



**East Sussex**  
Fire & Rescue Service



# Hastings Flood Plan

(Formerly: Bulverhythe Flood Plan)  
Part 2: Hastings Site Specific Flood Plan

**IF RESPONDING TO AN INCIDENT –  
PLEASE GO TO PAGE 10 FOR INITIAL ACTIONS.**

**Public version – Not protectively marked.**

**Document Control**

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## **SECTION 1 – GENERAL INFORMATION**

### **1.1 Introduction**

This Plan must be read in conjunction with the Sussex Resilience Forum (SRF) Multi-Agency Flood Plan Part 1: Generic Procedures. (The Part 1 provides generic information for responding and managing a flood incident in Sussex, and is now part of the SRF Adverse Weather Framework.)

This Part 2 plan replaces the Bulverhythe Flood Plan and now extends to Hastings Seafront and town centre. It includes detailed information specific to the communities in these **areas**, which could be subject to river flooding from the Combe Haven and/or coastal flooding from the sea, and makes reference to the Hollington Stream catchment (see appendix F for likely Environment Agency actions).

### **1.2 Ownership and Review**

This plan is owned by Hastings Borough Council. It will be exercised and reviewed every three years.

This plan will also be reviewed if any of the following criteria are met:

- After significant flood event;
- Lessons identified from a flooding exercise;
- Changes to the level of flood risk to the area covered by this plan;
- Changes to the Environment Agency's flood warning service that impact on this plan;
- Restructuring or significant changes to key responding organisations; and
- Changes in Legislation or Government guidance.

### **1.3 Aim**

This plan provides a framework for the co-ordinated multi-agency response to flooding or the threat of flooding in Hastings Town Centre, Hastings Seafront and Bulverhythe.

### **1.4 Objectives**

- To identify activation triggers for responding to flood warnings.
- To set out the actions to be taken on receipt of flood warnings.
- To set out the process for a coordinated response.
- To identify procedures for warning and informing the public.
- To provide information to support an evacuation.

### **1.5 Scope**

This plan provides a multi-agency framework to combine the activation and response to a river and / or coastal flooding emergency in Hastings. Each organisation will have their own specific contingency plans for deploying and co-ordinating their own resources.

The plan does not specifically cover surface water flooding for which forecasting is far less predictable and which is likely to be short-lived. The Surface Water Management Plan for Hastings (2011) does not include specific flood response actions.

This plan does not specifically cover the response to flooding in areas beyond Hastings Town Centre, Hastings Seafront and Bulverhythe, however

- A separate Hollington Stream Rapid Response Action Plan is in place, which includes limited response actions for that area. The Hollington Stream flows north to south along the western edge of Hastings and St Leonard's and discharges in the Bulverhythe area. (The corresponding flood warning area is Hollington Stream from Hollington Old Lane to Harley Shute Road, quick dial 012445, ref 065FWF1403)
- This plan (and the SRF Part 1 plan) can be used as a basis for responding to significant flooding in other areas.

## 1.6 Coastal Flooding

Coastal flooding may result from either 'breaching' or 'overtopping' of sea defences, and it is useful to recognize the difference.

- a. Breaching.** A breach of the defences will generally result from damage to some part of the flood defence, resulting in the lowering of the top level of the defence, allowing possibly large amounts of water to flow through.
- b. Overtopping.** Water flowing, wave breaking or wind-blown spray travelling over the defences. This will probably not result in serious damage to sea defences themselves. During periods of high water levels, extreme wave action or wind-blown spray, moderate amounts of water can pass over the defences. The resulting damage will depend on the drainage available behind the defences.

## **SECTION 2 – THE RISK OF FLOODING**

### **2.1 History**

There have been no major breaches or incidents of overtopping of this flood defence for the last 30 years: some seepage through the beach into the gardens of Arnside Road has occurred, but with minimal effect to property and negligible damage.

### **2.2 Flood Risk Assessment**

Tidal flood risk has lessened significantly in the Bulverhythe area as a result of the construction of the Bulverhythe Flood Alleviation Scheme designed to provide protection from events with a 1 in 200 years return period (source: Hastings Borough Council Strategic Flood Risk Assessment 2014). The site specific Community Flood Risk Summary Sheet is in Appendix E.

The Combe Haven and associated streams have the potential to cause extensive flooding. However, this is less frequent and mostly confined to unoccupied areas. An exception to this assessment is the southern part of the Combe Haven Caravan Park, and limited response arrangements for that area are now included in this plan.

A map showing Flood Zone 2 and outlining flood sectors A, B, C, D & E for relevant areas of Hastings is attached at Appendix K.

### 2.3 Locations and what is at Risk.

Risk Sector / Location	Source of Flooding	No of Residential Properties Affected	No of Commercial Properties Affected
Sector A Properties between Glyne Gap (in West) and Cinque Ports Way (East). And between Bexhill Road (to the North) and the Sea (to the South). Including Bulverhythe Road, Cliftonville Road and Bridge Way.	Sea	181	25
Sector B Properties between Cinque Ports Way (in West) and Goat Ledge (East). And between West Hill Road / Railway track (to the North) and the Sea (to the South). Including Seaside Road, Sea Road, Grosvenor Crescent, Caves Road, A259 / Marina	Sea	317	34
Sector C Combe Haven Holiday Park and properties along Bexhill Road from junction with Lewis Avenue until Cinque Ports Way. Including Bulverhythe Road	River – Combe Haven	115 + ~250 people in caravan park (subject to seasonal changes in occupancy)	11
Sector D From source of Hollington Stream on Beauharrow Road to Filsham Valley School. Including Upper Church Road, Hollington Old Lane, Coventry Road and Stonehouse Drive.	River – Hollington Stream	44	1
Sector E Hastings Sea Front from White Rock to Rock-A-Nore Road. Including Carlisle Parade, Robertson Street, Robertson Passage, Pelham Street, Denmark Place, Havelock Road, Middle Street, Marine Parade and East Parade.	Sea	119	110

Further detail can be found in Appendix E of this plan.

## SECTION 3 –ACTIVATION

### 3.1 Trigger & Activation

**This plan will be triggered and activated in response to a Flood Warning and Severe Flood Warning for the Hastings area.** However, in most circumstances a Flood Alert will be issued in the build up to a Flood Warning and therefore it is included below.

**Key Note:** Where possible an advance notification of a flood warning may be given by the EA in a telephone call from the Flood Warning Duty Officer to the East Sussex Resilience and Emergencies Partnership Duty Officer or at a SRF severe weather teleconference.

### 3.2 Flood Warning

The Environment Agency (EA) will circulate warnings of possible flooding to emergency services, local authorities and the general public. The definitions of flood warnings are listed in the table below.

 <b>FLOOD ALERT</b>	 <b>FLOOD WARNING</b>	 <b>SEVERE FLOOD WARNING</b>	<b>Warning no longer in force</b>
<b>What it means</b> Flooding is possible. Be prepared.	<b>What it means</b> Flooding is expected. Immediate action required.	<b>What it means</b> Severe flooding. Danger to life.	<b>What it means</b> No further flooding is currently expected for your area.
<b>When it's used</b> 2 hours to 2 days in advance of flooding.	<b>When it's used</b> Half an hour to 1 day in advance of flooding.	<b>When it's used</b> When flooding poses a significant threat to life.	<b>When it's used</b> When river or sea conditions begin to return to normal.
<b>What to do</b> <ul style="list-style-type: none"> <li>• Be prepared to act on your flood plan.</li> <li>• Prepare a flood kit of essential items.</li> <li>• Monitor local water levels and the flood forecast on EA's website.</li> <li>• Call Floodline on 0845 988 1188 for up-to-date information</li> </ul>	<b>What to do</b> <ul style="list-style-type: none"> <li>• Move family, pets and valuables to a safe place.</li> <li>• Turn off gas, electricity and water supplies if safe to do so.</li> <li>• Put flood protection equipment in place.</li> <li>• Protect yourself and help others.</li> </ul>	<b>What to do</b> <ul style="list-style-type: none"> <li>• Stay in a safe place with a means of escape.</li> <li>• Be ready should you need to evacuate from your home.</li> <li>• Co-operate with the emergency services.</li> <li>• Call 999 if you are in immediate danger.</li> </ul>	<b>What to do</b> <ul style="list-style-type: none"> <li>• Be careful. Flood water may still be around for several days.</li> <li>• If you've been flooded, ring your insurance company as soon as possible.</li> </ul>

