



Storm Arwen: Weekend beginning Friday 26th November 2021

East Lothian Council
Severe Weather Response Plan
(Incorporating activation details for the East Lothian Flood Group)
Reviewed annually

November 2022

Version 01/22

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REVIEW/EXERCISE/AMENDMENTS

| Type of event (review, exercise or amendment) | Subsequent action | Date | Author |
|---|---|-----------------------------|---------------------------|
| Review – carried out by multi-agency group January 2010 | Re-write and re-issue of plan | February 2010 (re-issue) | |
| Exercise Storm 2 - validating arrangements within this Plan and the CEP | Review of plan | September 2010 | |
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Distribution list:

Library copies (sanitised) for the public are available through the East Lothian Council web page.

Police Scotland: Electronically to Chief Inspector at Haddington Police Station, Sector inspector at Tranent Police Station and to the OIC, Emergency Planning at Fettes.

Scottish Environment Protection Agency (SEPA) Electronically.

Local Authorities Electronically. .

Midlothian
City of Edinburgh

Scottish Fire and Rescue Service: Electronically.

Copies have been uploaded onto Resilience Direct (Annex A) as follows:

- East Lothian Council
- Lothian & Borders Local Resilience Partnership (LRP) page for external agencies

Staff within East Lothian Council can also find a copy of this plan on ELnet (public copy) and Continuity² (full version).

On Resilience Direct, Continuity² and ELNet the plan can be read, downloaded and/or printed.

Please contact the Emergency Planning, Risk and Resilience Manager at East Lothian Council should you wish any changes made, additional information added or current information reviewed in this plan. All such requests will be considered for action.

emergencyplanning@eastlothian.gov.uk

A Overview

- The Civil Contingencies Act 2004 places several statutory duties on Category 1 and 2 responders.
- Category 1 responders, namely, Local Authorities, Police Scotland, Scottish Fire & Rescue Service (SFRS), Scottish Ambulance Service (SAS), Scottish Environmental Agency (SEPA), Maritime & Coastguard Agency (MCA), Health Boards and Integration Joint Boards have a:
 1. Duty to assess risk
 2. Duty to maintain emergency plans
 3. Duty to maintain business continuity plans
 4. Duty to promote business continuity[1]
 5. Duty to communicate with the public
 6. Duty to share information
 7. Duty to co-operate
- The basic legislative principle- for Category 2 responders, namely, Electricity Operators, Gas Suppliers, Scottish Water, Communications Providers, Railway Operators, Airport Operators, Harbour Authorities, NHS National Services Scotland and Health and Safety Executive is that they must co-operate with Category 1 responders in connection with the performance of their duties, including proper sharing of information.
- As a result, East Lothian Council must abide by the requirements of the Civil Contingency Act 2004. One of the biggest risks East Lothian faces each year is both Severe Weather (heavy snow and gales) and Flooding. This plan has been completed, and will be maintained, to assist East Lothian Council staff and its Category 1 and 2 partner agencies, to respond to any such significant incident and support the public.
- This plan, like all emergency response plans, must remain flexible and adapt to the incident it is dealing with.
- Severe Weather and Flooding can be predicted to impact on East Lothian on an annual basis and so those staff who are likely to respond, for their agency to this risk, must have a good knowledge of this plan and the part they are expected to play, should it be invoked.
- As will be highlighted in the following pages, Police Scotland take the lead for Flooding whilst East Lothian Council lead on Severe Weather incidents.
- The Met Office and SEPA both have huge parts to play when dealing with Flooding and Severe Weather.
- In its simplest terms, the Met Office use a Yellow, Amber and Red process for their warnings (for all weather conditions) whilst SEPA use Flood Alerts, Flood Warning and Severe Flood Warning. A 'watching brief' is often maintained when the Met Office issue a Yellow warning and/or SEPA issue a Flood Warning. However, it should be remembered that these statements can also be accompanied by additional information such as 'high impact' which may change action to be taken. Further information on these warnings can be found in pages 9 and 10 of this plan.

1 PART 1: PROCEDURES TO BE FOLLOWED IN RESPONSE TO SEVERE WEATHER/FLOOD

1.1 AIM

The aim of this plan is to detail the procedures to be followed in response to severe weather events, actual flooding incidents, any anticipated river flooding and coastal flooding occurrences. It is supplemental to the East Lothian Council Corporate Emergency plan, relevant Police Scotland Emergency plans and other partner agencies plans.

1.2 BACKGROUND

1.2.1 Flooding - East Lothian is susceptible to flooding due mainly to its topography, in particular the steep north facing slopes of the Lammermuir Hills with their thin cover of soil. Heavy or prolonged rainfall, possibly combined with a rapid thaw of any snow covering, may well cause flooding to occur. Past flooding incidents have typically been caused by either an area of low pressure in the North Sea creating a north-easterly airstream over the Lammermuir Hills or by a slow moving front or trough of low pressure in the vicinity of the catchment area.

