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Northumbria Local Resilience Forum

Multi-Agency Generic Reservoir Flooding Off Site Plan

Developed by:

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DOCUMENT CONTROL AND DISTRIBUTION

The Generic Off-Site Plan is maintained by Northumberland County Council as lead Local Authority. All users are requested to advise this local authority of any change in circumstances that may materially affect this Plan.

Details of changes are to be sent to Northumberland County Council Civil Contingencies Team at eplan@northumberland.gov.uk

This Plan is predicated upon the existence and maintenance by Category 1 and 2 responders and other responding agencies of their own plans and procedures for a response to an Off-Site Reservoir Flooding Emergency.

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Important

The outline flooding maps for the reservoirs in the Northumbria Local Resilience Forum area are accessible via the Environment Agency Website and are not reproduced in this Plan

Copies of more detailed maps are held on the national “Resilience Direct” (RD) system and are classified “Official Sensitive” and **not available** for public access.

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- 3) The information contained in these maps DOES NOT in any way reflect the structural integrity or likelihood of failure of the dams.
- 4) These maps give an indication only of the areas that may be flooded if a dam completely failed. They are based on a simplified modelling approach. Actual reservoir failure may give rise to conditions (flooded areas, flood depth, extent, velocity, hazard, and timing) which vary from those indicated.

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| GLOSSARY | |
|----------------------|--|
| CCT | Civil Contingencies Team (Northumberland) |
| EPU | Emergency Planning Unit - other Northumbria LAs |
| ECAP | Emergency Community Assistance Plan (Northumberland) |
| HE | Highways England |
| HVP | High Volume Pump |
| LA | Local Authority |
| LRF | Local Resilience Forum |
| MIP | Major Incident Plan |
| MBC | Media Briefing Centre |
| NHS(E) | NHS England |
| NFRS | Northumberland Fire and Rescue Service |
| NLRF | Northumbria Local Resilience Forum |
| PHE | Public Health England |
| PIZ | Public Information Zone |
| Rest Centre | Premises where evacuees are sheltered until they can return home or make their own arrangements. |
| Reception Centre | A temporary assembly point for people who have been evacuated and/or an identified collection point for transportation to a rest centre. |
| RCG | Recovery Coordinating Group |
| RVP | Rendezvous Point |
| RD | Resilience Direct |
| SCG | Strategic Co-ordinating Group (Gold) |
| SWR | Swift Water Rescue |
| Supervising Engineer | Supervises the operation and maintenance of a reservoir at all times, unless the reservoir is under construction. |
| TCG | Tactical Co-ordinating Group (Silver) |
| TWFRS | Tyne and Wear Fire and Rescue Service |
| Undertaker | Reservoir owner, manager or operator |

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SUMMARY EMERGENCY RESPONSE STAGES

| TASK | LEAD RESPONDER |
|--|---|
| PHASE 1: Standby | |
| <ul style="list-style-type: none"> • Initial alert • Notification to lead responders (Police, LA, Fire and Rescue) • Be prepared to stand up Tactical Co-ord Gp (TCG) / Strategic Co-ord Gp (SCG) as required. • Notify partners and agencies as necessary. • Consider implementation of LA ECAP/Major Incident Plan. • Consider Warning and Informing residents in PIZ. • Be prepared for evacuation. • Be prepared to activate Rest Centre Plan(s). Identify and warn potential rest centre locations. | <ul style="list-style-type: none"> • Undertaker • Undertaker • Police / Police at request of other responder • LA CCT / EPU • LA CCT / EPU • Police / LA • Police / LA • LA CCT / EPU |
| PHASE 2: Implementation | |
| <ul style="list-style-type: none"> • Subsequent alert: <i>Alarm, Imminent Failure or Failed.</i> • Implement generic off-site plan (if no specific plan) • Stand up TCG and SCG as appropriate. • Co-ordinate response of emergency services. • Implement LA ECAP / MIP and stand up LA Emergency Committee as appropriate. • Warn and Inform residents in PIZ of W and I strategy. • Evacuate residents in PIZ. • Activate LA Rest Centre Plan. • Implement medical support. • Implement swift water/search and rescue response. • Coordinate Media response. • Implement traffic control measures. • All agencies should maintain a record of key decisions made and actions carried out. | <ul style="list-style-type: none"> • Undertaker • Police • Police / Police at request of other responder • Police • Head of Civil Contingencies • Police / LA • Police / FRS / LA • LA CCT • NEAS / NHSE • Fire and Rescue • Police • Police / LA / HA • All |

| PHASE 3: Standdown / Recovery | |
|---|--|
| <ul style="list-style-type: none"> • Notification of 'All Clear' from Undertaker. On-site plan. • Decision to stand down emergency services and hand over recovery phase to LA. • Consider controlled return of evacuees to properties. • Implementation of LA Recovery and Restoration Plan. | <ol style="list-style-type: none"> 1. Undertaker 2. SCG 3. SCG / TCG 4. LA |
| PHASE 4: Debrief | |
| <ul style="list-style-type: none"> • Lead agencies should carry out a debrief process as soon as is practical, either during, or after the recovery phase. | <ol style="list-style-type: none"> 5. All / NLRF |

1. PURPOSE OF THE OFF-SITE PLAN

- 1.1.1 The purpose of the generic off-site plan is to ensure that local responders are able to make a swift and effective response to any reservoir emergencies involving reservoirs for which specific off-site plans have not been constructed. It covers activation, alerting, management and co-ordination aspects of the response to such emergencies. It also outlines the type of response which may be necessary to respond to, and recover from such an emergency and the facilities and resources which would be available to do so. The overall aim of the off-site plan is to provide a framework of procedures to facilitate a co-ordinated multi-agency response to the off-site consequence of a potential or actual dam breach at a reservoir either;
- a. within the Northumberland LA / Northumbria LRF boundary; or
 - b. whose water course may inundate areas within the Northumberland LA / Northumbria LRF boundary.
- 1.1.2 A list of these reservoirs and reservoir owner/undertaker are attached at Appendix A.
- 1.1.3 The advice contained within this off-site plan should be treated as a guide only. It offers a framework in order that those responding to an incident can work together as efficiently and effectively as possible. This off-site plan also takes into consideration the duties outlined in the Civil Contingencies Act 2004.

