

## ***Guidance to support engagement with flood risk communities.***

### **Developing community flood plan actions and checklist**

This action and checklist assume that there is some form of collective community engagement taking place through a community body. You may want to refer back to the overview of different community groups information note and the starting a community flood resilience group information note.

You can also access a wide range of further information on engaging flood risk communities from the [Scottish Flood Forum](#), [Ready Scotland](#) and [SEPA](#).

**Action:** Set up a community resilience flood group, finding a volunteer who will co-ordinate the plan.

**Action:** Identify existing local relationships and people to get involved, for example, resilience group, tenant resident associations, neighbourhood watch groups and other social assets.

**Action:** Find out who the vulnerable people are in your community. Are there people who would need help during a flood? Also, which buildings have vulnerable people inside, perhaps a school or care / rest home for the elderly? Remember, sometimes a friendly face or reassurance is all that is needed!

**Action:** Identify the local flood risks. Are there roads that are prone to flood first? Are there drains that always block? Have you discussed the flooding with key agencies?

**Action:** Are there people in your community who can offer specialist skills in an emergency? For example, are there any experienced first aiders? Or people who own tools or equipment that could help, such as a generator or a 4x4?

**Action:** Never put yourself or others at risk. Check that you have public liability insurance. Your local authority or community council may include your group in their insurance.

**Action:** Identify a safe location which can be used as a rest or recovery centre during a flood. Also, agree a place where the keys can be stored.

**Action:** Understand the roles and responsibilities of all organisations that would be involved in a flood incident. Such as Scottish Environment Protection Agency, Local Authorities, Fire & Rescue service, Police and utility companies.

**Action:** Create a contact list with the telephone numbers for flood incident organisations, including out of office hours numbers.

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**Action:** Identify the triggers that will activate your plan. This could be on receipt of a flood warning or when water in the local stream reaches the top step!

**Action:** Identify who does what and when, before, during and after a flood.

**Action:** Set up a ‘*telephone tree*’ a list of who contacts who and consider how you would communicate with each other if the phone lines or broadband connections were down.

**Action:** Think about how you will record any flooding information. If you have the resources for someone to record the levels of where the water reached or take photographs, this type of information is useful for future flood planning.

**When The Draft Plan Is Finished:**

**Action:** Share the plan. Talk to the wider community about it at every opportunity. Get comments and feedback from your key partners and wider community organisations.

**Action:** Review and update the plan regularly. Set a date for review.

**Action:** Test the plan! It’s always better to find out what doesn’t work when there isn’t water all around you!

**Checklist for completing a community flood plan:**

<b>Does The Plan Include?</b>	
Map/list of properties liable to flood	
Locations at risk of flooding	
Details of what triggers the community flood plan (flood warnings or other triggers)	
List of vulnerable properties	
List of vulnerable people	
Details of the flood plan coordinator and flood resilience group	
Floodline warnings information	
Roles & responsibilities of volunteers and key partners	
Useful contact telephone numbers during an event	
Evacuation/recovery centre identified & key holder details	
Key community skills and assets identified	
Community store/ community resources identified	
Clear action plan (Before, during and after a flood actions)	
Method of recording information during a flood included	
A date when the emergency store contents will be checked	
A date when contact details etc. will be checked and updated	
Has the plan been seen by the Local Authority Emergency Planner?	
The plan has been tested	
Checklist for the completion of a flood plan	
Has the plan been logged with local authority insurance section for public liability cover?	

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