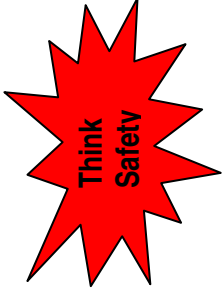


# Annex B

## Flood Response Team: Actions



### Pre-Alert



1. Know the XD number for EA Incident Room (contact Duty Officer if necessary)
2. Visual Risk Assessment
3. Inform Wardens & check FRT availability
4. Inform MDDC and request help if drains are blocked
5. Check the store door is open and equipment available
6. Monitor river level & weather forecast

### Grade 1



1. Confirm status with EA Duty Officer
2. Check availability of Wardens and 3 Communication volunteers
3. Warden to install flood barrier to Manor Mill
4. Warden to inform Quarryman's Rest PH
5. Warden to have keys available to Community Hall
6. If necessary volunteers install Riverside Hall flood barrier
7. Monitor river level and weather forecast

### Grade 2



1. Alert designated vulnerable properties (including those with their own sandbags)
2. Distribute / place sandbags for designated vulnerable people.
- 3 Ensure Riverside Barrier is in place. Check use of Riverside Hall and consider evacuation
4. Warden communicate with volunteers and to prepare to open Community Hall
5. Signage Warden to place warning signs at Exeter Inn, Scotts and Luke Street
6. Identify owners of cars in Riverside Car Park and advise removal. *Do not remove cars - police/fire service role*
7. Update Co-ordinator

### Grade 3



1. Warden to open Community Hall and contact suitable volunteers to provide refreshments and Quarryman's Rest PH
2. Consider evacuating vulnerable people (including medication) to Community Hall or Quarryman's Rest PH
3. Update Co-ordinator of actions completed / outstanding

- *What is my role?*
- *Where should I go?*
- *Who must I contact?*
- *What equipment do I need?*

**N.B.** *All personnel should know:*  
 > *All personnel to inform Co-ordinator of absence and appoint a deputy*  
 > *Keep mobiles charged & check signal*

**Key:**  
**FRT:** Flood Response Team  
**XD:** Ex-Directory  
**EA:** Environment Agency  
**MDDC:** Mid Devon District Council  
**PH:** Public House