2. LEGAL BASIS FOR THE OFF-SITE PLAN

- 2.1 The authority for developing an Off-Site plan for reservoir flooding is the Civil Contingencies Act 2004. The Act requires action to be taken to improve and maintain and support the country's resilience. This Off-Site Plan is written in accordance with the requirements of the Act.
- 2.2 The Reservoirs Act 1975 (as amended by the Water Act 2003, and Flood and Water Management Act, 2010, Schedule 4) provides for undertakers of large raised reservoirs (i.e. over 25,000 cu metres) to draw up On-Site flood plans setting out what actions the undertaker should take in the event of a potential or actual uncontrolled release of water; this would include maintaining contacts with Category 1 responders. The Flood and Water Management Act, 2010, makes further provisions to empower the lead local authority to prepare and publish Off-Site plans.

3. PLAN DISTRIBUTION, MAINTENANCE AND VALIDATION

3.1 Plan Distribution

3.1.1 This Off-Site plan and associated outline reservoir flooding information are marked "Official". This Off-Site Emergency Response Plan is intended for use by the Strategic Co-ordination Group in the event of a reservoir flooding event in the Northumberland County Council / Northumbria Local Resilience Forum (LRF) areas. In one case, for the Derwent Reservoir, the Durham and Darlington LRF and Durham Constabulary will also need to be involved in any response. The Plan can be viewed on www.northumbrialrf.org.uk in the Library Section and on constituent LA websites.

3.2 Plan Maintenance

3.2.1 Northumberland County Council Civil Contingencies Team, in collaboration with members from the Northumbria LRF Environment Theme Group, has agreed to maintain this plan and will co-ordinate its revision with partner agencies who have committed to provide updates to the Northumberland Civil Contingencies Team around any changes which could have an impact upon the procedures, technical systems, key personnel or information identified in the plan.

3.2.2 It is envisaged that this plan and related risk assessments will be subject to a triennial review..

3.3 Plan Validation

3.3.1 To ensure that key staff in partner agencies are appropriately familiar with the procedures and that these are validated, the following actions have been agreed:

- Internal briefings to be provided to all Category 1 and 2 responders upon completion of the updated plan in order to promote feedback for consultation period.
- Reservoir Flooding exercise linking On-Site and Off-Site plans every 3 years subject to acceptance within the Northumbria LRF Exercise and Training Calendar.

4. SCOPE OF THE OFF-SITE PLAN

4.1 Mapping

- 4.1.1 The mapping associated with this Plan on the Environment Agency Website is of outline reservoir flooding areas only, and are therefore “not” protectively marked.
- 4.1.2 Detailed mapping, showing velocity, depth and other significant information are protectively marked “Official - Sensitive” and would be accessible for Category 1 Responders via the national Resilience Direct (RD) system.

4.2 Scenario

- 4.2.1 This plan addresses the Off-Site, or downstream, consequences of flooding from any of the reservoirs listed at Appendix A as a result of a potential or actual dam breach. The actions outlined are based upon an assumption that there would be sufficient time to enact a response.
- 4.2.2 Notwithstanding the above, a reservoir dam failure may involve
- a complete collapse of a dam wall and a sudden release of water; or
 - a “slow build” scenario.
- 4.2.3 If a complete collapse is forecast, the velocity details and maps held on RD, combined with the predicted period of time until collapse, will indicate how much time is available to evacuate downstream properties.
- 4.2.4 In a “slow build” scenario, i.e. where water is escaping as the result of an emergency drawdown, the response will probably mirror the actions outlined in the Northumbria LRF Flood Plan(s), but the dam will be monitored to assess the risk of a major failure.

5. IMPACT OF A RESERVOIR OR DAM EMERGENCY

5.1 Effects

5.1.1 The impact of flooding caused by a dam breach is likely to differ from conventional fluvial and pluvial floods with the following effects:

- sudden impact: speed of development of the emergency limits time for evacuation.
- destruction: the increased force of the water being likely to lead to the total destruction of buildings near the dam, reducing to partial structural damage and flooding damage with distance downstream.
- disruption to infrastructure: likelihood of damage to critical infrastructure such as roads, railways, electricity, gas, water, sewerage, telecommunications and other essential services.
- injury and death: potential for injury and possible death to those caught in a flood wave.

5.2 Overall Risk Assessment

5.2.1 The generic risk of reservoir flooding has been given an overall rating of MEDIUM in the Northumbria LRF Community Risk Register.

6. COSTS

6.1 Emergency Expenditure

- 6.1.1 There are a number of organisations and funding schemes (either operated by or accessible through the UK Government that may help local responders meet extraordinary financial costs incurred during the response to, and recovery from, an emergency. See Annex 1A of “Emergency Response and Recovery” for further details and Recovery section below.
- 6.1.2 The Government Liaison Officer on the Strategic Coordinating Group is responsible for communicating any request for financial support to Central Government for consideration.

6.2 Central Government

- 6.2.1 The Environment Agency can provide advice on enactment of financial/compensation provision in the event of a dam breach.

6.3 The Bellwin Scheme

- 6.3.1 The Government operates a scheme of emergency financial assistance (Bellwin) to assist local authorities in covering costs they incur as a result of work in coping with emergencies such as, typically, floods.
- 6.3.2 The scheme may be activated in any case where an emergency involving destruction of, or danger to, life or property occurs, and, as a result, one or more local authorities incur expenditure on, or in connection with, the taking of immediate action to safeguard life or property, or to prevent suffering or severe inconvenience, in their area or among its inhabitants.
- 6.3.3 Bellwin is applicable only in the response phase of an incident, since the grant is limited by Section 155 of the Local Government and Housing Act 1989 to contributing to immediate costs incurred on or in connection with safeguarding life or property or preventing inconvenience following an incident. It is important to be aware that precautionary actions and longer term clearing up action are ruled out by the terms of the statute.
- 6.3.4 General guidance notes are issued from time to time, which set out the conditions applying and more general information about the Bellwin Scheme. This includes qualifying emergencies, who can claim, grant rates and thresholds and how to notify an incident or make a claim.

7. EMERGENCY PHASES

There are four phases involved in the activation of this off-site plan. The triggers for the activation of these phases are outlined below. (see Summary pages 6/7)

7.1. Standby

7.1.1 This phase is activated when initial identification of a possible reservoir emergency is made, usually by the Reservoir Undertaker and their On-Site plan, where these exist, is activated. The Standby level of this plan is activated as soon as the Undertaker notifies the Police and the LAs of a potential problem or any other notification is received.

7.2 Implementation / Response

7.2.1 A dam breach may be imminent. The Implementation / Response level of this plan is activated when a message is received from the Undertaker that the trigger level for 'Alarm', 'Imminent failure' or 'Failed' in the reservoir's on-site plan (where this exists) is met.

