

RUSHCLIFFE BOROUGH COUNCIL
GUIDANCE
DEVELOPING A FLOOD RESILIENCE STORE

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1. INTRODUCTION

1.1. Overview

Flood resilience stores are located directly within a community and contain flood protection products and equipment that can be used during times of flooding. They are designed to complement the response of other organisations and encourage residents to prepare themselves prior to a flood.

A number of resilience stores have been adopted by parish and town councils within Nottinghamshire. Feedback from residents has been very positive, with resilience stores being seen as a beneficial and reassuring presence within the community.

Please note that home-owners and businesses are ultimately responsible for protecting their properties from flooding and resilience stores are not intended to deter people from purchasing their own flood protection equipment. Residents and businesses are strongly encouraged to consider implementing specific measures for their own property if they believe themselves to be at risk.

1.2. Ownership

The majority of flood resilience stores consist of a shed/ outbuilding or metal container situated on land owned by a parish or town council.

Owners of flood resilience stores are responsible for:

- Replenishing the equipment within
- Ensuring the resilience store and its contents are adequately insured
- Adhering to any relevant legislation (e.g. development control, health and safety).

Owners of a flood resilience store are advised to provide Rushcliffe Borough Council's emergency planning officer with details of their key holders. This will ensure contact can be maintained between volunteers and Rushcliffe Borough Council during a flood.

Advice and support will be made available to communities that wish to establish a resilience store; please refer to section 1.5 for details.

1.3. Location

Flood resilience stores vary in size depending on the needs of the community they are intended to serve (e.g. the number of properties at risk, the amount and type of flood protection equipment required).

There are various issues to consider when deciding upon a suitable location. A flood resilience store should ideally be situated near to properties at high risk of flooding but far enough away to avoid being directly affected. Access and egress routes should also be clear to ensure flood protection equipment can be transported efficiently and without disruption. The ownership and availability of land will often prove a decisive factor in establishing its position.

1.4. Health and safety

Floodwater is often contaminated and hidden hazards, such as exposed manholes, can lie beneath the surface. It is important that people take care when encountering floodwater and avoid walking or driving through it wherever possible.

Volunteers should wear appropriate Personal Protective Equipment (PPE) when handling or distributing flood protection equipment. Correct manual handling techniques should also be followed when lifting and transporting items.

Owners of a resilience store should maintain a risk assessment to reduce the likelihood or severity of an incident occurring. Support from Rushcliffe Borough Council's health & safety advisor will be available on request; please refer to section 1.5 for details.

1.5. Support

For more information on establishing a flood resilience store, please contact the Rushcliffe Community Contact Centre on 0115 981 9911 and request to speak with Rushcliffe Borough Council's emergency planning officer.

Further advice on flooding, including a list of frequently asked questions, is available at:
www.rushcliffe.gov.uk/flooding

2. DEVELOPING A FLOOD RESILIENCE STORE

2.1. Overview

Parish / town councils should agree in advance a policy on the distribution of flood protection equipment from the store to ensure that supplies are shared fairly amongst the community and residents that are most vulnerable receive support. You should consider having a limit of bags per household to ensure the maximum use of resources.

If your community has not already done so, you may want to consider developing a community emergency plan. The emergency coordination arrangements within this plan could be used to coordinate the use of your store.

2.2. Resources

A suggested sample list of equipment for a store may include:

- Filled Sandbags (or their gel type equivalent for easy storage)
- Empty sandbag sacks
- Sand
- Shovels
- High-visibility jackets
- Water-proof gloves
- Wellies
- Wading poles
- Torches

You may find it useful to consider some form of trolley/wheelbarrow or similar item to assist moving sandbags.

The National Flood Forum's 'Blue Pages' directory lists a variety of flood protection products. The National Flood Forum can be contacted for independent advice on 01299 403 055 and a copy of the 'Blue Pages' is available online at: www.bluepages.org.uk

Sandbags or bags of sand can be purchased from local DIY stores, building merchants or online retailers. (Many large DIY chains now also stock sandbag alternative products)

2.3. Issues to consider.

Notification of flooding

- Do you have a flood warden scheme in your community? Flood wardens will receive flood alerts/ warnings direct from the environment agency. This will help with advance notice of the potential need to activate the store.
- If community / parish council volunteers designated locally as flood wardens are being used ensure they have signed up in advance to the Environment Agency's flood warning service: <https://www.gov.uk/sign-up-for-flood-warnings>

Activation of the flood resilience store.

- Can any member of the community ask for activation of the resilience store?
- How are key holders contacted? Directly or through a parish council contact?

Key holders

- Ensure you have at least 2 key holders for the store.
- Ensure a key is accessible out of hours, evenings and weekends in case key holders are on holiday. (Do you have a local pub perhaps that would be happy to store a key?)
- Consider who is best to be a key holder. Flood wardens /Parish council members/ community volunteers?

- Whoever you choose/volunteers, consider are their houses likely to be directly affected by flooding? Will being a key holder place extra pressure on them?
- Will a key holder/volunteer monitor the store once open and supervise the allocation of sandbags to prevent hoarding by the few.

Communication

- Once a decision is taken to open the store, how will this be cascaded to the community?
- Once open, if you have time contact the Rushcliffe Borough Council emergency planning officer to let them know the store is open and in use. This can be done via the Rushcliffe Community Contact Centre on 0115 981 9911.
- Have residents collecting sandbags or sandbag alternatives been made aware of how to lay them correctly? (see sandbag hand-out at the end of this document)

Vulnerable People

- Have you decided in advance how vulnerable members of the community unable to collect sand bags from the store or deploy them will be helped?
- Do you have a buddy system/ good neighbour scheme for vulnerable people in times of flood?