**3.3 Environment Agency Floodline.**

The Environment Agency Floodline service provides up-dated recorded information on local flood warnings for the Hastings area as follows:

- a) Call **Floodline** on **0345 988 1188**
- b) Listen to the recorded message then **Press 1**
- c) Enter the appropriate Quickdial number:

Warning Area Code	Warning Area Name	Related Flood Alert Area	Quickdial Code
065FWC3701	Bulverhythe Sea Front	Coastal areas of Bulverhythe (065WAC420)	01241132
065FWC3801	Hastings Sea Front	Coastal areas of Hastings Sea Front (065WAC421)	01241133
065FWF1402	Bulverhythe	Combe Haven (065WAF453)	012444
065FWF1403	Hollington Stream from Hollington Old Lane to Harley Shute	Hollington Stream (065WAF454)	012445

**3.4 Action on receipt of EA Flood Warnings**

Upon receipt of flood warnings described below the following action should be taken

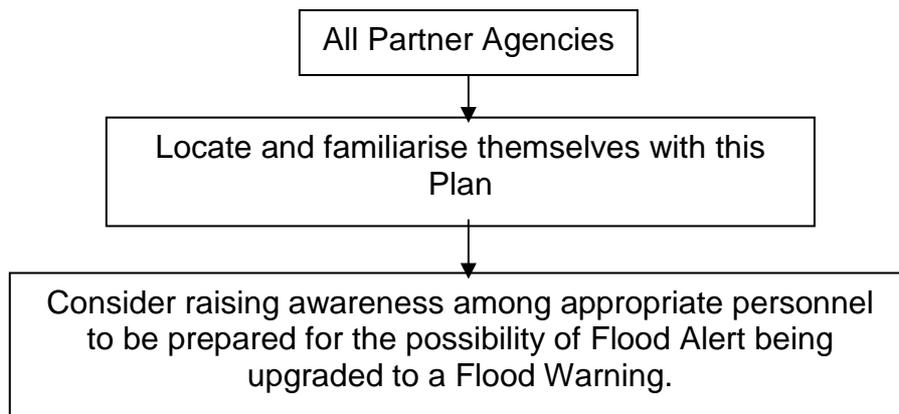
**3.5 Flood Alert**



**FLOOD ALERT**

**FLOOD ALERT** means Flooding is possible. Be prepared

Diagram 1: **Initial multi-agency action on receipt of a Flood Alert**

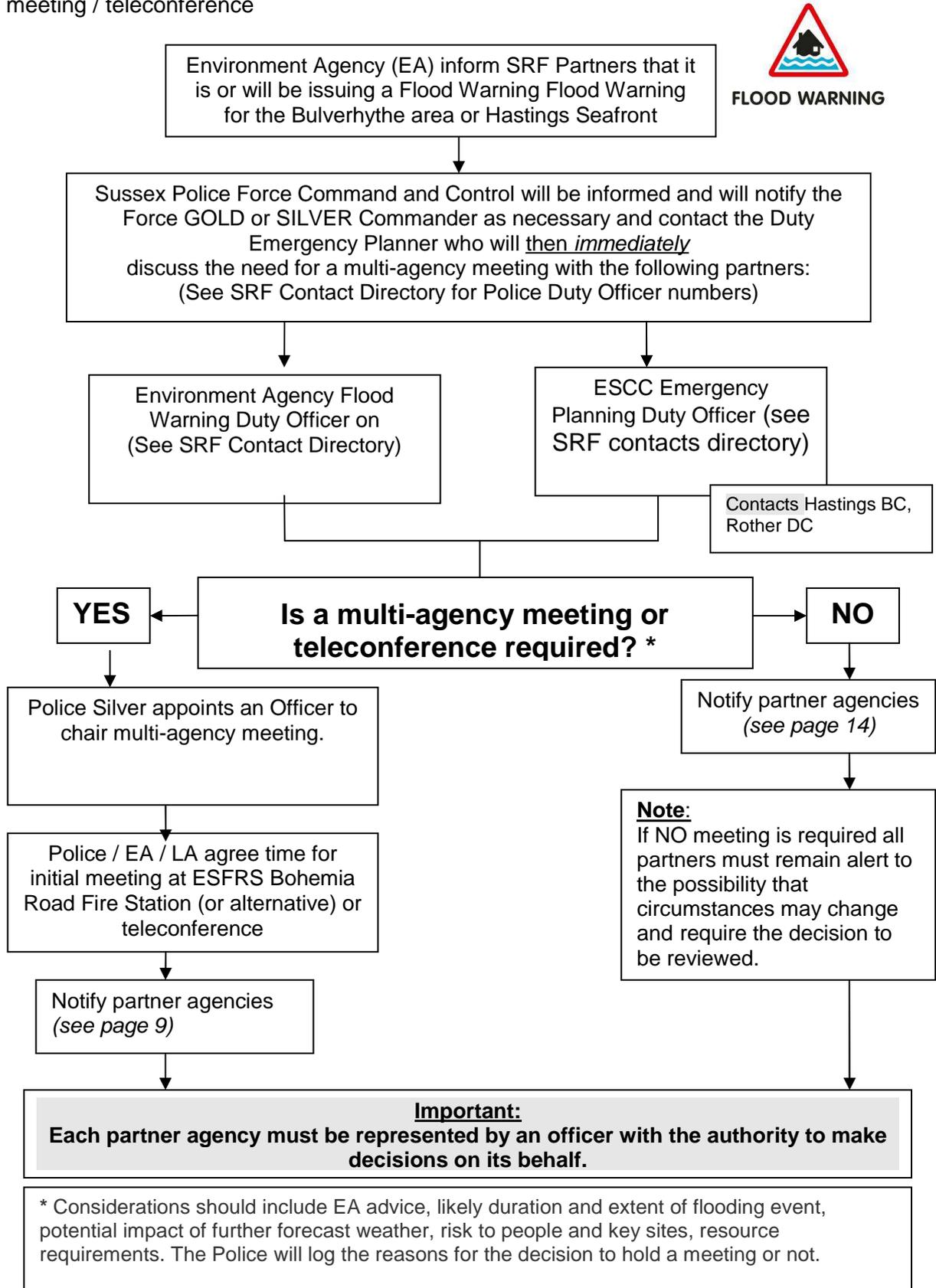


**Note:** Severe weather conditions may give rise to a SRF (multi-agency) teleconference when Flood Alerts are in place and likely developments of the flooding situation may be discussed with the Environment Agency.

### 3.6 Flood Warning

**FLOOD WARNING** means Flooding is expected. Immediate action required.

Diagram 2: Initial multi-agency action for a Flood Warning and decision to hold a meeting / teleconference



