

# **Code for Locks on Sheds: 2014**

## **Newton St Cyres Parish Council**

### **Flood Action Plan**

**February 2025**

#### **Introduction**

**IN AN EMERGENCY, REFER TO THE FLOOD INCIDENT PLAN (APPENDIX A), and subsequent ACTION CARDS which spell out specific actions in locations known to be at risk.**

This Flood Action Plan sets out concrete actions to minimise the possibility of flooding and those to be taken in the event of a flood event, or an amber warning of flooding. Whilst this document aims to be fairly comprehensive, the FLOOD INCIDENT PLAN in Appendix A aims to be very concise, knowing that in the event of a real emergency, people will not have the time to read lengthy documents or digest detailed information.

PREVENTION is our first line of defence. Prevention includes actions such as maintaining watercourses so that blockages are less likely to occur, maintaining road gullies and drainage channels to reduce the risk of surface water flooding, and individual householders taking personal responsibility for measures they can take to reduce the risk of flooding to their property and that of neighbours.

In the event of a major flooding incident, local people – and particularly the Flood Group - will not be able to deal with the full range of consequences of flooding, and so our efforts will be focused to address the following hierarchy of priorities, listed with highest priority first:

- Protection of life, particularly that of vulnerable individuals
- Protection of homes and businesses
- Reducing inconvenience (i.e. that caused by flooded roads or paths)

This Plan is not intended as a substitute for individuals taking personal responsibility for their own safety and that of their property. Nor can it seek to mitigate against the action of individuals who decide on a course of action that may put themselves at risk in a flood situation.

#### **Key Parties and their Responsibilities**

- 1) **The Parish Council** will oversee the creation and regular review of this Flood Action Plan, through its members with responsibility for resilience and assisted by other Councillors as appropriate.
- 2) **The NSC Flood Group** is a collective of volunteers (flood wardens) who give of their time and expertise to create and to administer this Flood Plan. The group consists of three different roles (although volunteers may have more than one role) as follows:
  - a) **Coordinator.** The coordinator oversees the activity of the group. The role includes receiving information, making decisions about actions and overseeing the

implementation of actions. In an emergency, should the nominated coordinator be unavailable, another member of the group (deputy coordinator) may assume responsibility in their stead.

- b) **Observers.** Observers are volunteers who are the 'eyes and ears' of the group in their local area. Should they observe a problem, such as blocked drains or localised flooding, they will report this to the coordinator by phone, email or using the road warden link on the parish council website, depending on the degree of urgency of the problem.
  - c) **Responders.** Responders carry out maintenance on request and take limited actions in cases of actual flooding.
- 3) The NSC Road Wardens** have a key role in prevention by helping to maintain road drainage gullies and drainage channels to reduce the risk of surface water flooding. The Flood Group will work closely with the Road Wardens by providing information about potential risks that is it within the Wardens' remit to address. Where such action is not within the responsibility of the Road Wardens, the Wardens may advise and assist in getting appropriate action taken by the appropriate authority.
- 4) Private Individuals** have a vital role in taking appropriate measures to protect their property and that of their neighbours. It is their responsibility to maintain their own surface water drainage arrangements, and to advise the Road Wardens of any blocked gullies or channels that impact on their property. This can be done through the road warden scheme reporting portal. We cannot stress enough that this is the responsibility of everyone. Similarly, if someone's home or business is likely to be at risk due to flooding, they should ensure that they have taken whatever measures may help protect their property, such as the installation of flood barriers to doors and under floor ventilation, sourcing sandbags, etc. in advance of a flood warning. Once a warning has been issued, it is unlikely someone will have time to acquire and install such protection.
- 5) DCC Highways** Are responsible for maintaining all land drains gulley on public highways so that efficient drainage is kept and the road is safe. In case of a problem, the road warden will decide if local intervention is possible and if not, the coordinator will send an incident report to DCC highways to clear the gulley.
- 6) Southwest Water** is responsible for any incidents or flooding that's connected to their sewage/drainage network (i.e. surface drains connected to sewage system). They often act through DCC. The same mechanism for dealing with problem applies as for dealing with DCC.
- 7) Landowners of land adjoining watercourses** are responsible for maintaining their land and preventing the obstruction to the watercourses.
- 8) The Emergency Services** will take the lead in managing any major incident, and the role of the Flood Group is to assist the emergency services in any way they are able, through liaison with the Gold/Silver/Bronze command appointed by the emergency services.