7.2.2 The Implementation level may also be reached by escalation from Standby level.

7.2.3 It is crucial that the Police and LAs liaise with the Undertaker to determine the timing of any expected failure and whether the anticipated dam failure will involve:

- a complete collapse of a dam wall and a sudden release of water; or
- a "slow build" scenario.

7.3. Stand-down and Recovery

7.3.1 The decision to move from the Implementation / Response phase to the Recovery phase is likely to occur when the immediate response efforts to save life, property and recover evidence have concluded. This judgement will need to be taken by the Strategic Co-ordinating Group (SCG), which will address the issue of transition from response to recovery.

7.3.2 Following the dissemination of an '*All Clear*' communication from the Undertaker, and the decision to stand-down has been made by the SCG, further action should be taken in accordance with the relevant LA Recovery and Restoration Plan.

7.4. Debrief

7.4.1 It is essential to keep records in order to facilitate operational debriefing and to provide evidence for inquiries (whether judicial, public, technical, inquest or of some other form). Single-agency and inter-agency debriefing processes should occur as soon as is practical, either during, or after the recovery phase in accordance with the Northumbria Local Resilience Forum Debrief Protocol. The aim is to capture information while memories are fresh.

7.4.2 LRF Debrief Protocol

7.4.2.1 A comprehensive record should be kept of all events, decisions, reasoning behind key decisions and actions taken. Each organisation should maintain its own records. The lead LA will take responsibility for organising and coordinating the Debrief process on behalf of the Northumbria LRF.

8. COMMAND CONTROL AND COORDINATION

Northumbria Police will retain overall coordination of the multi-agency response to the incident until the recovery phase, where this will be handed to the relevant LA(s). Detailed roles and responsibilities for each lead agency are outlined in section 9.

8.1 Plan Activation

8.1.1 If no specific on-site plan exists, the generic plan should be activated. The plan is activated in accordance with the triggers outlined in section 7.

8.1.2 An initial (M)ETHANE message will be generated to all relevant partners and JESIP will be applied to ensure inter-agency co-operation and co-ordination.

8.2 Related Plans

8.2.1 The Northumbria LRF Generic Reservoir Flooding Off-Site Plan provides a framework for the response to a reservoir emergency resulting in downstream flooding. Other contingency plans and arrangements may be used in conjunction with this plan:

- Emergency Community Assistance Plan (ECAP) (Northumberland)
- Metro Centre Evacuation Plan (Gateshead)
- Northumberland CC Corporate Business Continuity Plan and Group Related Plans
- Northumberland CC Emergency Temporary Mortuary Plan
- Northumberland CC Flood Action Plan
- Northumberland CC Humanitarian Assistance Centre Guidance
- Northumberland CC Reception / Rest Centre Guidance
- Northumberland and/or other LA Recovery and Restoration Plans
- NorthumbriaLRF Major Incident Declaration Protocol
- Northumbria LRF Mass Fatalities Plan Overview
- Northumbria LRF Multi Agency Flood Plans Overview
- Northumbria LRF Resilient Telecommunications Plan
- Northumbria Police Flood and Severe Weather Plan
- On-site Plans maintained by Undertakers (owner/manager) of relevant reservoirs (where these exist)

8.3 Management Areas or Zones

8.3.1 In the event of an emergency the potential affected area(s) may be split into more easily identifiable, smaller and more manageable areas, to facilitate the Police's role in co-ordinating the response to the incident. The downstream flooding area may be divided according to circumstances. In a sudden dam breach scenario, Management Zones may be prioritised by time taken for water to arrive (eg. Immediate, 1-2 hours, 3-4 hours etc.). A "slow build" flood scenario, where more time is available, may be managed in line with police command areas, for example.

8.3.2 The flooding zone could be managed as follows:

- Silver Commander: provides tactical co-ordination for the whole incident area
- Bronze Commander: allocated to each management area/zone as resources allow and manage the incident within these sub-divisions.

8.4 Public Warning and Informing

8.4.1 This activity should be carried out in line with the "Warning and Informing the Public" protocol at Appendix B.

8.5 Evacuation

8.5.1 Door Knocking: In preparing an evacuation, the Police determine the zones that need to be placed on standby or to be evacuated and identify suitable Rendezvous / Assembly points. On the decision to evacuate an area and **only where safe and practical to do so**, the LA, working with the Police, may co-ordinate a multi-agency door-knocking exercise or other process, such as public broadcast message via television or radio, to advise residents in the evacuation area to leave.

8.5.2 Evacuation Cards: The door-to-door knocking will be facilitated by an Evacuation Card / Letter to alert residents that they may need to evacuate. A sample copy of this can be found at Appendix C.

8.5.2.1 The Evacuation Card should be pre-prepared before dissemination to residents requiring evacuation and provide details of the management area and pre-determined Reception Centre / Rendezvous / Assembly Point and/or Rest Centre being used. Details from returned cards should be recorded by the lead authority and those records held for the co-ordination of any subsequent search and rescue operations.

8.5.3 Transport: Transport for evacuation will be primarily sourced from LA resources. If required, commercial providers and voluntary organisations may be required to assist in the evacuation. Refer to relevant LA Emergency Community Assistance Plan or Major Incident Plan for details.

8.6 Vulnerable People/Groups

8.6.1 During a reservoir flood event even those people who may not normally be deemed vulnerable can become vulnerable due to the circumstances they find themselves in. Assisting those who are at risk from flooding is key; however, some groups may require additional assistance. Vulnerable persons can be those identified as:

- The elderly
- The frail
- Children
- Non English speaking residents
- Transient populations
- Those with health problems
- Those with disabilities

8.6.2 Records of those persons who are deemed as vulnerable should be regarded as time sensitive information that changes on a regular basis.

8.6.3 During a reservoir flooding event, information on vulnerable persons can be obtained in accordance with the respective LA Flood Action Plans.

8.7 Critical Infrastructure

8.7.1 Infrastructure that has been identified as critical has been deemed so as it may cause significant disruption if affected by flood water / other emergency.

8.7.2 Critical infrastructure is identified within the Information Sheet held on the Northumbria LRF Reservoir Flooding Resilience Direct pages.

8.7.3 Examples of critical infrastructure may include:

- Electricity Sub Stations
- Sewage Works
- Sewerage Networks
- Water or Gas Pumping Stations
- Water Supply
- Police / Fire / Ambulance Stations
- Hospitals
- Schools
- Those roads and bridges which could potentially be affected within flood risk zones

8.8 Reception and Rest Centres

Reception and/or Rest Centres should be opened in accordance with the relevant LA Rest Centre Plans. Possible Reception / Rest Centre locations will be identified as and when necessary, based on the actual reservoir(s) concerned.

