

## **PROCEDURE FOR DEALING WITH FLOODING CODES AND OTHER WATER RELATED DETAILS ISSUED BY THE ENVIRONMENT AGENCY**

**5.0** The Environment Agency Flood Warning notification system was changed in September 2000 and the following codes were implemented:

- (1) Flood Watch (and Operational Flood Watch Alarm for the Alconbury Fords)
- (2) Flood Warning
- (3) Severe Flood Warning
- (4) All Clear (used when cancelling (1), (2) and (3) above)

When a call is received it is up to that Officer to ask the informer questions with regard to their call (especially for Flood Watch/Operational Flood Watch Alarm) for example:

What action do you want me to take?  
Is the road flooded/impassable?  
Is the Ford impassable?

The County Council will not receive Flood Watches apart from Hail Weston and Sutton Gault. A new system is being implemented by the Environment Agency for both the Fords at Alconbury and Alconbury Weston only. It is called an Operational Flood Watch Alarm. Instruction will be by fax during office hours and on the emergency 'phone out of hours.

However, it should be noted that the Environment Agency's information is based on telemetry and they will not know the precise conditions of roads or fords.

### **NOTES:**

1) For every site, once the fords/roads have been closed (not the ones closed by barriers/gates) the TMC should be instructed to check that the signs etc are in place twice a day (before 9am in the morning and before 5pm at night) and maintain them as necessary until an All Clear is given by the Environment Agency. The TMC should keep a record of this on a spreadsheet detailing what time they visited and what was the state at that time.

2) If it is believed that the closures could be removed before the All Clear **check** with the Environment Agency first as they will be more up to date with future weather conditions.

3) When a report is received from the Environment Agency about a site which affects two divisions the officer should check that the other division (if out of hours the other duty officer) is aware and that the same actions are taken for each side.

4) The Environment Agency has been asked NOT to phone us on Flood Watches (except for Hail Weston, Alconbury and Sutton Gault) unless the ford or road in question is impassable or likely to flood in the immediate future.

5) Cambridgeshire Police may also phone at times to say fords/roads are impassable. Action should be taken by asking the same questions as for the Environment Agency, is it impassable? etc. If the answer is positive then a closure should be put on. This action should then be reported to the Environment Agency so they are aware of what we have done and why. All this should be noted on the Record sheet.

6) When the All Clear is given by the Environment Agency the closures at the fords should NOT be removed until the speed and depth of the water has been assessed by a visual inspection. If this is reported during Out Of Hours the Duty officer should notify the relevant Division the following morning in order that the Supervisor for that area can inspect and issue instruction for the closure to stay on or be removed as necessary. This should be done by phone and confirmed by fax on the Flood Warning/Cancellation Record Sheet. The supervisor should then let the Duty Officer know his actions.

7) All actions should be recorded on the Flood Warning/Cancellation Record Sheet and faxed to the relevant division first thing on the next working day.

There are many different sites throughout the county and detailed below are the actions to be taken for each site:

## 5.1 West Division

### 5.1.1 Hail Weston Ford

This ford is well known for the speed and depth of the water running through it.

There are permanent signs (one at A1 junction, one in Hail Weston and one at each side of the ford) on site which should be uncovered when the ford is closed. There are permanent signs on each side of the ford and on the gates; these will be uncovered when the ford is closed. See Appendix N for location of signs.

**Flood Watch** – The ford will be locked closed using the barriers.

**All Clear** – Cover permanent signs and lock barriers open.

### 5.1.2 Alconbury Ford (to be treated the same as Alconbury Weston Ford)

The Environment Agency warning for this site is based on the new Operational Flood Watch Alarm.

There are permanent signs on site and on the gates. These will be uncovered when the ford is closed.

**Operational Flood Watch Alarm** – The ford will be locked closed using the gates.

**All Clear** – Cover permanent signs and lock gates open.

### 5.1.3 Alconbury Weston Ford (to be treated the same as Alconbury Ford)

The Environment Agency warning for this site is based on the new Operational Alarm.

There are signs stored in the grey emergency lock-up in Huntingdon depot which slot into the barriers once they are closed.

