


Leicester, Leicestershire & Rutland



Local Resilience Forum

GENERIC OFF-SITE RESERVOIR EMERGENCY PLAN

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**IF YOU ARE RESPONDING
TO A RESERVOIR EMERGENCY NOW
TURN IMMEDIATELY TO
PAGE 15 FOR ACTIVATION**

AND USE PAGE 19 FOR A SUMMARY OF ACTIONS.

DOCUMENT MANAGEMENT

DOCUMENT DISCLAIMER

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The plan will be distributed via the Member's area of the LLR LRF Website, www.localresilienceforum.org.uk.

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This document will be subject to an Equality Impact Assessment (EIA).

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Unless otherwise stated every LRF plan / key document will be subject to a biennial review. This will encompass the plan / key document being distributed to the General Working Group for consultation and comment. Once any alterations have been made the revised edition should be approved by the Programme Board and validated by the Executive Board.

Once a plan / key document has been used for an incident any points that come from the de-brief process must be presented at the General Working Group for approval and the incorporation of the de-brief points into the plan. Once this is complete the revised edition should be approved by the Programme Board and validated by the Executive Board.

DOCUMENT REVIEW

Date of Review	Type of Review After Use (A) Scheduled Review (S) Training (T) Exercising (E)	Suitable / Unsuitable (S/U)	Details

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Minor changes to this document will result in the appropriate page(s) being updated and the obsolete page(s) being destroyed, confirmation of which must be supplied to the author(s).

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VALIDATION OF AMENDMENTS

Any substantial changes, which are defined as a complete re-write of the plan, a section of the plan or changes to the integral infrastructure or command structure of the multi-agency response, must be consulted and actioned at the General Working Group and Programme Board and validated by the Executive Board.

Any minor changes such as contact details, internal department arrangements, updates of tables/diagrams etc do not need to be ratified by the Executive Board and can be signed off by the Programme Board once consulted at the General Working Group.

AUDIT OF AMENDMENTS

Date	Paragraph Changed	Brief details of alterations	Approved by

FOREWORD

Following instruction from the Leicester, Leicestershire & Rutland Local Resilience Forum (LL&R LRF) Programme Board this document has been developed to assist LRF partner agencies to prepare for, and respond to a Reservoir Emergency regardless of cause, at a tactical and/or strategic level.

This document should be used in conjunction with other existing plans and procedures; see section 11.3 for a list of associated plans.

DISCLAIMER

This plan has been prepared and published in good faith by Leicester, Leicestershire & Rutland Local Resilience Forum (LLR LRF) and is believed to comprise of accurate and up-to-date information regarding all matters contained within the document at the time of writing. This document is a 'live document' and is reviewed and updated on a biennial basis unless otherwise specified.

However, no guarantee, warranty, nor binding assurance or representation of any kind given by virtue of the preparation and publication of this plan on behalf of LLR LRF, its employees or agents or anyone acting on their behalf:

- That the plans, intentions, procedures and information herein are complete and without defect or error of any kind;
- That any action or series of actions, processes, or procedures described herein as to be taken will be taken by the person or person herein described or by any other person or persons acting on his, her or their behalf;
- That all or any of the persons, resources, equipment, facilities or services described herein will be available at all or any time or times, and
- That any person or persons other than members, employees or agents of LLR LRF who act or fail to act in reliance upon this procedure or any part of it do so entirely at his, her or their own risk.

Important Note:

Each Local Authority (LA) within the LLR LRF area holds copies of the inundation maps for reservoirs in their particular area. The Emergency Services and the LLR LRF office will hold a full set of these maps.

- 1) These maps and the information contained within them remain the property of the Environment Agency. They may not be copied, scanned (or reproduced in any format), or transmitted in any way other than those which are set out in the latest version of the national protocol issued by DEFRA in relation to information sharing of data, maps and intelligence in relation to dams and reservoirs for England and Wales.

- 2) These maps ARE NOT INTENDED FOR any use other than for lawful purposes by bodies responsible for emergency planning who should follow their own appropriate procedures for such purposes.
- 3) The information contained in these maps DO 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.
- 5) The data used to create these maps was gathered from various independent sources. DEFRA and the Environment Agency have no control over the quality of the input data and accept no responsibility for same.
- 6) To the extent permitted by law, neither DEFRA nor the Environment Agency shall be liable to a party using these maps in contract, tort, negligence, breach of statutory duty or otherwise for any loss, damage, costs or expenses of any nature whatsoever incurred or suffered by that other party whether of a direct nature (whether such losses were foreseen, foreseeable, known or otherwise) or of an indirect or consequential nature including without limitation any economic loss or other loss of turnover, profits, business or goodwill.

BACKGROUND

HISTORICAL BACKGROUND

The safety of reservoirs above a certain volume in England and Wales is currently governed by the provisions contained in the Reservoirs Act 1975, which aims to reduce the risks posed to public safety from a reservoir or dam failure which may lead to severe flooding. The essential features of the legislation have not changed significantly since the Reservoirs (Safety Provisions) Act was passed in 1930 following several notable dam failures in the 1920s which led to loss of life.

Although the likelihood of water escaping from any reservoir may be low, the principal aim is to ensure that all reservoirs which pose a threat to human life are subject to a proportionate level of control to reduce and manage these risks.