9. KEY ROLES AND RESPONSIBILITIES

This section details the potential roles and responsibilities for each organisation during each phase of the incident.

9.1 The Reservoir Undertaker

9.1.1 Standby: In the event of a potential reservoir failure the Undertaker will:

- Activate the On-Site Plan (where these exist) this may include the involvement of the Fire and Rescue Service on site.
- On detecting a potentially serious problem relating to the dam, lake or reservoir the Undertaker should alert:
 - Northumbria Police
 - Northumberland County Council, and
 - Environment Agency
- Maintain a log.
- Provide on-going surveillance and situation assessments to the Police (Silver Commander) and the LA Civil Contingencies Duty Officer / Emergency Planner, informed by the Supervising Engineer.
- Consider establishing an Emergency Control Centre.
- Be prepared to dispatch a pathfinder to meet the emergency services at an agreed RVP and provide details of safe approach routes to the emergency services.
- Be prepared to provide an appropriately knowledgeable person to advise or participate in multi-agency control arrangements for the Off-Site response and provide timely updates on the progress of the incident. This is likely to involve the mobilisation of the Inspecting Engineer to provide advice on measures to be taken to avert failure or reduce the effects of an actual breach.
- Be prepared to implement business continuity plans.

9.1.2 Implementation: On the activation of the **Alarm, Imminent Failure** or **Failed** trigger level in the On-Site Plan (where these exist), the Undertaker (or their nominee) will:

- Alert the following:
 - Police Silver Commander
 - LA Civil Contingencies Duty Officer / Emergency Planning Officer
 - Fire and Rescue (if this would assist in mitigating the effects of a breach on site)
- Maintain a log.
- Provide on-going surveillance and situation assessments to the Police (Silver Commander) and the LA Civil Contingencies Duty Officer / Emergency Planner, informed by the Supervising Engineer.
- Establish an emergency control centre.
- Dispatch a pathfinder to meet the emergency services at an agreed RVP and provide details of safe approach routes to the emergency services.
- Provide an appropriately knowledgeable person to advise or participate in multi-agency control arrangements for the Off-Site response and provide timely updates on the progress of the incident. This is likely to involve the mobilisation of the Inspecting Engineer to provide advice on measures to be taken to avert failure or reduce the effects of an actual breach.
- Implement business continuity plans.

9.1.3 Recovery: Refer to On-Site Plan if available or appropriate Local Authority Recovery and Restoration Plan.

9.2 Police

9.2.1 Standby: On receiving a **Standby** alert from the Undertaker (or other party) notifying them that a potentially serious problem has been detected, the Police Silver Commander (in consultation with the LA) will consider convening a Tactical Coordination Group (TCG) to discuss preparatory and precautionary measures appropriate to the situation.

9.2.1.1 In the event of such a group being convened, the Police Silver Commander (or their nominee) will arrange for the following organisations to be contacted to request their attendance at the initial meeting:

- Relevant Fire and Rescue Service(s), requesting the attendance of an officer from Operations or Emergency Planning.
- North East Ambulance Service

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- Environment Agency Reservoirs Act Co-ordinator
- Environment Agency Flood Incident Management
- Local Authority Civil Contingency / Emergency Planning Officers
- Health network - NHSE / PHE
- Maritime and Coastguard Agency
- any other relevant organisations identified in this plan
- any other identified resources from within the Police e.g. the appropriate Area Command.

9.2.2 Implementation: On receiving a notification of an **Implementation** alert from the Undertaker (or other party) notifying them that either:

- an emergency drawdown that would result in potential downstream flooding is required to mitigate the impact;
- control of the situation has been lost and failure is inevitable;
- a large uncontrolled release of water has occurred.

9.2.2.1 The Police Silver Commander, in consultation with tactical commanders in partner agencies as appropriate, will consider whether the hazard requires an immediate evacuation or may give rise to an evacuation in the near or immediate future and invokes the Off-Site Plan.

9.2.2.2 Further to this, the Police will:

- Deploy a liaison officer at the site if safe and appropriate to do so.
- Advise Critical Infrastructure operators of the incident.
- Consider declaration of a Major Incident and inform partner agencies as appropriate.
- Determine the necessary RVP(s) for the incident and inform appropriate partner operational responders e.g. Fire and Ambulance Services.

Provide overall strategic, tactical and operational co-ordination of the incident response provided by the emergency services, local authorities and other agencies.

- Ensure an appropriate Silver Commander is identified to provide tactical coordination for the whole incident area and to chair the multi-agency Tactical Coordination Group (TCG).
- Identify an appropriate venue for the TCG. This will be decided by the Police Silver Commander in consultation with partners from the TCG at the time of the incident.
- Request key partner agencies identified in this plan – including the LA and other emergency services – send appropriate tactical level representatives to the TCG.
- Ensure Bronze Commanders for each of the management areas are

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identified (where resources allow), who will manage the incident at the operational level in these pre-identified sub-divisions.

- Initiate the evacuation of the management areas in consultation with the LA in line with the incident scenario.
- Deploy officers where available and appropriate to the evacuation areas (within the management areas) in support of the evacuation, and work with other agencies to notify / identify vulnerable individuals (accessing available records) in the evacuation areas.
- Work with other agencies to notify / identify specific vulnerable establishments in the evacuation areas (accessing available records) to be evacuated and ensure that appropriate measures are in place.
- Make arrangements to mobilise other staff resources, such as Police Community Support Officers to assist in the evacuation where appropriate and available.
- Support the Highways Agency where appropriate and make arrangements to establish the pre-identified road blocks.
- Support the LA and the Highways Agency (where appropriate) to establish diversions around the management areas and seek to move traffic away from these areas.
- Identify properties not evacuated (if resources allow).
- The designated ACPO Officer (Duty Gold) will decide when to activate the Strategic Co-ordinating Group in liaison with strategic commanders from other responding agencies. The venue for the Strategic Co-ordinating Group will be determined at the time.
- Inform the Corporate Communications Department of the incident so they can consider all public information issues.
- Consider the use of North East Air Support Unit (NEASU) to provide an overview of the situation if appropriate. A 'skyshout' public address system is available on the police helicopter to disseminate evacuation messages to the public if appropriate.

9.2.2.3 In terms of operational matters, the Police will:

- Appoint Bronze Commander(s) for each management area (where resources allow) who will coordinate the evacuation of their management area in liaison with the LA and will notify Silver Command when the area is 'sterile' of people;
- Officers at the scene will establish cordons (where practical, appropriate and safe to do so) and ensure that risk assessments are undertaken in conjunction with partner agencies e.g. Fire and Rescue Service, prior to access being granted to areas inside the cordon. Any person being

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passed through the cordon must have the authority of Silver Command.

