

Annex C (b)

Warden Actions



Pre-Alert



Be prepared:

- Know your role
- Ensure equipment available
- Ensure mobiles charged

Grade 1



1. Monitor river level and weather forecast
2. Know the XD number for EA Incident Room
3. Designated Warden: install flood barrier at Manor Mill
4. Designated Warden: inform the Quarryman's Rest PH (tel. 331480)
5. Designated Warden: have available the keys to the Community Hall
6. Ensure known volunteers install the Riverside Hall flood barrier

Grade 2



1. Continue to monitor river level and weather forecast
2. Be available to receive Grade 3 alert via two land lines (332030 & 332280) and SMS to mobiles
3. Alert vulnerable, designated properties (including those with own sandbags)
4. Check use of Riverside Hall and consider evacuation
5. Advise removal of cars from Riverside Car Park to Station Road Car Park (*do not remove cars* – police / fire service role)
6. Signage Warden: place warning signs - Exeter Inn, Scotts, Luke Street (if requested)
7. Designated Warden: communicate with volunteers and prepare to open Community Hall

Grade 3



1. Designated Warden: open Community Hall & contact suitable volunteers to provide refreshments
2. Designated Warden: contact the Quarryman's Rest PH to provide warmth and refreshments
3. If evacuating people, ensure necessary medication is carried
4. Report status of actions to the Co-ordinator

N.B.

All personnel should know:

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

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