Kent during the winter and spring of 2000/2001 • December 2002 / January 2003 – Over 100mm of rain fell over Southern Region resulting in flooding to around 126 properties in the Kent area. • Summer 2007 – Exceptionally heavy rain in June and July 2007 resulted in fluvial and surface water flooding. The worst affected areas were Thames Valley, Gloucestershire, Humberside and South Yorkshire. • Winter 2013-14 - Between 17 December 2013 and 17 January 2014 more than 320mm of rain fell across the upper reaches of the Medway catchment, the ground was saturated and rivers were high when a further 65 - 70 mm of rain fell during the severe weather on 23 and 24 December, leading to flooding in many areas. • With these amounts of rainfall, flooding from all sources, surface water, groundwater, drainage systems and river systems is inevitable. 		

Likelihood		
Hazard	Likelihood	
SEVERE WEATHER - Local / urban flooding (fluvial or surface run-off)	Medium (3)	
Impact:		
Summary:		
Hazard	Impact	
SEVERE WEATHER - Local / urban flooding (fluvial or surface run-off)	Moderate (3)	
Details:		
Impact associated with risk		
Primary:		
<ul style="list-style-type: none"> • Drowning of people, pets and livestock • Major damage to property and surrounding land • Closure, or washing away, of roads, bridges, railway lines • Loss of (and possible damage to) telephone, electricity, gas and water supplies • Pollution/health risks from sewerage systems, chemical stores, fuel storage tanks • Evacuation and temporary/long-term accommodation needs • Rescue of people • Loss of key services due to key office in flood zone • Rescue using boats 		
Secondary		
<ul style="list-style-type: none"> • Need for recovery strategy in aftermath of major flood • Disruption of economic life and major costs of rebuilding infrastructure • Public need for information, advice, benefits/emergency payments • Insurance implications, including help for the uninsured • Safety assessments/possible demolition of damaged buildings and structures • Shortage/overstretch of key resources (equipment and personnel) and agencies • Overstretch of normal communication links, including mobile phones. 		
Overall assessment:		
Category:		
SEVERE WEATHER		
Likelihood	Impact	Risk Rating
Medium (3)	Overall	3
	Fatalities	1
	Casualties	2
	Economic	3
	Social Disruption	4
	Psychological	4
		High
Controls in place		

Kent Resilience Forum – Individual Risk Assessment (IRA)

Hazard / Threat Category	Kent Risk Ref	LRMG Risk Number(s)
SEVERE WEATHER Flooding: Major coastal and tidal flooding affecting more than two UK regions (This is the national picture to provide context for local risk assessment)	24	H16 3.5
Date of Revision	Next review date	
2015		
Overview of hazard or threat:		
<p>Assumes:</p> <ul style="list-style-type: none"> • Up to 4 days of advanced severe weather alerts from the Met Office • Severe Flood Warnings issued up to 24 hours in advance by the Environment Agency • Storm tide forecasting service shows risk of over-topping (up to 8hrs lead time). • Rescue can only be by boat, helicopter or high-clearance vehicles. • Emergency services affected if located in the flood zone. • Evacuation warnings given to emergency services (as little as 1 hour) • Multiple failure (breaches) of flood defence systems and significant overtopping. • Damage or failure at: several sites of telecommunications, electrical sub-stations, water and sewage treatment works, road bridges and rail embankments, rendering these essential services inoperable for up to 14 days. • Closure of key and essential transport routes for up to 5 days leading to national disruption to commuters and supplies of goods and services. • There are hospitals, schools, shops and industrial/ commercial premises in the flooded area (& possibly rest centres). • 'Properties' includes occupied mobile homes and caravans sites in low-lying coastal zones (summer tourists). 		
Key historical evidence (last 5 years or of particular note):		
<ul style="list-style-type: none"> • January 1953 - Severe flooding caused by a massive surge tide devastated North and North East coastal areas of Kent ,having taken the lives of 300 people in East Anglia and then continued onto Holland and took a further 1,800 lives. • December 2013 - The storm that hit the UK, on Thursday 5th and Friday 6th December 2013 resulted in the most serious tidal surge in over 60 years. • Record sea levels were recorded in a number of locations. In some places levels were higher than the destructive floods of 1953. 58 properties (42 residential, 16 commercial) were flooded during the tidal surge in the Kent and South London Area. • At Dover the tide was the highest seen since 1905 and flooding was experienced in Strood, Conyer, Faversham and Sandwich. • 		
Likelihood		
Hazard	Likelihood	
SEVERE WEATHER Flooding: Major coastal and tidal flooding affecting more than two UK regions	Medium (3)	

Impact:		
Summary:		
Hazard	Impact	
SEVERE WEATHER Flooding: Major coastal and tidal flooding affecting more than two UK regions	Moderate (3)	
Details:		
Impact associated with risk		
Primary:		
<ul style="list-style-type: none"> • Drowning of people, pets and livestock • Major damage to property and surrounding land • Closure, or washing away, of roads, bridges, railway lines • Loss of (and possible damage to) telephone, electricity, gas and water supplies 		
Secondary		
<ul style="list-style-type: none"> • Pollution/health risks from sewerage systems, chemical stores, fuel storage tanks • Evacuation and temporary / long-term accommodation needs • Disruption of economic life and major costs of rebuilding infrastructure 		
Overall assessment:		
Category:		
SEVERE WEATHER		
Likelihood	Impact	Risk Rating
	Overall	3
	Fatalities	2
	Casualties	3
	Economic	3
	Social Disruption	3
	Psychological	4
High		
Controls in place		

Kent County Council Flooding Event Model Debrief Agenda

Incident:

Date of Debrief:

Chair:

Secretary:

Present:

1. Introductions and apologies (Chair / All)
2. Background (Chair)
3. Effectiveness of alerting and mobilisation (by Team)
4. Command and control
 - what went well (by Team)
 - what went badly (by Team)
5. Recovery
 - what went well (by Team)
 - what went badly (by Team)
6. Recovery
 - what went well (by Team)
 - what went badly (by Team)
7. Did any best practice emerge during response and/or recovery (Chair / All)
8. Are changes required to KCC Flood Response Emergency Plan (Chair / All)
9. Implications for future training and exercising (Chair / All)
10. Run through and refinement of recommendations arising from Debrief (Chair/All)
11. Outline next steps and close meeting (Chair)

Kent County Council Flood Response Plan

Issue 6 (July 2017)

Plan owner: Director of Environment, Planning & Enforcement