



Annex C (a)

Co-ordinator Actions

Pre-Alert

1. Know the XD number for EA Incident Room
2. Risk Assessment
3. Monitor river level & weather forecast

Grade 1

1. Monitor river level and weather forecast
2. Risk Assessment
3. Confirm with EA Duty Officer
4. Check availability of the FRT & Volunteers
5. Inform Flood Wardens
6. Inform MDDC and request help if drains are blocked
7. Check the store door is open and equipment available

Grade 2

1. Continue to monitor river level and weather forecast
2. Be available to receive Grade 3 alert via land lines and mobiles
3. Receive updates of actions completed / outstanding from FRT

Grade 3

1. Assess risks and decide on action
2. Consider evacuating vulnerable people to Community Hall or Quarryman's Rest PH
3. If so, direct Wardens & Volunteers to assist (ensure medication is also carried)
4. Receive updates of actions completed / outstanding from FRT

N.B.

All personnel should know:

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

All personnel to inform Co-ordinator of absence and appoint deputy