- Where available, appropriate and safe to do so, officers at the scene will evacuate people from streets and buildings using evacuation cards (if deemed appropriate) and will direct them away from the incident scene towards pre-identified assembly / reception points for onward transport to rest centres by the LA. If an evacuee takes the decision to find their own alternative arrangements in terms of accommodation etc. or not to evacuate at all, officers at the scene will ensure the evacuee provides information to them on where they will be staying, using the reverse of the Evacuation Card, if applicable, so follow-up enquiries can be conducted by the LA;
- Officers on the ground will provide advice on safe evacuation routes as based on information via Silver Command from the Undertaker and other specialists.
- Officers will attend LA Rest Centres to assist e.g. providing initial security, noting who is present / missing etc. and will inform the Bronze Commander of any important issues to be resolved so these can be considered by Silver Command;
- Officers may also assist other agencies in providing specific assistance for people with additional needs such as the old, very young and disabled;
- Officers will control and direct traffic to prevent bow waves from flooding properties and vehicles from breaking down in floodwaters. Assistance with closures where roads are impassable etc. will be required from the LA, Highways Agency and other road network providers.

9.2.2.4 Other Police responsibilities will include:

- Maintaining an incident log;
- Establishing the Casualty Bureau as required.
- Providing appropriate advice and assistance to the public, including assisting in the dissemination of warnings e.g. on Force website, via Call Handlers in the Communications Centres etc.
- Co-ordinating the information / updates given out to the Media during the response phase of the incident. This will mean ensuring that consistent and accurate messages / updates are regularly provided to the media with the agreement of all responding agencies.
- Implementing internal business continuity plans as required to ensure day-day service provision is maintained to an acceptable level.

9.2.3 Recovery

The Police (as the coordinating agency in the response phase of the incident) will determine when the response phase is complete and will then hand-over central coordination of the multi-agency response to the LA for the recovery phase of the incident.

If an uncontrolled breach has been averted and the structure is made safe, the Silver Commander in conjunction with the LA and other responders, will consider whether to allow a controlled return of evacuees to their properties and other affected parts of the Management Areas. For such a decision to be made by the TCG, the authority of the SCG will be required and specialist advice will need to be taken e.g. from the Undertaker and from the Fire Service / LA on the structural safety of buildings etc. The following factors are considered as a part of the controlled returned process:

- the return of people to evacuated zones should be phased and controlled as far as possible.
- normal transport services should be resumed as soon as possible.
- during re-entry to the area empty properties should remain secure.

Once the decision to allow a controlled return has been taken, Silver Command will liaise with Rest Centres to advise LA staff and police officers present of the situation so evacuees can be notified with any specific information that is deemed necessary in line with their tactical plan for a controlled re-occupation of the affected areas.

The Police will undertake any (criminal) investigations as required and will assist the LA with the return to normality as appropriate e.g. by conducting reassurance patrols in the areas affected by the incident.

9.3 **Local Authority Civil Contingency Team**

Note: The following represents the Northumberland arrangements – the Tyne and Wear Local Authorities will have their own arrangements which can be referenced through their specific Flood Plan(s).

9.3.1 Standby: On receipt of a **Standby** message from the Undertaker, the Civil Contingencies Duty Officer or Emergency Planning Officer will:

- Liaise with the police, assess the implications and determine the need to activate a TCG in consultation with the Police Silver Commander.
- Consider activation of the LA Emergency Community Assistance Plan / Major Incident Plan as appropriate.

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- Contact in particular:
 - Chief Fire Officer
 - LA Chief Executive / Duty CLT Officer
- Alert relevant emergency contacts within the ECAP Confidential Telephone Directory (Northumberland) in order to assess availability of manning and resources.

9.3.2 Implementation: On receipt of an alert relating to the **Implementation** level from the Undertaker, the Civil Contingencies Duty Officer / Emergency Planning Officer will:

- Support the activation of a TCG in consultation with the Police Silver Commander. (This includes facilitating the availability of the Operations Room at Northumberland County Council Fire and Rescue HQ, West Hartford, Cramlington).
- Activate the LA Emergency Community Assistance Plan / Major Incident Plan as appropriate:
- Contact in particular:
 - Chief Fire Officer
 - LA Chief Executive / Duty CLT Officer

Alert relevant emergency contacts within the Confidential Telephone Directory (Northumberland) / MIP for attendance at the TCG as appropriate.

9.3.2.1 As is appropriate to the circumstances, the Civil Contingencies Duty Officer may consider:

- Activation of the LA Rest Centre Plan
- Activation of the relevant LA Flood Action Plan

9.3.2.2 Further duties include:

- Communicating and co-ordinating with downstream LAs.
- Alerting operators of vulnerable or critical infrastructure sites.
- Providing appropriate representation at SCG (Gold) and TCG(Silver) level.
- Maintaining a log of events.
- Liaising with building managers of LA buildings within the management areas to ensure they are aware of the situation.

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- Identifying specific vulnerable people and establishments (accessing available records) in the area to be evacuated and communicating this information, with the Police, as necessary.
- Ensuring that appropriate measures are in place to meet the needs of those affected.
- Providing general information and guidance to departments, Senior Management, Elected Members and the Communications Team by phone, e-mail and the intranet.
- Implementing Business Continuity Plans.
- Establishing an incident contact telephone helpline if necessary.
- Requesting mutual aid where required.

9.3.3 Recovery:

In the event that there has been substantial damage and any evidence gathering process has been completed, the LA will take over formal control of the incident from the Police and each affected LA will initiate its own Recovery and Restoration Plan.

This will involve the establishment of a Recovery Co-ordinating Group (RCG) which will seek to:

- Ensure that longer-term recovery priorities are reflected in the planning and execution of the response.
- Ensure that relevant organisations in the public, private and voluntary sectors are engaged in the recovery effort from the earliest opportunity.
- Ensure continuity of the management of the emergency once the response phase has been concluded.

9.3.3.1 The RCG will need to consider and assess –

- The scale of any required clean-up operation
- Health implications
- Waste and pollution
- Number and location of residential properties flooded
- Number and location of businesses affected
- Damage to the infrastructure
- Disruption to transport
- Social Impacts
- Financial assistance to both businesses and individuals
- Charitable donations
- Recovering costs
- Disruption to residential and social care

- Public meetings
- Media /VIP visits
- Damage to bio-diversity, ecosystems and natural resources
- Damage to the built environment.