**FLOOD WARNING**

### 3.7 Severe Flood Warning

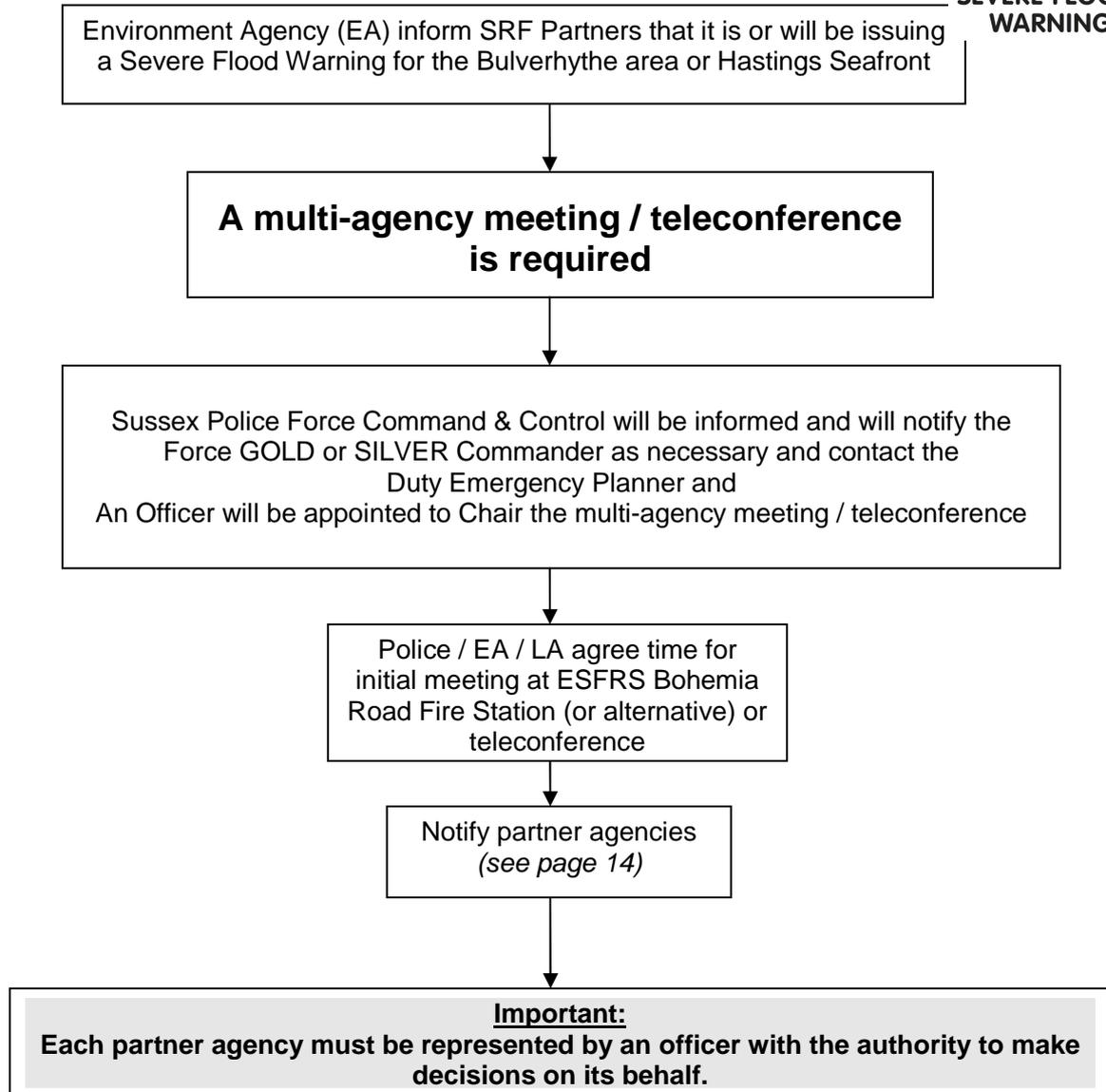
SEVERE FLOOD WARNING means Severe flooding. Danger to life.

Diagram 3: Action for a Severe Flood Warning

**Multi-agency meeting will be held**



**SEVERE FLOOD  
WARNING**



### 3.8 Flood Warning No Longer in Force

This is issued by the Environment Agency when the threat of flooding has fallen below their trigger levels, however where flooding has actually occurred recovery work for the affected communities will still be happening.

### 3.9 Partner Notification Process.

**Note:** The Sussex Resilience Forum Contacts Directory is regularly updated for use by Members and contains some private contact numbers for use in emergencies.

Informing Organisation	Recipient	Contact N°
<b>Sussex Police</b>	ESCC East Sussex Resilience & Emergencies Partnership (OR Hastings Borough Council)	See SRF Contacts Directory
	Environment Agency Sussex Flood Warning Duty Officer	
	ES Fire & Rescue Service	
	SE Coast Ambulance Trust	
	Duty Command Team Officer	
	Maritime & Coastguard Agency, Solent	
	British Transport Police	
<b>South East Coast Ambulance NHS Foundation Trust</b>	NHS England	See SRF Contacts Directory
	Hospitals	Via NHS England South (South East)
<b>Maritime &amp; Coastguard Agency</b>	RNLI, Poole	Via MCA
<b>East Sussex County Council / East Sussex Resilience &amp; Emergencies Partnership</b>	Hastings Borough Council	See SRF Contacts Directory
	Rother District Council	
	UK Power Networks (formerly EDF Energy)	
	Southern Water	
	Southern Gas Network	
	RAYNET	
<b>Hastings Borough Council</b>	Combe Haven Caravan Park	See Hastings BC contacts directory
	(ESCC East Sussex Resilience & Emergencies Partnership)	See SRF Contacts Directory
	Hastings & Rother Clinical Commissioning Group	

## SECTION 4 – COORDINATION OF RESPONSE

### Key Note:

The personal safety of the staff from all responding agencies and the public is paramount. All agencies must ensure that their own staff are fully briefed on any potential dangers and have the appropriate personal protective equipment to carry out their tasks.

Similarly, each responding agency is responsible for the welfare of its personnel. Early consideration must be given to the arranging of rest breaks and refreshments for staff and volunteers throughout the incident. Representatives and staff from partner agencies who may be arriving from outside the area should be provided with information about the Hastings area and local facilities.

### Initial Inter-agency Response Meeting

- 4.1 Sussex Police will coordinate the response and the nominated Officer will arrange and chair the initial meeting as detailed in Diagrams 2 and 3 in Section 3.
- 4.2 A meeting agenda and list of recommended attendees can be found in Appendix A. Wherever practicable a loggist from the Police or local authority should be used to record decisions taken and the reasons. Each organisation must be responsible for keeping its own records during an incident.

### Teleconferencing

- 4.3 Depending on the circumstances, it may be decided that the first tactical 'meeting' may be via teleconference. This will be decided in the initial discussions between the Police, Environment Agency and East Sussex Resilience and Emergencies Partnership. Details of the teleconferencing facility will be circulated to partners if required.

**Note:** Other organisations may also hold teleconferences in connection with this incident, and organisers may wish to ensure that scheduled teleconferences and meetings do not conflict to allow relevant representatives to participate and share information.

### Tactical Command (Silver)

- 4.4 The response to the threat of flooding or actual flooding will be coordinated by a Tactical Coordinating Group (TCG) in accordance with the Joint Emergency Services Interoperability Principles ([JESIP](#)) at a Tactical Coordinating Centre (TCC) which will be at a venue agreed between the Police and Borough Council taking account of the views of other partners where possible.

### Tactical Coordinating Centre

- 4.5 The following locations have been identified as suitable for a Tactical Coordinating Centre (decision to be made during teleconference):  
**ESFRS Bohemia Road Fire Station**  
**Sussex Police Station, Bohemia Road**  
**Combe Haven Caravan Park – if flooding is centred on or limited to that area.**

### Key note:

Where multiple TCGs are required to manage flooding across Sussex a Tactical Coordinating Centre (TCC) will be activated at Police Headquarters, Lewes BN7 2DZ.

A Tactical Advisory Group (TAG) will also be convened and will maintain an overview of impacts across Sussex and advise the TCC accordingly.

A **Strategic Coordinating Group** (SCG) comprising senior strategic representatives of the emergency services, local authority and such other partners as required may be convened at Police Headquarters should the scale of the incident require that level of response.

### **Evacuation Control Posts (ECP)**

4.6 The following locations may be suitable options for an Evacuation Control Post:

Bull Inn

St Augustine's Church

St Leonard's School

### **Additional Rendezvous Points (RVP) / Marshalling Areas (MA)**

4.7 The following locations may be suitable options for RVP / MA:

Summerfields Sports Centre

## **SECTION 5 – ROLES AND RESPONSIBILITIES**

### **5.1 Roles & Responsibilities**

A summary of the roles and responsibilities of the various organisations are set out in Appendix I of this plan. (Full details can be found in The Sussex Emergency Response & Recovery Document and Section 5 of Part 1 of the Multi-agency Flood Plan contained in the SRF Adverse Weather Framework). In particular those documents identify the roles of:

- Environment Agency,
- Sussex Police,
- East and West Sussex Fire and Rescue Services,
- Local Authorities,
- Public Health England,
- NHS (including South East Coast Ambulance NHS Foundation Trust)
- Met Office,
- Sussex Resilience Forum (Business Management Team),
- All Category 2 Responders,
- Water Companies,
- Public,
- Voluntary Organisations.