Responsibility for enforcing the Reservoirs Act 1975 was initially placed on Local Authorities, but these functions were transferred to the Environment Agency (EA) in relation to England and Wales following the introduction of the Water Act 2003.

The events of the June 2007 Summer Floods, particularly the Ulley dam, one of 18 reservoirs affected by the floods, highlighted that there is a very real risk to life and property should reservoirs fail.

Lessons learned from Ulley identified the need to forward plan better for the possible impacts of major flood events. Information on risks to people and property downstream, and access routes for emergency services and evacuation plans had to be put together very quickly during the event.

Incidents at Ulley and elsewhere during the summer of 2007 demonstrated that better **risk-based approach** to reservoir safety was needed. This meant focusing on those reservoirs that posed the greatest risk to the public, even if they were not covered by the regulations.

Sir Michael Pitt, in his investigation, The Pitt Review – Lessons learned from the 2007 floods, observed a lack of preparedness for a reservoir failure and made a number of recommendations for action:

- advocating that Local Resilience Forums be given more information to enable them effectively to undertake planning, and to engage fully with downstream communities.
- He recommended that they be provided with inundation maps to enable them to assess risks and plan for contingency, warning and evacuation.
- That the outline inundation maps be made available to the public.

This meant updating existing reservoir safety legislation to introduce a more proportionate, targeted, and risk-based approach which better reflects the danger that reservoir failures may pose to human life. The Flood and Water Management Act 2010 was introduced which updated the Reservoirs Act 1975 and reflects a more risk-based approach to reservoir regulation through:

- Reducing the capacity at which a reservoir will be regulated from 25,000m³ to 10,000m³;
- Ensuring that only those reservoirs assessed as a higher risk are subject to regulation;
- All undertakers with reservoirs over 10,000m³ must register their reservoirs with the EA;
- Inspecting engineers must provide a report on their inspection within 6 months;
- All undertakers must prepare a reservoir flood plan, and
- All incidents at reservoirs must be reported.

EA have produced inundation maps for all 2,092 large raised reservoirs that they regulate under the Reservoirs Act 1975. These have now been sent to all reservoir undertakers, as well as top-tier local authorities.

Inundation maps show the effects on the downstream catchment of a dam breach.

LEGISLATION

The Civil Contingencies Act 2004 places a statutory duty upon key responding and supporting agencies to prepare for and respond to emergencies.

Part 1 of the Act establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at the local level. The Act divides local responders into two categories, imposing a different set of duties on each.

Category 1 Responders are those organisations at the core of the response to most emergencies (e.g. Emergency Services, Local Authorities, NHS bodies, Port Health Authority and Environment Agency). Category 1 Responders are subject to the full set of civil protection duties.

They will be required to:

- Co-operate with other local responders to enhance co-ordination and efficiency.
- Share information with other local responders to enhance co-ordination.
- Assess the risk of emergencies occurring and use this to inform contingency planning.
- Put in place Emergency Plans.
- Put in place Business Continuity Management arrangements.
- Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn inform and advise the public in the event of an emergency.
- Provide advice and assistance to businesses and voluntary organisations about Business Continuity Management (Local Authorities only).

Category 2 Responders such as the Health and Safety Executive, Transport, Utility Companies and the Voluntary Sector Organisations. These “co-operating bodies” are less likely to be involved in the core planning work but may be heavily involved in incidents.

Category 1 and 2 Organisations will come together to form “Local Resilience Forums” (based on police areas) which will help co-ordination and co-operation between responders at local level. The Leicester, Leicestershire & Rutland Local Resilience Forum was created to meet this requirement. Please see the Local Resilience Forum Constitution, available on the LRF website, for further details.

Reservoir Flood Plans

Section 12A of the Reservoirs Act 1975 (inserted by section 77 of the Water Act 2003) enables the Secretary of State and Welsh Ministers to direct undertakers to prepare a flood plan setting out what action they would take in order to control or mitigate the effects of flooding likely to result from any escape of water from the reservoir.

A flood plan would need to have two main components:

- An on-site emergency action plan, which would also include a communications plan, setting out, for example, how the manager and his staff would respond to an incident and contact the relevant Category 1 Responders (as set out in Part 1 of Schedule 1 to the Civil Contingencies Act 2004) in an emergency. The communications plan would reflect the provisions of Civil Contingencies Act 2004. The reservoir manager would need to consult the relevant Category 1 responders on its draft communications plan before finalising it. This would include the inundation map;
- An off-site plan for use by the emergency services in the event of an actual or potential uncontrolled release of water. (This is not provided for in the Reservoirs Act 1975 but powers to prepare such plans exist in the Civil Contingencies Act 2004).

Under section 2(2) of the Civil Contingencies Act 2004, Category 1 responders are required to prepare and maintain plans in relation to emergencies. Category 1 responders should be able to recover any costs and expenses that they reasonably incur in relation to any off-site emergency plan which they are required to prepare in relation to a relevant reservoir from the managers for that reservoir. Regulation 13 of the Control of Major Accident Hazards Regulations 1999 (S.I. 1999/743) (as amended) contains a similar power in relation to off-site emergency plans which local authorities are required to prepare under regulation 10 of those Regulations, which we think may be broadly suitable for our purposes.

Flood and Water Management Act 2010 introduces a more risk-based approach to flood risk management and includes a new lead for Local Authorities in managing local flood risk. This therefore includes producing flood response plans where appropriate.

