

Todmorden Flood Emergency Plan

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 Upper Valley Todmorden Neighbourhood Coordinator and TTC to confirm the severity of the situation and to agree the timing of the opening of the Flood Hub.
2. The three Ward Councillors, Calderdale Community Cares and the Calderdale Emergency Team will be contacted to advise them that the flood plan is being implemented and that the Town Hall is to be mobilized as the Todmorden Flood Hub. The Todmorden Flood Hub will provide practical help to those affected by flooding. It will signpost other services, such as those for emotional wellbeing.

Initial Actions

3. Based on the Flood Plan Risk Assessment, The Upper Valley Todmorden Neighbourhood Coordinator and TTC representatives will use either the Cockcroft Room or the Chamber for an initial meeting to plan for the opening of the Flood Hub with consent of CMBC Public Halls Team. Then prepare the Flood Hub for opening. The following will be identified as part of this: access alarm codes, WIFI (CMBC Guest) and the location of flood resources (stored in the cellar).
4. A notice/banner (provided by TFG) advertising when the Flood Hub will open will be put up outside the Town Hall.
5. TTC can, if required, provide a £250 TTC float for Councillor discretionary use.
6. The TFG will advertise their contact number for triage on social media (07368 154828).
7. A TTC Officer will update the TTC website/TTC social media with the details of the flood Hub opening and contact details.
8. Key Roles:
 - Manager/Reporting/Liaise with CMBC – CMBC Upper Valley Todmorden Neighbourhood coordinator
 - Meet and Greet – TTC Councillors
 - Volunteer Registration – Calder Community cares
 - Triage Lead – TFG representatives
 - Allocation of tasks to volunteers – TFG representatives
 - Social Media Monitoring Lead – TFG representatives

- Catering Lead – A designated organisation/person with the relevant food safety hygiene certification be appointed.
9. The following people/organisations to be contacted by phone/email at the first opportunity to advise them the Flood Hub is being opened:
- Police
 - Named volunteers.
 - Todmorden Town Council
 - Rotary Club
 - Todmorden Health Centre (upstairs and downstairs)
 - Fire Brigade
 - St Johns Ambulance
 - Vets – Hirds and Partners (Walsden and Halifax), West Mount Vets (Mytholmroyd and Halifax)
 - Energy and Utility Companies – Northern Gas, Northern Powergrid, Yorkshire Water
 - Environment Agency
 - Canal and River Trust
 - Calderdale Flood Team
 - Local supermarkets (Morrisons, Lidl, Aldi and One Stop) and takeaways
 - Tod Support
 - Unmasked Mental Health
 - Mosque
 - Churches Together
 - Andys Man Club
 - Schools
 - Care Homes
 - Age Concern Todmorden
 - Disability Calderdale

10. Overall Process

There will be a regular process review, during the day for those in lead roles to ensure the smooth running of the Flood Hub and to address any issues. There will also be a process review at the end of each day and at the closing of the Flood Hub when it is no longer required. A short-written log (using template) will be produced at the end of day review to note any incidents or actions that require a thank you etc.

11. Handling of Donations

Neither CMBC nor TTC can receive public donations for flood relief. Anyone wishing to donate should be directed to a local charity or community group such as the Calderdale Community Foundation or the Todmorden Flood Group.