

RESERVOIR NAME

ON-SITE EMERGENCY FLOOD PLAN

(Date)

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ON-SITE EMERGENCY FLOOD PLAN

Management Information

Person responsible for preparing the plan	[Name, Organisation, phone number, email address]
Name of Engineer certifying the plan	[Name, Organisation, phone number, email address]
Date of plan	
Who to contact about the plan	[Name, Organisation, phone number, email address]

Date for plan to be reviewed	
Date(s) for testing the plan	
How the plan will be tested	

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1. Reservoir information

Reservoir Information

- (i) name;
- (ii) location and grid reference;
- (iii) capacity (escapable volume of water);
- (iv) description of the reservoir and its structures;
- (v) how the flow of water into and out of the reservoir is controlled;
- (vi) whether the reservoir is under construction or modification and a description of the work taking place

Other useful information: e.g. where construction drawings are kept

2. RISK FACTORS AND TRIGGERS FOR ACTIVATING THE FLOOD PLAN

- Risk factors for the reservoir – e.g. weather events, flooding in the catchment feeding the reservoir, earthquakes, sinkholes in the vicinity, old mine workings, fracking
- Trigger points – e.g. severe weather warnings, flood alerts and warnings, reports of damage to embankments or reservoir structures by the public

3. ACTION PLAN TO PREVENT AN UNCONTROLLED RELEASE OF WATER

- Alert key personnel
- Risk Assessment of damage and dam failure
- Move to standby
- Increase monitoring and surveillance – and rapid analysis and interpretation of data
- Actions to prevent situation worsening – controlling/stopping inflow, diverting water to bywash channels
- Precautionary draw down
- Measures for speeding up the draw down e.g. deploying temporary high volume pumps
- Temporary repairs, reinforcing embankment
- Escalation to major incident response – Alert Category 1 Emergency responders (Police, Local Resilience Forum and Environment Agency)
- Assign incident management roles
- Comms and media engagement]

4. ACTION PLAN TO CONTROL AND MITIGATE A FLOOD

- additional measures to section 2
- e.g. ongoing Risk assessment and scale of dam failure
- Emergency draw down
- Actions to reduce flood, reinforce the dam, redirect water to temporary storage
- Incident management 24hour operations
- Ongoing incident response with Cat 1 Emergency responders

5. INSTRUCTIONS FOR AN EMERGENCY DRAW DOWN

[for someone unfamiliar with the site, who may need to initiate a draw down/oversee a draw down]

Checks and procedure

6. AREAS AT RISK OF FLOODING

Areas downstream of the reservoir, flood risk map, information that can help the emergency responders to protect people, property, infrastructure, areas where flood water could be diverted to safely.

7. CONTACT DETAILS FOR KEY PERSONNEL, CAT. 1 EMERGENCY RESPONDERS AND CONTRACTORS

- Key personnel - Name, Phone number, email:
 - Owner and operator
 - Reservoir Manager
 - Reservoir technical staff
 - Senior responsible person/Director
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- Construction Engineer/Supervising Engineer/appointed engineer who certified the plan
 - (Other Engineers e.g. Inspecting engineer from last S10 inspection)
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- Cat 1 Emergency Responders:
 - Police
 - Local Resilience Forum
 - Lead Local Flood Authority
 - Environment Agency Incident hotline
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- Contractors e.g. for pumping equipment, plant and machinery, building supplies, structural surveys, temporary site buildings, generators

8. ACCESS DETAILS

- Map or a diagram showing access routes, gates, key holders and rendezvous points
- Access route(s) for heavy plant/machinery
- Locations for temporary pumps and pipes

9. Supporting information

- Operational data, monitoring, and surveillance routine
- Method statements and instructions - what these are and how they can be accessed
- Incident management documents - e.g. incident log, incident management roles and rotas, instructions for incident management roles
- Resources/materials available onsite

Annex A – Incident Management Roles

Role	Typically Undertaken By	Responsibilities Include
Incident Controller (IC)	The Reservoir Manager or Area Manager	<ul style="list-style-type: none">• Direction of ALL (Company Name) staff in the field associated with any aspect of the incident response.• Implement a range of measures to avert failure including the on-site plan.• Agreement of overall response & recovery strategy with Incident Manager.• Providing ongoing surveillance and situation assessments.• Communication with Incident Manager.• Overall H&S of all personnel addressing incident.• Notification of and liaison with emergency service leaders on site.• Marshalling
Marshalling Officer	The IC or their appointee	<ul style="list-style-type: none">• All (Company Name) staff arriving on site must 'check in' with the marshalling officer and 'check-out' when leaving.• Checking on continuity of response i.e. that if someone is leaving site their responsibilities are either fully executed or properly handed over.• Providing of safe approach routes and details of rendezvous points (RVPs) to the emergency services.• Assists in information flows to incident team via the Information Officer.• Establishing an emergency control centre

Problem Assessment Team	Headworks Controller; Reservoir Safety Manager; Supervising and Inspecting Engineers	<ul style="list-style-type: none">• Agree responses with IC and Incident Manager.• Monitor reservoir & assess response.• Report outputs to Information Officer.• Valve operations (Headworks Controller).
Emergency Plant Controller	Senior Manager with engineering delivery experience	<ul style="list-style-type: none">• Agrees technical solutions with Inspecting Engineer, (Company Name) Reservoir Safety Manager and Incident Manager.• Leads delivery on the ground of agreed solution with Partners and other suppliers
(Insert Company Name) Press Office	(Insert Company Name) Press Officer or nominee	<ul style="list-style-type: none">• To collate information for (Company Name) Comms Team, sole point of contact on site for central Comms Team.
Information Officer		<ul style="list-style-type: none">• Info flows to Operational Response Centre (ORC) / Incident Team / task teams.• Maintaining a log. □ Record keeping
Administration Officer		<ul style="list-style-type: none">• Staff welfare, accommodation & meals,• Rotas for local incident control personnel.• Accommodation for staff drawn in from other areas.• Working Time Directive monitoring