GENERIC RESERVOIR INUNDATION PLAN

1. INTRODUCTION

The Environment Agency is the enforcing authority and has evaluated the risk posed by all the large raised reservoirs that they regulate. Those deemed at highest risk require detailed specific off-site plans.

As at the operational date on the front of this plan there are **NO High Risk Reservoirs** within the Leicester, Leicestershire and Rutland, Local Resilience Forum (LLR LRF) therefore the requirement is to produce a Generic Reservoir Inundation Plan that will be suitable for any reservoir incident in the LLR LRF area.

The advice contained within this plan should be treated as a guide. It offers a framework in order that those responding to an incident can work together as efficiently and effectively as possible. This plan also takes into consideration the duties outlined in the Civil Contingencies Act 2004.

2. AIM & OBJECTIVES

2.1. AIM

The overall aim of the 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 LLR LRF area; or
- b. whose water course may inundate areas within the LLR LRF area.

A list of these reservoirs and relevant contact details are attached at **ANNEX A**.

2.2 OBJECTIVES

The plan also has the following specific objectives:

- to provide clear definitions of the roles, responsibilities and actions of each agency at particular stages of the response;
- to describe the actions of the first officers receiving the incident notification;
- to provide a response escalation procedure to cover actions from the initial alert through to stand-down and post-incident recovery;
- to set-out the multi-agency co-ordination and control arrangements at each level of response, and
- to specify the manner in which warnings may be communicated to the public and partner agencies in an accessible and consistent fashion.

3. PLAN CAPACITY

3.1 SCOPE OF THE PLAN

This plan is for a Sudden Influx of water event or a complete collapse of a dam.

This plan addresses the off-site, or downstream, consequences of flooding from any of the reservoirs listed in **ANNEX A** as a result of a potential or actual dam breach on locations depicted in the outline inundation maps located in **ANNEX B**.

The direct consequences may include the need to provide for the evacuation, transport and accommodation of a large number of evacuees, as well as damage to the local infrastructure.

3.2 PLANNING ASSUMPTIONS

- The plan acknowledges that each responding organisation has its own systems and procedures for responding to an emergency. The procedures outlined in this plan describe how these arrangements are co-ordinated.
- The outlined actions are based upon an assumption that there would be sufficient time to enact a response.
- Other plans will be used in conjunction with this plan. Those plans most likely to be used are listed in Section 11.3.

3.3 LIMITS OF THE PLAN

- Not dictating other agencies operational response procedures;
- Not replacing already arranged Recovery and Debrief procedures.
- Not used to manage a rising tide scenario, refer to the LRF Multi-agency Flood Plan.

4. RESPONDING TO AN OFF-SITE RESERVOIR EMERGENCY

4.1 MANAGEMENT, CONTROL AND CO-ORDINATION

The section is to be read in conjunction with the LLR LRF 1.1 Major Incident Plan.

Command, Control and Co-ordination

The Police will normally have responsibility during the emergency response phase for co-ordinating the response of all the emergency services and other organisations involved. At all times, however, the personnel and resources of each service will remain under the management of their respective organisation.

Organisations will operate collaboratively and flexibly. The following steps will be taken to ensure that suitable organisational structures are established.

If a dam breach is occurring or deemed imminent, the initial alert or notification will normally be received from the Reservoir owner/manager/operator (known as the **Undertaker**) (but it may come from any other informant) to the **Police** (and LA). The generic plan should be activated.

The **Police** and LA activate the plan and instigate the co-ordination of the multi-agency response of the emergency services, local authority/ies and other key partners under the control of the Police's Tactical or Silver Commander. If time allows a Tactical Co-ordinating Group will be convened (TCG).

The **Police** may also set-up a Strategic Co-ordinating Group (SCG) and establish premises for this to provide appropriate leadership at the most senior level. Facilities may be required to allow for communication with neighbouring LRFs.

Key players are also likely to need to have an Operational Control in place close to the scene in areas affected by flooding. The Bronze Commanders will liaise with staff from other agencies at the scene to ensure a co-ordinated response. Details of control points will be identified and communicated to all partner organisations.

Health and Safety

Health and Safety should be a key consideration in any emergency response activity and a risk assessment should be undertaken before any personnel are dispatched to a Potential Inundation Zone (PIZ).

Management Areas or Zones

In the event of an emergency the potential affected area 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 Police assign a Silver Commander, to provide tactical co-ordination for the whole incident area.
- The Police will assign a Bronze Commander for each management area as resources allow and manage the incident within these sub-divisions.

Evacuation Areas

The following procedures should be used in parallel with the LLR LRF 7.1 Evacuation CONOPS.

In preparing an evacuation, the Police (or TCG if enough time) determine the zones that need to be placed on standby or to be evacuated and identify suitable assembly points.

On receipt of the decision to evacuate an area and only where safe and practical to do so, the Police working with the LA co-ordinate a multi-agency door-knocking exercise to advise residents of the evacuation area to leave.

Alternatives to door-knocking may include loud-hailers, public address systems in public places, etc.

If deemed appropriate and time allows, the Evacuation Card in **ANNEX C** can be used to warn and inform residents. 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, Evacuation Assembly Point or Rest Centre being used. Details from returned cards should be recorded and those records held for the co-ordination of any subsequent search and rescue operations. Premises whose occupants are at temporary accommodation centres will be lower priority for clearing work. However, such premises need to be identified (it may be useful to identify these buildings physically by marking the door), and this information made known to the bronze/operational commanders responsible for search and rescue.

