

LOCAL FLOOD RESPONSE PLAN TEMPLATE

Local Flood Response Plan Template

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Introduction

This flood response plan has been prepared for monitoring and responding to emergency conditions arising from high water levels on the _____ River(s), under the Local Authority emergency response plan, or as a stand alone document for the Diking Authority. The plan considers a variety of stages and is triggered by information provided by the Local Authority/Diking Authority, and/or the Provincial Government, principally the Snow Bulletins issued by the Ministry of Environment, Lands and Parks.

Aim

The aim of the plan is to prevent loss of life, and to minimize damage to and loss of property resulting from flooding due to high water levels on the _____ River(s).

Plan Implementation Phases

PHASE I - Pre Flooding Activities

The implementation of the Flood Response Plan may be triggered by observed rising water, snow survey reports, weather forecasts, and/or Provincial Government reports. The Emergency Coordinator (Flood Response) alerts the Emergency Operations Group (Flood Response), and the Group commences implementing the Flood Response Plan, reviews resources, assigns personnel, and meets with other Emergency Coordinating bodies. Preliminary inspection and familiarization tours of diking areas are undertaken, and remedial works required are identified and undertaken in preparation for projected water levels.

PHASE II - Rising Water

Based on specific water levels and/or warnings. Weekly patrols of dikes and key works are implemented. Some flooding in unprotected areas may occur, but effects at this level are negligible.

PHASE III - Limited Flooding

Based on specific water levels and/or warnings. Daily dike patrols are implemented. Limited flooding only of the following unprotected areas: _____ .

PHASE IV - Increasing Flooding

Based on specific water levels and/or warnings. Daily dike patrols are continued, and augmented if necessary should conditions dictate. Increased flooding of unprotected areas such as _____ , with flooding of the following roads: _____ .
Deployment of forces to mark roads, respond to requests as required.

PHASE V - Severe Flooding

Based on specific water levels and/or warnings. Dike patrols are assigned on a 24 hour basis. Much flooding of unprotected areas such as _____ , with water levels exerting forces on existing dikes. Deployment of forces to mark roads, institute detours as required, assist residents and reinforce dikes, control boils, and other works as required.

Organization

The Emergency Response (Flooding) organization may be organized in any of several ways. The Incident Command System is recommended for use by the provincial government and the Ministry of Environment, Lands and Parks Water Related Hazards Response plan is an example of this system. The *BC Flood Plan* uses a modified ICS system. Alternatively a Local Authority departmental structure, where each existing department performs specific flood response functions, may be used. See PART 1 - FLOOD PLANNING, Appendix D for more details of both these organizational types.

The following organization is based on the Emergency Operations Centre structure used in PART 1 - FLOOD PLANNING and as described in the *Local Authority Planning Guide (1996 Revision)*.

Reporting to the Mayor and Council of the Local Authority or the _____ of the Diking Authority, the Emergency Operations Group will establish the Emergency Operations Centre (Flood Response) and direct the activities of the reporting groups.

Emergency Notification System

Upon receipt of a warning of a real or potential emergency, the responding department will immediately contact the Police Force to request that the notification system be activated.

Upon receipt of the warning, the Police will notify all members of the Municipal Emergency Operations Group.

Upon being notified, it is the responsibility of all officials to notify their staff and volunteer organizations. Where a threat of an impending emergency exists, they will be notified and placed on standby.

An Emergency Notification List and Emergency Public Information Plan is shown in the Supplementary Plan Information section.

Action Prior To Implementation Of The Plan

When a flood hazard exists, employees should take such action(s) as required to protect lives and property in the Local Authority/Diking Authority area.

Emergency Operations Centre (EOC)

The Municipal Emergency Operations Group will report to the Emergency Operations Centre (EOC), located at the Local Authority/Diking Authority Office on _____ Street. In the event this operations centre cannot be used, then the secondary location will be the Local Authority Fire Department at _____ Road.

The layout and equipment of the Emergency Operations Centre are detailed in the *Local Authority Planning Guide (1996 Revision)*.

Municipal Emergency Operations Group

The flood hazard response will be directed and controlled by officials who are responsible for providing the essential services necessary to minimize the effects of an emergency on the municipality.

This group is known as the Municipal Emergency Operations Group (you may wish to call it by another name) which consists of the following officials:

- (a) Council Member of the Local Authority or alternate;
- (b) Chief Administrative Officer, or alternate;
- (c) Chief of Police, or alternate;
- (d) Fire Chief, or alternate;
- (e) Senior Public Works Officer, or alternate;
- (f) Senior Emergency Health Officer, or alternate;
- (g) Emergency Social Services Officer, or alternate;
- (h) The Emergency Coordinator (Operations Officer);
- (i) Public Information Officer; and
- (j) Others.

Additional personnel called or added to the Municipal Emergency Operations Group may include:

- (a) a representative of hydro;
- (b) liaison staff from the Provincial Emergency Program, or another provincial ministry;
- (c) any other officials, experts or representatives deemed necessary by the Municipal Emergency Operations Group.

The Municipal Emergency Operations Group may function with only a limited number of persons depending upon the emergency. While the Municipal Emergency Operations Group may not require the presence of all the people listed as members of the control group, all members of the Municipal Emergency Operations Group must be notified.

Business Cycle

Members of the Municipal Emergency Operations Group will gather at regular intervals to inform each other of actions taken and problems encountered. Frequency of meetings and agenda items will be established by the Operations Officer, who normally might be the emergency coordinator. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. Maps and status boards will be prominently displayed and kept up to date by the Operations Officer.

Responsibilities

The organizational responsibilities are described in the Supplementary Plan Information section and follow those detailed in the *Local Authority Planning Guide (1996 Revision)*. Other hazard response organization types which the Local Authority or Diking Authority may wish to utilize are described in PART 1 - FLOOD PLANNING - Appendix C.

Plan Maintenance and Review

This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Municipal Emergency Planning Committee.

It is the responsibility of each person, agency, service or department named within this emergency plan to notify the Chief Administrative Officer forthwith, of any revisions or administrative changes. The Chief Administrative Officer should then provide a copy of the plan with all revisions to the Provincial Emergency Program Regional Manager.

General Operations

The designated head of each group will be responsible for preparing a detailed plan for that group's area of responsibility, conforming to the policies and procedures established by the Mayor and Council (or Board). The various plans are to be coordinated by the Emergency Coordinator (Flood Response).

Requests for assistance beyond the scope of a particular group's responsibility or resources are to be routed through the Emergency Operations Centre. The EOC and Flood Coordinators will maintain an up to date picture of the overall situation and, if necessary, resolve necessary priorities in the allocation of resources.

Implementation

Annual Review of Plan _____ by March 31 each year

Annual Inspection of Flood Protection Works _____ by April 15 each year

"Test" Plan (conduct exercise) _____ Annually

Implement as required by circumstances _____ As required

Authority

This local flood response plan is authorized under the *Emergency Program Act* or Bylaw # _____ of the Local Authority, or under Resolution # _____ of the Diking Authority.

Authorized Signature(s) _____

Date(s) _____

Additional Information

A plan can have as many parts as necessary.

Supplementary Plan Information

Notification and Public Information

Organizational Responsibilities

Plan Information such as maps, preparations, instructions, etc.

Relevant Information such as safety, historical water levels, snowpack, dike patrol, etc.

Resources such as owned or rental resources, communications, certifications, etc.

Procedures such as utility, gas, hydro, etc.

Flood Response Information

Safety Related Information

Inspections and Patrols

Flood Response Practices

Supporting information on these topics can be found on the following pages.

