

Flood Preparation and Response Plan

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1. Introduction

With exception to the significant flood during the Easter bank holiday weekend in 1998, there have been few flood events of note in Northampton, however it is imperative that we do not become complacent.

The damage caused by floodwater can be devastating, costly and have a long term impact, seriously affecting our ability to teach our students or provide services throughout the estate. Although Climate Change has increased the likelihood of serious flooding across the UK, have a flood response plan can go some way to reducing the amount of damage, should a flood occur.

This plan was predicated on our new Waterside Campus but includes areas at risk of flooding across the University estate. The 'University Estate' includes the following campus/buildings and associated locations:

St Georges Avenue, *St Georges Avenue, Northampton, NN2 6JD*

iCon, *Welton Road, Daventry, NN11 0AP*

Boughton Green Road, *Boughton Green Road, Northampton, NN2 7AL*

Resource Centre, *Ransome Road, Northampton, NN4 8EQ*

University of Northampton Innovation Centre, *Green Street, Northampton, NN1 1SY*

St Johns Halls of Residence, *St Johns Street, Northampton, NN1 1DH*

Waterside Campus, *University Drive, Northampton, NN1 5PH*

2. The Risk of Flooding to the University Estate

The University Estate is split into the following four flood risk categories¹:

Flood Risk	Building/Campus
<i>The location is in an area at very low risk from flooding</i>	<ul style="list-style-type: none">• St Johns Halls of Residence
<i>The location is in a low risk from flooding</i>	<ul style="list-style-type: none">• Boughton Green Road• University of Northampton Innovation Centre• iCon
<i>The location is in or near a flood risk area</i>	<ul style="list-style-type: none">• St Georges Avenue• Resource Centre
<i>The location is in a flood risk area</i>	<ul style="list-style-type: none">• Waterside Campus

The remainder of this document will address the preparation and response arrangements for locations that fall within the 'in or near flood risk' or 'is in a flood risk' areas.

¹ Long term flood risk assessment for locations in England, *Environment Agency*, <https://flood-warning-information.service.gov.uk/long-term-flood-risk> (Accessed 22 May 2018)

2.1 Flooding risk to Specific Buildings/Campuses in or near a flood risk area

Both Avenue Campus and the Resource Centre have been categorised as within or near to a flood risk area. This is further broken down by risk from rivers or sea and risk from surface water as follows:

University Location	Source of Flood Risk	Risk	What this Means
St Georges Avenue	Rivers or sea	Very Low	Very low risk means that each year this area has a chance of flooding of less than 0.1%. This takes into account the effect of any flood defences in the area. These defences reduce, but do not completely stop the chance of flooding as they can be overtopped, or fail.
	Surface Water	Medium	Medium risk means that each year this area has a chance of flooding of between 1% and 3.3%. Flooding from surface water is difficult to predict as rainfall location and volume are difficult to forecast. In addition, local features can greatly affect the chance and severity of flooding.
Resource Centre	Rivers or sea	Very Low	Very low risk means that each year this area has a chance of flooding of less than 0.1%. This takes into account the effect of any flood defences in the area. These defences reduce, but do not completely stop the chance of flooding as they can be overtopped, or fail.
	Surface Water	Low	Low risk means that each year this area has a chance of flooding of between 0.1% and 1%. Flooding from surface water is difficult to predict as rainfall location and volume are difficult to forecast. In addition, local features can greatly affect the chance and severity of flooding.
Waterside	Rivers or Sea	Very Low	Very low risk means that each year this area has a chance of flooding of less than 0.1%. This takes into account the effect of any flood defences in the area. These defences reduce, but do not completely stop the chance of flooding as they can be overtopped, or fail.
	Surface Water	Very Low	Very low risk means that each year this area has a chance of flooding of less than 0.1%. Flooding from surface water is difficult to predict as rainfall location and volume are difficult to forecast. In addition, local features can greatly affect the chance and severity of flooding.
	Reservoirs	N/A	While there is a risk in this area, flooding from reservoirs is extremely unlikely. There has been no loss of life in the UK from reservoir flooding since 1925.

			<p>An area is considered at risk if peoples' lives could be threatened by an uncontrolled release of water from a reservoir.</p> <p>Reservoirs that could affect this area include:</p> <ul style="list-style-type: none"> • Ravensthorpe • Pitsford • Hollowell • Weedon Flood Storage Reservoir • Upton North • Daventry
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3. Historic Flood Events affecting University Buildings/Campuses

3.1 St Georges Avenue 2007

In August 2007, the ground floor of the Bassett Lowke and Maidwell buildings at St Georges Avenue (Image 1) flooded to a depth of approximately 0.8 metres after flash downpours followed a particularly arid summer.

Both buildings sustained localised water damage and several business functions were relocated elsewhere during the clean-up operation. As the flood occurred during the main vacation period there were no students' resident in Bassett Lowke halls of residence and disruption was kept to a minimum.

Post incident investigation identified blocked drains and inadequate grounds maintenance to be the largest contributory factor to the severity of the flood.



Image 1. Area of Avenue Campus in Flood August 2007

3.2 Far Cotton 1998

Over the Easter bank holiday weekend of 1998 a stationary band of heavy rain affected Northampton resulting in floods in which one person died and hundreds of others had to be evacuated from their homes. Over 2,000 homes and businesses were flooded in Northampton, electricity supplies were lost, damage was caused to cars, boats and caravans and being a bank holiday weekend, the disruption impacted significantly.

