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# Rochdale Town Hall

## Rochdale

### Civil Engineering

### Flood Risk Statement and Evacuation Plan

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|--------------|---------------------------|
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|-----------|----------|--------------------------------|
| Date      | Revision | Notes/Amendments/Issue Purpose |
| May, 2020 | 1        | Issued for Planning            |

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#### Disclaimer

The Rochdale Town Hall Evacuation Plan is intended to assist the staff and visitors in the event of a flood. The creation and implementation of this plan depends on the work of the staff and volunteers. These staff/volunteers will assist where possible, but cannot be held accountable for issuing warnings or undertaking flood reduction actions.

It must therefore be understood that it is the responsibility of individuals to take measures to protect themselves and their property.

# 1 Introduction

Price & Myers have been asked to produce a brief Flood Risk Assessment and Evacuation Plan to support the planning application for the proposed development at Rochdale Town Hall. The development is part of Rochdale Borough Council's 'Town Hall Conversation Area' as outlined in their Local Development Framework.

The development proposals include the refurbishment of the existing Town Hall. The use of the building is unchanged and only internal alterations/improvements are proposed. The works will not impact on the current level of flood risk and therefore this development is not subject to a full flood risk assessment, as acknowledged by Rochdale Borough Council.

The following plan has been written following advice from the Environment Agency (EA), and Rochdale Borough Council's documents including their Strategy for Flood Risk Management 2014-2024, and their 'Guidance for being Flood Resilient'.

## 2 Site Description

### 2.1 Introduction

The purpose of the Town Hall conservation project is to expand the establishment to create a community hub, as a space for both residents and visitors to enjoy. Some of the facilities it will provide include: gallery space, information on the heritage of the building, workshops and activities, education programs for schools, a restaurant and a venue for private functions.

### 2.2 Development Proposals

The development proposals include conservation and refurbishment of the existing Grade 1 Listed building. The use of the Town Hall will remain as existing and is classified as Class D1 with ancillary uses, therefore, the development will not lead to an increase in flood risk.

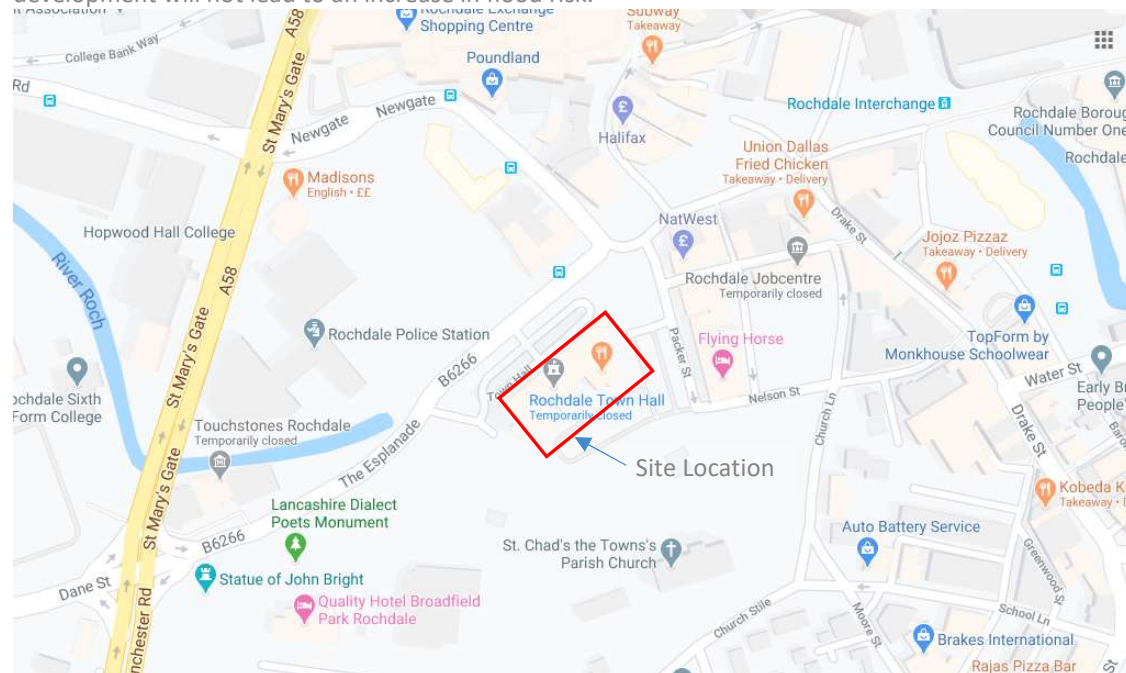


Figure 1.1 - Site Location with approximate site boundary shown in red and nearby watercourses

The River Roch is culverted and runs approximately below The Esplanade to the north of the Town Hall.

