

# Flood Warden Responsibilities and Guidelines

During flooding events, the local authority and other responding agencies have limited resources to respond, particularly when flooding occurs over a wide area. Consequently, it may not be feasible to monitor or attend to every location.

Flood wardens are volunteers from communities at high risk of flooding or where there is a known flood hotspot. These wardens will act as the 'eyes and ears' of both the East Riding of Yorkshire Council and the Town or Parish Council in their local area by monitoring the situation on the ground and providing updates when trigger levels are met. Where possible, they will maintain links with the Town or Parish Council or other community groups to enable a rapid local response to flooding or potential flooding instances.

## **Responsibilities of Flood Wardens.**

When there is no flood warning in place:

- Raise awareness of flooding issues within the local community.
- Report issues such as blockages of bridges or damage to flood defences to the relevant agency.
- Encourage local residents to register for the free flood warning service from the Environment Agency.
- Ensure people are aware of Floodline and know their quick dial code.
- Promote self-help within the community.
- Attend town or parish council and/or other local meetings to ensure flooding issues retain a high profile.
- Collaborate with their town or parish council to develop a flood plan aimed at mitigating the effects of flooding.

During a flooding event:

- Keep the Highways duty officer informed of river levels when they reach trigger points.
- Inform the Town or Parish Council of the situation and encourage them to take appropriate action.
- Help identify and support the most vulnerable individuals in their community.
- Cooperate with the local authority and emergency services.
- Deploy flood signs if flooding is expected on the highway.
- Maintain a log of events and actions taken.
- Take photographs of flooding to be used in post-event reports.
- Report flooding or issues such as blockages likely to lead to flooding.

Flood Wardens are **not** expected to:

- Act as decision-makers.
- Assist residents in moving their belongings.
- Help the Environment Agency or local authority staff operate or repair flood defences.
- Enter floodwater, as just 15 cm (6 inches) of water can sweep a person off their feet.
- The primary concern is to ensure that the health and safety of the flood warden is not compromised.

Flood Warden Kit Contents:

- Wellington boots
- High visibility waistcoat
- Disposable gloves
- Weatherproof torch
- Permanent marker pen
- Notebook
- Portable AM/FM wind-up radio