Although not affected at the time the University estate now includes the Waterside Campus which is within the 1998 and 1947 flood extent shown in Image 2.

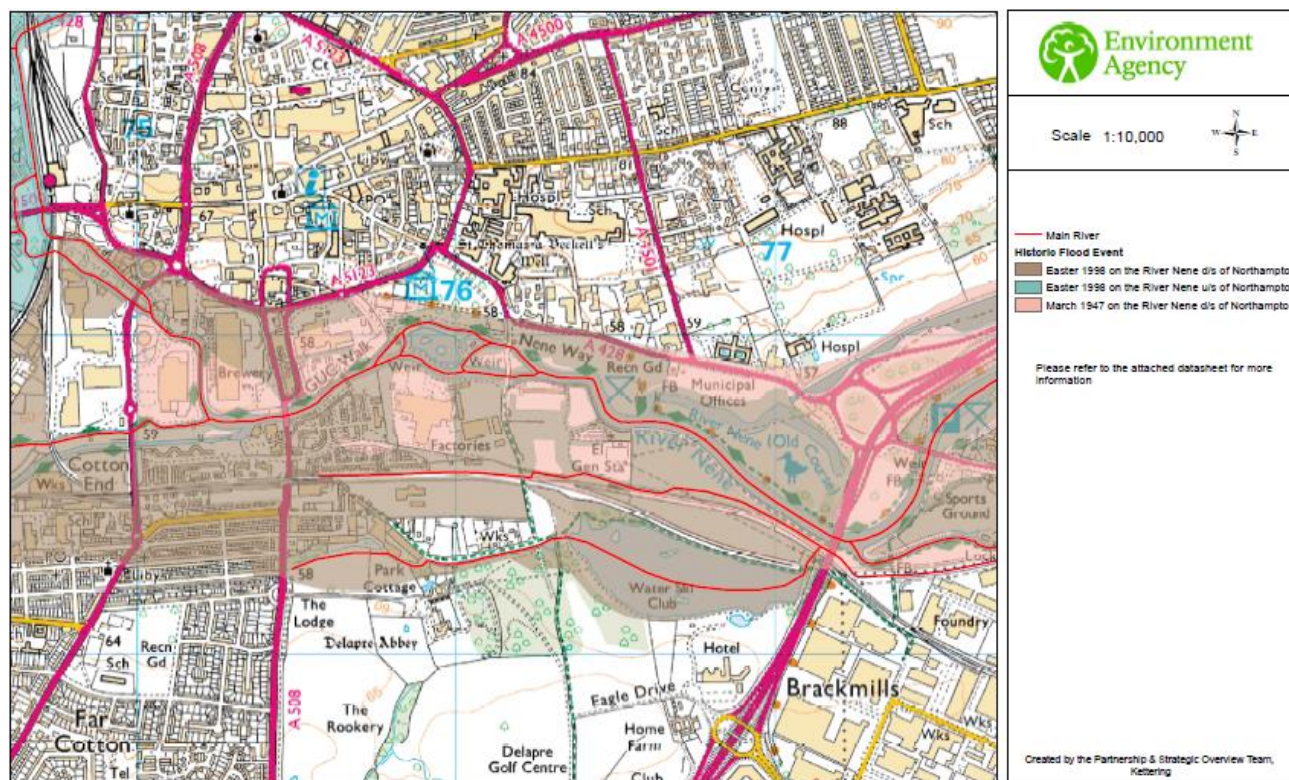


Image 2. Historic Flood Event Map

4. Flood Risk Mitigation

4.1 St Georges Avenue

The 2007 flood at St Georges Avenue was thought to have been made worse by inadequate grounds and drains maintenance in the years leading up to the event. However, since the 2007, a management plan for regular drain clearance has been implemented along with an internal grounds inspection programme. There have been no further flooding incidents reported.

4.2 Waterside

The 1998 event was thought to have a return period between 75 and 150 years and was the most severe event in recent memory. However, since the 1998 event, flood defences have been constructed in Northampton designed with a 200-year standard of protection.

The Northampton Flood Alleviation Scheme includes an embankment along part of the Avon Cosmetics site riverbank, designed to provide a 1 in 200 year level of protection. Flood defences upstream of the site have also been improved and the flow paths of the 1998 flood, during which the River Nene burst its

banks upstream of South Bridge and water came over Cotton End Road, have now been blocked (Northampton flood defences were designed to provide a 200-year standard of protection).

North of the River Nene, flood defences directly downstream of Nunn Mills Road comprise of a flood bank designed to a 200 year standard of protection. Upstream of Nunn Mills Road, land to the north of the river in Beckett's Park rises away from the river and the extent of any flooding in Beckett's Park is limited by the topography.

As part of the statutory planning process the University commissioned a thorough assessment of the flood risk to the area that is now occupied by the Waterside Campus. This Flood Risk Assessment² identified that when complete, the Campus development would not be at risk of flooding and would not increase the risk of flooding elsewhere.

With exception to the area surrounding the Engine Shed, the ground surface of the development has been raised to a level provides a 1 in a 1000 year level of protection.

4.3 Warning & Evacuation

The University has signed up for flood warnings given by the UK Government Floodline service for the River Nene and tributaries in Northampton, including low-lying areas adjacent to the river.