Using sandbags

- As straight forward as it seems a large proportion of sandbags do not work as they should as they are laid incorrectly. www.gov.uk/government/publications/sandbags-how-to-use-them-to-prepare-for-a-flood

2.4 Sample costing's

Below is an example costing for a store and equipment using common DIY suppliers. The example does not take into account bulk buy discounts you could arrange and PPE the community may already have.

Metal shed	X 1	£400
Filled Sandbags	X150	£300
Empty Sandbags	X200	£100
Sand	X2 tons	£100
Shovels	X3	£30
High Visibility Jackets	X5	£75
Wellies	X 5 pairs	£100
Waterproof Gloves	X 5 pairs	£40
Wading Boots	X 3 pairs	£150
Wading Poles	X3	£60
Torches	X3	£45
Additional Contingency Items (e.g. emergency blankets, rope, waterproof containers)		£400
	Total Cost: £2000	

3. ACTION CARD

	Initial response Flood alert/warning for the community received.	
	Decision taken by coordinators on need to open resilience store.	
	Key holders attend and open store. Cascade system is used to inform the community	
	Notify Rushcliffe Borough Council emergency planning officer the store is open and in use. Via Rushcliffe Community Contact Centre on 0115 981 9911.	
	Establish an overview of the current situation. Identify locations that are most at risk of flooding.	
	Allocate tasks to volunteers as appropriate.	
	Ensure volunteers use appropriate personal protective equipment (PPE) and beware of dangers associated with floodwater (e.g. hazards hidden underneath the surface, contamination).	
	Activate systems to ensure the vulnerable unable to collect sandbags in person or deploy them themselves receive help.	
	Volunteer supervises residents collecting sandbags to ensure hording does not occur and the use of sand bags is maximised.	

	On-going response	
	Continue to brief volunteers and allocate tasks on a regular basis. Consider how long the incident may last for and establish a rota system for volunteers if necessary.	
	Liaise with organisations (e.g. the emergency services, local authorities) on-scene	
	Keep a record of important information (e.g. properties affected, resources used).	

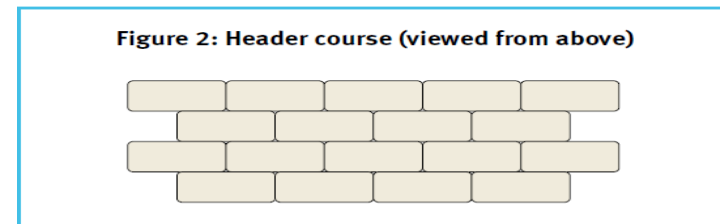
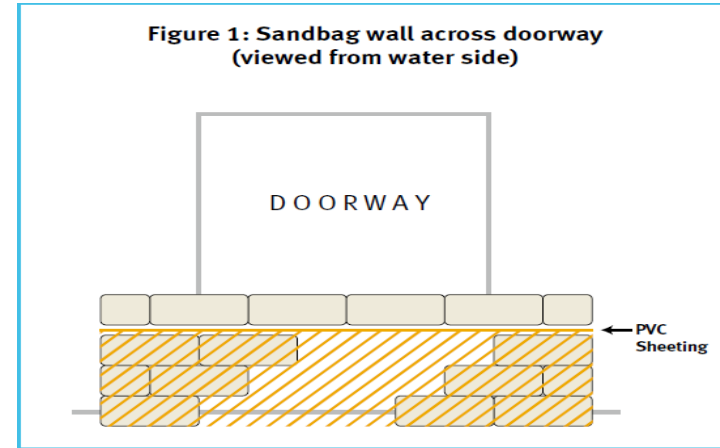
	Recovery	
	Provide the community with information on how to store, dispose of or return, any equipment used.	
	Check that any returned equipment has been cleaned thoroughly.	
	Restock your store: replenish sandbags and equipment in the store so the community is prepared for the next flooding incident.	

4. HOW TO LAY A SANDBAG BARRIER.

- If you can, put a large sheet of heavy-duty plastic between the sandbags and the wall of your house.
- Place the bags lengthways, tucking the open end under the filled half of the bag and position it pointing into the direction of water flow.
- Place bags in layers. Like a brick wall, make sure that in the next layer each bag overlaps the one below by half.
- Ensure bags are firmly in place to eliminate gaps and create a tight seal.

Gel sacks / sandbag alternatives

If you use these don't forget to hydrate them with water first. Dry sacks will float away. Placing them in a bucket of water works.



How to lay a sandbag barrier

barrier

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**Figure 1: Sandbag wall across doorway
(viewed from water side)**

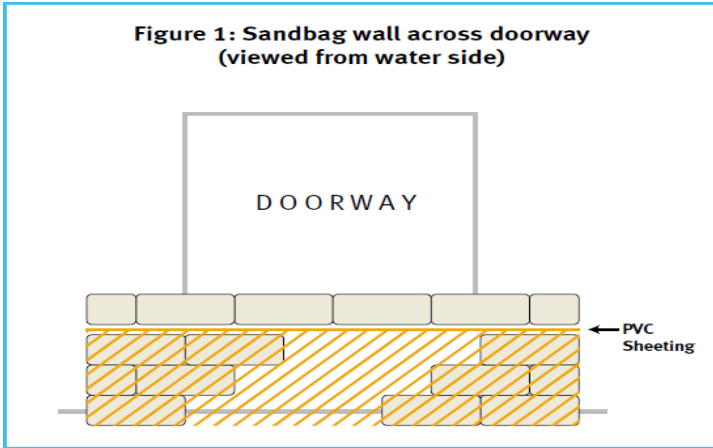


Figure 2: Header course (viewed from above)