### **5.2 Actions by individual organisations – Own Agency Response**

Each partner agency has its own procedures to follow and actions to take and is responsible for its own internal response arrangements. Use **Appendix G for own organisation's procedures and actions**.

### **5.3 Combe Haven Caravan Park Arrangements**

Combe Haven Caravan Park is located in an area which is at risk from river and coastal flooding. The Park management has site-specific flood monitoring and response arrangements in place, and may be able to contribute resources to the multi-agency response. A representative will be invited to Tactical meetings.

## SECTION 6 - COMMUNICATIONS

### Key Public Information

- 6.1 Media statements and information leaflets should provide information on:-
- Flood warnings and their likely impact, areas most affected etc.
  - Action to be taken i.e. to evacuate or remain, damage limitation etc.
  - Exit routes, assembly points, rest centres etc.
  - Advice regarding pets, whether to bring pet food etc.
  - Where additional information can be obtained e.g. Floodline, named radio stations
  - Any additional advice provided by the Environment Agency.

### Warning Methods

- 6.2 Flood warnings are disseminated by a number of methods including:
- EA Floodline Warnings Direct (FWD) – by telephone, mobile, email, pager & fax.
  - EA Extended Direct Warnings Service (This service sends an automated Flood Warning message to all properties with landlines within the flood warning area (i.e. Flood Warnings and Severe Flood Warnings) except those already registered with the FWD system and those that have 'opted out'.)
  - EA Floodline - 0345 988 1188
  - Website ([www.environment-agency.gov.uk/floodwarning](http://www.environment-agency.gov.uk/floodwarning)).
  - Flood Guidance Statements
  - Met Office weather forecasts and emails
  - Television

### Hastings Specific Warning Methods

- 6.3 Within the Hastings area warnings can be further circulated
- Local Radio
  - Personal visits to premises when evacuation is proposed.
  - Community contacts
  - Leafleting (see below)

### Media

- 6.4 Media coordination will be undertaken in accordance with the Information and Media Strategy contained within the 'Sussex Emergency Response and Recovery (SERR)' document. The police will lead and each agency should identify their media representative and notify details to the police communications team.

If a Strategic Coordinating Group (SCG) is sitting a 'Gold' Information Group may coordinate media relations and communications to the public.

### Community Schemes

- 6.5 Consideration should be given to using existing networks within the community such as Neighbourhood Watch.

### Websites

- 6.6 Use should be made of appropriate websites, in particular:-
- Environment Agency ([www.environment-agency.gov.uk](http://www.environment-agency.gov.uk))
  - Met Office ([http://www.metoffice.gov.uk/weather/uk/se/se\\_forecast\\_weather.html](http://www.metoffice.gov.uk/weather/uk/se/se_forecast_weather.html))
  - Sussex Police (<http://www.sussex.police.uk/>)
  - Hastings Borough Council ([www.hastings.gov.uk](http://www.hastings.gov.uk) )
  - Highways England (<http://www.highways.gov.uk/traffic-information/> )
  - Public Health England (<https://www.gov.uk/government/collections/flooding-health-guidance-and-advice> )

## RAYNET

- 6.7 RAYNET (Radio Amateurs' Emergency Network) may be called on to support and boost communications between the various response locations (including house visiting teams, evacuation buses and nominated rest centres).
- 6.8 RAYNET have trained volunteers, specialist equipment and vehicles to facilitate communications particularly during incidents where the usual communications mechanisms of responding organisations have been disrupted.

## SECTION 7 – EVACUATION

### 7.1 Introduction

Evacuation will be discussed at the first multi-agency meeting. If not considered immediately necessary it will need to be regularly reviewed thereafter.

### 7.2 Types of Evacuees.

**Self-evacuees** are those who make their own transport and accommodation arrangements. Self-evacuation should be encouraged to enable emergency services to concentrate on the vulnerable and those needing help.

**Vulnerable** - Details of infirm, disabled and other vulnerable persons will be collated by Sussex Police and Social Services through the Evacuation Control Post. They will be responsible for notifying the Ambulance Service for individual assessment and specialised transport requirements wherever necessary. (See also Section 8 – Vulnerable People.)

**Note** - In the interest of patient safety, data protection can be overridden although details of patient medical condition would not be shared unless it could be demonstrated that it was in the best interest of the patient.

**Requiring Transport** – able bodied - emergency transport will be provided through Hastings Borough Council, in conjunction with East Sussex County Council (ESCC) where appropriate, to co-ordinate the transfer of evacuees to designated rest centre(s).

### 7.3 Evacuation Process

**Flood Risk Sectors** – Flood Risk Sector Tables can be found in Appendix C, which provide details of numbers of residence, transport requirement, Rendezvous Points (RVP), evacuation routes, pick-up points and any special considerations to be taken into account prior to evacuating sectors.

#### Identifying Properties at Highest Risk of Flooding

In the event of a Flood Warning being issued in the Hastings area, there would be a multi-agency response which would include an assessment of the defences to identify any areas at risk from overtopping or flooding. A course of action would be agreed, which could include warning arrangements to occupants of those properties at highest risk, remedial action to bolster defences (e.g. shingle movement during low tide) or, in an extreme event, evacuation if any properties are at risk. The Flood Warning areas are identified in the map in Appendix K.

- 7.4 **Evacuation Control Posts (ECP), Rendezvous Points (RVP) / Marshalling Areas (MA)** (for emergency services to assemble) – These locations will be decided based on the areas to be evacuated. A default list is on page 15.

## 7.5 Evacuation Co-ordination.

The Police will appoint one or more operational (or 'Bronze') Commander(s) to co-ordinate evacuation based at the Evacuation Control Post(s). They will:-

- assist in identifying and prioritising those people most at risk, particularly the vulnerable (see Section 8 below),
- ensure effective security of evacuated areas
- advise on compliance with any traffic management scheme in force.

It should be staffed by representatives from:

- Sussex Police
- South East Coast Ambulance Service
- East Sussex Fire & Rescue Service
- ESCC Adult Social Care / Children Services
- HBC Housing Department
- East Sussex Hospital Trust / Clinical Commissioning Group

Sample **Evacuation Advice** forms and **Evacuation of Premises Record** forms are given in Appendix G.

## 7.6 Leafleting

In the event of an evacuation, the leaflet in Appendix G will be handed out to houses visited.

Early consideration must be given to producing an on-going multi-agency leaflet or bulletin containing advice on help immediately available, useful tips on how to minimize the impact of flooding, health guidance etc.<sup>1</sup>

Local councillors from the borough may wish to assist in delivering them house-to-house together with such other staff/volunteers as may be available.

Deliveries can be phased out slowly, but in the early stages they are an important source of information and reassurance.

Public Health England produces printed leaflets, which could be distributed where health messages are appropriate.

## 7.7 Traffic Management

Traffic management arrangements will be put in place by the Police dependent of the extent of the anticipated flooding. The Police will liaise with ESCC Highways to agree road closure points.

## 7.8 Rest Centres

Hastings Borough Council will activate the Hastings Rest Centre Plan, which includes details of a range of designated rest centre locations and how they would be staffed.

The rest centres chosen will depend on the extent of the anticipated flooding and be agreed by the authorities. The default rest centre during flooding of this area is Hastings Centre, The Ridge, Hastings.

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<sup>1</sup> Flooding may run into drainage systems, resulting in sewage entering buildings and causing potential for health problems. Damaged and rotting foodstuffs (in freezers for example) may be a particular risk. District Environmental Health Officers, working in consultation with Public Health Consultants, will need to make site visits and circulate information/advice to minimize and eliminate the risks.