1.2.2 Recognised river flood risk areas exist in Haddington, Musselburgh and West Barns along the Rivers Tyne, Esk or Biel Burn. Householders and business in these areas are responsible for their own properties and, as such, are encouraged to obtain and use 'flood protection equipment' such as sandbags and floodgates. ELC will assist when flooding becomes imminent.

1.2.3 Surface water flooding of roads and properties has become an increasing problem in recent years, much of it as a result of heavy, persistent rainfall onto saturated ground, causing run-off from hillsides and low lying fields. Whilst the Council has a duty to respond to flooded roads (with the exception of the A1 trunk road) the location of such incidents is dependent upon the weather conditions at the time and detailed pre-planning is not practicable.

1.2.4 Coastal Flooding from wave overtopping, surges and high tide combined with fluvial flooding is a problem for communities along the Firth of Forth. The Scottish Environment Protection Agency (SEPA) has introduced coastal flood warning messages for members of the public who are located in 'at risk' locations and who have signed up for said information. This area is covered in more detail in Part 3 of this plan.

1.2.5 Severe weather events can also have a significant impact on the County, whether through power outages, multiple road closures due to heavy snow or widespread icy roads, or structural damage caused by strong winds – all of which can also have a knock-on effect to water supplies and other areas of infrastructure.

This Plan details the generic response to any severe weather or major flooding incident and has been produced in liaison with Police Scotland, SEPA and other relevant agencies.

Reference is made throughout this plan to a Severe Weather Group and a Flood Group. The Severe Weather Group will be established and chaired by East Lothian Council as the impacts can be managed in 'slow time' with a longer lead in time. The Flood Group will be established and chaired by Police Scotland as any flooding may impact suddenly and without warning with an immediate emergency response required.

1.3 PLAN STRUCTURE: Parts 1-5

Part 1: provides details of notification procedures for Weather Warnings (Met Office) Flood Guidance (SFFS), Flood Warnings (SEPA) and the East of Scotland Regional Resilience Partnership

(EoSRRP) group together with how this plan will be activated. **Part 1** also explains the **Flood, Severe Weather and Recovery groups**.

Part 2: gives more detailed information relating to flooding on the River Tyne.

Part 3: relates to more detailed information on the River Esk.

Part 4: concentrates on West Barns.

Part 5: provides information on coastal/tidal flooding in East Lothian.

1.4 PLAN RESPONSE

Consideration should be given to convening a multi-agency Severe Weather /Flood Group when any of the warnings detailed below are received, particularly in cases where multiple sites are being affected across the County.

1.5 NOTIFICATION PROCEDURES FOR WEATHER/FLOOD WARNINGS

The **Scottish Flood Forecasting Service (SFFS)** is a joint initiative between SEPA and the Met Office and integrates hydrological and meteorological information to improve the accuracy of flood forecasts. Their Flood Guidance Statements (FGS) are emailed daily, directly to relevant agencies and are available via the Met Office Hazard Manager website to registered users. Map areas at risk are assigned by colour coding and it should be noted that 'green' indicates there is a very low risk of flooding and, although isolated flooding may be possible, no multi-agency activity is expected

In addition to warnings from SFFS, the **Scottish Environment Protection Agency (SEPA)** Flood Warning Duty Officer is alerted when the rain gauges in some river catchments record more than 12mm in any 3 hour period or upstream river gauge thresholds are exceeded.

Flood Alerts and Warnings are issued via SEPA's Floodline Direct Warning system ([Annex A](#)) Category 1 and 2 responders as well as the **public who have registered** to receive direct warnings. These warnings now include Coastal Flood Warnings.

The following notifications are used:



FLOOD ALERT - flooding is possible

Flooding is expected. Flood Alerts are early warning messages about possible flooding. They prompt you to remain alert and vigilant and provide you with time to make early preparations for potential flooding. Flood Alerts are issued for geographically representative areas, usually matching Local Authority boundaries. East Lothian is covered by the Edinburgh and Lothian's Flood Alert that can be issued for river, surface water or coastal flooding. The location of the flooding will be clear in the text circulated.



FLOOD WARNING – flooding is expected

Flooding is imminent. Immediate action is required; take measures to protect yourself and your property.



SEVERE FLOOD WARNING – danger to life

Flooding is imminent and could pose a risk to life and cause significant disruption to essential services, such as water and electricity supplies. Prepare to evacuate and co-operate with the emergency services. Note: Only issued in exceptional circumstances and only after discussion with the Flood Group.

1.6 Met Office – National Severe Weather Warning Service

The National Severe Weather Warning Service (NSWWS)

The Met Office warn the public and emergency services of severe or hazardous weather which has the potential to cause damage, widespread disruption and/or danger to life through the National Severe Weather Warning Service. The service issues warnings for rain, snow, wind, fog, ice, thunderstorms, lightning and heat. These warnings are given a colour depending on a combination of both the likelihood of the event happening and the impact the conditions may have. The basic public message associated with each warning level is

| | |
|-----------------------|---|
| Yellow Warning | Yellow warnings can be issued for a range of weather situations. Many are issued when it is likely that the weather will cause some low level impacts, including some disruption to travel in a few places. Many people may be able to continue with their daily routine, but there will be some that will be directly impacted and so it is important to assess if you could be affected. Other 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. It is important to read the content of yellow warnings to determine which weather situation is being covered by the yellow warning. |
| Amber Warning | There is an increased likelihood of impacts from severe weather, which could potentially disrupt your plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property. You should think about changing your plans and taking action to protect yourself and your property. You may want to consider the impact of the weather on your family and your community and whether there is anything you need to do ahead of the severe weather to minimise the impact. |
| Red Warning | 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 |

The warning colour is derived from an assessment of both the expected severity of impacts from the weather and the likelihood of these impacts occurring. Once the assessment of the impact severity and likelihood has been undertaken, the colour is derived from the matrix below.