### 2.3 Who Will Be Benefitting from the Proposals?

The following list includes the target audiences for the development:

- Young families,
- Minority Ethnic Groups,
- Town and Borough businesses,
- Town and Borough residents,
- Tourists and day visitors to Rochdale.

### 3 Flood Risk Overview

Rochdale Borough Council has identified that large number of properties within Rochdale are at risk of flooding. To assist in reducing the flood risk across the borough, a number of documents have been published which advise on how to make the site more flood resilient and what measures are being carried out by the council and the water authority on a wider scale.

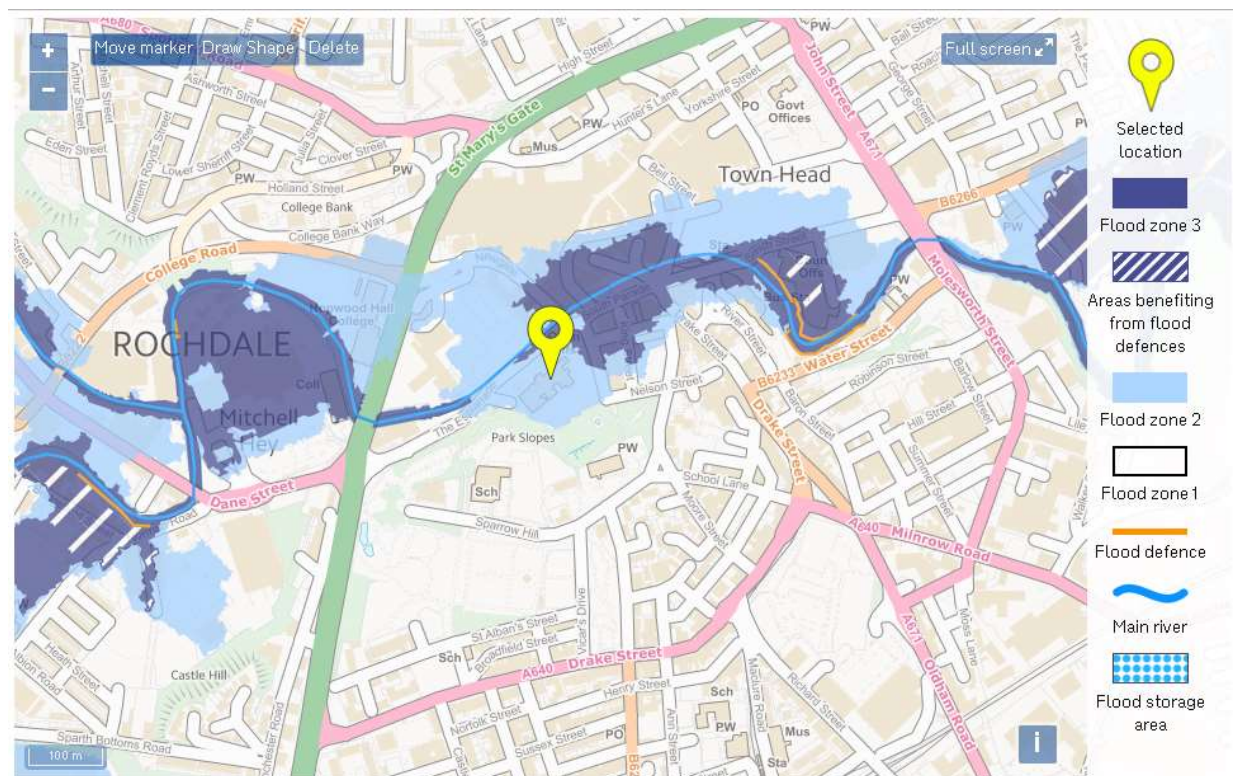
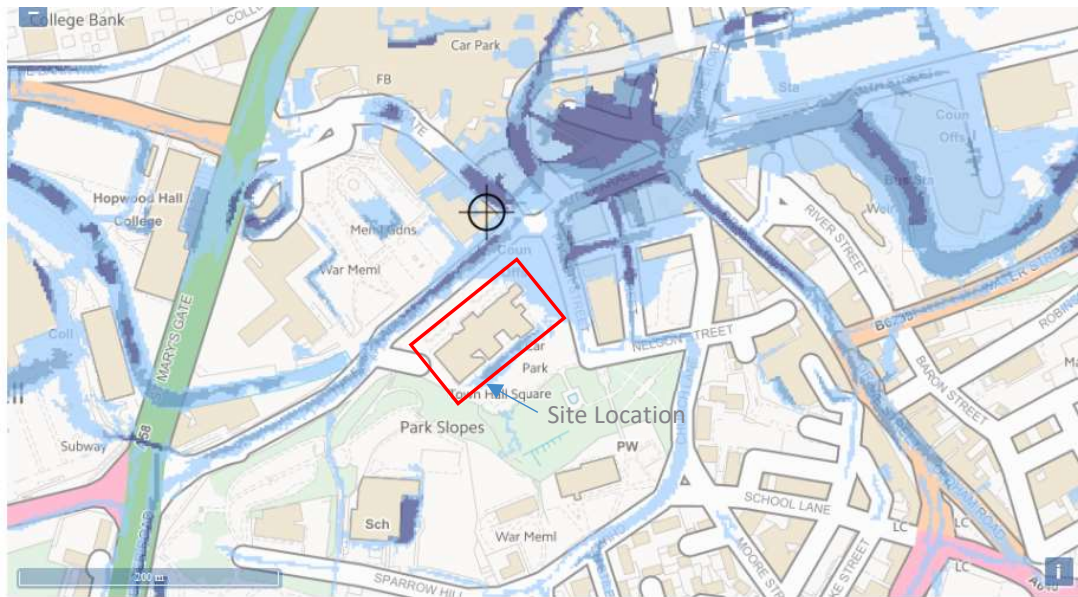