Notification is given to the Head of Campus Services and Safety, Health & Environment Manager who will then enact the Flood Response and Critical Incident Plan, if required.

The Waterside campus development is close to the existing Environment Agency flood warning siren at the Ransome Road/ London Road junction. Warning sirens are tested annually and staff will be encouraged to familiarise themselves with the sounds and action to take following relocation.

St Georges Evacuation

The gate leading to Freehold Street at the West of Avenue Campus provides an alternative means of emergency evacuation from the site should the Main drive become unusable. Furthermore, alternative access exits between the Maidwell and Newton building to the East of the Campus.

Waterside Evacuation

The new North/South road and bridge (University Drive) within the Waterside Campus development shown in [Appendix A](#) is designed to provide vehicle and emergency access/egress for planned development in the area including the Waterside Campus development site and, when implemented, the Ransome Road development site. The new road provides safe access/egress during the modelled 1000-year with climate change allowance River Nene flood and during a breach of Northampton flood defences during a modelled 200-year with climate change allowance River Nene flood.

The newly constructed pedestrian/cycle bridge provides safe access/egress for site pedestrians. Evacuees normally resident on the campus will be directed to the Platform building in the town centre from the bridge. This is discussed in further detail later in this document.

² Northampton University Relocation Flood Risk Assessment, *Halcrow*, September 2013

4.4 Training

Flood Warden

Although preparation and response will remain the responsibility of the Head of Campus Services other individuals will be trained as Campus Flood Wardens to assist with early identification and response to flood situations.

The following roles have been identified as Flood Wardens:

- Head of Campus Services (Senior Flood Warden)
- Safety, Health & Environment Manager (Deputy Senior Flood Warden)
- Health & Safety Adviser
- External Services Manager


Existing 'Emergency Wardens' will receive flood awareness training to communicate the support required of them during a flood incident and ensure they are competent to perform this role.



5. Flood Response

The flood response plan forms part of the University Critical Incident Plan and will be communicated to all members of the Incident Response Team.

5.1 Critical Action Points

The Senior Flood Warden will be notified of flood alerts and warnings through the UK Government Floodline service and will initiate the following course of action as appropriate:

Flood Alert/Warning	What it Means	When is it issued	Impacts Likely to be Seen	University Action
 FLOOD ALERT	Flooding is possible. Be prepared.	Ten days to two hours in advance of flooding.	Flooding on fields, recreation land and car parks. Flooding of minor roads and farmland.	<ul style="list-style-type: none">• Notify the Incident Response Team, Senior On-Call Manager and Emergency Wardens that a Flood Alert is in place.• Check grab bags and battle box contents. Charge mobile phones and torches.• Flood Wardens to monitor local water level.• Communications Team to issue notification to Faculties and Departments to alert to prepare for equipment/hazardous substance relocation.• Give information to resident students about grab bags and their contents.
	Flooding is expected.	Half an hour to one day in	Flooding of homes,	<ul style="list-style-type: none">• Convene the Incident Response Team.

 <p>FLOOD WARNING</p>	Immediate action required.	advance of flooding.	businesses, rail infrastructure and roads with major impact. Extensive flood plain inundation.	<ul style="list-style-type: none"> • Evacuate non-resident students, visitors and non-essential staff. • Take identified protective action for valuable equipment/furniture and hazardous substances. • Contact NCC Emergency Planning team and <u>consider</u> or be prepared to evacuate halls of residence. • Notify resident students of potential need to evacuate and ask them to prepare their grab bag. • Notify staff of potential closure of campus and advise of alternative arrangements.
 <p>SEVERE FLOOD WARNING</p>	Severe flooding. Danger to life.	When flooding poses a significant risk to life or significant disruption to communities.	Deep and fast flowing water with possible debris. Potential or observed collapse of buildings. Communities isolated by flood water. Critical infrastructure disabled. A large number of evacuees.	<ul style="list-style-type: none"> • Evacuate campus residents • Evacuate all remaining staff from the site. • Activate Business Continuity Communications Plan

It is recognised that unlike river flooding, surface water flooding is incredibly difficult to predict, however, the Head of Campus Services and Safety, Health & Environment team have signed up to the Met Office weather warnings and will respond as follows:

Warning	What it Means	University Action
Yellow	Yellow warnings are issued when it is likely that the weather will cause some low level impacts, including some disruption to travel in a few places. Some yellow warnings are issued when the weather could bring much more severe impacts to the majority of people but the certainty of those impacts occurring is much lower.	<ul style="list-style-type: none"> • Safety, Health & Environment team to monitor warnings and be ready to take action if necessary.
Amber	There is an increased likelihood of impacts from severe weather, which could potentially disrupt plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to	<ul style="list-style-type: none"> • Notify the Incident Response Team, Senior On-Call Manager and Emergency Wardens that an Amber Warning for rain is in place.

	life and property. You should think about taking action to protect yourself and your property.	<ul style="list-style-type: none"> • Check grab bags and battle box contents. Charge mobile phones and torches. • Flood Wardens to monitor local water level. • Issue notification to Faculty and Departmental contacts of Alert to prepare for equipment/hazardous substance relocation. • Give information to resident students about grab bags and their contents.
Red	Dangerous weather is expected and, if you haven't already done so, you should take action now to keep yourself and others safe from the impact of the severe weather. It is very likely that there will be a risk to life, with substantial disruption to travel, energy supplies and possibly widespread damage to property and infrastructure. You should avoid travelling, where possible, and follow the advice of the emergency services and local authorities.	<ul style="list-style-type: none"> • Convene the Incident Response Team. • Evacuate non-resident students, visitors and non-essential staff. • Take identified protective action for valuable equipment/furniture and hazardous substances. • Contact NCC Emergency Planning team and <u>consider</u> or be prepared to evacuate halls of residence. • Evacuate campus residents if appropriate. • Activate Business Continuity Communications Plan.