Identification of Vulnerable Groups (Also see Section 8)

The majority of residents should be able to evacuate the area without assistance, but there may be individuals and vulnerable groups who require assistance in leaving and/or being cared for by the LA or ambulance service. Details of specific vulnerable establishments should be identified promptly through procedures identified in the LLR LRF 1.5 Vulnerable People Plan. Priority should be given to warning these groups where possible.

Those unable to evacuate in their own transport in rural areas or on foot in urban areas, will be advised to report to designated assembly points. There may be specific arrangements required for the evacuation of vulnerable groups. The LA will provide transport from Evacuation Assembly Points to Rest Centres.

In some areas a Community Flood Plan may have been developed and this plan will contain identified vulnerable properties if relevant.

Road Blocks

The activation of any road blocks is determined by the Police in liaison with the LA Highways / Highways Agency. These will prevent people travelling into the potential path of the water.

Rendezvous Points

The activation of one or more of the RVPs will be decided and agreed by the Police, in liaison with the LA Emergency Duty Officer, in an emergency or, in advance, by the multi-agency Tactical Co-ordinating Group.

Emergency Centres – Reception Centres / Rest Centres

The following procedures should be used in parallel with the relevant Humanitarian Assistance Plan.

The LA identifies suitable buildings around the management areas for use in evacuations as either Rest Centres or Reception Centres. LAs may prefer to combine Rest Centres and Reception Centres, and organise transport to ferry evacuees from assembly points direct to a rest centre.

4.2 ACTIVATION

There are two types of warning that can be received to activate the plan these are:

- Standby Level Warning
- Implementation Level Warning

On receipt of a warning...

It is crucial that the Police and LA 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 influx of water; or
- a rising tide scenario.

4.2.1 STANDBY LEVEL WARNING.

This section details the tasks or activities which each organisation should undertake following notification that a dam breach is possible.

The **Standby** level of is activated as soon as the Undertaker notifies the Police and the LA of a potential problem or any other notification is received.

The Undertaker (Reservoir Operator/Owner)

The Undertaker is responsible for issuing a notification urgently in the event of a heightened risk of a dam breach together with any relevant details (e.g. status of warning; anticipated failure mode; actions being taken to avert failure; estimated probability of failure and timing) in line with arrangements set out in their On-Site Plan. This may include the involvement of the Fire and Rescue Service on site.

On detecting a potentially serious problem relating to the dam or lake which has led to the implementation of the On-Site plan, the Undertaker alerts:

- the Police
- the LA Emergency Duty Officer
- the Environment Agency
- the Fire & Rescue Service (if pumping equipment deemed necessary).

The Undertaker, or their nominee, provides regular updates to the Police Incident Commander and LA Emergency Duty Officer by telephone or through attendance at any Coordinating Group meetings, informed by advice from the Supervising Engineer. These updates will continue as long as is deemed necessary.

Police

On receiving a **Standby** level alert from the Undertaker (or other party) notifying them that a potentially serious problem has been detected, the Police Incident Commander (in consultation with the LA) considers convening a TCG to discuss preparatory and precautionary measures appropriate to the situation.

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

- Leicestershire Fire & and Rescue Service
- East Midlands Ambulance Service
- All affected Local authorities
- Environment Agency Reservoirs Act Co-ordinator
- Environment Agency Flood Incident Management
- Health network
- Government Office Regional Resilience Team
- any other relevant organisations identified in this plan
- any other identified resources from within the Police.

Local Authority

On receipt of a **Standby** message from the Undertaker, the Emergency Planning Duty Officer (or other nominated officer) will liaise with the police, assess the implications and determine the need to activate a TCG in consultation with the Police Incident Commander.

If activated, this group agrees preparatory measures to help mitigate the impact of a potential large uncontrolled release of water from the reservoir. The Emergency Planning Duty Officer supports the Police Incident Commander by contacting appropriate utilities and transport companies to request attendance at the TCG.

Other Organisations

On receipt of notification from the Police or the LA that the TCG has been convened, all organisations identified in this plan send appropriate representatives to this meeting as requested.

4.2.2 IMPLEMENTATION LEVEL WARNING.

This section details the tasks or activities which organisations should undertake following notification that a dam breach may be imminent or actual Dam Breach and Flooding.

The **Implementation** level is activated when a message is received that the trigger level for **Alarm, Imminent failure** or **Failed** in the Undertakers On-Site plan is triggered.

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

If a complete collapse is forecast, the maps at **ANNEX B**, which give details of velocity and expected arrival times, plus the predicted period of time until collapse, will indicate how much time is available to evacuate downstream properties.

The Undertaker

The Undertaker is responsible for notifying the Police (and LA) urgently of a potential or actual occurrence of a dam breach together with any relevant details (e.g. status of warning; anticipated failure mode; actions being taken to avert failure; estimated probability of failure and timing) in line with arrangements set out in the On-Site Plan.

On the activation of the **Alarm, Imminent failure** or **Failed** trigger level in the On-Site plan, the Undertaker (or their nominee) alerts:

- the Police Incident Commander
- the LA Emergency Planning Duty Officer
- the Fire & Rescue Service (if pumping equipment deemed necessary).