For further and full details on the recovery process, council responsibilities and group structuring, see the LA Recovery and Restoration Plan.

9.4. Fire and Rescue

9.4.1 Standby: On receipt of a **Standby** message from the Undertaker, Fire and Rescue may be required to attend the reservoir location to assist in accordance with the on-site plan. This may include:

- Deployment of High Volume Pumping equipment.
- Provision of advice during an emergency drawdown process.

9.4.2 Implementation: On receipt of an alert relating to the **Implementation** level from the Police or Civil Contingencies Duty Officer / Emergency Planning Officer, a Fire and Rescue response may include:

- Assisting in the evacuation process.
- Deploying Swift Water Rescue capability.
- Undertaking Search and Rescue activity.
- Providing a liaison officer to attend at SCG or TCG level as appropriate.
- Undertaking damage control operations, which may include pumping-out floodwater from homes (where resources allow) and key installations, such as electricity substations.

9.4.3 Recovery: Following completion of the response phase, the Fire and Rescue may be involved in:

- Assisting in the controlled return of evacuees to their properties.
- Advising on the structural integrity and safety of affected buildings.

9.5 North East Ambulance Service

In the event of a potential or actual dam breach incident, the North East Ambulance Service (NEAS) may have additional responsibilities for:

- Providing a Command and Control point for medical resources near the incident scene;
- Implementing Business Continuity plans;
- Where appropriate, providing patient transport facilities to evacuate vulnerable individuals from properties at risk to hospitals, Rest Centres or other accommodation.

- Maintaining a log.

9.6 NHS England

NHS England (NHS(E)) is responsible for ensuring that appropriate primary and secondary care health services are provided for the local population and that these services are able to respond to any emergency or major incident which may occur.

NHS England is a category 1 responder and is responsible for leading and co-ordinating the overall response of the NHS during an emergency or major incident. At a local level the Cumbria and North East (CNE) Team will work with all NHS funded care providers to ensure a co-ordinated response to incidents in liaison with multi agency partners. In addition, the NHSE CNE Area Team will represent the NHS at the Tactical and Strategic Co-ordination Groups as required.

Casualties resulting from an incident at this site will be taken or directed to the most appropriate hospital or healthcare facility. Self presenters may also attend other healthcare facilities, hence NHSE will be the source of overall casualty figures.

NHS England should be notified of any potential or actual major incident at the site as soon as possible, so that if necessary arrangements can be put in place to deal with casualties or any potential / actual impact on wider health services. In the event of a major incident, NEAS will alert the NHS CNE using agreed alerting protocols.

9.7 Public Health England (PHE)

Public Health England (PHE) has taken on the roles previously discharged by the Health Protection Agency in relation to emergency preparedness, resilience and response. It is a Category 1 responder.

In fulfilling these responsibilities PHE will:

- Provide national leadership and coordination for the public health elements of the emergency preparedness, resilience and response system.
- Provide health protection services, expertise and advice, and co-ordinate PHE response to major incidents.
- Provide risk analysis and assessment of emerging diseases, natural extreme events, chemical and radiological incidents and deliberate release threats (including CBRN), to inform the Department of Health and other stakeholders in the health sector, other government departments and agencies, and partners in the multi-agency response to incidents.

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- The North East PHE Centre provides immediate 24/7 local response. Specialist advice will be sought as needed from PHE national experts, for example chemical advice from PHE Centre for Radiation, Chemical and Environmental Hazards (CRCE).
- In the event of a major incident, NEAS will alert the North East PHE Centre using agreed alerting protocols.
- When requested (usually by the Police Gold Commander or the SCG Chair), the North East PHE Centre will establish a Scientific and Technical Advice Cell (STAC).
- If issued, a Met Office CHEMET will be copied to the PHE CRCE (Chemicals) division thereby also notifying PHE of the incident.
- PHE will provide support to the Recovery Coordination Group. If a STAC has been established, this can be called upon to advise the Recovery Coordination Group.

North East PHE Centre (formerly HPA North East)

Major Incident Contact: (in hours) 0844 225 3550
(out of hours) 0191 269 7714

9.8 Highways England

Highways England may have responsibility for:

- Providing a representative at SCG/TCG level.
- Monitoring traffic flows and clearing debris from HA roads and road drainage systems.
- Identifying and implementing the closure of HA roads and diversion routes in conjunction with the Police and LA and supplying signage (as appropriate).
- Overseeing repairs to road bridges and evaluating whether bridges affected by floods should remain open for use.

9.10 Environment Agency

9.10.1 Implementation: In addition to their statutory role in relation to enforcement on bodies of water falling under the Reservoirs Act, the EA will be required to:

- Assist the emergency response by the provision of personnel to assist as directed by the EA Tactical Commander / TCG.
- Provide appropriate personnel to advise at SCG and TCG level.
- Support the operational response roles of other agencies by providing materials, equipment and staff, where resources allow.
- Continue to operate and maintain flood defences on main rivers lying both upstream and downstream of the dam;
- Continue to provide information to the public using the Floodline service (only in areas that currently receive a flood warning service).
- Maintain a log.

9.10.2 Recovery: Upon transition to the recovery phase of the emergency, the EA is likely to be involved in the following activities:

- Undertaking clean-up operations, recovery from environmental pollution, containment and decontamination activity.
- Investigating the cause of the incident and the emergency response and taking appropriate follow-up actions.

9.11 DEFRA

In the event of a potential or actual dam breach incident with national implications, Defra will be the lead Government Department responsible for coordinating the national response.

9.12 Northern Gas Networks

The Gas Utility contact considers the impact of a large release of water on the gas network in the inundation area and attends or liaises with the TCG to communicate the potential areas which will be affected by loss of supply to ensure appropriate contacts with the utility's incident control room. They may be required to send a representative to a Strategic (Gold) Co-ordinating Group.

The gas network provider may also have responsibility for:

- Maintaining the safety and integrity of the gas supply system.
- Implementing Business Continuity plans.
- Obtaining pumps to maintain the continuity of supplies at key locations.
- Informing the TCG as soon as practicable in the event that the key supply points need to be shut down.
- Activating contingency plans for any Major Accident Hazard Pipelines.

9.13 Northern Powergrid / Scottish Power

National Powergrid considers the impact of a large release of water on the electricity network in the inundation area and attends or liaises with the TCG to communicate the potential areas which will be affected by loss of supply to ensure appropriate operational contact arrangements are in place. They may be required to send a representative to a Strategic Co-ordinating Group.

