

Todmorden Flood Emergency Plan – Draft April 2022

The immediate response to a serious flood event will be a collaborative one between Calderdale MBC (CMBC), Todmorden Town Council (TTC) and the Todmorden Flood Group (TFG).

In the case of a flood:

Initial Internal Communications

1. TFG will liaise with the Environment Agency to confirm the severity of the flood threat in Todmorden. Representatives of TFG will contact the CMBC Todmorden Neighbourhood Coordinator and the Assistant Town Clerk TTC to confirm the severity of the situation and to agree the timing of the opening of the Flood Hub.
2. The Mayor, Deputy or person nominated by the Mayor will contact the 3 Ward Councillors to let them know that the flood plan is being implemented and that the Town Hall is to be mobilised as the Todmorden Flood Hub.

Initial Actions

3. The Mayor/Upper Valley Coordinator/TFG and TTC representatives will open meeting room C in the Town Hall for an initial meeting to plan for the opening of the Flood Hub and then to prepare the Flood Hub for opening. The following will be identified as part of this: access alarm codes, WIFI access code and the location of resources (stored in cellar/caretakers flat).
4. A notice/banner advertising when the Flood Hub will open will be put up outside the Town Hall.
5. The Admin Officer will supply the £250 TTC float (to set up the kitchen).
6. The TFG will advertise their contact number for triage on social media (07368 154828).
7. The Admin Officer will update the TTC website/TTC social media with Flood Hub opening and contact details.
8. Key roles:
 - Manager/Reporting/ Liaise with Calderdale : (Upper Valley Flood Coordinator)
 - Meet and Greet: (TTC Mayor)
 - Volunteer Registration: (Calder Cares)
 - Triage Lead: Representative of TFG
 - Allocation of tasks to volunteers:

- Social Monitoring Lead:
Representative of TFG
- Catering Lead: (To be appointed)
- Recorder: Assistant Town Clerk/Admin Officer

9. The following people/organisations to be contacted by phone/email to advise them the Flood Hub is being opened:

- Police
- Named volunteers
- Todmorden Town Councillors
- Rotary Club
- Todmorden Health Centre
- Fire Brigade
- St John Ambulance
- Vets – Hird's, Walsden and West Mount vets Todmorden
- Energy and Utility 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 regular process review, during the day, for those in the lead roles to ensure the smooth running of the Hub and address any issues. There will also be a process review at the end of each day and the at the closing of the Flood Hub when it is no longer required. In the end of day review, a short-written log to note any incidents or actions that require a thank you etc.

An annual review 'dry run' to ensure procedures still work and update contacts.

DRAFT