The Undertaker, or their nominee, provides regular updates to the Police Incident Commander and LA Emergency Planning Duty Officer/other nominated officer by telephone or through attendance at the Police Silver/Tactical (or TCG if time allows) informed by advice from the Supervising Engineer. These updates will continue as long as is deemed necessary.

Police

The Police receive notification of an **Implementation** alert from the Undertaker (or other party) notifying them that either:

- an emergency drawdown 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.

The Police Incident Commander, in consultation with officers in partner agencies as appropriate, considers whether the hazard requires an immediate evacuation or may give rise to an evacuation in the near or immediate future and invokes this Plan.

Local Authority

On receipt of an alert relating to the **Implementation** level from the Undertaker or Police, the Emergency Planning Duty Officer (or other nominated officer) assesses the implications of the message and determines the need to activate the LA's emergency procedures, including relevant emergency plans.

The Emergency Planning Duty Officer, or their nominee, liaises with the Police Incident Commander at the identified TCG location to determine what further actions are, or may be, required. The LA also sends a representative to any SCG.

Fire and Rescue Service

Following liaison with the Police, and depending on the size and urgency of the incident, Fire & Rescue Service personnel may assist the Police in the evacuation process. They may also be required to undertake search and rescue activity and liaise with voluntary water response teams.

The Fire and Rescue Service have equipment, which can assist in breach mitigation actions, i.e. High Volume Pump and other pumping equipment. They are also able to provide risk information relating to property and places in the community. If the deployment of this would be beneficial they should be contacted as part of the initial notification by the undertaker.

The Fire & Rescue Service identifies a liaison officer to attend the TCG and sends a representative to any SCG.

4.3 ACTION

SUMMARY EMERGENCY ACTIONS

TASK	LEAD RESPONDER
OFF-SITE EMERGENCY NOTIFICATION	
<ul style="list-style-type: none"> • Initial alert (STANDBY or IMPLEMENTATION) • Cascade notification 	<ul style="list-style-type: none"> • Site operator (Undertaker) • Police, LA & all other responder agencies
EMERGENCY SERVICE RESPONSE TO SITE/ZONE	
<ul style="list-style-type: none"> • Co-ordinate response of emergency services and provides liaison officer • Despatch pre-determined response • Triage casualties • Treat casualties, evacuate to hospital or other appropriate destination 	<ul style="list-style-type: none"> • Police, Fire and Ambulance
INITIAL CO-ORDINATION OF THE MULTI-AGENCY RESPONSE	
<ul style="list-style-type: none"> • Maintain co-ordination of the response until Strategic Co-ordinating Group formed • Set up & support the Strategic Co-ordinating Group 	<ul style="list-style-type: none"> • Police • Police
COMMAND, CONTROL AND CO-ORDINATION	
<ul style="list-style-type: none"> • Co-ordinate the Strategic Co-ordinating Group • Set up and co-ordinate Tactical Co-ordinating Group 	<ul style="list-style-type: none"> • Police • Police
WARNING THE PUBLIC	
<p>Warn PIZ residents by</p> <ul style="list-style-type: none"> • door-to-door knocking (with Evacuation Cards if appropriate) • use of Environment Agency loudhailer vehicles • use of the Police helicopter's 'Skyshout' system. <p>Further information to the public may also be provided through:</p> <ul style="list-style-type: none"> • local alert systems; • internet • public information lines invoked for the event 	<ul style="list-style-type: none"> • Police / LA / Fire & Rescue • Environment Agency • Police

TASK	LEAD RESPONDER
RESPONSE TO MEDIA	
<ul style="list-style-type: none"> • Issue initial media statement • Co-ordinate the multi-agency media response • Set up Media briefing arrangements 	<ul style="list-style-type: none"> • Police/ undertaker • Police/LA • Police/LA/all partners
TRAFFIC CONTROL AND PUBLIC ACCESS	
<ul style="list-style-type: none"> • Establish check points/road blocks • Provide signage 	Police, LA, Highways/Trunk Roads Agency, Rail network
EVACUATION & REST CENTRES	
<ul style="list-style-type: none"> • Co-ordination • Assembly points • Transport • Medical support • Rest Centres 	<ul style="list-style-type: none"> • Police • Police/LA • LA/Ambulance • Ambulance/PCT • LA

4.4 RESOURCES

Resources required will either be via normal standard operating procedures of the respective agencies or requested via the TCG if convened. The LLR LRF 1.1 Major Incident Plan contains a Logistics Cell Annex for further assistance.

4.5 STAND DOWN PROCEDURES

The decision to stand down will be made by the SCG/TCG following recommendations from operational commanders. This will be communicated via the communications methods in place at the time (see section 7).

4.6 MUTUAL AID ARRANGEMENTS

Lead agencies all have local mutual aid arrangements in place, this includes: Police; Fire; EMAS and the Local Authority.

The LLR LRF Key Policy Document 04 Mutual Aid Arrangements Protocol sets out the processes by which Local Authorities within the LLR LRF will follow regarding requesting for and responding to calls for Mutual Aid. This has been signed and agreed at Chief Executive Level or equivalent.

If necessary it is also possible for the Local Authority to call upon help regionally via GOEM through the Regional Local Authority Mutual Aid Agreement.