5.2 Convening the Incident Response Team

The Senior Flood Warden will notify the Incident Controller and convene the Incident Response Team as detailed in the Critical Incident Plan ([insert hyperlink here](#)). The Incident Response Team will then assess the incident, decide on appropriate action to take and consider the impact of the emergency on other University services. The decision to declare a Critical Incident will be recorded using the proforma in [Appendix B](#) and decisions made throughout the incident will be recorded using the Critical Incident Log shown in [Appendix C](#).

The primary Incident Response Team includes the following roles (other members of staff may be required to attend or support in an operational capacity as required):

Name	Position	Critical Incident Role
Terry Neville	Chief Operating Officer	Incident Controller
Mark Hall	Director of Finance	Deputy Incident Controller
Deborah Mattock	Director of HR & Marketing	Deputy Incident Controller & Employee Impact Adviser
Jane Bunce	Director of Student & Academic Services	Deputy Incident Controller & Student Impact Adviser
Becky Bradshaw	Head of Campus Services	Operations and Incident Manager
Kathryn Kendon	Deputy Director Student & Academic Services	Student Impact Adviser

Vacancy	Director of IT Services	IT & Systems Adviser
Owen Morris	Head of Press & PR	Media, Press & Communications Adviser
Nick Allen	Executive Officer, OVC	Incident Loggist

The Critical Incident **Operational Response Team** includes:

Name	Position
Sarah Steers	Safety, Health & Environment Manager (Operational Response Team Lead)
Laura McSherry	Security & Community Safety Manager (Operational Response Team Lead)
Michelle Chodynietki	Head of Facilities Services
Matthew Waite	Head of Projects
Kevin Joyce	Building Services Manager
Evelyn Bukuru	Facilities Manager (Front of House)
Caroline Johnson	Facilities Manager (Accommodation)
John Howes	External Services Manager
Lee Johnson	Security Operations Manager
David Fitzgerald	Head of Student Centre
Ben Miles	Residential Life Team Leader
Vicki Jesney	Accommodation Manager
Vacancy	Head of Catering & Commercial
Pete Baines	Head of Customer (IT)
Chris Foward	IT Infrastructure Manager
Helen Fox	Group Travel Manager
Chris Powis	Head of Library & Learning Services
Heather McBryde-Wilding	Head of Service Delivery (LLS)
Vacancy	Students Union Commercial Manager
Matthew Nunn	The Platform General Manager
Holly Russell	Senior Marketing Communications Officer
Chris Fidler	Senior Marketing Communications Officer
Gary O'Rourke	Health & Safety Adviser
Luke Hodson	Fire Safety Adviser
Tracy Brockton	Building & Quality Manager (Creative Hub, St Georges Avenue & iCon)
Kelia Hurley	Building & Quality Manager (Learning Hub, Senate, Engine Shed, Platform & UNIC)

5.3 Communication with staff/students

The Media, Press and Communications Adviser is responsible for communicating action to be taken by staff and students in the event of flooding. The action instructed and format used will be agreed with the Operations and Incident Manager at regular points throughout the emergency.

Where possible standard messaging following the format set in [Appendix D](#) will be used throughout the incident.

Hard copy communication such as posters, alerts and leaflets will be used in addition to electronic methods, particularly when notifying resident students of the need to prepare for, or evacuate. Appropriate members of the Critical Incident Operational Response Team will need to assist with distribution of this information.

Emergency Wardens will assist with protective action of equipment/substances and site evacuation therefore also providing verbal advice and instruction to staff, students and visitors. The Operations and Incident Manager is responsible for briefing Emergency Wardens in relation to the action required of them and ensuring they are kept up to date throughout the incident.

5.4 Staff and Students requiring assistance in the event of flood

Personal Emergency Evacuation Plans (PEEP's) are developed for staff and students who require assistance during an evacuation, these are kept by the line manager, ASSIST and also held centrally with Security. PEEP's completed for resident students also takes account of medication and specialist support that may be required during prolonged periods away from their accommodation which may be apparent during a flooding situation.

5.5 Service Locations and cut-off

Location of the main control valves and isolation devices within the building for water, mains gas and electricity are described below, detailed plans are kept with the Building Services team.

Water

Building	Location
Senate	Ground Floor Plant Room (Rear End)
Learning Hub	Ground Floor Main Plant Room
Creative Hub	Ground Floor Plant Room
Engine Shed	External Plant Room
Accommodation	North Plant Room (Behind McColls)
Site Wide	Cut off boundary at New Southbridge Road entrance.
	Nunn Mills Road North of Senate (within our boundary)

Mains Gas

Mains gas comes from Nunn Mills road into main meter room then splits into three as follows:

1. To Energy Centre
2. To Learning Hub & Creative Hub
3. To Institute of Leather Conservation

Electricity

Primary intake building is adjacent to the Energy Centre with secondary points of isolation at the:

- Sports Pavilion
- Senate
- Learning x2 external
- Creative internal
- Residential North and South plant Rooms

Dry Riser Inlets

Dry riser inlets will require flood protection to prevent water ingress, the location of these can be found in [Appendix E](#).