## 7.9 Local Health Services – Alerting arrangements in East Sussex

See the SRF Contacts Directory for arrangements to alert community health services of a request for a response to assist at a Rest Centre or similar establishment. Once through to the East Sussex Healthcare NHS Trust switchboard, the caller will need to identify themselves, the authority from which they are calling and use the advisory term:

**‘THIS IS A CIVIL EMERGENCY’**

***It is most important that this is included to avoid a full major incident response being initiated in hospitals that may be unaffected by the incident.***

The call will be transferred to either the Chief Operating Officer (Deputy Chief Executive) or their Deputy during normal working hours or to the On Call Director out of hours. They will be responsible for deploying staff, so will need to know:-

- Type of incident causing the evacuation
- Location of Centre(s) with any specific road access details
- Expected number of evacuees at each Centre
- Any known vulnerable evacuees e.g. Care Home or Sheltered Housing being evacuated.
- Contact number to call back for further information or in case of other difficulty.

The East Sussex Healthcare NHS Trust will provide staff to care for those with chronic conditions who would be supported in their own homes but who have now been evacuated, and to assist with other health related matters. The East Sussex Healthcare NHS Trust will also inform the NHS England South (South East) Team and East Sussex CCG’s on call director

It remains the role of the NHS Ambulance Service to provide acute care services in the form of First Aid / First Response to evacuees.

## 7.10 Emergency Transport

East Sussex County Council will arrange the provision of emergency transport in conjunction with Hastings Borough Council to facilitate the transfer of evacuees to designated rest centre(s) which will be co-ordinated by the Police Bronze commander in the Evacuation Control Post.

Where possible a local authority representative should travel on each bus with a means of communication to the Evacuation Control Post (ECP), the Emergency Control Centre and rest centre(s). A mobile phone or radio may suffice, however RAYNET may be able to assist, particularly if usual communications mechanisms have been disrupted.

## 7.11 Refusal to evacuate

Residents should be encouraged to leave as early as possible. However, it is quite common that some householders decline to leave their premises (for example some senior citizens and some householders with pets). It should be pointed out to these residents that if the situation worsens they may want to change their minds in which circumstances they may be putting themselves and others at risk especially in cases where they need assistance from one of the emergency services. However, it should be borne in mind that the decision to evacuate is a matter of choice for the resident.

## 7.12 Animals

Domestic animals are often a problem in cases of evacuation: people will often refuse to leave home without them, but their presence at a Rest Centre may be uncomfortable and potentially disruptive.

The final decision will need to be made by a senior manager, but it is likely that evacuees will be allowed to bring small domestic pets, e.g. dogs, cats, caged birds and rodents etc., but not larger or more exotic animals such as snakes.

The Rest Centre Plan provides some advice.

### **7.13 Record Keeping**

Police officers / local authority staff and others engaged in notifying residents of the evacuation should keep a record on the evacuation form of:

- The households visited,
- Those who require assistance
- Those who self-evacuate and where to (note: monitoring of self-evacuees may not be practical in all circumstances).
- Households who decline to leave.

### **7.14 Commercial Concerns**

Businesses in the area are likely to be very keen to protect or move valuable stock from the risk. It is their responsibility to assess the risk and take whatever action they consider necessary. Police officers on cordon and diversion points should be advised to co-operate with them wherever possible, provided that it does not compromise safety.

#### **Industrial Premises**

Sussex Police and East Sussex Fire & Rescue Service, when considering evacuation, should consider any likely additional risk factors caused by ingress of water onto certain industrial premises. The Environment Agency and East Sussex Fire & Rescue Service hold records of those commercial premises that hold chemicals etc., which might cause contamination or create a public health hazard.

#### **Railway Property**

British Transport Police are advised by the Environment Agency of flood warnings. They circulate them to Network Rail and the Rail Operators who pass them to signallers and train drivers in order to prevent trains entering a flooded area where risk is posed. The operating company should close any station at risk and arrange alternative transport for customers. Level crossings may also be affected due to flooding of electrical controlling equipment. If this is the case arrangements will be made on a prioritised basis in liaison with British Transport and/or Sussex Police to operate the crossings manually.

#### **Fishing and other Water Activities**

Fishing takes place along the coast along with sailing and other water-borne pursuits. These should be borne in mind due to the extra number of persons who may be at particular risk.

### **7.15 Security**

Sussex Police will appoint a Bronze Security Commander to co-ordinate the task of providing security in the evacuated sectors.

## SECTION 8 - VULNERABLE PEOPLE

### 8.1 Identifying the Vulnerable

The resources of responding agencies are limited so they will need to be targeted towards those at risk and least able to help themselves i.e. the frail, sick or disabled etc. Identifying those people quickly must be a priority. This should be coordinated through the Evacuation Control Post. The SRF Plan '**Identifying Vulnerable People During a Major Emergency**' provides information on compiling a list of people in an area at risk. But there is no single source of information. The following paragraphs suggest some possible sources of information.

### 8.2 Door knocking

Where an evacuation is proposed it may be necessary for the police and the staff of the local authorities to make house-to-house visits to warn and inform those at risk and identify the vulnerable utilising local people where possible. Those people tasked with door knocking will, during that process, identify/note the details of those people who may need special assistance to evacuate, and pass the information to the Evacuation Control Post, TCG, or LA.

### 8.3 Sources of Information

- **East Sussex Clinical Commissioning Groups**
- **Wealden & Eastbourne 'Lifeline' – WELbeing)**

Through a 'telecare' arrangement, WELbeing supports many local elderly and/or disabled living at home. It works closely with local authorities, health services and housing associations.

- **Specific accommodation for elderly / vulnerable residents**

Where available details of specific properties are given in the Flood Risk Sectors in Appendix C.

- **Adult Social Care and Public Health Department – East Sussex CC**

The County Council's 'CareFirst' database holds records of those they are supporting. This database can be searched by street and town. They also have a 'Supporting People Team' who knows of many addresses where vulnerable people live.

- **Combe Haven Holiday Park**

Combe Haven Caravan Park hold details of its residents / visitors, and a site representative should be contacted in the event that flooding affects the park, and vulnerable residents require assistance. The Park management has site-specific flood monitoring and response arrangements in place.

## **SECTION 9 – KEY INFRASTRUCTURE WITHIN FLOOD PLAN AREA**

### **9.1 Key Infrastructure**

Key infrastructure and a caravan park (Combe Haven Caravan Park) are identified in the Sector details in Appendix C.

There are electricity sub-stations within the flood plain, locations of which are available from UK Power Networks.

## **SECTION 10 – RECOVERY**

### **10.1 The Recovery Phase following a flood**

Arrangements for co-ordinating the multi-agency recovery effort following an emergency are detailed in the Sussex Resilience Forum (SRF) Recovery Plan.

Recovery following a flood has been recognised as a complex and long process, which requires attention early on in the response phase of a major flooding incident.

The recovery phase is most effectively managed with active participation from the affected community and with welfare organisations playing an important part. It can also offer opportunities for community development and regeneration.

### **10.2 Recovery issues**

The following issues are likely to require attention and resources after a flood:

- Clean-up and waste disposal
- Restoration of power, communications and water supply
- Domestic and business insurance issues
- Humanitarian assistance needs including psychological impacts and support for homeless / displaced residents
- Displaced businesses
- Repairs to public infrastructure – schools, buildings, roads, bridges.

### **10.3 Recovery Co-ordinating Group**

The local authority usually leads the recovery process and will (on the first day of the emergency where resources allow) activate the Recovery Co-ordinating Group (RCG) on request by the Strategic Co-ordinating Group. The RCG will agree a recovery strategy and an appropriate action plan.

Depending on the situation sub-groups may be established to cover particular aspects of the recovery process. Terms of reference and guidance on membership are available. (See SRF Recovery Plan and National Recovery Guidance below).

For further details and guidance please refer to the [SRF Recovery Plan](#) which provides links to National Recovery Guidance.

## **SECTION 11 – TRAINING AND EXERCISING**

### **11.1 Training**

All responders should train an appropriate number of suitable staff to address their roles as outlined in this plan and linked plans.

### **11.2 Exercises**

An exercise of the draft plan was held in November 2015.

**APPENDIX A: INTER-AGENCY TACTICAL MEETING – ATTENDEES AND AGENDA**

**Initial Tactical Meeting / Teleconference**

In response to Flood Warning(s) / Severe Flood Warning(s) issued for the **Bulverhythe / Hastings Flood Warning Areas**.

Date:.....Time.....Location.....