All warnings that have been assessed as medium or high impact can be sent to responders as soon as they are issued in email PDF format or via SMS text message (see below). Responders

must be registered for this service – please speak to a Met Office Advisor (Civil Contingencies) for more information on how to do this.

All warnings/alerts are available to view on Hazard Manager
<https://hazardmanager.metoffice.gov.uk/weatherandwarnings> or on the Met Office public website:
www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings

Please see the following link for more information on NSWWS impact assessment:
www.metoffice.gov.uk/weather/guides/severe-weather-advice

| | | | |
|--|-----------------------------|--|--|
| Met Office Public Weather Service Meteorologist – 24/7 | Duty Aberdeen Meteorologist | | |
| Met Office Civil Contingency Advisors | (Annex B) | | |

The EoS RRP includes Fife, Forth Valley and the Lothian & Borders.

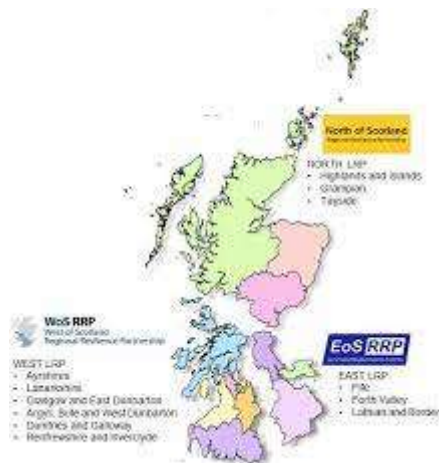
1.7 East of Scotland Regional Resilience Partnership (EoS RRP) Group

The EoS RRP comprises organisations that are legally required to prepare for, respond to and recover from major disruptions and emergencies in the East of Scotland region. The partnership works to enhance the safety and resilience of the region and its communities by supporting and coordinating three Local Resilience Partnerships (LRP) across the East. Examples of organisations which make up this multi-agency partnership include, but are not limited to: Local Authorities in the EoS RRP, Police Scotland, Scottish Fire and Rescue Service, Scottish Ambulance Service, NHS Health Boards in the East of Scotland, Scottish Environment Protection Agency (SEPA), Maritime and Coastguard Agency (MCA), Meteorological Office, Utility companies and the Voluntary sector.

It should be noted that the East of Scotland RRP is not a statutory body and has no legal identity, nor does it have powers to direct individual members.

EoS RRP members:

- Maintain, test and exercise plans and procedures for an effective multi-agency response to severe weather events
- Take account of any warnings or alerts issued by the Met Office and SEPA
- Distribute early notification of severe weather forecasts
- Provide support and guidance on business continuity to local partners and businesses
- Engage with communities to develop community resilience
- Identify and target assistance to the most vulnerable members of communities



The EoS RRP meets regularly to plan and prepare for emergencies. When an emergency occurs the EoS RRP can be convened should any agency, who have a significant part to play in responding to an emergency, decide that 'mutual aid is required'?

It may be that the full EoS RRP is not required and that assistance can be limited to the Lothian and Borders, Local Resilience Partnership (L&B LRP).

The Lothian and Borders LRP is formed by the City of Edinburgh, **East Lothian**, West Lothian, Midlothian, and the Scottish Borders Councils. It covers an area of just under 2,500 square miles, extending from North Berwick at its most Northerly point to Newcastleton (near the border with England) and from West Linton (near its Western boundary) to Eyemouth in the East.

The same conditions that apply to the EoS RRP apply to the L&B LRP.

The EoS RRP Co-ordination Team are on call on a 24/7 basis and partners are encouraged to connect with them at the earliest opportunity to help monitor and develop supporting arrangements if required.

The EoS RRP 'Arrangements Framework– Response Protocol' can be found at [Annex C](#).