5.6 First Aid and Emergency Response Equipment Location

Although a small stock of first aid and emergency response equipment is kept in the Security Control Room to aid operational response, greater quantities are stored in the following locations:

Item	Location
Automated External Defibrillator	All Buildings & Mobile Patrol
First Aid & Major Bleed Kit	Senate Control Room
Thermal Blankets	Senate Control Room & Visitor Centre
Water Rescue Equipment	Senate Control Room (additional in Visitor Centre)
Flood Warden Kits	Visitor Centre
Sandbags (Full)	Logistics Hub Yard
Sandbags (Empty)	Resource Centre
Plastic Sheeting	Resource Centre

5.7 Substances/Equipment requiring relocation

Waterside

Priority should always be the safety of staff and students and therefore any action taken to protect equipment, stock etc should only be undertaken once the personnel side of this plan has been enacted.

Item	Location	Protective Action	New Location (if applicable)	Area Responsible	Complete
Learning Hub					
SER's	Learning Hub Ground Floor	Flood Protection (Sandbags)	N/A	IT Services	
Plantrooms	Learning Hub Ground Floor	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Dry Riser Inlets	Learning Hub Ground Floor	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Patient Records & CCTV Unit	Counselling, Mental Health, ASSIST & NAC	Move to a safer location	3 rd Floor Classroom, Learning Hub	Counselling, Mental Health, ASSIST & NAC	
Entrance Points	Counselling, Mental Health, ASSIST & NAC	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Cooking Oils	The Waterside Bar & Restaurant	Move to a safer location	The Leathersellers Hide, 4 th Floor, Learning Hub	Catering	
Cleaning Chemicals	The Waterside Bar & Restaurant	Move to a safer location	The Leathersellers Hide, 4 th Floor, Learning Hub	Catering	
Cooking Oils	The Market	Move to a safer location	The Ground, Learning Hub	Catering	

Cleaning Chemicals	The Market	Move to a safer location	The Ground, Learning Hub	Catering	
Book Return Room	Learning Hub Ground Floor	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Journal Collection	Learning Hub Lower Ground Floor	Move to a safer location	Learning Hub 1 st Floor		
Creative Hub					
SER's	Creative Hub Ground Floor	Flood Protection (Sandbags)	N/A	IT Services	
Plantrooms	Creative Hub Ground Floor	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Dry Riser Inlets	Creative Hub Ground Floor	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Cooking Oils	Coffee Social	Move to a safer location	The Ground, Learning Hub	Catering	
Cleaning Chemicals	Coffee Social	Move to a safer location	The Ground, Learning Hub	Catering	
Paints & Lubricants	Creative Hub Ground Floor Workshop	Move to a safer location	Technicians Space, Creative Hub 1 st Floor	Faculty of Arts, Science & Technology	
Striebig and Laser Cutter	Creative Hub Ground Floor Workshop	Floor Protection (Plastic sheeting)	N/A	Faculty of Arts, Science & Technology	
Entrance Points	Creative Hub Ground Floor Workshop	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Residencies					
SER's	Residencies Ground Floor	Flood Protection (Sandbags)	N/A	IT Services	
Plantrooms	Residencies Ground Floor	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Dry Riser Inlets	Residencies Ground Floor	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Senate					
SER's	Senate Ground Floor	Flood Protection (Sandbags)	N/A	IT Services	
Plantrooms	Senate Ground Floor	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	
Dry Riser Inlets	Senate Ground Floor	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	

Computers	Senate 101	Move to a safer location	PGR Workspace, Senate	IT Services	
Cooking Oils	Senate Exchange	Move to a safer location	4 th Floor Kitchen	Catering	
Cleaning Chemicals	Senate Exchange	Move to a safer location	1 st Floor Cleaners Cupboard	Catering	
Cleaning Chemicals	Senate Ground Floor Cleaners Cupboard	Move to a safer location	1 st Floor Cleaners Cupboard	1DF (Front of House)	
Peripherals for Access Control	Senate Control Room	Move to a safer location	OVC, 4 th Floor, Senate	Campus Services	
Engine Shed					
Cooking Oils	Engine Shed	Move to a safer location	1 st Floor Mezzanine	Catering	
Cleaning Chemicals	Engine Shed	Move to a safer location	1 st Floor Mezzanine	Catering	
SER's	Engine Shed	Flood Protection (Sandbags)	N/A	IT Services	
Plantrooms	Engine Shed	Flood Protection (Sandbags)	N/A	1DF (Building Services & External Services)	