### **Actions to be taken in case of flooding.**

The coordinator will:

- Collect flood event information during such an event by monitoring the live situation themselves or by receiving information from others. **But they must not put themselves or others at risk in the process.**

- Communicate flood risk and flood event information to other Flood Group members. In the first instance, this can be through the group WhatsApp.
- Talk to the community on flood related issues
- Pass on community resilience information.
- Contact members of the community who own vulnerable properties, especially during an emergency, helping if available.
- Work with the Emergency Services and follow their instructions. **The role of a flood warden is not to replace the Emergency Services but to complement them.**

Responders may be called on to undertake limited actions, but the **safety of volunteers is paramount**, and no-one should put themselves at risk in the course of their duties. They should:

- Heed emergency services advice at all times.
- Prioritise their own safety at all times, work in pairs and look after each other.
- Not walk through flood waters where there is a risk they will be washed away, lose their balance or fall into a hidden hazard such as a manhole, open drains, sinkholes, uneven ground or hazardous obstacles.
- Avoid driving through flood water.
- Beware of sewage in flood waters.
- Not use equipment that they have not been trained and authorised to operate.
- Beware of downed electricity cables, keeping well clear and notifying the relevant authority.
- In flooded properties they should beware of live electricity and gas.
- Volunteers should NOT place themselves or others at risk by attempting to stop traffic directly.
- They may caution drivers regarding flood waters but not provide advice to drivers concerning the risks of driving through flood water.
- Not try to deal with argumentative or aggressive people.
- Wear protective clothing when carrying out works and wash thoroughly as soon as possible after.
- Clean any scratches obtained and visit a doctor if they start to feel unwell.
- Report any injuries to themselves, other volunteers and the public as soon as possible to the Coordinator.

## **Places of Refuge**

In a major incident, people may need to evacuate their homes or may be stranded in Newton St Cyres (e.g. if the highway is blocked, or their vehicle immobilised, by flooding). When an evacuation is deemed necessary and appropriate, people will need a safe place to gather to receive vital information about the emergency. The safe place is called the 'Refuge' in this document and suitable refuges are shown below.

A register should be taken for people entering the refuge. The following information should be recorded:

Name

Address

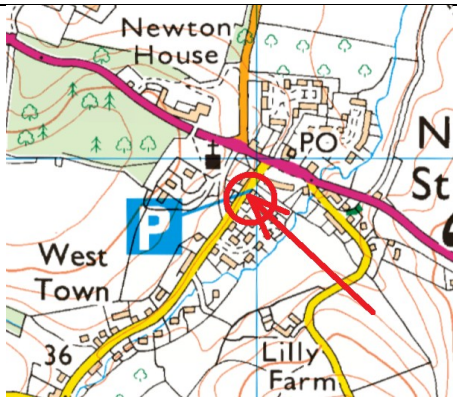
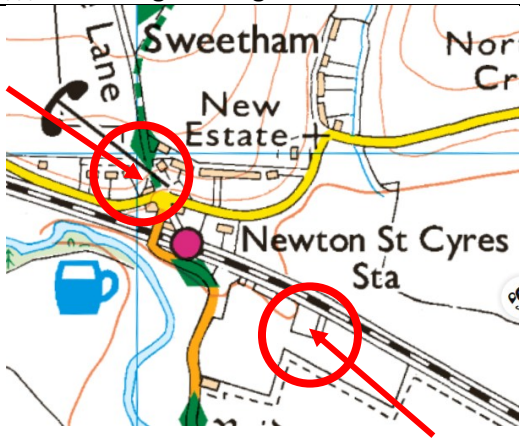
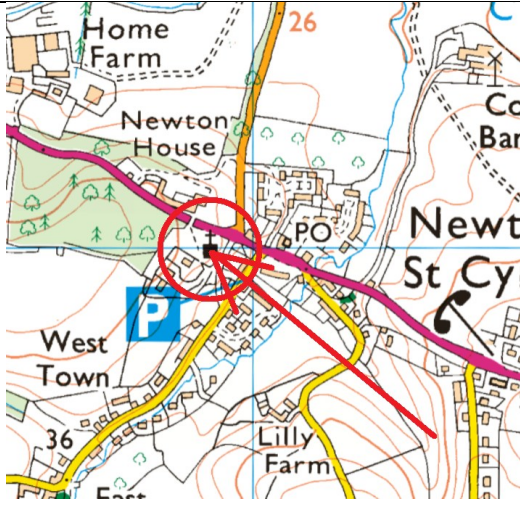
Contact

Next of Kin Contact:

When people leave the refuge, the time of leaving and destination should also be recorded.