1.8 IMPLIMENTATION OF SEVERE WEATHER/FLOOD GROUP

1.8.1 Discussions between the local Divisional Duty Inspector from Police Scotland or appropriate deputy and the ELC Emergency Planning, Risk and Resilience Manager (and/or his/her colleague) should take place to ensure a co-ordinated response in the following circumstances¹:

- Where East Lothian Council's Severe Weather Group has been activated
- Where severe weather warnings have been issued and there is the potential for danger to life and property or major disruption to the community
- Where the weather situation has developed to a point where an integrated emergency response is required

1.8.2 Specific actions for a Severe Weather Group – Senior ELC management (an appropriate Head of Service who has been in consultation with the ELC Emergency Planning, Risk and Resilience Manager and/or his/her colleague) will consult with the Chief Executive (or deputy) to

¹ Please refer to Severe Weather Group on pages 10 & 11 and Annexes D & F

agree as to whether the Severe Weather Group should be established. This can be located within the TSCC at Penston House or as a 'virtual process' through phones/Skype for business/MS Teams. Circumstances will determine the most appropriate course of action such as the severity of the weather and its impacts. Police Scotland, and other appropriate partner agencies will be invited to participate in meetings and assist in the response. Consideration will be given to opening the Emergency Coordination Centre (ECC) as referred to later in this plan. Should the severe weather being dealt with, represent particular challenges for the ELC 24/7, Contact Centre, the ECC will be opened to allow the ECC to continue, as best it can, with its 'bread and butter' activities. If this occurs a representative should be appointed to act as liaison officer to work between the ECC and ELC Contact Centre.

1.8.3 Specific actions re Flood Group - on receiving a warning from the Met Office, the SEPA Duty Officer will make an assessment of the situation using all the data available and issue any Flood Alerts or Warnings as necessary to partners and the public. *The decision to establish the flood group is made by the Police*, based on all information received, from partner agencies, including the information received from SEPA. Local Police and the East Lothian Council, Emergency Planning, Risk and Resilience Manager will agree who should maintain contact with the SEPA Duty Officer to obtain factual and current information on any possible flooding to avoid duplication of effort.

1.8.4 Should Police Scotland decide that a Flood Group is to be assembled, the initial procedures detailed below and overleaf will be followed:

- **Police Scotland, Area Control Room, Edinburgh**
 - Alert the Duty Police Inspector covering East Lothian
 - Call out the Flood Group (contact details, [Annex B](#)) The ELC (Emergency Planning, Risk and Resilience Manager or appropriate representative) will contact ELC staff once an initial agreement has been made to call out the flood group.
- **Police Scotland – Local Policing**
 - Chair the Flood Group once an appropriate representation of agencies is assembled.
 - Start a log of events/take minutes of formal meetings.
 - Formulate actions in consultation with partner agencies.
 - Coordinate the response phase.
 - Decide if the flood group will meet in person, by teleconference, video conferencing or a virtual meeting.
- **East Lothian Council**
 - ELC Emergency Planning, Risk and Resilience Manager will ensure an appropriate room within the Torness Strategic Coordination Centre (TSCC) is identified and prepared to host the Flood Group. This room will contain the required IT. An alternative location is Haddington Police Station.
 - Alert appropriate ELC personnel of the activation of the Flood Group
 - Consider activating a Public Information Help line (*details in ELC Corporate Emergency Plan*)
 - Ensure communications are used to 'warn and inform' the public, particularly social media.
- **Scottish Environment Protection Agency (SEPA)**
 - Continue to assess the flood threat and provide regular reports/threat updates *usually by telephone*. A SEPA liaison officer will attend meetings of the Flood Group *but, only if circumstances allow*.
 - Continue to monitor and activate the Flood Warnings Direct messaging system to update warning messages when necessary.

1.9 FLOOD GROUP

1.9.1 The response to any major flooding incident will be co-ordinated by the Flood Group. The Police will administer and chair the group. The **core composition** will be:

- **Police Scotland**
- **Scottish Fire and Rescue Service (SFRS)**
- **East Lothian Council (ELC)**
- **Scottish Environment Protection Agency (SEPA) (*most likely by telephone*)**
- **Scottish Ambulance Service (SAS) (*if required*).**

The call out procedure for the Flood Group can be seen at [Annex D.](#)

1.9.2 The Flood Group will assemble in a suitable room (IT considerations) at the Torness Strategic Coordination Centre (TSCC) at Penston House. Renovated in 2016 the TSCC is prepared for multi-agency interaction and has modern IT platforms including video conferencing. An alternative location is Haddington Police Station. Police Scotland will decide on the location to be used. *Consideration to ongoing restrictions will be adhered to, related to COVID 19 when determining the location where the group will meet. It is more than likely that during COVID 19 meetings will be virtual and managed by Police Scotland. Virtual meetings will be by teleconference or Skype/MS Teams as decided by Police Scotland.*

1.9.3 The Flood Group may have members joining through a teleconference. Callers should remember to state their name and organisation when making remarks/comments.

1.9.4 Should flooding occur simultaneously in nearby Council areas, the Police may, after liaison with partner agencies, consider asking that the Local Resilience Partnership (LRP) is established? This would assist SEPA who could then focus their attention and resources on one group rather than several small groups.

1.9.5 The Chairperson (Police) will decide the frequency of meetings. Between meetings, members of the Group must be contactable either by telephone or by radio. If radio is to be used a suitable transmitter/receiver must be made available to the Police at the Flood Group location.

1.9.6 Items that the Flood Group should consider at their meetings in relation to any flooding event are listed at [Annex E.](#)

1.9.7 The outline responsibilities of those organisations who would respond to a flooding incident are at [Annex F.](#)

1.9.8 The Flood Group should seek photographs of any area under threat from operational staff at the location.

1.9.9 The Flood Group will stand down by mutual agreement of all members of the Group, taking account of current and forecast situation regarding wind strength, river levels, predicted rainfall/rate of thaw, etc.