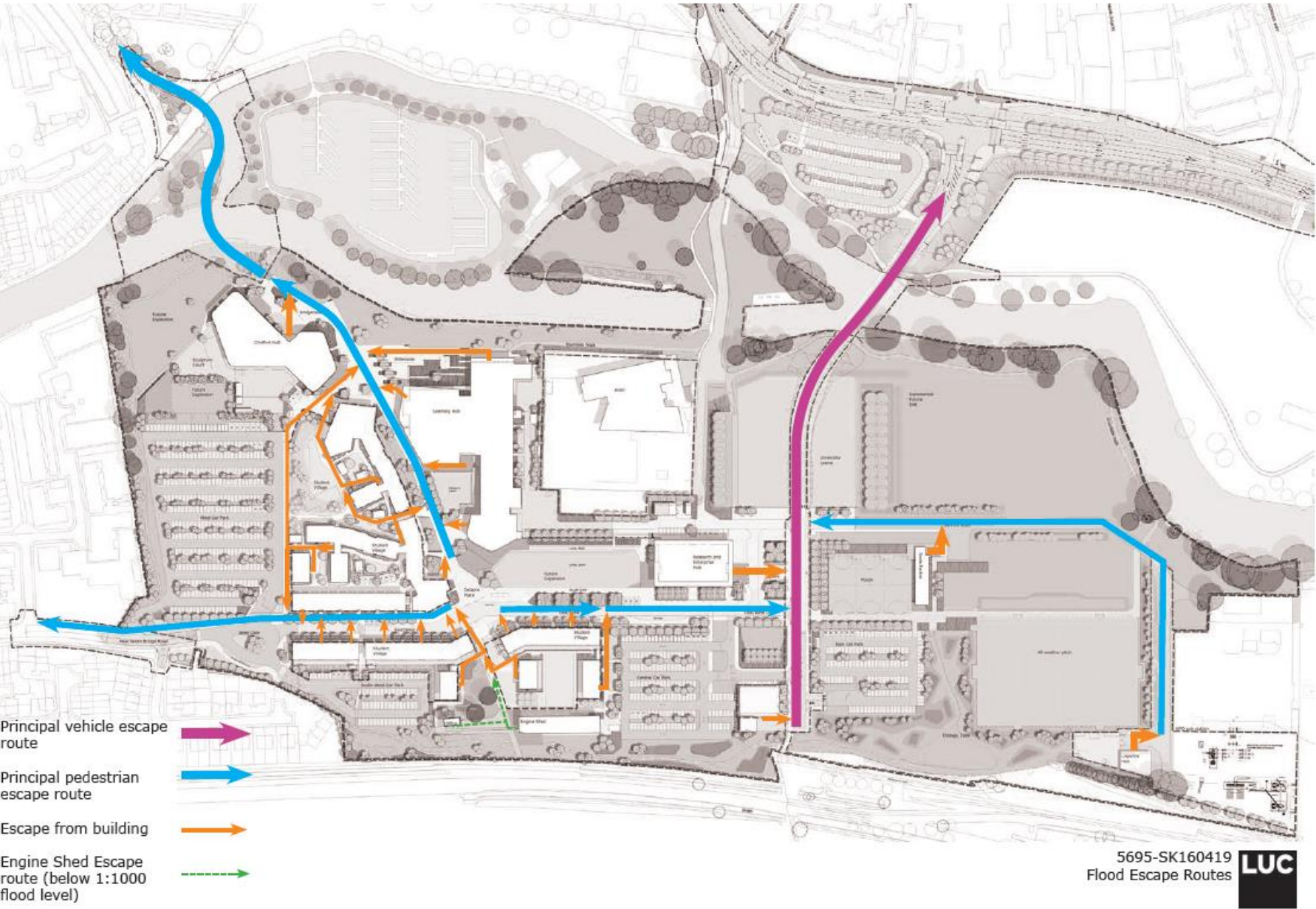
Resource Centre

Priority should always be the safety of staff and students and therefore any action taken to protect equipment, stock etc should only be undertaken once the personnel side of this plan has been enacted.

Item	Location	Protective Action	New Location (if applicable)	Area Responsible	Complete
Chemical consumables (In/Out)	Ground Floor	Move to a safer location	1 st Floor	1DF (Building Services & External Services)	
Exam tables and chairs	Ground Floor	Move to a safer location	1 st Floor	1DF (Building Services & External Services)	
IT Equipment	Ground Floor	Move to a safer location	1 st Floor	IT Services	
Stage	Ground Floor	Move to a safer location	1 st Floor	1DF (Building Services & External Services)	
Health & Society High Salvage Priorities (listed in	Ground Floor	Move to a safer location	1 st Floor	1DF (Building Services & External Services)	

separate document)					
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Appendix A: Waterside Flood Escape Routes



Appendix B: Critical Incident Decision Log

Classification when complete				
Name of the Person completing this log	Print Name	Signature	Time	Date
Date and Time commenced				
Location of Incident				
Incident/event				

Please enter the names, roles and organisation of all those commanders who have entries made in this log. *(More rows can be added to the table below)* They must sign their own signature, adding the date and time.

Print name	Role	Signature	Initial	Time	Date

Decision Log Number	Decision - Date and Time of Decision
1. Identify situation & gather information What is your understanding of what has happened? What do we know so far? What might happen?	
2. Assess threats & risks Do I need to take action immediately? Do I need to seek more information? Where can I get it from? What could go wrong?	
3. Policies & Procedure Which ones have I taken into account	
4. Options & Considerations What options are open to me? Consider immediacy of any risk/threat, limits of information etc.?	
5. Decision & Rationale Decision controls- why are we doing this? What do we think will happen? Do we have a common understanding and position on; <ul style="list-style-type: none"> • Situation • Available information • Terminology • Working practices • Conclusions Is the benefit proportional to the risk?	
6. Review of Decision - Time and result	
Names of People Making Decision	
Name of Person Recording Decision	

Appendix C: Critical Incident Log

Incident:

Date:

Critical Incident Team Chair:

Present:

Time	Decision, Action or Message	Who?	When?	Who Needs to be Told?	Action Complete?