The information sheet in appendix C should be displayed in the refuge.

The following venues have agreed to be available as a place of refuge for such people:

Place of Refuge	Location	How to gain access
<b>Parish Hall</b> West Town Rd Newton St Cyres Exeter EX5 5BW	 <a href="http://innovate.glare.wage">///innovate.glare.wage</a>	Contacts: Nigel Chambers 01392 851308 Peter Watts 01392 851369
<b>The Beer Engine Pub</b> Sweetham Newton St Cyres, Devon, EX5 5AX  <b>The Recreation Ground Clubhouse</b> Sweetham Newton St Cyres Exeter EX5 5AX	 <a href="http://drew.wired.glitter">///drew.wired.glitter</a>	Contacts: Vicky Da Polo and Will Maltby 01392 851282  Ian Harris 01392 851321
<b>Parish Church of St Cyr &amp; St Julita</b> Church Lane Newton St Cyres Exeter EX5 5BN	 <a href="http://walked.sectors.opposites">///walked.sectors.opposites</a>	Contacts: Sue Browne 01392 851460  Pita Birt 01392 851410  Sue Gee 01392 851164 07792 681892

## **Resilience Sheds Lock Code 2014**

The Parish maintains three sheds storing emergency equipment. A list of the contents can be found in appendix 2. These sheds are found at the Recreation Ground, the Parish Hall and at Smallbrook. The sheds are checked annually and appropriate maintenance is carried out. Access to the sheds is by a padlock with a four-digit code. This code is held by members of the flood group and a telephone number is available on the door for others to contact in case of emergency.

## **Radios**

Seven volunteers hold a Parish Walkie-talkie. These are tested once a year.

## **Preventative Measures**

- 1) The Coordinator will keep a record of all past flooding incidents and actions take to ameliorate them. E.g. reports from road warden scheme and necessary maintenance to prevent reoccurrence.
- 2) The Shuttern Brook's bed and banks will be inspected annually, during the autumn, to ensure that the water can flow freely. Riparian owners will be contacted should action be needed.
- 3) Blocked gullies and drains will be reported by the local observers and action taken as described above.
- 4) The road warden reporting scheme (on the Parish Council website) can be used by any member of the public to report problems. This portal will be publicised from time-to-time to ensure people know how to use it.

## **FLOOD INCIDENT PLAN (Appendix A)**

**IMPORTANT:** At no time should Flood Group members put themselves at unnecessary risk.

### **1. Preparation for an incident**

- This Plan is triggered by
  - (a) an Environment Agency **AMBER WARNING** of flood risk.
  - (b) the rain gauge issuing a warning,
  - (c) a member of the public reporting an incident.
  - (d) high water levels in the River Creedy as shown by the EA monitoring stations at Upton Hellions, Yeoford and Cowley Bridge. (<https://riverlevels.uk/levels/devon> )
  - (e) high levels in the river Creedy as seen by flooding of the fields adjacent to the river from Sweetham to Half Moon.
- As a first step, local flood areas (see action cards) should be monitored by responders. Any group member may volunteer to do this.
- The WhatsApp group and/or mobile phone will be used to co-ordinate the checking and plan the response. The first person to become aware of the warning should flag this to the coordinator and the group so that preparation may start.
- Action to be taken will be guided by the details of the forecast incident. In the event of a RED WARNING, preparation by the Flood Group should be planned in co-ordination with the emergency services.
- If it is likely that a major incident will occur, Flood Group Responders should check that radios and mobile phones are charged, that they have wet weather gear easily to hand, along with NSC High Viz jackets, throw ropes, a suitable walking pole or similar, and torch if at night. (Some of this equipment is stored in the resilience sheds.)
- More detailed preparations will be determined by the Coordinator depending on the nature of the expected incident and after taking suitable advice.