1.10 SEVERE WEATHER GROUP

1.10.1 The Severe Weather Group will meet at the Torness Strategic Coordination Centre (TSCC) at Penston House, Macmerry and/or virtually dependent on circumstances. East Lothian Council will

decide if the Severe Weather Group will be implemented after consultation with partner agencies and as per paragraph 11.

1.10.2 The Severe Weather group will be chaired by the Chief Executive or an appropriate representative.

1.10.3 East Lothian Council will administer the group. The core composition contact details will be:

- **Chief Executive or appropriate representative**
- **Head of Infrastructure – Lead Officer for the Response**
- **Member of Communications Team**
- **Head of Communities & Partnerships**
- **Emergency Planning, Risk and Resilience Manager or representative**
- **Head of Council Resources**
- **Health & Social Care representative**
- **Other Heads of Service dependent on circumstances**
- **Police Scotland representative**
- **Partner Agency representatives as appropriate including the EoS RRP (L&B LRP)**

1.10.4 Close communication links will be maintained with all partner agencies including the Scottish Government Resilience Room (SGORR) and the east Local Resilience Partnership group, if either is operational.

1.10.5 A suggested generic agenda for the first meeting of the Severe Weather Group is available at [Annex G](#).

1.10.6 The Chair of the Severe Weather Group will decide the frequency of meetings. Between meetings, members of the Group must be contactable either by telephone or by radio.

1.10.7 Items that the Severe Weather Group should consider at their meetings in relation to any Severe Weather Group are listed at [Annex H](#).

1.10.8 The outline responsibilities of those organisations who would respond to a Severe Weather incident are similar to those identified in paragraph 24.

1.10.9 The Severe Weather Group should seek photographs of any area under threat from operational staff at the location.

1.10.10 The Severe Weather Group will determine if the ELC Emergency Coordination Centre (ECC) will open ([Annex I](#)). This group will also determine its operational times and when it is to be stood down. *Consideration to ongoing restrictions will be adhered to, related to COVID 19 when determining the location where the group will meet. It is more than likely that during COVID 19 meetings will be virtual and managed by East Lothian Council. Virtual meetings will be by teleconference or Skype for business/MS Teams.*

1.10.11 The Severe Weather Group must ensure communication links are maintained, if possible, with Resilient Communities Single Points of Contact (SPoC) / deputies as per [Annex J](#).

1.11 PROVISION OF INFORMATION TO THE PUBLIC

1.11.1 Warning & Informing

The provision of information, warnings and advice to the public is a major part of any Flooding and/or Severe Weather response. Under the Civil Contingency Act 2004 the Local Authority and Police Scotland have a statutory duty to inform the public of any risk.

The Scottish Government document 'Warning and Informing' should be referred to during any emergency particularly by the ELC Communications team working with the Regional Resilience Partnership (RRP) Public Communication group (PCG).

<https://www.readyscotland.org/media/1456/preparing-scotland-warning-and-informing-final-version-for-publication.pdf>

Previously circulated media messages, regarding flooding and/or severe weather, can be used to speed up the circulation of information. Messages require to be accurate, dynamic and joined up, with agencies involved agreeing on statements made.

Public information during a flooding/severe weather incident is part of a wider information and advice strategy – elements of which are detailed here:

1.11.2 General awareness information

Local Press

Where possible articles will be placed in the local press to alert the public to the potential dangers flooding or severe weather can bring and also detail the areas at risk from river flooding. Such articles will also give appropriate advice and details of the SEPA's Floodline, Direct Warning service. Information for the public on how to best cope during the winter will be circulated when the opportunity arises.

Internet

SEPA, MET Office, Scottish Government and the Scottish Flood Forum websites contain information on severe weather and preventative and response actions that can be taken. The East Lothian Council website also contains similar information and links to partner agencies websites.

Severe Weather Plan

Copies of this plan, sanitised to remove personal details, are available for reference purposes in East Lothian's public and mobile libraries. This sanitised plan is also available through the East Lothian Council website.

1.11.3 Information provided when severe weather is imminent/occurring

Scottish Environment Protection Agency (SEPA)

1.11.3.1 Floodline

SEPA has a dedicated FLOODLINE service that provides information on any Flood Alert, Flood Warning or Severe Flood Warning in force. The FLOODLINE number is **0345 9881188** and callers to that number can hear flood alerts for their area and general advice on how to prepare for or cope with flooding. In addition, SEPA maintains a website <http://floodline.sepa.org.uk/floodupdates/> which

carries the latest information on alert states and has general advice on flooding and preparedness at <http://www.floodlinescotland.org.uk>. Flood Warning and Severe Flood Warning information may also be broadcast on TV and radio.

The Quick dial numbers for Edinburgh & the Lothian's are: **0345 988 1188**, then press Option 2 for Scotland and Option 1 to hear the current information.