Figure 3.1 - Environment Agency Flood Risk Map for Planning

The EA's flood risk map shows that the site is located in Flood Zone 2 due to the culverted River Roch. Land in this flood zone is assessed as having an annual probability of river flooding between 0.1% and 1%. Therefore, an evacuation plan is required should a flood occur.

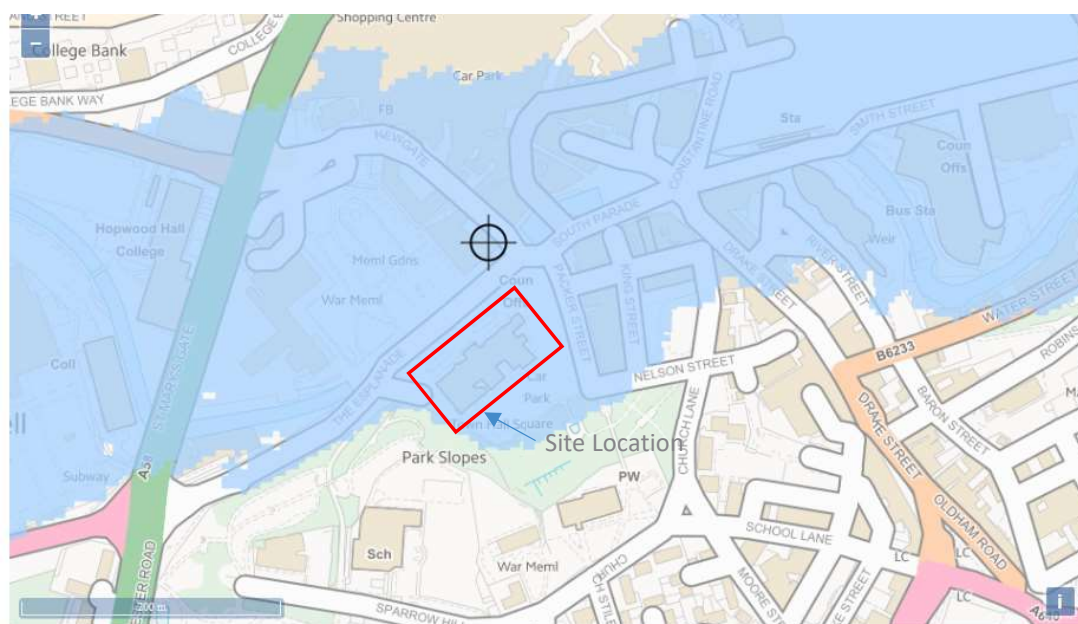


Extent of flooding from surface water

● High ● Medium ● Low ○ Very low ⊕ Location you selected

Figure 3.2 - Environment Agency Surface Water Flood Risk Map

The EA's surface water flood risk map shows that the site is mainly at very low risk of surface water flooding, with a small section of the site to the north at low risk of surface water flooding. The development proposals do not involve any changes to the surface water system and therefore there should be no increase to this.



Extent of flooding from reservoirs

● Maximum extent of flooding ⊕ Location you selected

Figure 3.3 - Environment Agency Reservoir Flood Risk Map

The EA's reservoir flood risk map shows that there is a risk of reservoir flooding at the site. Rochdale has a number of reservoirs, which are monitored and maintained by United Utilities to ensure structural integrity, as stated in Rochdale Council's SFRA.

## 4 Plan Administration

### 4.1 Introduction

This section of the plan describes the administration processes of the plan, which are required in order to keep it up to date and valid. These are the responsibility of Rochdale Town Hall and Rochdale Borough Council.

### 4.2 Rochdale Borough Council Strategy for Flood Risk Management (SFRM)

The council's SFRM sets out the flood management measures which apply to the borough on a wider scale. The purpose of this plan is to describe the specific emergency response actions that should be undertaken within Rochdale Town Hall, in order to negate the negative impacts a flood may have at a local level.

### 4.3 Emergency Service Rules

Due to the circumstances of a flood, the emergency services may request at any point before, during and after a flood that the Town Hall or individuals of a community visiting must stop their activities. The emergency services will only request this if there is risk to life and upon request these actions must be stopped immediately.

### 4.4 Aim

The aim of this pack is to increase the resilience of the Town Hall to any future flood, by identifying the procedures that can be undertaken before, during and after a flood.