### **2. Action in event of Risk to Life**

In most circumstances, where there is risk to life, the Emergency Services will attend and lead on any action. The Flood Group, via the coordinator or nominated group member, will fully co-operate with the Emergency Services and assist where they are able. In particular, their local knowledge will inform the Emergency Services of the location of likely vulnerable people. Similarly, the Flood Group will try to identify any others who may be at immediate risk, such as people stranded in vehicles, or at risk of hypothermia even though they have been moved to safe location. However, Flood Group members should not put themselves at risk in seeking to locate such people. Again, such information should be passed on to the Emergency Services.

### **3. Action in event of Risk to Property**

In no circumstance should Flood Group member put themselves at unnecessary risk in order to safeguard property.

In the event of severe flooding, there is little the Flood Group can do, other than to open a place of Refuge and help affected individuals evacuate their property. It is unlikely that property can be saved or protected in such an incident.

However, in the event of minor flooding Flood Group members may assist in co-ordinating efforts to protect properties such as by the use of aqua-sacs, etc.

#### **4. Action in event of flooded roads (this may be delegated to the Road Wardens, who may call on Flood Group for assistance if needed)**

- Flood Group responders living close to the incident should erect Flood Warning Signs at appropriate locations, provided it is safe to do so. Extreme caution should be exercised placing signs on the A377.
- Those who place the warning signs are responsible for ensuring their removal after the incident. This does not mean they have to do it themselves, but they should ensure via the WhatsApp group that someone has undertaken to do so.
- In the event of cars being trapped, responders may assist in rescuing individuals **if it is safe to do so**. However, usually this should be left to the Emergency Services, particularly in fast flowing water.
- People who are trapped in the village due to flooding, either because their vehicles are no longer usable or because all roads are blocked, should be offered access to a place of refuge. Alternatively, for very small numbers, members of the Flood Group may offer refuge in their own homes or that of another willing host in the village. However, names and locations of these individuals should be circulated via the WhatsApp group to enable their location in case they are reported missing by relatives.

#### **5. Action Cards**

The following pages contain Action Cards explaining the key areas at risk of flooding, with salient information. These locations are:

- Shuttern Brook
- Recreation Ground/Creedy Bridge
- Sweetham Brook
- Lower Living and Camps Bridge
- Langford Bridge and Shute Road
- Newbridge (between Langford and the A377)
- Half Moon on the A377 and the mill at Half Moon
- Smallbrook

# NEWTON ST CYRES FLOOD ACTION CARD

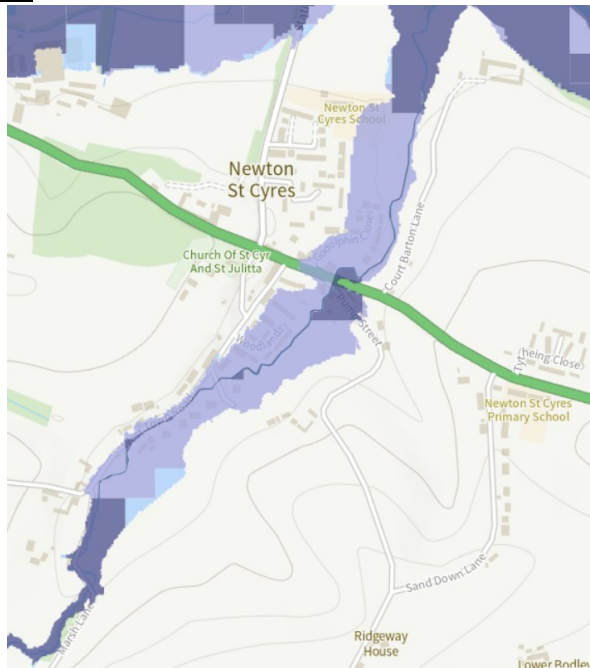
## AC1: FLOODING OF SHUTTERN BROOK

### **BACKGROUND**

The Shuttern Brook runs from the hills to the south of Newton St Cyres village through the village to join the River Creedy to the east of the Creedy Bridge (<http://waggled.cloth.eagle>). It passes close to approx. 50 houses near West Town Road passing under the A377 near Belluno's restaurant and alongside some of the house in Godolphin Close.