The quick dial codes for river associated flooding are: Tyne: Haddington Green area - **23216**; Haddington Orange area - **23219**; Haddington Red area - **23222**; and for the Esk at Musselburgh - **23231**.

The quick dial codes for coastal flooding are: Musselburgh Coastal: **23261**; Prestonpans, Cockenzie & Port Seton - **23264**; North Berwick - **23267**; and Dunbar - **23270**.

Residents can sign up to receive warnings of imminent flooding in their area direct to their phone from SEPA via the Floodline service detailed above.

1.11.3.2 SEPA 3-day Public Forecast

SEPA have recently began to publish a 3-day flood forecast, which is publically available at <https://scottishfloodforecast.sepa.org.uk/public> and provides information on flood risks and impacts for the next 3 days. SEPA also update their Twitter account @SEPAFlood with links to this forecast, and any flood warnings.

1.11.4 Social Media

All avenues for alerting the public should be considered and this includes utilising social media sites such as Twitter, Facebook etc.

1.11.5 Flood Warning

Time and resources permitting verbal warnings will be broadcast in a threatened area - the Police have the facility to use loudhailers for this purpose.

1.11.6 Roads/Schools updates

Information will be shared amongst all agencies (particularly emergency services) on road closures and, posted on the Council website. If it is necessary to close schools, Police Scotland, Area Control Room-Edinburgh should be informed, the ELC website updated and local media outlets kept up to date on the current situation. ELC will also utilise social media. Where the public information helpline has been activated this will be kept up to date via staff at the ELC Contact Centre.

NOTE: SEPA is able to update the web pages and the telephone service with specific local information at any stage on request. For example if roads are closed or rest centres opened this information can be updated to the warning messages available to the public via Floodline.

1.11.7 Local Radio

When this plan is activated the Severe Weather Group or Flood Group will use local radio to issue further warnings and updates. This should be co-ordinated by the East Lothian Council media team, if possible, to ensure consistent messages are being transmitted taking into account any national messages being circulated.

1.11.8 Internet

SEPA and the MET Office websites will be updated with current information when severe weather is predicted or is ongoing. Police Scotland will update their website accordingly. The East Lothian Council website will also contain information, links to partner agencies websites and the current position on school closures if such action is deemed necessary.

1.11.9 Flood Protection Equipment

General

It is the householders and business owners' responsibility to ensure their own property is protected against any risk including severe weather or flooding. Advice is available through many websites for such owners.

Sandbags

East Lothian Council will not supply sandbags to householders and/or businesses outwith those identified as high risk within this plan. However, if any property is under an immediate risk of flooding, ELC, where feasible, will assist in protecting these properties and this may include the supply of sandbags.

Scottish Flood Forum (SFF)

The Scottish Flood Forum website delivers independent information on flood protection equipment and stockists <http://www.scottishfloodforum.org/flood-protection/>

1.12 RECOVERY GROUP

1.12.1 As the emergency response winds down, the Flood or Severe Weather response group will close. However, at this time the Recovery Group, chaired by East Lothian Council with participating agencies as appropriate, will commence and continue until it is agreed that any remaining actions can be controlled and co-ordinated by normal managerial procedures.

1.12.2 East Lothian Council will take the lead for all recovery action such as assisting householders with severely damaged flooded/damaged accommodation. The Council has statutory responsibilities to help such householders under homelessness legislation including the provision of temporary accommodation if required. The Council will also have 'landlord' responsibilities in relation to its own stock. Any flooded households must also be:

- a) Visited by a member of the homeless or community housing team
- b) Advised to make early contact with their insurance company
- c) Considered for assistance with moving furniture and drying out. It may be necessary to compile a priority list
- d) Provided with temporary accommodation if they cannot stay with friends or relatives
- e) Advised to contact the Police and the ELC Resources, as appropriate, for assistance.

1.12.3 Representatives of the Council services involved are to give a situation report daily to the appropriate ELC Recovery group, together with an outline of work to be carried out in the next 24 hours.

1.12.4 All necessary steps are to be taken to ensure that the public is kept aware, through the media, of what is being done to alleviate the situation.

1.12.5 The Recovery Group will decide when any help lines which have been activated can be closed down. They will arrange for the issue of a press release stating that the normal Council emergency numbers should henceforth be used – the message on the help line will also be updated to reflect this.

1.12.6 The East Lothian Council Recovery Group will be led by the Head of Service, Development. This Head of Service will be responsible for ensuring such a group is formed, meets and communicates regularly and only stands down once all parties have agreed that a return to normality has occurred.

1.13 EMERGENCY REST CENTRES

1.13.1 ELC, has an Emergency Rest Centre plan. Three facilities have been identified as pre-determined 'primary' Rest Centres namely the Bleachingfield in Dunbar, the Brunton in Musselburgh and the Cockenzie and Port Seton Community Centre. A number of 'secondary' facilities such as village halls, referred to in the said plan, have also been identified if circumstances dictated they should be opened. Health & Social Care Partnership will be responsible for opening and running Emergency Rest Centres as required, with the assistance of ELC staff, Facilities Management, Red Cross, Salvation Army and other voluntary organisations. The plan is exercised, through 'live play' exercises, on a regular basis.