### 4.5 Objectives

- To identify the roles and responsibilities of the emergency responders;
- To identify actions prior to a flood and during a flood;
- To promote preparedness for a flood, including evacuation procedures.

### 4.6 Plan Validation

Once the flood plan has been created, it is important to ensure that all users of this plan agree upon its procedures and contents. To validate this plan all users should be given the opportunity to comment, prior to finalisation.

### 4.7 Test and Update

The effectiveness of the Flood Plan will not be known unless it is used during an actual flood. Therefore, it is a good idea to discuss this plan and test it on a regular basis, for example by conducting checks of callout procedures to ensure that they are still up-to-date.

## 5 Responsibility of Rochdale Town Hall

### 5.1 Introduction

This section describes the triggers for making the decision to activate this plan, and the responsibility of the Town Hall as a business. The activation of this plan will trigger the implementation of flood preparation and reduction measures required in the event of a flood warning or emergency flood.

If any changes are made to the plan it is important to ensure that the plan is updated as soon as possible and new copies are given to all plan holders. Ensure that the version number on the front of the plan is also updated, so that everyone knows that they have the most up-to-date version.

### 5.2 Staff Training

The Town Hall is responsible for training all staff and volunteers in the emergency proceedings in the event of a flood. This will be carried out for all new staff and volunteers and updated at regular intervals. A smaller group of staff and volunteers will be selected as the flood volunteer group, who will be in charge of the emergency procedures.

### 5.3 Resources

It is the responsibility of the local council and the Town Hall to ensure that resources for protecting the development are readily available. This includes flood sacks and flood boards, as recommended by Rochdale Borough Council, these should be acquired in advance of a flood risk or warning and stored on site at the Town Hall.

### 5.4 Activation and Notification

The Rochdale Town Hall must sign up to receive flood warnings from the EA, if it hasn't already. For further information on the meanings of these flood warnings refer to Annex 1.