The Shuttern has been designated as a **Rapid Response Catchment (RRC)** by the Environment Agency which means that it can very quickly turn from a gentle flowing stream into a raging torrent if rain continuously falls on the surrounding hills for a long period of time. Whilst this has not happened in recorded history, climate change has increased the likelihood of such a flood which could have a major impact on adjacent houses and on people in the vicinity.

### **FLOOD RISK AREA**



### **ACTIONS:**

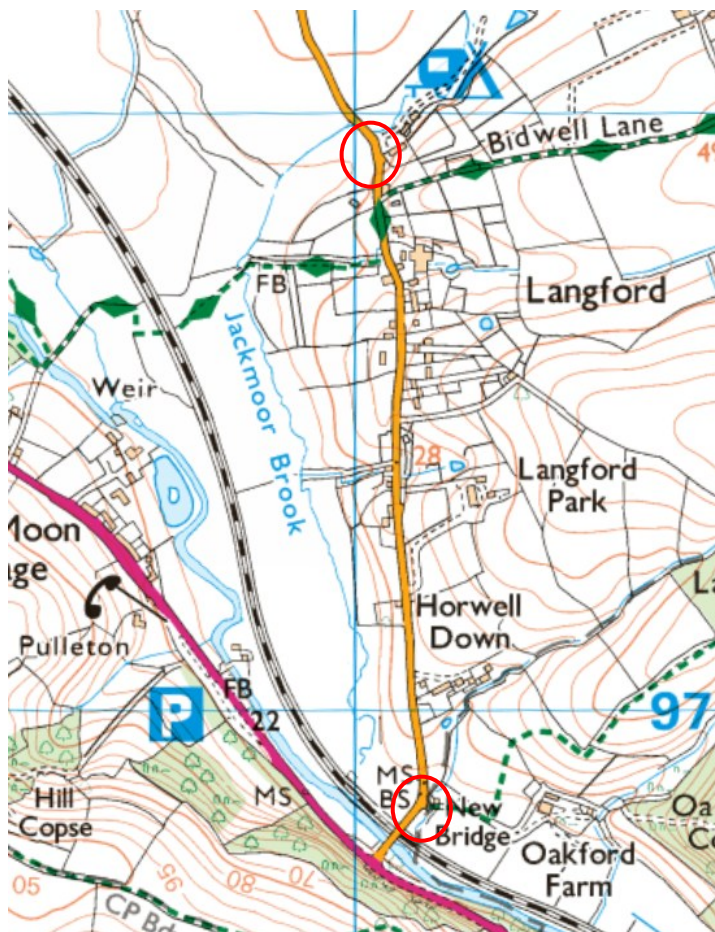
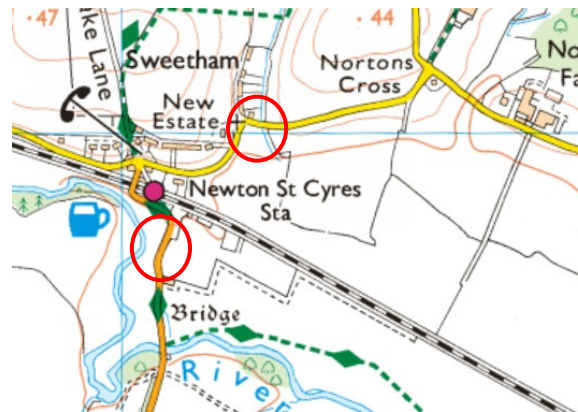
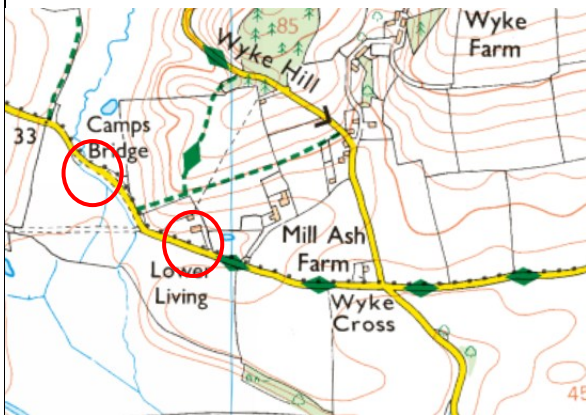
1. **DO NOT PUT YOURSELF AT RISK**
2. be aware of:
  - a. Met Office warnings for heavy persistent rain in the area.
  - b. Environment Agency Warnings of flooding
  - c. **Respond** if the Rain Gauge to the East of Marsh Lane (<http://doghouse.grunt.chucks>) sends out warnings.