Appendix D: Flood Communications Plan

Warning Level: Flood Warning or Amber Weather Warning

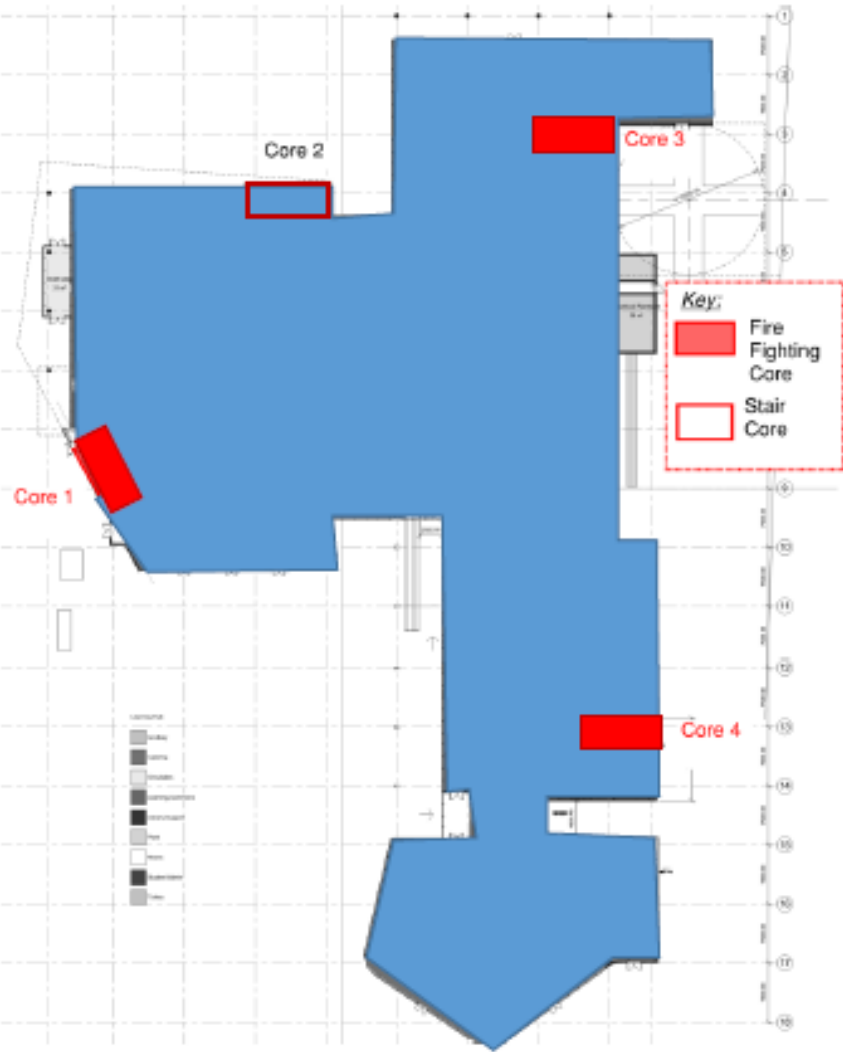
Stakeholder	Communication Channel				
	Email	AV Screens	Social Media	Paper Briefings	Voice/Loudhailer
Staff	All Staff 'Be Alert & Ready to Act' To UMT 'Action that may be required'	'Be Alert & Ready to Act'	Staff Facebook Group: 'Be Alert & Ready to Act'	N/A	N/A
Resident Students	Resident Student Email 'Be Alert & Ready to Act. Get Grab Bag Ready'	'Be Alert & Ready to Act'	Student Facebook Group: 'Be Alert & Ready to Act'	Kitchen Briefing Note 'Be Alert & Ready to Act. Get Grab Bag Ready'	N/A
All Other Students	Commuting Student Email 'Be Alert & Look Out for Further Communication & Updates'	'Be Alert & Ready to Act'	Commuting Student Email 'Be Alert & Look Out for Further Communication & Updates'	N/A	N/A

Warning Level: Severe Flood Warning or Red Weather Warning

Stakeholder	Communication Channel				
	Email	AV Screens	Social Media	Paper Briefings	Voice/Loudhailer
Staff	All Staff 'Be Alert & Ready to Act' To UMT 'Action that may be required'	'Be Alert & Ready to Act'	Staff Facebook Group: 'Be Alert & Ready to Act'	N/A	N/A
Resident Students	Resident Student Email 'Be Alert & Ready to Act. Get Grab Bag Ready'	'Be Alert & Ready to Act'	Student Facebook Group: 'Be Alert & Ready to Act'	Kitchen Briefing Note 'Be Alert & Ready to Act. Get Grab Bag Ready'	N/A
All Other Students	Commuting Student Email 'Be Alert & Look Out for Further Communication & Updates'	'Be Alert & Ready to Act'	Commuting Student Email 'Be Alert & Look Out for Further Communication & Updates'	N/A	N/A