5. ROLES & RESPONSIBILITIES OF CATEGORY 1 & 2 RESPONDERS

Generic Roles and Responsibilities of Responders can be found in the LLR LRF 1.1 Major Incident Plan. For specific Roles, Responsibilities and Actions refers to sections 4.2 and 4.3.

6. REQUESTS FOR MILITARY ASSISTANCE

Should Military assistance be required the request should be made via the Regional Emergency Committee, or through an SCG on which HQ 49 (East) Brigade would be represented, or a single agency Gold.

7. COMMUNICATIONS

7.1 INTER-AGENCY COMMUNICATION.

Refer to the LLR LRF 1.2 Resilient Telecommunications Plan.

7.2 WARNING & INFORMING THE PUBLIC

Communicating with the public is broken down into three stages:

Public Awareness (Prior Information)

The general risk of reservoir inundation should be communicated alongside other risks listed in the Community Risk Register. This will complement national reservoir awareness messages.

Important Note: *At time of writing this plan the publication to the public of Reservoir Risks and Outline Inundation Maps is still to be decided by the Environment agency and DEFRA.*

Public Warning – Alerting by all appropriate means the members of the community whose immediate safety is at risk.

Some of the options for disseminating warnings are as follows:

- LA/Police/multi-agency door-to-door knocking (with Evacuation Cards if use and sufficient time **ANNEX C**);
- use of Environment Agency loudhailer vehicles [where available and safe to do so];
- use of the Police helicopter's 'Skyshout' system;
- Local radio/TV bulletins;
- EA Flood Warning Service.

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

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

Informing and Advising the Public – Providing relevant and timely information about the nature of the emergency as it develops. The media may be essential in conveying to the public key messages about the emergency. It is vital that there are established contingency arrangements to ensure that the media are quickly and accurately briefed with timely and consistent information. Following the implementation of a multi-agency control centre, co-ordination of public information is undertaken by the Police in accordance with the local emergency media protocol. The Police should liaise with the press officers from its partner agencies to ensure a consistent message is communicated to the public. Each organisation mobilises its emergency communications or public information arrangements to complement the activities of the Police.

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:

- local alert systems;
- Internet;
- public information lines invoked for the event.

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

7.3 MEDIA STRATEGY

The media may be present in large numbers from an early stage of a 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 the police will take the co-ordinating lead in the response to the media in its overall Public Information role. The following arrangements may be established:

- A media briefing centre (MBC) will be established
- Responder organisations will provide agreed (see below) media briefing on their own areas of responsibility through the MBC.
- A media strategy will be developed to provide a clear framework for press officers and reporters detailing the regularity of press conferences, briefings, locations etc
- Press releases from the various organisations will be shared and agreed prior to

WARNING – If you are viewing a printed copy of this document it may not be current.

NOT PROTECTIVELY MARKED

issue, and should be displayed at one focal point within the MBC and also within the Strategic Co-ordinating Centre.

- Efforts should be made to provide a steady stream of information in order to recognise the needs of the broadcast media.
- All media representatives should be directed to the MBC. (Media representatives must have appropriate professional identification in order to gain access to the MBC).
- Updated information should be placed on the organisations' websites or, where established, the multi-agency major incident website should be 'switched on'.

8. VULNERABLE PERSONS / GROUPS

The specific needs of vulnerable people/groups must be considered when responding to major incidents. Vulnerable people may be less able to help themselves in an emergency than self-reliant people. Those who are vulnerable will vary depending on the nature of the emergency, but plans should consider:

Specific properties such as school and care homes should be pre-identified to be within an inundation zone which helps to identify potential vulnerable groups.

Local Authorities and local Primary Care Trusts will be able to assist in the identification and locating of these people/groups.

Refer to the procedures within the LRF Vulnerable people plan.

In some areas a Community Flood Plan may have been developed and this plan will contain identified vulnerable properties if relevant.

9. POST INCIDENT ACTIONS

9.1 Following the closure of the incident the following actions should be undertaken:

- a. A formal debrief should be undertaken in line with standard LRF procedures, please see LRF Major Incident Plan.
- b. A lessons identified report should be issued and LRF plans should be reviewed in light of any lessons identified;
- c. A report to the LRF and if required GOEM or other central government organisations as appropriate should be made via the LRF Resilience Team; and
- d. A review of actions taken to address issues arising from the de-brief must be undertaken within the subsequent twelve months.

9.2 Individual Agencies should also conduct their own internal de-briefs although they will be expected to co-operate fully in any multi-agency debriefing process.

10. TRAINING & EXERCISING

The plan, or individual component parts, will be the subject of regular, structured exercises, which may take the form of tabletop, command centre or live exercising in accordance with the LRF Training & Exercising Programme.

For further guidance, contact the LRF Resilience Support Officer.

11. FURTHER INFORMATION

11.1 Questions relating to this procedure should be directed to the Flood Project Manager (Ian Smith), LRF Resilience Team.