**Operational Flood Watch Alarm** – The ford will be locked closed using the barriers.

**All Clear** – Cover flap signs and lock barriers open.

### 5.1.4 Hilton Ford

The Environment Agency currently has no means of warning for Hilton.

There are **NO** permanent signs on site so the ford should be closed with cones and “Road Closed” signs blocking the road at each side (see Appendix N).

The water level, signing and coning should be checked morning and evening.

The closure will be implemented or removed at the discretion of the local Highway Supervisor or Duty Officer outside normal working hours.

#### **5.1.5 The River Kym**

**Flood Warning** – If road is impassable permanent signs (one at Crosshall and two at Staughton) should be uncovered and road should be closed with cones and “Road Closed” and “Access Only” signs blocking the road at each side of the flood but allowing access to properties (see Appendix N).

**Severe Flood Warning** – As for Flood Warning

**All Clear** – Remove cones and signs and cover permanent signs

#### **5.1.6 The Great Ouse – Bedford to Offord (Paxton and Offord area)**

**Flood Warning** – When the Flood Warning is issued there is sometimes a 10-12 hour gap, from the time of the warning, before the level of water affects Little Paxton. West Division should be notified before 9am so the closure can be implemented before the roads are flooded. If road is impassable the road should be closed with cones and “Road Closed” signs blocking the road at each side of the flood. The road should be half closed at Gordon Road, to allow vehicles to turn round, with “Access Only” and “Road Closed Ahead” signs allowing access to properties.

The signs detailed on the plan shown in Appendix N should also be uncovered.

**All Clear** – Remove cones and signs and cover permanent signs but always check with the EA before opening as sometimes Mill Lane will be passable with care but closure signs should stay in place as there may be further surges down the Ouse. The road may seem clear/safe but always check first.

#### **5.1.7 The Great Ouse – Offord to St Ives (Low Road Fenstanton)**

**Flood Warning** – If road is impassable the road should be closed with cones and “Road Closed” and “Access Only” signs blocking the road at each side of the flood but allowing access to properties (see Appendix N).

**Downgrade from Flood Warning to Flood watch** – The area supervisor at West Division must be informed to see if the road is still flooded before removal of the cones and signs. If call received out of hours contact supervisor as soon as possible the next day.

### 5.1.8 Alconbury Brook (Hamerton and Alconbury Weston)

**Flood Warning** – If road is impassable permanent signs (three signs on approaches to Hamerton village, two at Holly Lodge and one at Upton Hill) should be uncovered and the road should be closed with cones and “Road Closed” and “Access Only” signs blocking the road at each side of the flood but allowing access to properties (see Appendix N).

**Severe Flood Warning** – As for Flood Warning

**All Clear** – Remove cones and signs and cover permanent signs

### 5.1.9 Earith Causeway (affects both West Division and East Division)

The Environment Agency will notify West Division.

**Flood Warning** – If road is impassable permanent signs (East Div – one at Willingham, one at Bar Hill and one at Sutton. West Div – one at Low Road, one at Meadow Lane and one at Compass Point at St Ives, one at Bluntisham, one at Pidley and one at Somersham) should be uncovered and road should be closed with cones and “Road Closed” signs blocking the road at each side of the flood (see Appendix N).

**Severe Flood Warning** – As for Flood Warning

**All Clear** – Remove cones and signs and cover permanent signs

## 5.2 Fenland Division

### 5.2.1 Sutton Gault (affects both Fenland Division and East Division)

The Environment Agency will notify Fenland Division.

**Flood Watch** – Any action is to be taken now, as there is no further notification. Permanent signs (Fenland – one at Stocking Drove. East – one at Sutton Gault) should be uncovered and road should be closed with cones and “Road Closed” signs blocking the road at each side of the flood (see Appendix N).

**All Clear** – Remove cones and signs and cover permanent signs

### 5.2.2 Welney Wash (affects both Fenland Division and East Division)

The Environment Agency will notify East Division.