Partner Agency	Representative
Sussex Police	
East Sussex Fire & Rescue Service	
South East Coast Ambulance NHS Trust	
Maritime & Coastguard Agency	
Environment Agency	
Hastings Borough Council	
East Sussex Resilience & Emergencies Partnership	
East Sussex County Council Social Services	
East Sussex CC Highways	
Rother District Council	
Hastings & Rother Clinical Commissioning Group	
UK Power Networks (formerly EDF Energy)	
Southern Water	
Combe Haven Caravan Park	
Other: (specify)	

	AGENDA	Further info	✓
1	Introductions		
2	Situation update from the Environment Agency	EA pre sent	
3	Extent of the area of flood / damage predicted by the Environment Agency (Include any remedial works possible between high tides)	EA present	
4	Initial response strategy and need for Strategic Co-ordinating Group		
5	Resources available from agencies		
6	Need for evacuation – either full or partial	See p. 17	
7	Location of Incident Control Post (Silver Control)	p.14 & map	
8	Identification of Evacuation Control Post and staff	p.15 & map	
9	Identification by District / Borough Councils of rest centre(s) to be used	p. 18, 31 & map	
10	Identification of evacuation arrangements and suitable transport	p.17 - 19	
11	Identification of the vulnerable	p.17 & 21	
12	Notification process for residents	p.16 & 18	
13	Rendezvous Point and/or Marshalling Area(s)	p.15 & map	
14	Traffic Management.	p.18	
15	Media Management (Police as lead agency)	p.16	
16	Requirement for Casualty Bureau	S Police present	
17	Requirement for utilities: UK Power Networks, Transco, Network Rail, Southern BT, Water, Sewerage		
18	Requirement for voluntary organisations		
19	Inter-Agency contacts sheets	App. B	
20	Requirement for Recovery Coordinating Group	p.22	
21	Any Other Business		
22	Time and location of next meeting		

**APPENDIX B: Contacts Sheets – All Responding Agencies**

Collation of contact detail should be allocated as a priority at the initial Tactical inter-agency meeting / teleconference and updated throughout the incident.

<b>Sussex Police</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>
Gold		
Silver		
Bronze Traffic		
Bronze Evacuation		
Bronze		
Bronze		
Evacuation Control Post		
Logistics		
SIO.		
Press Officer		

<b>South East Coast Ambulance</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>
Gold		
Silver		
Bronze		
Bronze		
SCG Member		
Evacuation C.Post		
Logistics		
Press Officer		

<b>East Sussex Fire &amp; Rescue</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>
Gold		
Silver		
Bronze		
Bronze		
Bronze		
SCG Member		
Logistics		
Press Officer		

## Contacts Sheet

[2 of 3]

<b>Environment Agency</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>
SCG Member		
Silver		
EA Incident Room		
Press Officer		

<b>Maritime &amp; Coastguard Agency (M.C.A.)</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>
Gold		
Silver		
SCG Member		
Evacuation Control Post		
Press Officer		

<b>RNLI.</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>

<b>East Sussex County Council</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>
Transport		
E.P.O.		
Social Services		
SCG Member		
Evacuation Control Post		
Emergency Centre		
Press Officer		

<b>Hastings Borough Council</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>
Silver		
Evacuation Control Post		
SCG Member		
Rest Centre		
Emergency Centre		
Press Officer		

Contacts Sheet

[3 of 3]

<b>Hastings &amp; Rother Clinical Commissioning Group</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>

<b>Rother District Council</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>
Co-ordinator		
Incident Control		
Evacuation Control Post		
Member liaison		

<b>St. John Ambulance Service</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>

<b>British Red Cross Society</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>

<b>WRVS</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>

<b>Military Aid</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>

<b>R.A.Y.N.E.T.</b>		
<b>Role</b>	<b>Name</b>	<b>Contact No.</b>

## APPENDIX C: FLOOD SECTOR TABLES

### Purpose

1) To aid the management of a widespread flooding incident **the Hastings Area** has been divided into manageable sectors depending on flood risk type for the purpose of disseminating information and advice, effecting damage limitation and/or evacuation procedures etc.

### The Sectors

2) The area is divided into 5 sectors identified 'A' to 'E'. For details see the map (Appendix K) and tables below.

3) As indicated in Section 2 and Appendix E, the likelihood of widespread flooding is relatively low. The most likely areas to be affected are Sectors C and D – or those at risk of flooding from the rivers, particularly Combe Haven Holiday Park and properties along Stonehouse Drive. Any coastal flooding is likely to affect Sectors A, B and E simultaneously. Should a significant coastal flood event occur that is the source of flooding this would have the largest impact in Hastings.

4) An assessment of the condition of the flood defences, the prevailing weather at the time of a Flood Warning, and the type of flooding expected will dictate the priority given to each sector by responding agencies.

5) Note - The Environment Agency may be able to make larger scale maps of the sectors available.

### Flood Sector Tables:

Sector A	Name
Boundary	Properties between Glyne Gap (in West) and Cinque Ports Way (East). And between Bexhill Road (to the North) and the Sea (to the South). Including Bulverhythe Road, Cliftonville Road and Bridge Way.
Population	588 Properties in Sector, 206 of those at risk of flooding.
Evacuation Route (Vehicular)	Anywhere avoiding A259 coast road
Transport arrangements	
Other information	
Number of Sector A properties in flood warning area (shaded in map) Total = 203	

Sector B	Name
Boundary	Properties between Cinque Ports Way (in West) and Goat Ledge (East). And between West Hill Road / Railway track (to the North) and the Sea (to the South). Including Seaside Road, Sea Road, Grosvenor Crescent, Caves Road, A259 / Marina
Population	717 Properties in Sector, 351 of those at risk of flooding.
Evacuation Route (Vehicular)	Anywhere avoiding A259 coast road

Transport arrangements	
Other information	
Number of Sector A properties in flood warning area (shaded in map) Total = 350	

Sector C	Name
Boundary	Combe Haven Holiday Park and properties along Bexhill Road from junction with Lewis Avenue until Cinque Ports Way. Including Bulverhythe Road
Population	508 Properties in Sector, 125 of those at risk of flooding.
Evacuation Route (Vehicular)	Anywhere avoiding A259 coast road
Transport arrangements	
Other information	
Number of Sector A properties in flood warning area (shaded in map) Total = 304	

Sector D	Name
Boundary	From source of Hollington Stream on Beauharrow Road to Filsham Valley School. Including Upper Church Road, Hollington Old Lane, Coventry Road and Stonehouse Drive.
Population	2514 Properties in Sector, 45 of those at risk of flooding.
Evacuation Route (Vehicular)	Anywhere
Transport arrangements	
Other information	
Number of Sector A properties in flood warning area (shaded in map) Total = 41	

Sector E	Name
Boundary	From source of Hollington Stream on Beauharrow Road to Filsham Valley School. Including Upper Church Road, Hollington Old Lane, Coventry Road and Stonehouse Drive.
Population	1290 Properties in Sector, 229 of those at risk of flooding.
Evacuation Route (Vehicular)	Anywhere avoiding A259 coast road
Transport arrangements	
Other information	
Number of Sector A properties in flood warning area (shaded in map) Total = 228	

## APPENDIX D: RESOURCES

### **Sandbags**

Hastings Borough Council encourages householders to protect themselves against flood risk, and there are a number of products available which help protect property. Sandbags are readily available at builders merchants and there are lots of modern alternatives that are easier to store and expand. For more information about different products please go to:

- [Kite-marked flood protection products](#)
- [National Flood Forum Blue Pages Directory](#)

Hastings Borough Council like most other authorities does not supply sandbags unless a Civil Emergency has been declared (Civil Contingencies Act 2004).

**East Sussex County Council** and the **Environment Agency** use sandbags for strategic defensive work but neither makes them available to the public.

### **4-wheel drive vehicles**

These may be available through: -

Police, Fire, Ambulance and Coastguard services

ESCC Communities, Economy & Transport Department / Countryside Rangers

Hastings Borough Council

4-wheel drive 'off-road' clubs and local farmers

### **Boats**

East Sussex Fire & Rescue Service has a hard-bottomed inflatable boat and trained swift-water personnel.

West Sussex Fire & Rescue Service maintains a database of suitably trained resources.

