

## Todmorden Flood Emergency Plan – Draft January 2021

### In the case of an impending flood;

Todmorden Town Council will open the Town Hall Flood Hub until the Calderdale personnel arrive (who will then take charge). The Hub will provide information, resources, refreshment and support to those who need it.

The opening hours of the Flood Hub will be 7am – 6pm (to be adjusted as required)

Covid19 working principles will apply during the pandemic (wearing masks, 2 metre distancing and disinfecting of door handles (including the toilets) every half hour. To provide additional space the following areas will be used (Court Room, Mayor's Parlour, corridors, ballroom)

### Initial Actions

1. The Mayor, Deputy or person nominated by the Mayor:  
Contacts the 3 Ward Councillors to let them know that the flood plan is being implemented and the Town Hall mobilised as the Todmorden Flood Hub.
2. The Admin Officer and/or the Mayor (custodian of the Town Hall keys) will get the Town Hall keys and Town Council £250 petty cash and go to the Town Hall.
3. The Admin Officer will update the TTC website/social media with flood hub details, TTC hub contact phone number and email address
4. Cllr Steve Martin will open meeting room C for communications/Calderdale use and access to IT and printing facilities.
5. Key roles:
  - Manager/triage: (Cllr Tony Greenwood?)
  - Deputy manager/triage: (Cllr Pat Taylor?)
  - Reception lead:
  - Floater:
  - Matchmaker: (givers and receivers)
  - Refreshments lead: [REDACTED]
  - Provision of Information lead:
  - Covid lead:
  - Outdoor team lead: knocking on doors in vulnerable areas (Cambridge St) checking on residents seeing what help they need
6. The following people/organisations to be contacted by phone/email to advise them the Flood Hub is being opened:
  - Police
  - Calderdale Council
  - [REDACTED] Flood Management Group

- [REDACTED] (food hub with [REDACTED] and [REDACTED])
- Todmorden Town Councillors
- Rotary Club
- [REDACTED]
- Todmorden Health Centre
- Fire Brigade
- St John Ambulance
- Vets – Hirds
- Energy Companies - Northern Gas, electric, Yorkshire Water
- Environment Agency
- Rivers and Canals Trust
- Calderdale Flood Team
- Local supermarkets (Morrisons, Lidl, Aldi, One Stop) and takeaways

### **7. Overall Process**

There will be a process review, on an hourly basis, for those in the lead roles to ensure the smooth running of the Hub and address any issues.

## Materials Required for Flood Hub

1. Covid arrangements:
  - Hand sanitiser/surface sanitiser
  - Mops/buckets/cloths
  - Disposable face masks
  - Disposable plastic gloves
  - Brushes/pans
  - Covid posters and 2 metre distance stickers for floor
  - Bin bags
2. Copies of plan (in file) for Hub leader, Mayor and Clerk + spares
3. Briefs for key roles:
  - Manager/triage
  - Deputy manager/triage
  - Reception lead
  - Floater
  - Matchmaker (givers and receivers)
  - Refreshments lead
  - Provision of Information lead
  - Covid lead
  - Outdoor team lead: knocking on doors in vulnerable areas (Cambridge St) checking on residents seeing what help they need
4. Town Hall:
  - Keys
  - Access alarm codes
  - WIFI access code
  - Location of resources (stored in cellar/caretakers flat)
5. Contact list:
  - TTC Councillors and officers
  - [REDACTED] – caretaker/contact at Calderdale [REDACTED]
  - [REDACTED] – Todmorden Flood Group
  - Calderdale Flood Team, Building Control
  - Services – Northern Gas, electric, Yorkshire Water
  - Local organisations
  - Funding organisations
6. Resources required at flood hub:
  - Clipboards
  - A4 Paper
  - Jotters
  - Pens(black, blue and red)/pencils/staplers and spare staples/rubbers/sharpeners/highlighters/ blutack/ cellotape
  - Printer and printer paper

- Multi phone chargers
  - Laptop(s) and leads
  - Dedicated phone for making/receiving calls
  - Template for reception to use to collect information from receivers and givers
  - Information Template for information team to use with information about support available from local authorities, local organisations to include subjects such as grants available and mental wellbeing
  - Grant application forms (Steve Martin to supply)
  - Register to log incoming/outgoing calls/emails
  - Recycling bags
  - Information leaflet with contacts (Steve Martin to supply)(200 copies)
  - In/out trays
  - First aid kit
  - Tissues
  - Folders/manila folders
  - Hazard tape
  - Postage stamps
  - Envelopes
  - Torches and spare batteries (large supply)
  - Yellow high viz jackets (some with 'Councillor' on them)
  - Dehumidifiers
  - Box for receipts in kitchen
  - Sandbag covers
  - Large supply of wellies of different sizes
  - If overnight accommodation required:
    - o List of local accommodation providers
    - o Beds and bedding
    - o Toiletries
    - o Towels
    - o Spare clothes
    - o Baby equipment and supplies
    - o Childrens' toys
7. Cash Float  
TTC has £250 cash for use in an emergency
8. Receipts  
Process for accepting donations
9. Refreshments:
- Tea/coffee – decaffeinated also/water/squash/sandwiches/biscuits/sweets
  - Cardboard cups and plates
  - Kitchen roll
  - Binbags
  - Tea Towels
  - If overnight stay facility set up:
    - o Substantial meal provision (contracted in?)
10. Instruction task sheets for volunteers:
- Triage

- Refreshments
- Reception assistant

**11. Laminated Signage Posters:**

- External
- Internal (reception, triage, kitchen)
- Floor (2 metre spacing markings)

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### Issues/Actions

1. Location of Town Hall keys(including caretakers flat – for storage), access codes, WIFI code
2. Does the heating come on automatically in the Town Hall or do we need to set it?
3. Stock check of TTC materials at the Town Hall
4. Purchase/invite donations for gaps in materials
5. Write role descriptions for volunteers
6. Procedure for receipts for donations – receipt book
7. Purchase of Hub mobile
8. Purchase of laptop for Hub
9. Set up Flood Hub specific email address
10. Ask Tourist Information Centre for accommodation list
11. Grant application forms (Steve Martin)
12. Contact lists (Steve Martin)
13. Prepare draft email for contact groups for use in case of a flood
14. Prepare draft information for website/social media in case of flood – link to 'Eye on Calderdale' website
15. Ask for 'welly' donations