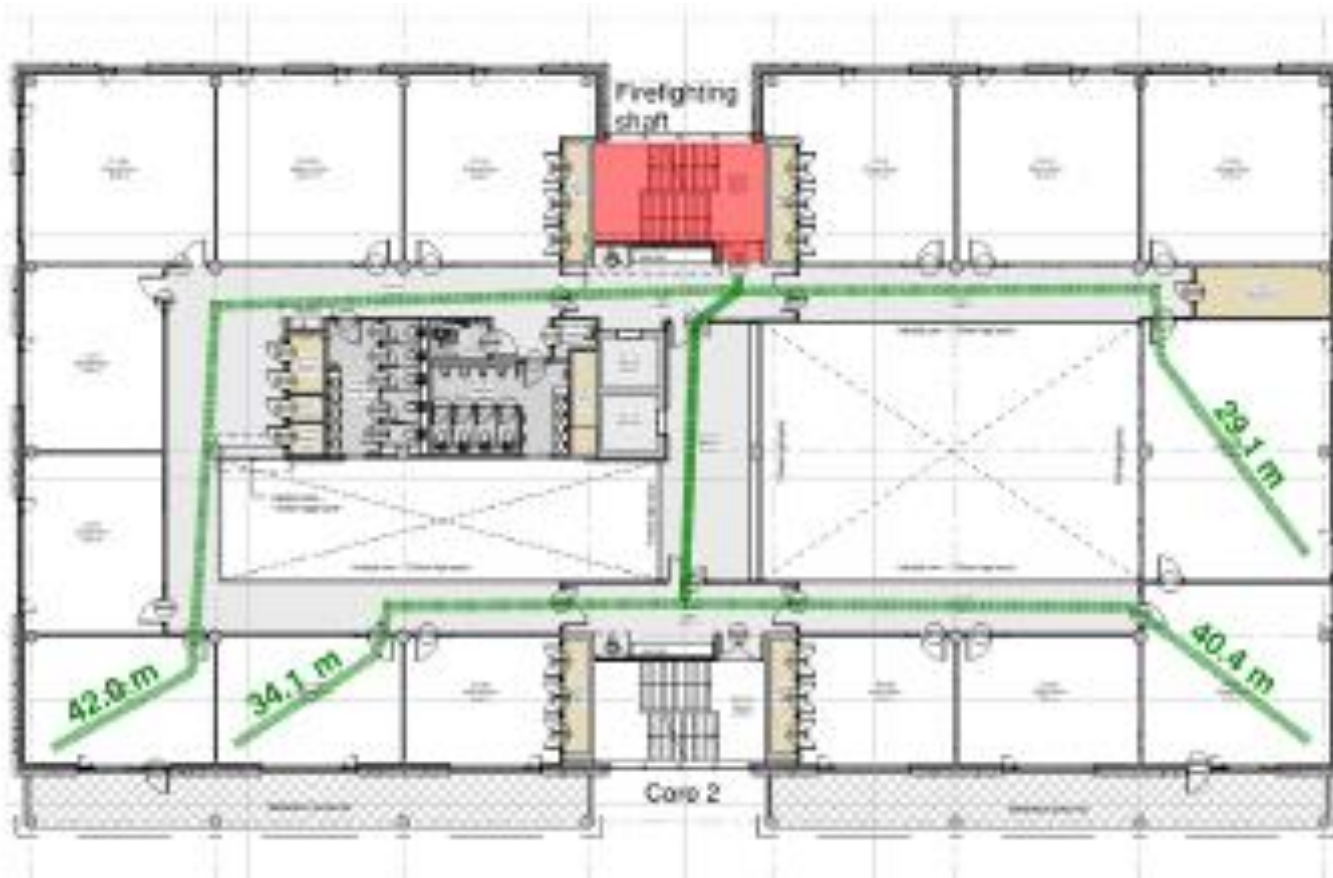
Appendix E: Dry Riser Locations

Learning Hub



Creative Hub





Appendix F: Flood Response Action Plan

	Action	Complete
1.	If not already aware contact emergency services and NCC Emergency Planning department	
2.	Notify the Environment Agency if flooding is in progress.	
3.	Convene the Critical Incident Team.	
4.	Convene the Critical Incident Operational Response Team.	
5.	Trigger the 'Flood Communication Plan'	
6.	Identify individuals with a Personal Emergency Evacuation Plan and prepare them for evacuation.	
7.	Notify the Students Union and order the preparation of The Platform as a temporary rendezvous point	
8.	Order the collection of flood protection measures	
9.	Order the collection of first aid and emergency response equipment	
10.	Trigger the 'Items Requiring Relocation/Protection During Flood' plan	
11.	Keep NCC Emergency Planning department up to date with developments	

Appendix G: Key Contacts

Name	Contact
BBC Radio Northampton	104.2/103.6 FM
Environment Agency	0800 80 70 60
National Grid	0800 111 9999
NCC Emergency Planning Duty Officer	07885 292851
Western Power Distribution	105
Useful Twitter Accounts	<div> <div> NCC EP Team NCC Northants Police The EA Met Office Highways England Northamptonshire Highways Northants Fire </div> <div> @NorthantsEPTEam @mycountycouncil @NorthantsPolice @EnvAgencyMids @MetOffice @HighwaysEngland @NNHighways @NorthantsFire </div> </div>
Useful Websites	www.environment-agency.gov.uk www.northamptonshire.gov.uk/emergencies www.metoffice.gov.uk www.northants.police.uk www.northamptonshire.gov.uk/en/councilservices/fire/ www.highways.gov.uk www.westernpower.co.uk