11.2 FURTHER READING

DEFRA Flood Water Management Act	www.defra.gov.uk/environment/flooding/policy/fwmb
Environment Agency Flood Water Management Act Reservoirs	www.environment-agency.gov.uk/business/sectors/118432.aspx
LRF Website	www.localresilienceforum.org.uk
UK Resilience	www.cabinetoffice.gov.uk/ukresilience.aspx
Emergency Planning College	www.epcollege.gov.uk
Civil Contingencies Act (2004)	Available for download on the UK Resilience website
Civil Contingencies Act (2004) – A Short Guide	Available for download on the UK Resilience website
Emergency Preparedness (Guidance on Part 1 of the CCA (2004))	Available for download on the UK Resilience website
Emergency Response and Recovery Non-statutory guidance to complement Emergency Preparedness	Available for download on the UK Resilience website

11.3 LRF PLANS

The plan should be used in conjunction with the following plans –

- LRF 1.1 Major Incident Plan
- LRF 1.2 Resilient Telecommunications Plan
- LRF 1.5 Vulnerable People Plan
- LRF 7.1 Evacuation CONOPS
- LRF 7.6 Emergency Centres Plan
- LRF 8.1 Communications Cell CONOPS

A comprehensive list of all LRF plans can be found in the LRF website in the member's area.

11.4 REFERENCES

Reservoir Off-Site Emergency Plans – Guidance and Checklist

www.cabinetoffice.gov.uk/media/312485/feedback-guidance-checklist2.doc

Guidance on Reservoir Emergencies – Warning and Informing the Public

www.cabinetoffice.gov.uk/media/302518/warning-informing-guidance.pdf

12. GLOSSARY & ACRONYMS

CBRNE	Chemical, Biological, Radiological, Nuclear and Explosives
CCA	Civil Contingencies Act (2004)
CCS	Civil Contingencies Secretariat
COBR	Cabinet Office Briefing Rooms
DEFRA	Department for the Environment, Food and Rural Affairs
GDS	Government Decontamination Service
GNN	Government News Network
GOEM	Government Office for the East Midlands
HAC	Humanitarian Assistance Centre. A one-stop-shop for survivors, families, friends and all those affected by the emergency, through which they can access support, care and advice.
HVP	High Volume Pump
LGD	Lead Government Department. Government department which, in the event of an emergency, coordinates central government activity. The department which will take the lead varies depending on the nature of the emergency.
LLR	Leicester, Leicestershire and Rutland
LRF	Local Resilience Forum
MACA	Military Aid to the Civil Authorities
MBC	Media Briefing Centre
PIZ	Potential Inundation Zone
RCCC	Regional Civil Contingencies Committee. A committee which meets during an emergency when a regional response or other action at regional level is required.
RCG	Recovery Coordinating Group
RVP	Rendezvous point
SCG	Strategic Coordinating Group
STAC	Science and Technical Advice Cell
TCG	Tactical Coordinating Group
USAR	Urban Search And Rescue
Supervising Engineer	Supervises the operation and maintenance of the reservoir at all times, unless the reservoir is under construction.
Undertaker	Reservoir owner, manager or operator