The electricity network operator may also have responsibility for:

- Maintaining the safety and integrity of the electricity supply system.
- Liaising with the Fire and Rescue Service and others regarding pumping operations at substations.
- Implementing internal emergency plans.
- Taking any additional reasonably practicable mitigating actions to maintain continuity of supply and minimise the impact on the electricity network.
- Responding to requests from TCG or other partner agencies of the details of the premises affected as soon as reasonably practicable in the event that part of the electricity network may need to be shut down or as soon as possible following any shutdown.
- Implementing recovery actions to restore power to the electricity network as soon as reasonably practicable.

9.14 Northumbrian Water Ltd.

As one of the key Undertakers in the Northumbria LRF area Northumbrian Water Ltd will respond in accordance with its own On-Site Plan(s). The NWL contact considers the impact of a large release of water on the water and sewerage networks in the reservoir flooding area and attends the TCG to communicate the potential areas which will be affected by loss of supply to ensure appropriate contacts with the utility's incident control room. They are likely to be requested to send a representative to a Strategic Co-ordinating

Group to provide expert knowledge and advice on the potential implications and severity of any reservoir breach etc.

The water company may also have responsibility for:

- Maintaining the safety and integrity of the clean and waste-water systems, and dealing with flooding in public sewers.
- Providing alternative water supplies in the event of failure.
- Operating their assets connected with flood alleviation measures.
- Implementing Business Continuity plans.
- Providing information to the public on water quality and sewer flooding issues during and following floods.
- Ensuring that blockages in its sewer system are cleared following a flood; and in advance where it is safe and practical to do so.

9.15 British Telecom Openreach

The BT contact considers the impact of a large release of water on the telephone network in the reservoir flooding area and attends or liaises with the TCG to communicate the potential areas which will be affected by loss of supply to ensure appropriate contacts with the utility's incident control room. They may be required to send a representative to a Strategic Co-ordinating Group.

In a dam breach incident, BT Openreach may have responsibility for:

- maintaining the safety and operation of its networks.
- implementing Business Continuity plans.
- obtaining pumps to maintain the continuity of supplies at key locations.
- informing the TCG as soon as practicable in the event that the key supply points need to be shut down.
- seeking to provide alternative means of supply during the interruption and restoring power as soon as possible.

9.16 Other Organisations

Other organisations that may need to be involved include:

- the transport industry, including Network Rail, train operating companies, Airport Authorities, Passenger Transport Executive.
- British Transport Executive.
- British Transport Police.
- Pipeline Operators.
- COMAH site operators.
- UK Search and Rescue.
- Maritime and Coastguard Agency.
- Voluntary Sector.
- Community Resilience Groups, including Flood Action Groups.
- NFU,
- Animal Health and Veterinary Services.

This list is not exhaustive. These may be requested to attend the TCG and SCG as required.

APPENDICES

Appendix A

List of Scheduled Reservoirs and Undertaker (Owner/Manager)

Note: these are scheduled in accordance with Environment Agency priorities

Public versions of corresponding Reservoir Flood Maps are available on the Environment Agency Website at “Learn more about Flood Risk”

<http://www.environment-agency.gov.uk> and are not reproduced in this document.

Detailed “Official Sensitive” Reservoir Flooding Maps are held by relevant authorities and are also available on the National Resilience Direct system and are not public access documents.

Appendix B

Public Communications Strategy: Warning and Informing

Appendix C

Sample Evacuation Card

Appendix D

Draft TCG / Silver Command first meeting Agenda

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**LIST OF LOCAL RESERVOIRS AND UNDERTAKER (OWNER/MANAGER)
CONTACT DETAILS**

Appendix A

| Serial | Reservoir | Reservoir Indicator | Undertaker contact details | LA areas affected by downstream inundation |
|--------|-----------------------------|---------------------|----------------------------|--|
| 01 | Fontburn Reservoir | KP3735BR | NWL | Northumberland |
| 02 | Catcleugh | LP3335BC | NWL | Northumberland |
| 03 | Colt Crag | MP3235BF | NWL | Northumberland |
| 04 | Whittle Dene Northern | FP3936BD | NWL | Northumberland Gateshead |
| 05 | Whittle Dene Lower | FP3036BS | NWL | Northumberland Gateshead |
| 06 | Whittle Dene Great Southern | TP3138BJ | NWL | Northumberland |
| 07 | Hallington West | FP3835BV | NWL | Northumberland |
| 08 | Whittle Dene Western | FP3536BC | NWL | Northumberland Gateshead |
| 09 | Kielder | ZP3135BJ | NWL | Northumberland Gateshead, Newcastle, North and South Tyneside |
| 10 | Whittle Dene Great Northern | TP3638BK | NWL | Northumberland |
| 11 | Derwent | GP3335BG | NWL | Northumberland Durham, Gateshead, Newcastle, North and South Tyneside |
| 12 | Hallington East | FP3535BH | NWL | Northumberland Gateshead |
| 13 | Airy Holme | YP3839BR | NWL | Northumberland Durham |
| 14 | Sweethope Lough (Great) | TP3238BP | Davenport | Northumberland |
| 15 | Alcan Ash Lagoon | JP3033SW | Alcan (Rio Tinto) | Northumberland |
| 16 | Angerton Lake | KP3838BL | Milburn | Northumberland |
| 17 | Bakethin | QP3039BR | NWL | Northumberland |
| 18 | Bolam Lake | DP3936BA | Northumberland CC | Northumberland |
| 19 | Byerhope Reservoir | JP3334MR | Allendale | Northumberland |
| 20 | Coatenhill Reservoir | YP3134MX | Allendale | Northumberland |
| 21 | Debdon | MP3636BY | Lord Armstrong's Estate | Northumberland |
| 22 | Doxford Lake | TP3134BN | Runciman | Northumberland |
| 23 | Folly Lake | KP3238BE | Straker | Northumberland |
| 24 | Hallypike Lough | KP3638BQ | Allgood | Northumberland |
| 25 | Harnham | JP3034MZ | Buddist Community | Northumberland |

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| | | | | |
|----|------------------------------------|----------|-----------------------------------|----------------|
| 26 | Holburn Lake | ZP3337SQ | Ford and Etal Farms 1994 Ltd. | Northumberland |
| 27 | Langley Dam | KP3138BZ | Bates | Northumberland |
| 28 | Linnheads | KP3738BB | Davenport | Northumberland |
| 29 | Little Swinburne | TP3338BS | NWL | Northumberland |
| 30 | Nelly's Moss North | MP3436BW | National Trust | Northumberland |
| 31 | Nelly's Moss South | MP3236BZ | National Trust | Northumberland |
| 32 | Rayburn Lake | TP3038BD | Craigs | Northumberland |
| 33 | Rothley East Lake | TP3538BX | Bainbridge | Northumberland |
| 34 | Rothley Lake South | TP3938BN | National Trust | Northumberland |
| 35 | Sir Edward's Lake | TP3838BC | Trustees of Chollerford Estate | Northumberland |
| 36 | Sweethope Lough (Little) | TP3438BM | Davenport | Northumberland |
| 37 | Tumbleton Lake | MP3836BB | National Trust | Northumberland |
| 38 | Birney Hill | KP3438BR | NWL | Northumberland |
| 39 | Mitford Flood Storage Reservoir | NP3239CY | Environment Agency | Northumberland |

PUBLIC COMMUNICATIONS STRATEGY– WARNING AND INFORMING THE PUBLIC

Public Awareness

In consideration of the Medium Risk posed by the scheduled Reservoirs in the Northumbria Local Resilience Forum area no advance leafleting will be undertaken in regard to the individual Reservoirs.