3. If flood event looks likely from warnings, liaise with the coordinator and other Flood Wardens by WhatsApp and/or mobile phone and agree actions.
4. Monitor the situation by inspecting the water level in the Shuttern Brook at different points along its length through West Town Road. If it shows signs of flooding notify the coordinator. The coordinator should assemble a response team and notify the emergency services on 101 or 999 depending on severity of threat.
5. If it starts to overtop the banks into gardens, the coordinator should start a contact system to inform residents of potential flood.
6. Flood warning signs should be deployed at each end of West Town Road.
7. If flooding continues assist residents to protect homes and secure furniture and other possessions.
8. The coordinator should consider opening a **Place of Refuge**. **If the decision is taken to open the Place of Refuge**, nominate a Flood Warden to **open the Place of Refuge**. This person to maintain a log all people who take shelter in the Refuge. The most appropriate refuge is likely to be the Church for this area of the village, although the Parish Hall may also be helpful. For contact numbers for the refuges and detailed instructions how to use them, refer to the flood action plan.
9. Notify residents of homes at risk of flooding and encourage them to switch off electricity, collect valuables and pets and move to **Place of Refuge**.
10. If emergency services arrive, provide support and local knowledge where appropriate.
11. After the incident is concluded, collect equipment/signs and report any equipment losses/damage to Flood Group Leader so they can be replaced.
12. When time allows, and as soon as possible after the commencement of an incident, make a contemporaneous record of actions taken.
13. The coordinator will hold a Review Meeting to review the incident, actions taken, and lessons learned. Where these have been in attendance, invite the Emergency Services and/or Environment Agency to attend.

# **NEWTON ST CYRES FLOOD ACTION CARD** **AC2: FLOODING OF ROADS AT RECREATION** **GROUND/CREEDY BRIDGE, SWEETHAM BROOK, LOWER** **LIVING AND CAMPS BRIDGE, LANGFORD BRIDGE AND** **NEWBRIDGE**

## **FLOOD RISK AREAS**



The areas indicated with red circles show potential flood zones. In many cases flooding is unusual unless drains /culverts become blocked. Regular checking/maintenance will ensure this does not happen.

However, when flooding does occur the roads become impassable. There is a risk to life if road users attempt to go through the floods. There is a lesser risk to property in these cases but flooding of property does occur, rarely.

## **ACTIONS:**

1. **DO NOT PUT YOURSELF AT RISK**
2. be aware of:
  - a. Met Office warnings for heavy persistent rain in the area.
  - b. Environment Agency Warnings of flooding
3. If flood event looks likely from warnings, liaise with the coordinator and other Flood Wardens by WhatsApp and/or mobile phone and agree actions such as checking high risk areas.
4. If flooding occurs, flood warning signs should be deployed at each end of the affected area if possible.
5. If it is safe to do so, responders may investigate known likely blockage points and attempt to remove the blockage.
6. If the flooding is serious, notify Devon County Council Highways Department emergency hotline on 0345 155 1004.
7. In the event of cars being trapped, responders may assist in rescuing individuals if it is safe to do so. However, usually this should be left to the Emergency Services, particularly in fast flowing water.
8. If the flooding looks as if it may threaten property, the occupants should be alerted.
9. In severe cases of flooding, the coordinator should consider opening a **Place of Refuge**. **If the decision is taken to open the Place of Refuge**, nominate a Flood Warden to **open the Place of Refuge**. They should maintain a log all people who take shelter in the Refuge. Refuges for this area are The Recreation Ground and the Beer Engine Pub. For contact details etc, see the main document.
10. If a refuge has been made available, residents of homes at risk of flooding and encourage them to switch off electricity, collect valuables and pets and move to **Place of Refuge**.
11. If emergency services arrive, provide support and local knowledge where appropriate.
12. After the incident is concluded, collect equipment/signs and report any equipment losses/damage to Flood Group Leader so they can be replaced.
13. When time allows, and as soon as possible after the commencement of an incident, make a contemporaneous record of actions taken.
14. The coordinator will hold a Review Meeting to review the incident, actions taken, and lessons learned. Where these have been in attendance, invite the Emergency Services and/or Environment Agency to attend.