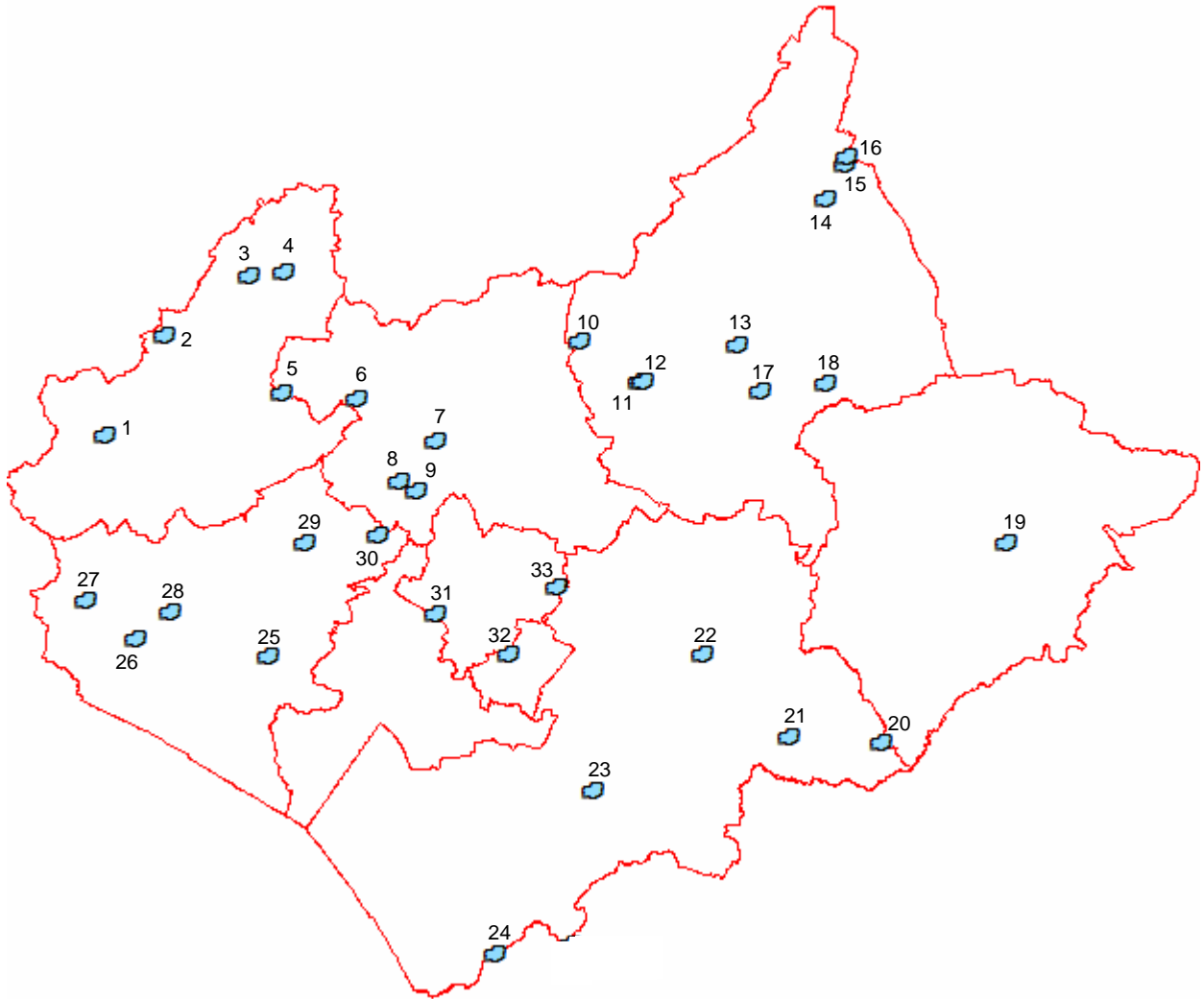
13. INDEX OF ANNEXES

- a. ANNEX A Reservoir Details
- b. ANNEX B Inundation Maps
- c. ANNEX C Evacuation Card

RESERVOIR DETAILS

Ref.	Reservoir	Local Authority	Capacity (m3)	Undertaker Name
1	Willesley Lake	NWLDC	180,000	Hart
2	Serpentine Lake	NWLDC	836,920	Blunt
3	EMA Gimbro Ponds (Winter & Summer)	NWLDC	78,500	East Midlands Airport Ltd
4	Central East Area Balancing Pond	NWLDC	28,000	Nottingham East Midlands Airport Ltd
5	Blackbrook	Charnwood	2,300,000	Severn Trent Water Authority
6	Nanpantan	Charnwood	132,000	Severn Trent Water Authority
7	Swithland	Charnwood	2,227,540	Severn Trent Water Authority
8	Hallgates No.4	Charnwood	45,410	Severn Trent Water Authority
9	Cropston	Charnwood	2,528,000	Severn Trent Water Authority
10	Ragdale	Melton	90,920	Severn Trent Water Authority
11	Frisby Lake	Melton	400,000	Environment Agency
12	Holwell Works Bottom Reservoir	Melton	27,400	Saint-Gobain-Pipelines Plc
13	Scalford Brook Reservoir	Melton	500,000	Environment Agency
14	Knipton	Melton	543,000	British Waterways
15	Belvoir Lower Lake	Melton	110,000	The Belvoir Estate
16	Belvoir Upper Lake	Melton	100,000	The Belvoir Estate
17	Bretingby Flood Storage	Melton	300,000	Environment Agency
18	Stapleford Lake	Melton	34,125	Gretton
19	Rutland Water	Rutland	124,000,000	Anglian Water Services Ltd
20	Eyebrook	Harborough	8,096,000	Anglian Water Services Ltd
21	Medbourne Brooke	Harborough	280,000	Environment Agency
22	Rolleston	Harborough	70,000	Rolleston Hall Estates Ltd
23	Saddington	Harborough	554,000	British Waterways
24	Stanford	Harborough	1,527,000	Severn Trent Water Authority
25	Mallory Park Large Lake	Hinckley & Bosworth	86,000	Mallory Park Motor Sport Ltd
26	Glebe Farm (ID222)	Hinckley & Bosworth	33,258	Caton
27	Clares Barn Farm (ID 43)	Hinckley & Bosworth	30,453	Hughes
28	Bosworth Water Trust Amenity Lake	Hinckley & Bosworth	115,000	Bosworth Water Trust
29	Thronton	Hinckley & Bosworth	1,320,000	Severn Trent Water Authority
30	Groby Pool	Hinckley & Bosworth	195,000	Hanson Plc
31	Braunstone Park Storage Reservoir	Leicester City	55,100	Environment Agency
32	Knighton Park FSR	Leicester City	53,300	Environment Agency
33	Dakyn Road FSR	Leicester City	123,000	Environment Agency

Reservoir Locations



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INUNDATION MAPS

If a complete collapse is forecast, the velocity details and maps combined with the predicted period of time until collapse, will indicate how much time is available to evacuate downstream properties.

RESERVOIR INUNDATION MAPS NOT AVAILABLE AT THIS TIME

EVACUATION CARD

Evacuation Area ...

MAJOR INCIDENT IN YOUR AREA

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

EVACUATE YOUR PROPERTY NOW

Make your way to by foot/car

Do not drive (delete as appropriate)

If you need assistance please alert one of 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 BBC Radio on (insert frequency) FM & (insert frequency)
AM to keep up-to-date on the situation.

ONLY COMPLETE THIS IF YOU ARE NOT GOING TO

.....(insert reception centre details).....

NAME:

CURRENT ADDRESS:

.....

POST CODE:

NUMBER OF PEOPLE IN HOUSEHOLD:.....

CONTACT NUMBER (MOBILE NUMBER IS PREFERRED:

.....

WHERE WILL YOU BE STAYING (PLEASE COMPLETE EVEN IF STAYING AT YOUR PROPERTY):

.....

.....

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

Signed.....