Northumberland County Council, as lead authority, has advertised the publication of the Reservoir Flood Maps by the Environment Agency in 2010 and information is available at

<http://www.northumberland.gov.uk/default.aspx?page=9077>

Public Warning

In the event that a breach of any scheduled reservoir is identified / threatened the following actions for alerting by all appropriate means the members of the community whose immediate safety is at risk will be considered and implemented as appropriate.

Some of the options for disseminating warnings are as follows:

- Local Authority / Police / multi-agency / Reservoir Undertaker door-to-door knocking with Evacuation Cards.
- use of Environment Agency loudhailer vehicles (where available and safe to do so).
- use of the Police helicopter's 'Skyshout' system.
- Local radio and /or TV bulletins.
- Environment Agency Flood Warning Service.
- Metro Centre Evacuation Plan.

Priority will be given to individuals or properties that may be vulnerable or have special needs.

Arrangements will also be made for critical infrastructure operators to be contacted promptly.

Informing and Advising the Public

To provide relevant and timely information about the nature of the emergency as it develops is essential. The media can play a crucial role in conveying to the public key messages about the emergency. Following the establishment of a multi-agency TCG / SCG co-ordination of public information will be undertaken by the Police in

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accordance with the local emergency media protocol. The Police will liaise with the press officers from Northumbria LRF partner agencies to ensure a consistent message is communicated to the public. Each organisation will mobilise its emergency communications or public information arrangements to complement the activities of the Police.

Note: To operate Floodline effectively, the Environment Agency National Flood Risk Systems team need to be given the earliest possible warning of a potential incident. This will enable the content of Floodline (either via call centre staff or automated messages) to be accurate and effective, and will enable EA to ensure they have sufficient available resources to manage the demand. They will endeavour, if possible, to put a headline message on Floodline to provide an easily accessible portal for the latest information.

Further information to the public may also be provided through:

- Northumbria Emergency Information Line (NEIL)
- local alert systems; (Council / LRF Partner Websites)
- specific internet sites used for emergencies e.g. Northumbria LRF's Website
- any public information lines invoked for the event.

Priority will be given to individuals in communities who may have special or particular needs; and to operators of critical infrastructure.

Media

The media may attend in large numbers from an early stage of any reservoir emergency, arriving locally within hours, and seeking information probably before the emergency services co-ordinated response is operational.

They will attempt to get as close to the site as possible, in search of information and images. They will be equipped with up-to-date communications technology seeking information for immediate broadcast and to reporting deadlines. Most importantly, they are likely to provide the most effective and resilient method of quickly reaching large numbers of people.

In the event of a major potential or actual dam breach incident Northumbria Police will take the co-ordinating lead in the response to the media in its overall Public Information role.

Additionally, the Local Authority Communications Team will be required to agree a media strategy in relation to the incident. Refer to the Northumberland County Council ECAP Confidential telephone Directory or LA equivalent for media contact arrangements.

MAJOR INCIDENT IN YOUR AREA
EVACUATE YOUR PROPERTY NOW

EVACUATION CARD

Evacuation Area

There is a concern that you and your property are at risk from flooding from a local reservoir.

Make your way to by foot/car

Do not drive (delete as appropriate)

If you need assistance please alert one of the Officials or Police Officers in the area.

Before leaving your home remember to:

Switch off gas, electricity and water at mains

Close and lock all windows and doors

Take any medication and medical equipment with you

Take your pets and some pet food

If a neighbour has particular needs, please inform one of the Officials or Police Officers

If you choose to go elsewhere, complete the details overleaf and hand this to one of the Police Officers in your area.

Remember to tune-in to the television or to local BBC Radio or other local radio station on

(insert frequency) FM & (insert frequency) AM to keep up-to-date on the situation.

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ONLY COMPLETE THIS IF YOU ARE NOT GOING TO (insert reception centre details)

NAME:

ADDRESS:

POST CODE:

NUMBER OF PEOPLE IN HOUSEHOLD:

CONTACT NUMBER (Mobile Number If Available):

WHERE WILL YOU BE STAYING?:

POST CODE:

TEL. NO

THANK YOU FOR YOUR COOPERATION

**IF YOU CHOOSE NOT TO LEAVE YOUR HOME
PLEASE READ AND SIGN THE STATEMENT BELOW –**

I/we have been informed that I/we should evacuate my/our home/premises, due to a reservoir emergency. I/we understand that if I/we choose to remain in my/our home/premises, I/we do so at my/our own risk.

Signed

Silver Command Draft First Agenda

1. Appointment of Chair
2. Introductions
3. Agree level of Command - Silver Tactical
4. Position Statement on Incident - All Services present
5. Agree required membership - who's not present (Physically or Virtual) who should be?

Break out to enable any initial action points to be actioned.

Reconvene at (set time before break-out)

6. Agree Tactical aims and objectives
7. Review position statement and any outstanding actions
 - a. any issues for Gold (Strategic) Command
 - b. any issues for Bronze (Operational) Command
8. Communications - Warning and Informing Strategy
 - a. Media - public alerts and messages
 - b. for Command and Control - logging / records / distribution
 - c. interoperability - including incident frequencies
9. Health and Safety -
 - a. Operational Hazards - identifiable hazards
 - b. STAC - advice and guidance
10. Community Resilience
 - a. Evacuation and Shelter
 - b. Humanitarian Assistance
 - c. Recovery - Impact Assessments
 - d. Restoration - Handover to civil authorities
 - e. Community Tensions.
11. Mutual Aid
12. Review of Tactical decisions and Strategy
 - a. Public alerts and messages
 - b. Outstanding Actions
- 13 Time and date of next meeting

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END OF PLAN