**Flood Warning** – If road is impassable permanent signs (Fenland Division – one at St Peters Road, one at Upwell Road, March – one on the Sixteen Foot Road at Bedlam Bridge, one at Padgetts Road, one at Upwell Road, one at March Road, Christchurch – one on the Sixteen Foot at Boots Bridge, Manea. East Division – one at Littleport, one on Norfolk boundary, one at Ely and one at Lt Downham) should be uncovered. The road is closed by Norfolk County Council in Welney (see Appendix N).

**All Clear** – Cover permanent signs

### 5.2.3 Whittlesey Wash - North Bank and B1040 (affects both Fenland Division and Peterborough)

This message will come from the Environment Agency’s Northern Area office at Lincoln

**Flood Watch** – No action unless road is impassable

**Flood Warning** – If road is impassable permanent signs (one at Whittlesey, one at East Delph, one at A47 Thorney, one at Willow Hall and one at Car Dyke) should be uncovered and road should be closed with cones and “Road Closed” signs blocking the road at each side of the flood (see Appendix N).

**Severe Flood Warning** – As for Flood Warning

**All Clear** – Remove cones and signs and cover permanent signs

### 5.3 East Division

#### 5.3.1 Earith Causeway (affects both East Division and West Division)

The Environment Agency will notify West Division.

**Flood Warning** – If road is impassable permanent signs (East Div – one at Willingham (B1050), three at Bar Hill, two at Sutton and two at Haddenham (A1123). West Div – one at Low Road, one at Meadow Lane and one at Compass Point at St Ives, one at Bluntisham, one at Pidley and one at Somersham) should be uncovered and road should be closed with cones and “Road Closed” signs blocking the road at each side of the flood (see Appendix N).

**Severe Flood Warning** – As for Flood Warning

**All Clear** – Remove cones and signs and cover permanent signs

#### 5.3.2 Sutton Gault (affects both East Division and Fenland Division)

The Environment Agency will notify Fenland Division.

**Flood Watch** – Any action is to be taken now as there is no further notification. Permanent signs (Fenland – one at Stocking Drove. East – one at Sutton Gault) should be uncovered and road should be closed with cones and “Road Closed” signs blocking the road at each side of the flood (see Appendix N).

**All Clear** – Remove cones and signs and cover permanent signs

#### 5.3.3 Welney Wash (affects both East Division and Fenland Division)

The Environment Agency will notify East Division.

**Flood Warning** – If road is impassable permanent signs (Fenland – one at Upwell Road, one at St Peters Road and one at Sixteen Foot Bank in March and one at Padgetts Road, one at Welney Road at Christchurch. East – one at Littleport (A1101 Mildenhall Rd), four at Wisbech Road/A10 junction area, one at Norfolk boundary (B1411) and three at Ely (A142/A10) should be uncovered. The road is closed by Norfolk County Council in Welney (see Appendix N).

**All Clear** – Cover permanent signs

## **5.4 South Division**

### **5.4.1 Hinxton Ford**

There are permanent signs on site, which will be operated by the local farmer, Mr Martin Fordham, who controls the sluice gates and water levels at this site. He will inform South Division of his actions who in turn will inform the Environment Agency. Once Mr Fordham has initially uncovered the signs the TMC should be informed so they can check both morning and evening as per Notes at the end of this document. When the ford is impassable the ford should be closed with cones and "Road Closed" signs blocking the road at each side (see Appendix N).

**Flood Warning** – The ford should be closed

**Severe Flood Warning** – The ford will have been closed at this stage (if not close immediately)

**All Clear** – Remove cones and signs

### **5.4.2 Bourn Ford**

The Environment Agency currently has no means of warning for Bourn.

There are **NO** permanent signs on site so the ford should be closed with cones and "Road Closed" signs blocking the road at each side (see Appendix N).

The water level, signing and coning should be checked morning and evening.

The closure will be implemented or removed at the discretion of the local Highway Supervisor or Duty Officer outside normal working hours.

### **5.4.3 Linton Ford**

The Environment Agency currently has no means of warning for Linton.

There are **NO** permanent signs on site so the ford should be closed with cones and "Road Closed" signs blocking the road at each side (see Appendix N).

The water level, signing and coning should be checked morning and evening.

The closure will be implemented or removed at the discretion of the local Highway Supervisor or Duty Officer outside normal working hours.