1.13.2 ELC will invoke the ELC Emergency Rest Centre plan when required. Certain staff have been empowered to purchase provisions for these facilities if required.

1.13.3 ELC, Older People Services and Child & Adult Services have separate arrangements in place to look after its residential homes and would activate these should the need arise.

1.13.4 An amended East Lothian Council, Rest Centre plan has been published to take into account COVID 19 and the possible restrictions. ELC staff, who would be expected to staff the Rest Centres are aware of this amended plan.

1.14 INCIDENT LOGS/DOCUMENTATION

1.14.1 Council services responding to the incident will maintain logs of events, decisions, and actions taken in order that a comprehensive report may subsequently be prepared. These logs will be in addition to any records kept by the Flood or Severe Weather Group and other agencies involved.

1.14.2 Resilience Direct should be considered to be used to maintain details of the incident and shared with partner agencies.

1.14.3 In cases where severe weather causing widespread structural damage or severe flooding has taken place the Emergency Planning, Risk and resilience Manager will, in conjunction with services involved in the response, arrange for a summary report to be produced, detailing the incident and subsequent actions taken. The report will be submitted to the Council Management Team (CMT).

1.15 EXERCISES

Exercises will be carried out periodically to test the validity of this plan. However, it should be noted that 'real time' incidents, when this plan is invoked, negate the requirement to complete such activity.

1.16 READY SCOTLAND

East Lothian Council supports, and encourages the public to view and use the Scottish Government's 'Ready Scotland' website: <http://www.readyscotland.org/> . This website details the processes as to how Community Councils can create their own Community Emergency Response Plan. The East Lothian Council, Emergency Planning, Risk and Resilience Manager, encourages and supports such initiatives and will assist any Community Council that wishes to follow this route.

PART 1 ANNEXES

- A. RESILIENCE DIRECT
- B. FLOODLINE DIRECT WARNINGS - SEPA
- C. CONTACT AND CALL OUT DETAILS
- D. THE EOS RRP '..... RESPONSE PROTOCOL'
- E. FLOOD GROUP: CALL OUT PROCESS
- F. ITEMS FOR CONSIDERATION AT FLOOD GROUP MEETINGS
- G. AGENCIES RESPONSIBILITIES
- H. SUGGESTED GENERIC AGENDA FOR FIRST SEVERE WEATHER GROUP MEETING
- I. ITEMS FOR CONSIDERATION AT SEVERE WEATHER GROUP MEETINGS
- J. ELC EMERGENCY COORDINATION CENTRE (ECC)
- K. RESILIENT COMMUNITIES

ANNEX A: Resilience Direct



ResilienceDirect

East of Scotland Regional Resilience Partnership Arrangements Framework– Resilience Direct Guidance

ResilienceDirect (RD) is a secure website hosted and maintained by Cabinet Office and used by resilience partners across the UK. It is the method of storing and sharing information across multi-agencies –Cat 1 and Cat 2 along with other organisations, whether private or voluntary. With the expected increase in Resilience Direct usage for EU Exit business we're encouraging partners to register and utilise the facility.

Requesting an RD account

To request an RD account, go to –

<https://www.resilience.gov.uk>

Select 'Register', your request is then sent to the Administrator of your parent organisation who can 'Approve' or 'Reject' it. Once Approved a request is generated to the Support Desk who will create your User RD account.

Points to note:

- Ensure you select your correct Parent Group which matches your official email address, namely Local Authority
- If you enter an incorrect Parent Group then the Administrator will 'Reject' your request upon which you will have to re Self Register

Once Registered

After logging in you will see the Dashboard which contains the range of RD 'Tiles' for selection, these are:

- Collaborate
- Maps
- Learning & Development
- Cyber Hub

The 'Collaborate' section is the main file sharing site so you may wish to bookmark this for future access.

Similarly, once you have access, you will want to save your key RD pages on the site itself by simply clicking on the 'save to favourite' button on the top right hand side of each page (this will create a Favourite Pages short cut list available on the right hand side of your RD home page).



If any staff member wishes assistance to access Resilience Direct after trying the above please contact the ELC Emergency Planning Team at emergencyplanning@eastlothian.gov.uk

ANNEX B: Floodline Direct Warnings - SEPA

1. Warning messages will be passed directly to registered people in known risk areas by the Floodline Direct Warning system. All residents in the river flood areas have been invited to join the scheme and to register their main contact telephone numbers. When the system is activated it calls the first telephone number, or sends a SMS text message, to each registered number in the chosen area. Persons answering calls will hear a pre-recorded message encouraging them to check the SEPA website or call Floodline for more information.

AREAS COVERED – River / Fluvial Flooding

2. The main areas covered by the system are:
 - Haddington **Green** Zone (including Riverside Properties)
 - Haddington **Orange** Zone
 - Haddington **Red** Zone
 - Musselburgh (no zones)

Residents in other areas have also pre-registered for the alert messages, including properties in the Riverside and West Barns areas and they should receive the alert message issued for Haddington Green (note - SEPA Floodline Direct Warning Service does not cover the Biel Burn at West Barns).