Upon receipt of a flood warning or severe flood warning (Annex 1) this flood plan will be activated. The Town Hall management will then organise a meeting for all staff and volunteers for a briefing on the current situation and the actions required.

In the event that flooding has occurred without warning, the designated group of the staff and volunteers will meet for an emergency briefing and decide on the response actions required, in an agreed location where it is safe to do.

## 5.5 Flood Coordination Meeting

Once the decision has been made to implement this plan, a brief meeting must be held before any actions are undertaken. The purpose of this meeting is to:

- Ensure all staff/volunteers receive a situation brief by the coordinator or deputy before responding;
- Decide which actions will be undertaken and in what priority order;
- Confirm what resources are available for the response.

For an initial meeting agenda refer to Annex 2.

## 5.6 Health and Safety

Staff/volunteers are not to put their life or the life of others at risk. Staff/volunteers are not to enter the water under any circumstances and must refer to Annex 3 for further health and safety information.

## 5.7 Monitoring the Situation

It is important to monitor the situation on a regular basis to ensure that the response is to the most up-to-date information. The Town Hall staff/volunteers must:

- Monitor the issue of EA Flood Warnings, by listening to local radio, TV, weather forecasts;
- View online warnings at: <https://flood-warning-information.service.gov.uk/warnings>;
- Call Floodline on 0345 988 1188 or Type talk 0345 602 6340 (for the hard of hearing);
- Collect information from the local community, for example, are there any reports of local flooding nearby? Is the river nearly bursting its banks? Are the emergency services working in or near the vicinity?

## 6 Responsibility of the Public and Visitors

### 6.1 Introduction

The purpose of the Town Hall's flood plan is to identify arrangements which the staff and volunteers at the Town Hall can undertake to reduce the negative effects of flooding. To increase the resilience to flooding, individuals and visitors also have their own roles and responsibilities to perform before, during and after a flood. The purpose of this section is to list the roles and responsibilities of visitors during and after a flood.

During the flood:

- Adhering to warnings provided by the EA, the local council or the Town Hall;
- Listening to and following instructions provided by staff/volunteers;
- Assisting with family and friends and less able-bodied visitors

After the flood:

- Follow updates provided by the Town Hall on when it is safe to reopen and only return when it has been confirmed to do so.

## 7 Warning and Informing at Risk Visitors Prior to a Flood

### 7.1 Introduction

This section describes how the staff and volunteers will help the EA in communicating flood warnings to the public, in a situation where notice can be provided prior to an event occurring. The staff/volunteers have no statutory obligation to undertake this and will attempt the following warning and informing measures if there is time, resources are available, and it is safe to do so.

### 7.2 Environment Agency Flood Warnings

Warning to the Town Hall management, staff and volunteers will be undertaken by the EA and the emergency services. The designated group of staff and volunteers will inform all other staff and volunteer groups across the establishment so that they can assist with the visitors.

### 7.3 Visitor Warnings

Warning and informing of visitors will be undertaken by the staff and volunteers of the Town Hall. This will take place in the following forms:

- Issue of EA Flood Warnings (Annex 1) to people who may be planning to visit;
- Providing information on the website and via email and/or phone communication for those intending to visit;
- Raising the alert face to face throughout the building who are currently visiting.

### 7.4 Placing Community Flood Warning Signs

Flood warning signs, will be placed around the Town Hall to inform the community and visitors of the EA issue of a flood warning, ensuring they are clearly visible and are clear of the flood zone.

## 8 Emergency Measures During a Flood

### 8.1 Introduction

In some cases, a flood might occur without any warning. In this case the building will need to be evacuated immediately. This will be managed by the designated flood group who will have an emergency briefing.

As part of the briefing meeting, the staff will be prepared to ensure that gas/electricity and water supplies are switched off and important contact numbers (Annex 4) for further assistance is available should these be required. In addition, the flood protection resources will be used to help reduce the impact of the flood where possible.