These may be available as follows:

RNLI	- contactable via HM Coastguard
Newhaven and Sovereign Harbours	- contactable via HM Coastguard
Maritime Volunteer Service	- contactable via HM Coastguard
Hastings Voluntary Lifeguards (have two RIBs with specially trained crew)	- contactable via HM Coastguard

### **Radio**

RAYNET (Radio Amateurs' Emergency Network) - contactable via East Sussex Resilience and Emergencies Partnership.

Hastings Borough Council also holds a number of handheld radios.

### **Loudhailers**

Sussex Police have access to hand-held loudhailers.

The East Sussex Fire & Rescue Service has some hand-held loudhailers and PA systems on some of their appliances.

Southern Gas and Southern Water and the Environment Agency have vehicles with PA systems (contactable via East Sussex Resilience and Emergencies Partnership.)

### **Military Aid to the Civil Community (MACC).**

Activated through a Local Authority or Strategic Co-ordinating Group, can provide: -

Trained personnel, Medical facilities, Transport (both land and air), Emergency Catering, Engineering, and Communications.

### **Red Cross Emergency Incident Support Vehicles based at:**

Haywards Heath Fire Station and Hastings Fire Station.

**APPENDIX E: FLOOD RISK SUMMARY SHEET**

Hastings (Hastings Borough)					
Summary of flood risk:					
<ul style="list-style-type: none"> <li>Hastings is vulnerable to flooding from the sea, rivers and surface water.</li> <li>The likelihood of coastal flooding in Hastings is low. Spray and waves may splash the parades, esplanades and promenades during storms. But significant coastal flooding is unlikely because the sea defences are designed to protect the community up to a 1 in 200 year event. The defences will not prevent flooding altogether. There is still a chance that the defences could be overtopped at some stage – from an exceptionally high tide. Or that a failure could occur in the defence. Were either to happen, flooding is likely to be extensive through Hastings, with many hundreds or thousands of people being affected.</li> <li>Fluvial flooding is more likely to occur in Hastings than coastal flooding. But the impacts should see far fewer properties being affected (less than 100 properties). There are differing river regimes in Hastings.                             <ul style="list-style-type: none"> <li>The Hollington Stream is a steep, channelised, culverted and urbanised stream – which rises very quickly following rainfall. The Hollington Stream is more likely to flood from intense rain events. And river levels should fall just as quickly as they rise. Due to the difficulty in predicting rainfall amounts and locations of intense storms, it is unlikely any accurate lead time will be provided before flooding occurs on the Hollington Stream.</li> <li>The Combe Haven through Hastings has less of a gradient than the Hollington Stream, and the tide restricts how much flow can exit the watercourse. As such the Combe Haven is likely to rise slower, and following prolonged rainfall (over days / weeks) but will also stay higher for longer (than the Hollington Stream).</li> </ul> </li> <li>Should the Hollington Stream flood, it is likely the same event will cause flooding to other parts of Hastings at the same time as Hastings is susceptible to surface water flooding during particularly intense rainfall events. The numbers affected by surface water flooding should be limited however.</li> </ul>					
History of flooding	<ul style="list-style-type: none"> <li>February 2014 – 4 gardens and basements were reported flooded along Bexhill Road, affected by the Bexhill Road Sewer watercourse. Combe Haven Holiday Park was also flooded during the same event from the levels in the Combe Haven – cause by rain and tide locking</li> <li>July 2009 – 31 properties along Stonehouse Drive, Blackman Avenue and Old Hollington Lane when 115mm fell in 4 hours on the Hollington catchment. Blockages from debris have exacerbated flooding in the past.</li> <li>One hundred properties along the A259 Bexhill Road suffered basement flooding in 2001 and Seaside Road properties have flooded with sewage.</li> <li>Properties around White Bridge and Bulverhythe Road are liable to flooding.</li> </ul>				
Coastal and Fluvial Flooding:					
Flood Warning Areas	<ul style="list-style-type: none"> <li>Bulverhythe Sea Front</li> <li>Hastings Sea Front</li> <li>Bulverhythe</li> <li>Hollington Stream from Hollington Old Lane to Harley Shute</li> </ul>				
Number of properties at risk (not including groundwater risk)	Coastal:725 Fluvial:380 Both:47 Total: 1152	% of properties that will receive a flood warning	74%	Number of people at risk (properties x 2.4)	2765
Risk reduction measures	<ul style="list-style-type: none"> <li>Defences estimated to reduce flooding up to a 1 in 200 coastal event</li> <li>There are grills and culverts along the Hollington Stream. The clearance of these grills is essential at times of heavy rain.</li> </ul>				
Environment Agency Structures	<ul style="list-style-type: none"> <li>Debris Screen, Stonehouse Drive</li> <li>Debris Screen, Gilmans Hill</li> <li>Debris Screen, Fernside Avenue</li> <li>Debris Screen, Wentworth Road</li> <li>Debris Screen, Filsham Road</li> </ul>				

	<ul style="list-style-type: none"> <li>• Debris Screen, A259</li> <li>• Sluice, Combe Haven Railway</li> <li>• Outfall, Bulverhythe Outfall, Cinque Ports Way</li> </ul>
<b>Surface Water Flooding</b>	
Description of surface water flood risk	
<b>Reservoir Flood Risk</b>	
Reservoir Flood Risk Areas in the Community (Number of properties at risk in mapped area)	<ul style="list-style-type: none"> <li>• Wishing Tree (0);</li> <li>• Ecclesbourne (0);</li> <li>• Shomden (33);</li> <li>• Buckshole (41)</li> </ul>
<b>People / infrastructure affected</b>	
Vulnerable people / groups at risk of flooding	<ul style="list-style-type: none"> <li>• Community Centre, Bexhill Road, St Leonards-on-Sea, TN38 8BL</li> <li>• South Saxon Howe Surgery, 150A Bexhill Road, St Leonards-on-Sea, TN38 8BL</li> </ul>
Infrastructure at risk of flooding	<ul style="list-style-type: none"> <li>• Telephone Exchange, Middle Street, Hastings, TN34 1DQ</li> <li>• Town Hall, Hastings</li> <li>• Dental Surgery, 6 Carlisle Parade, Hastings, TN34 1JG</li> <li>• Clinic, 36 Robertson Street, Hastings, TN34 1HT</li> </ul> <p>Electricity Sub Stations: 14</p>
<b>Potential response</b>	
Multi Agency Tactical Coordination Centre location	<ul style="list-style-type: none"> <li>• ESFRS Bohemia Road Fire Station, TN34 1EX</li> <li>• Sussex Police Station, Bohemia Road, TN34 1JJ</li> <li>• Combe Haven Caravan Park, TN38 1BZ – <i>if flooding is centred on or limited to that area.</i></li> </ul>
Rest centres in / to be used by area	<ul style="list-style-type: none"> <li>• Hastings Centre, The Ridge, Hastings, TN34 2SA</li> </ul>
<b>Any other information</b>	
Lead time for Environment Agency Flood Warnings	<ul style="list-style-type: none"> <li>• The Environment Agency will provide river and coastal flood warnings at least two hours before flooding happens in areas where we are able to provide a service.</li> <li>• For coastal flood warnings the Environment Agency will endeavour to provide a longer lead time.</li> <li>• Because of the speed of river response on the Hollington Stream it is unlikely the Environment Agency will ever successfully and accurately issue a warning 2 hours before flooding occurs on the Hollington Stream.</li> </ul>
Other Notes	

## **APPENDIX F – HOLLINGTON STREAM (ENVIRONMENT AGENCY ACTIONS)**

### **Hollington Stream Actions (EA operational)**

If heavy rainfall is forecast or river level thresholds exceeded, operational teams will take the following actions:

1. After assessing the catchment conditions and forecast, consider whether an operational response is required.
2. If necessary, prioritise the use of Ops Delivery Field Team to operate key assets such as grills, sluices & gates to ensure minimal impact of flood water.

## APPENDIX G: Police Evacuation Advice and Evacuation of Premises Record



### EVACUATION ADVICE

Area for Evacuation:

Reason for Evacuation:

Sussex Police consider that persons remaining within the area (or premises within the area) are likely to be at risk of harm if they remain here. Sussex Police have a duty of care to take all reasonable steps to save & preserve life and seek your co-operation in evacuating the area.