## NEWTON ST CYRES FLOOD ACTION CARD

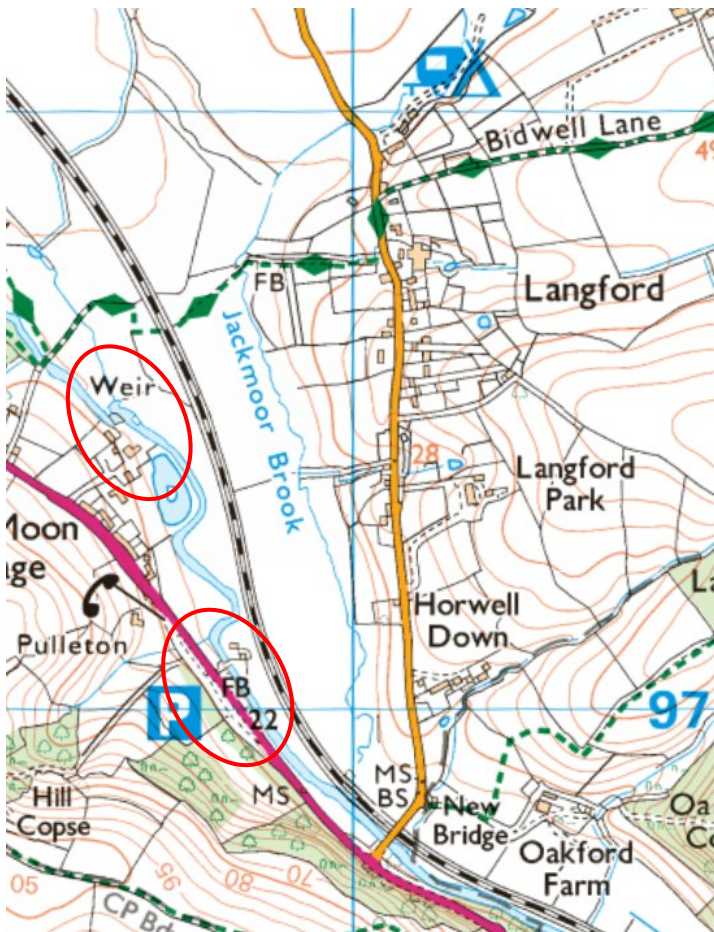
### AC3: FLOODING OF A377 AT HALF MOON

#### FLOOD RISK AREA

The area indicated with a red circle shows potential the flood zone.

Drains should be cleared regularly to ensure the minimum likelihood of flooding. However, this is the responsibility of DCC Highways department. Any problems should be reported to: <https://www.devon.gov.uk/roads-and-transport/report-a-problem/> .

However, when river levels are high, flooding will occur and the roads become impassable. There is a risk to life if road users attempt to go through the floods.



The Mill at Half Moon has flooded in the recent past. Although remedial work was done, the situation needs monitoring with regard to the adjacent flats.

## **ACTIONS:**

### **DO NOT PUT YOURSELF AT RISK**

1. be aware of:
  - a. Met Office warnings for heavy persistent rain in the area.
  - b. Environment Agency Warnings of flooding
2. If flood event looks likely from warnings, liaise with the coordinator and other Flood Wardens by WhatsApp and/or mobile phone and agree actions such as checking high risk areas.
3. If flooding occurs on the A377, then, if possible, flood warning signs should be deployed at each end of the affected area of the road if possible.
4. Contact DCC Highways department on their emergency hotline: 0345 155 1004 to report the flood.
5. If it is safe to do so, responders may investigate known likely blockage of the culvert and attempt to remove the blockage.
6. In the event of cars being trapped, responders may assist in rescuing individuals if it is safe to do so. However, usually this should be left to the Emergency Services, particularly in fast flowing water.
7. Local residents should be alerted to the risk of flooding by knocking on doors.
8. If emergency services arrive, provide support and local knowledge where appropriate.
9. After the incident is concluded, collect equipment/signs and report any equipment losses/damage to Flood Group Leader so they can be replaced.
10. When time allows, and as soon as possible after the commencement of an incident, make a contemporaneous record of actions taken.
11. The coordinator will hold a Review Meeting to review the incident, actions taken, and lessons learned. Where these have been in attendance, invite the Emergency Services and/or Environment Agency to attend.