### 8.2 Alerting and Evacuating Visitors

- If it is safe to do so, the building should be evacuated following the pre-planned evacuation route.
- The agreed destination must be in an area which is not at risk of flooding. This should be agreed in the staff and volunteer meetings.
- The staff/volunteers must ensure that the building is empty by checking all of the rooms on each floor. The rooms will be designated to smaller staff groups so that nothing is missed.
- Once evacuated, the Town Hall will be closed to both the staff and the public until it is safe to return.

### 8.3 Vulnerable Persons

When it is known that there is a flood risk, staff and volunteers must identify and support those persons visiting who may be at greater risk from a flood, because they are less able to undertake flood preparations, response or recovery actions, for example the disabled and elderly.

These persons should be identified and checked on as soon as possible. Extra assistance may be required in the event of evacuation where additional problems may occur. Examples include a disabled person might be on the lower or upper floors and may not be able to travel up or down the stairs. Additionally, if people need to move quickly away from the area, they may not have the ability to do so.

Prior to a flood event an evacuation route will be put in place, ensuring the route is accessible for wheelchairs, and a safe place can be reached.

If there is risk to the health and safety of these persons and the volunteers are unable to assist, then call the emergency services. The emergency services will review the situation and prioritise assistance to those requiring urgent medical assistance in the highest flood risk areas first.

### 8.4 Existing Measures

As stated on the Rochdale Town Hall website, an evacuation plan is already in place for emergency events such as a fire, with a particular focus on disabled people who will need additional assistance. This plan will be followed in the case of a flood where evacuation is required, if it is deemed safe to do so.

## 9 Roles and Responsibilities of the Emergency Responders

### 9.1 Introduction

This section describes the roles and responsibilities of the agencies which will respond to a flood based on guidance from Rochdale Borough Council.

### 9.2 Greater Manchester Police Service

- Saving of life;
- Coordination of the emergency services, local authorities and other organisations;
- Secure, protect and preserve the scene and control sightseers and traffic through the use of cordons;
- Investigation of the incident and obtaining and securing of evidence;
- Collection and distribution of casualty information;
- Identification of the dead on behalf of HM Coroner;
- Prevention of crime;
- Family liaison;
- Short term measures to restore normality.

### 9.3 Greater Manchester Fire and Rescue Service

- Life-saving through search and rescue;
- Firefighting and fire prevention;
- Rendering humanitarian services;
- Detection, identification, monitoring and management of hazardous materials and protecting the environment;
- Provision of qualified scientific advice in relation to HAZMAT incidents via their scientific advisors;
- Salvage and damage control;
- Safety management within the inner cordon;
- To maintain emergency service cover throughout the Rochdale area and return to a state of normality at the earliest time.

### 9.4 Ambulance Service

- Save life together;
- Provide treatment, stabilisation and care of those injured at the scene;
- Provide appropriate transport, medical staff, equipment and resources;
- Establish an effective triage sieve, triage sort system and to establish a safe location for casualty clearing;
- Provide a focal point at the incident for all NHS and other medical resources;
- Provide communication facilities for NHS resources at the scene, with direct radio links to hospitals, control facilities and any other agency as required;

- Nominate and alert the receiving hospitals;
- Provide transport to the incident scene for the Medical Incident Officer (MIO), mobile medical/surgery teams and their equipment;
- Arrange the most appropriate means of transporting those injured to the receiving and specialist hospitals;
- Maintain emergency cover throughout Rochdale Town Centre and surrounding area and return to a state of normality at the earliest time;
- Act as a portal into the wider health services including Public Health England Regional Health Emergency Planning Advisors, and in the event of a CBRN incident advise on the convening of the Health Advisory Team (HAT) which will be able to advise and lead as far as health advice is concerned.

#### 9.5 Environment Agency

- Provide flood forecasting and warning for both tidal/coastal and main river flooding;
- Maintaining main river channels and flood defence structures;
- Monitor weather forecasts, weather radar, rainfall, river and tidal levels, on a continuous 24-hour basis - to detect and forecast possible flooding incidents.

#### 9.6 Rochdale Borough Council (As Lead Local Flood Authority)

- Provide support for the emergency services;
- Provide support and care for the local and wider community;
- Removing water from public roads and footpaths.
- Ensuring public roads and footpaths are safe to be used following a flood, including moving debris.
- Investigating and publishing reports on significant floods.
- Ensuring new buildings are built with correct drains which don't increase the risks of floods.
- Managing road drainage.
- Closing roads which are too unsafe to use during a flood
- Setting up an evacuation centre if there's severe flooding.
- Constructing a temporary flood barrier, when necessary.
- Use resources to mitigate the effects on an emergency;
- Lead the recovery stage.