Who should Evacuate

Everyone should leave the area; including pets and other animals that are also at risk. **If you have special difficulties and as a result cannot evacuate please bring this to the attention of the person delivering this notice or contact the following telephone number:**

\_\_\_\_\_.

Where to Evacuate to

If you know of somewhere outside of the evacuation areas (i.e. friends/relatives etc.) please go there.

If you do not have a suitable place to go the emergency services will arrange 'Rest Centres'.

The Rest Centre available to you is situated at:

•

or

•

What you should do

1. Turn off the gas, electricity and water supplies (if it is safe to do so).
2. Take warm clothing, blankets, bedding and any **MEDICATION** you may require.
3. Secure your premises.
4. Leave in a prompt but orderly manner.
5. If you are **NOT** going to the Rest Centre (or Assembly Point) it would help if you provided us with your name(s), address and telephone number of the premises you are **LEAVING**, and the address and telephone number of the premises you are **GOING** to.
6. **ONLY** return to the area when it is safe to do so. The emergency services will make announcements in the media when it is considered safe.



### EVACUATION OF PREMISES RECORD

<b>1. Name of Street / Road etc.:</b>	<input type="text"/>
<b>2. Are the premises a dwelling/or non-residential</b>	<input type="text"/>
<b>3. Number of residents, including names, living at the address now</b> <b>Adults</b> <b>Children (under 16)</b>	<input type="text"/>
<b>4. Additional Information. Do any of the residents at this address have any of the following:</b> <b>Physical impairment</b> <b>Mental Impairment</b> <b>Language barriers</b> <b>Medical needs</b> <b>Other</b>	<input type="text"/>
<b>5. Will the premises be self-evacuated?</b> <b>Please provide details of when this will occur</b> <b>Is assistance required to evacuate the premises?</b> <b>Please provide details</b>	<input type="text"/>
<b>6. Is assistance required to evacuate the premises?</b> <b>Please provide details</b>	<input type="text"/>
<b>7. Has the Evacuation Advice notice been given to the occupant?</b>	<input type="text" value="YES/NO"/>

**8. Additional Information**

**Time & date form completed** .....

If no one is present at the address please make enquires with neighbours

## **Appendix H: Own organisation's procedures and actions**

### **Action by individual organisations**

Each partner agency will have its own procedures to follow and actions to take. This space may be used to incorporate those procedures and actions to avoid the need for separate internal plans.

**APPENDIX I – Summary of Roles & Responsibilities**

The generic roles and responsibilities during a major incident response are set out in Sussex Emergency Response and Recovery. In addition to this the key roles and responsibilities for a flood response are set out below:

Organisation	Response during a flood
Environment Agency	<ul style="list-style-type: none"> <li>- Provide flood forecasting and warning service for coastal &amp; fluvial flooding</li> <li>- Monitor fluvial catchments and coastal conditions</li> <li>- Operate own defences and structures</li> <li>- Mitigate the environmental effects</li> <li>- Initiate communication and activation of multi-agency response</li> </ul>
Sussex Police	<ul style="list-style-type: none"> <li>- Coordinate strategic and tactical level response as required</li> <li>- Lead media response during a major incident</li> <li>- Initiate communication and activation of multi-agency response</li> <li>- will appoint one (or more) Bronze commander/s to coordinate an evacuation from the Evacuation Control Post (or EVAP) to: assist in identifying and prioritising those people most at risk, particularly the vulnerable &amp; ensure effective security of evacuated areas.</li> </ul>
East Sussex Fire & Rescue	<ul style="list-style-type: none"> <li>- Mitigate the environmental effects with the EA.</li> <li>- Provide assistance with pumping &amp; rescue operations where possible</li> </ul>
East Sussex County Council	<ul style="list-style-type: none"> <li>- Alert voluntary organisations</li> <li>- Maintain highway systems as appropriate</li> <li>- coordinate local authority response if more than 1 district/borough affected</li> <li>- Initiate communication and activation of multi-agency response</li> <li>- Support rest centre arrangements</li> <li>- Provide public health advice as required</li> </ul>
Borough / District Council	<ul style="list-style-type: none"> <li>- Operate and maintain own flood defence assets</li> <li>- Clear blocked watercourses as appropriate under Land Drainage Act powers</li> <li>- coordinate local scale incidents</li> <li>- Promote local Environmental Health monitoring and management</li> <li>- Implement rest centre plans</li> <li>- May initiate communication &amp; multi-agency response</li> </ul>
Public Health Engl.	<ul style="list-style-type: none"> <li>- Provide public health advice due to the impacts of contaminated water.</li> </ul>
NHS England South (South East)	<ul style="list-style-type: none"> <li>- Provision of health care to affected areas</li> <li>- Initiate communication and activation of multi-agency health response</li> </ul>
Met Office	<ul style="list-style-type: none"> <li>- Provide responders with local information and possible impacts of heavy rain</li> </ul>
Highways England	The South East Regional Control Centre (Godstone) will set regional signs & liaise with National Traffic Control Centre regarding setting of strategic signs to warn road users. Monitor Motorway CCTV to aid in the management of incidents and monitor traffic flow.
DCLG Resilience & Emergencies (RED)	<ul style="list-style-type: none"> <li>- Provide two way information flows and Situation Reports (SitReps) to Central Govt.</li> <li>- Support the SCG by liaising with Central Government.</li> </ul>
SRF Business Management Team	<ul style="list-style-type: none"> <li>- Pass information &amp; aid communication between responders and RED where possible</li> <li>- Contact SRF members to arrange SCG meetings</li> </ul>
All Category 2 Responders	<ul style="list-style-type: none"> <li>- Take appropriate action to protect own infrastructure from flooding</li> <li>- Provide information &amp; support to Cat 1/2 responders &amp; community, as resources allow</li> <li>- Initiate communication and activation of multi-agency response</li> </ul>
Water companies	<ul style="list-style-type: none"> <li>- Take appropriate action to protect own infrastructure from flooding</li> <li>- Provide information &amp; support to responders and community, as resources allow</li> <li>- Emergency over pumping from the sewerage system</li> <li>- Clear blockages in public sewers &amp; outfall grills; repair burst sewage &amp; water pumping mains</li> <li>- May act to protect property from flooding by water from public water mains / discharges from public sewerage systems</li> <li>- Provide potable water if required &amp; provide portable toilets in some cases</li> <li>- Initiate communication and activation of multi-agency response</li> </ul>
Public	<ul style="list-style-type: none"> <li>- Protect own property from flooding.</li> </ul>
Voluntary organisations	<ul style="list-style-type: none"> <li>- Provide information &amp; support to Cat 1/2 responders &amp; community, as resources allow</li> <li>- Participate in multi-agency communication</li> </ul>

## **Appendix J: GLOSSARY & Map Symbols**

AOD – above Ordnance Datum  
CCG – Clinical Commissioning Group  
EA – Environment Agency  
ECP – Evacuation Control Point (also known as EvAP – Evacuation Assembly Point)  
ESCC – East Sussex County Council  
ESFRS – East Sussex Fire & Rescue Service  
ESREP – East Sussex Resilience and Emergencies Partnership  
FWA – Flood Warning Area  
FWDO – Flood Warning Duty Officer  
HBC – Hastings Borough Council  
LA – Local Authority  
MCA – Maritime & Coastguard Agency  
RAYNET – Radio Amateurs' Emergency Network  
RCG – Recovery Co-ordinating Group  
RVP – Rendezvous Point  
RIB – Rigid Inflatable Boat  
SCG – Strategic Co-ordinating Group  
SERR – Sussex Emergency Response & Recovery Policy & Procedure  
SRF – Sussex Resilience Forum  
TAG – Tactical Advisory Group  
TCC – Tactical Co-ordinating Centre  
TCG – Tactical Co-ordinating Group

### Map Symbols:

EvAP – Evacuation Assembly Point (also known as ECP – Evacuation Control Point)  
MA – Marshalling Area  
RC – Rest Centre  
TCG – Tactical Co-ordinating Group (location)

**Appendix K – Map of Flood Risk Area**