## NEWTON ST CYRES FLOOD ACTION CARD

### AC4: FLOODING AT SMALLBROOK

#### **FLOOD RISK AREAS**

The area indicated with the red circle show potential flood zone. The main source of flooding is when the culvert carrying the Smallbrook under the A377 becomes blocked or overloaded. The culvert should be checked regularly and DCC (<https://www.devon.gov.uk/roads-and-transport/report-a-problem/>) contacted if it appears to be blocked.

However, when flooding does occur the road become impassable. There is a risk to life if road users attempt to go through the floods. Local houses are also at risk of flooding.



## **ACTIONS:**

1. **DO NOT PUT YOURSELF AT RISK**
2. be aware of:
  - a. Met Office warnings for heavy persistent rain in the area.
  - b. Environment Agency Warnings of flooding
3. If flood event looks likely from warnings, liaise with the coordinator and other Flood Wardens by WhatsApp and/or mobile phone and agree actions such as checking high risk areas.
4. If flooding occurs, flood warning signs should be deployed at each end of the affected area if possible.
5. If it is safe to do so, responders may investigate known likely blockage points and attempt to remove the blockage.
6. If the flooding is serious, notify Devon County Council Highways Department emergency hotline on 0345 155 1004.
7. In the event of cars being trapped, responders may assist in rescuing individuals if it is safe to do so. However, usually this should be left to the Emergency Services, particularly in fast flowing water.
8. If the flooding looks as if it may threaten property, the occupants should be alerted.
9. If emergency services arrive, provide support and local knowledge where appropriate.
10. After the incident is concluded, collect equipment/signs and report any equipment losses/damage to Flood Group Leader so they can be replaced.
11. When time allows, and as soon as possible after the commencement of an incident, make a contemporaneous record of actions taken.
12. The coordinator will hold a Review Meeting to review the incident, actions taken, and lessons learned. Where these have been in attendance, invite the Emergency Services and/or Environment Agency to attend.



## **Appendix B: Code for sheds 2014**

List of equipment in resilience sheds.

<b>Item</b>	<b>Parish Hall</b>	<b>Recreation Ground</b>	<b>Smallbrook</b>
Bags of sand	4	4	4
Wheelbarrow	1	1	1
Black bucket	2	1	2
Scissors	2	2	2
Spades	2	2	2
Shovel	2	2	2
Lights	5*	5	6
Rolls of plastic sheeting	2	2	2
Small torches with batteries	2	2	2
Hi viz jackets	4	4	4
Hi Viz Responder Jackets	7	7	7
Aqua sacs	3 boxes	3 boxes	3 boxes
AA batteries	2	2	4
Danger flooding sign	2	1	1
Flood turn around sign	2	1	1
First Aid Kit	1	0	0

\* Two floodlights are with Graeme Barnell, Halses, West Town Road

## **Appendix C**

### **Information Sheet For Refuges**

Please take a few to read this sheet as it contains important information that you will likely need regarding the Refuge. Evacuees are encouraged to help in the refuge. Please see the staff if you believe that you can help.

#### **Registration**

Please register at the Registration table; it assists if any of your relatives are trying to trace you. Registration information is considered confidential. We encourage you to notify one family member or friend as to your whereabouts and then ask them to notify others that may be concerned about you.

#### **Personal Belongings and Children**

We cannot assume responsibility for your belongings. Please keep valuable items with you. Parents are responsible for keeping track of and controlling the actions of their children. Please don't leave them unattended.

#### **Medical and Injuries**

If you have a medical condition that could require special consideration, i.e., heart condition, recent surgery, or pregnancy, please bring this to the attention of the staff. All medically related information should be noted on your registration card and will be treated with confidentiality.

#### **News/Media**

News/media representatives often visit the refuge during emergency operations. They may request interviews or photographs of you; however, they must ask your permission first. It is your right to refuse. Please report any problems or questions regarding the media to the refuge Coordinator.