# Annex 1 - Environment Agency Flood Warnings

## Introduction

This section summarises the different types of flood warnings that could be issued by the Environment Agency for river and coastal flooding.

|                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Flood Alerts: Flooding is possible. Be prepared                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|  <p>Is used from two hours to two days in advance of flooding.</p>     | <p>Following Actions:</p> <ul style="list-style-type: none"> <li>• Watch water levels</li> <li>• Monitor local news and weather forecasts on radio, TV or internet</li> <li>• Ring Floodline on 0845 988 1188</li> <li>• Make sure you have what you need to put your flood plan into action</li> <li>• Check flood kit is fully equipped</li> <li>• Alert your neighbours, particularly the elderly and less able</li> <li>• Reconsider travel plans</li> <li>• Ensure all residents are accounted for</li> </ul> |
| Flood Warnings: Flooding is expected. Immediate action is required                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|  <p>Is used from half an hour to one day in advance of flooding.</p> | <p>Following Actions:</p> <p>As with Flood Alert plus;</p> <ul style="list-style-type: none"> <li>• Move valuables and other items to safety</li> <li>• Prepare flood kit</li> <li>• Prepare to turn off gas, electricity and other services</li> <li>• Be prepared for evacuation</li> <li>• Protect yourself and others that need your help</li> </ul>                                                                                                                                                           |
| Severe Flood Warning: Severe flooding. Danger to life                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|  <p>Is used when flooding poses a significant threat to life.</p>    | <p>Following Actions:</p> <p>As with Flood Warning plus;</p> <ul style="list-style-type: none"> <li>• Stay in a safe place</li> <li>• Turn off gas, electricity and water supplies if safe to do so</li> <li>• Try to keep calm, and to reassure others, especially children</li> <li>• Co-operate with emergency services and local authorities</li> <li>• Prepare for evacuation</li> <li>• Call 999 if you are in immediate danger</li> </ul>                                                                   |
| Flood Warnings No Longer In Force: No further flooding is currently expected in your area                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                                                                   |                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Following Actions:</p> <ul style="list-style-type: none"> <li>• Keep listening to weather reports. Be careful. Flood water may still be around for several days</li> <li>• Only return to evacuated buildings if you are told it is safe by emergency services</li> </ul> |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Table A – Environment Agency Flood Warnings

# Annex 2 - Suggested Flood Group Meeting Agenda

## Introduction

The management will need to hold a meeting/s with the staff/volunteers upon issue of a severe flood warning or upon onset of a flood. The purpose of this meeting is to collate data on the situation and to identify actions and tasks for flood volunteers to undertake.

This is a suggested meeting agenda and the Town Hall may need to adapt this depending on the nature of the flood.

## *Suggested Agenda*

1. Flood warnings in force
2. Current flooding situation (any reports of flooding, where, severity or threat of burst river banks)
3. Areas at risk (consult flood maps)
4. Access routes (any road closures, flooded roads or areas likely to be closed)
5. Actions required and priorities (consult tables A, B and C)
6. Communications (phone numbers, meeting points if phones go down etc.)
7. Health and safety
8. AOB

# Annex 3 - Health and Safety Advice

## Introduction

This section describes health and safety advice for staff and volunteers, flood volunteers and members of the public to follow during and after a flood.

## Health and Safety

Flood water is very dangerous due to its depth, speed and contamination of the water. It is important that all staff/volunteer members of the Town Hall avoid any unnecessary risks and informs the public where possible of the following:

- Do not attempt to walk through flooded areas. Even shallow water moving fast can sweep you off your feet and there may be hidden dangers such as open drains, damaged road surfaces, submerged debris or deep channels;
- Be aware of sources of electricity and flood waters as there could be a risk of electrocution;
- Be aware of hidden debris in flood waters such as trees, cars and waste as these can cause entrapment and/or injury;
- Stay away from river banks as these will have burst and the water can drag you downstream;
- Do not attempt to drive through flooded roads or fords as the water is often deeper than it looks
- Do not allow children to play in flood water as it can become contaminated with sewerage and chemicals;
- Do not eat or drink food that has been in contact with flood water, even tinned food as the packaging could be contaminated with sewage or chemicals;
- Look after other members of the public/visitors. People have been known to suffer from hypothermia after their homes have become flooded with cold rainwater even in the summer time;
- The emergency services will be very busy, only call for immediate assistance if there is a risk to life;
- Cover all cuts and grazes before starting clean up;
- Wear protective/waterproof clothes, gloves and Wellingtons, or sturdy boots, when dealing with debris;
- Always wash your hands thoroughly before eating, drinking or smoking;
- Do not attempt to move heavy objects that may be unstable and could suddenly shift and trap or crush you.

## Annex 4 - Important Contact Details

### Introduction

This annex contains the contact details for agencies, which can provide assistance and advice before, during and after a flood emergency. This annex also contains the contact details of the companies who will be able to help after the flood, this section should be checked every 6 months to ensure the information remains up to date.

| Name                      | Address | Personal Number | Work Number |
|---------------------------|---------|-----------------|-------------|
| E.g. Gas Supplier         |         |                 |             |
| E.g. Electricity Supplier |         |                 |             |
|                           |         |                 |             |
|                           |         |                 |             |
|                           |         |                 |             |
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|                           |         |                 |             |
|                           |         |                 |             |
|                           |         |                 |             |

Table B - Emergency Contacts To be completed by the The Town Hall once site is reopened

# Annex 5 - Sources of Other Information

## Introduction

This section lists other sources of information which be of use to the Flood Group or individuals of the community in preparing or responding to a flood.

| Publishing Agency        | Name of Resource                                                 | Online                                                                                                                                                                                                    |
|--------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Environment Agency       | Environment Agency Flood home pages                              | Environment Agency - Flood<br><a href="http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx">http://www.environment-agency.gov.uk/homeandleisure/floods/default.aspx</a>               |
| Environment Agency       | Flood map                                                        | <a href="https://flood-map-for-planning.service.gov.uk/">https://flood-map-for-planning.service.gov.uk/</a>                                                                                               |
| Environment Agency       | Sandbags and how to use them to protect property                 | <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/467902/LIT_3833.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/467902/LIT_3833.pdf</a> |
| Environment Agency       | How to prepare your property for flooding                        | <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451622/LIT_4284.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451622/LIT_4284.pdf</a> |
| Environment Agency       | Personal Flood Plan                                              | <a href="https://www.gov.uk/government/publications/personal-flood-plan">https://www.gov.uk/government/publications/personal-flood-plan</a>                                                               |
| Environment Agency       | What to do before, during and after a flood                      | <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/403213/LIT_5216.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/403213/LIT_5216.pdf</a> |
| Environment Agency       | Flood Warnings in force                                          | <a href="http://www.environment-agency.gov.uk/homeandleisure/floods/31618.aspx">http://www.environment-agency.gov.uk/homeandleisure/floods/31618.aspx</a>                                                 |
| Environment Agency       | Checking flood warning area                                      | <a href="http://www.environment-agency.gov.uk/homeandleisure/floods/31618.aspx">http://www.environment-agency.gov.uk/homeandleisure/floods/31618.aspx</a>                                                 |
| Rochdale Borough Council | Flooding - Are You Prepared? Your guide to being flood resilient | <a href="http://www.rochdale.gov.uk/pdf/2017-10-20-flood-prevention-2017-v1.pdf">http://www.rochdale.gov.uk/pdf/2017-10-20-flood-prevention-2017-v1.pdf</a>                                               |
| Rochdale Borough Council | Strategy for Flood Risk Management 2014-2024                     | <a href="http://www.rochdale.gov.uk/pdf/2014-04-10-flood-strategy-march-2014-v3.pdf">http://www.rochdale.gov.uk/pdf/2014-04-10-flood-strategy-march-2014-v3.pdf</a>                                       |
| Direct Gov               | Preparing for a Flood                                            | <a href="https://www.gov.uk/prepare-for-flooding">https://www.gov.uk/prepare-for-flooding</a>                                                                                                             |

Table C – Other Sources of Information