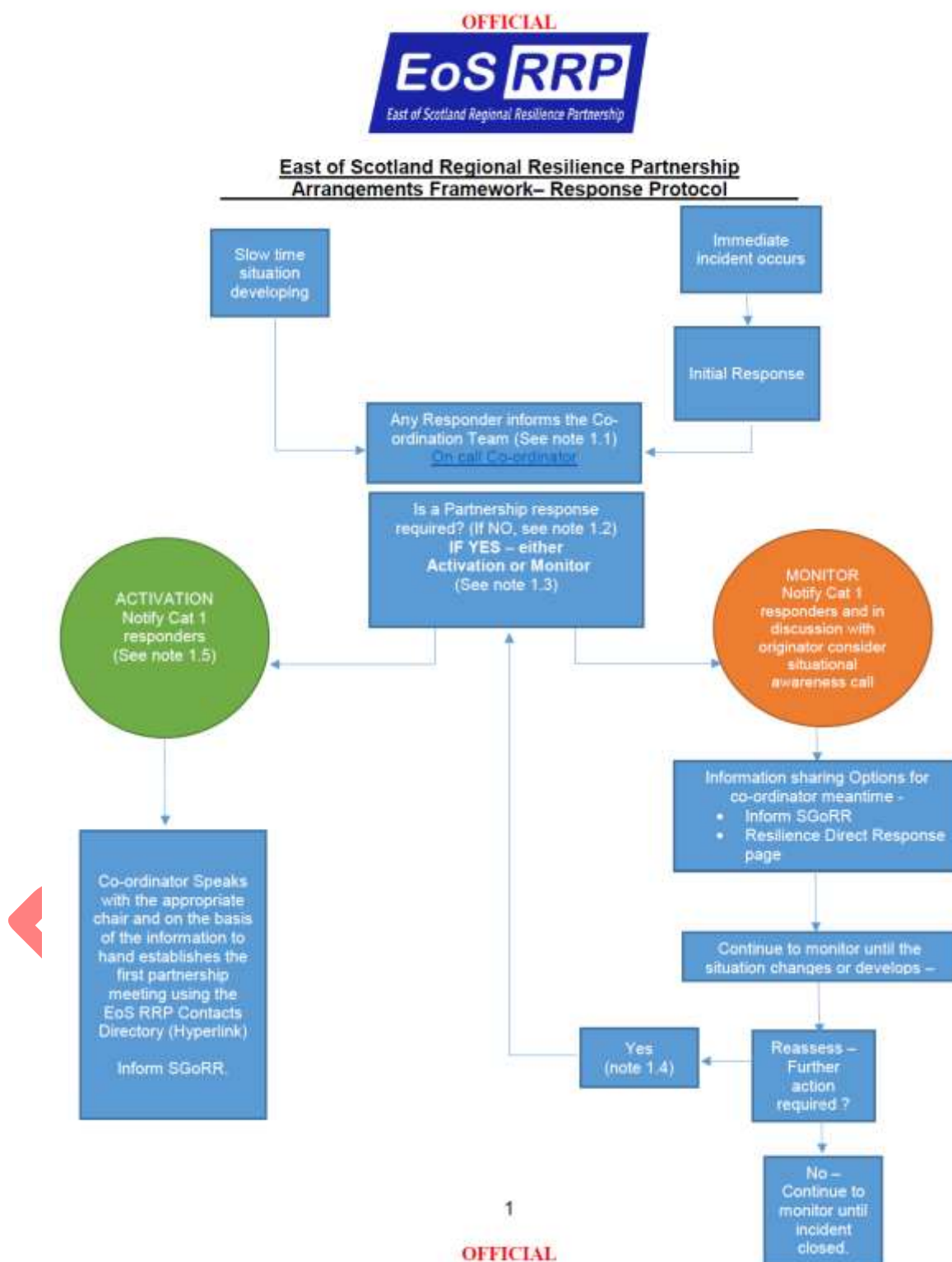
Areas Covered - COASTAL FLOODING

3. SEPA's Floodline service provides free advance warning of flooding via text and voice message direct to registered customers' phones. To increase community resilience in high risk areas SEPA undertakes communications and engagement to increase sign up to this service, as having warning in advance of flooding is key to taking preparatory actions and coping better in the event of a flood.
4. Coastal Flooding from wave overtopping, surges and high tide combined with fluvial flooding is a problem for communities along the Firth of Forth. The Scottish Environment Protection Agency (SEPA) has introduced coastal flood warning messages for members of the public who are located in 'at risk' locations and who have signed up for said information.
5. Coastal Flood Warnings are issued for residents and businesses in Musselburgh Coastal, North Berwick, Dunbar (including West Barns), Prestonpans, Cockenzie and Port Seton.
6. The SEPA Coastal Flood warning service is based on 'forecast data' as opposed to 'real time gauge data' as is used for river flooding. As a result, SEPA will have limited information and will only be able to provide the most recent forecast information or information received from the public.

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Additional Call Outs (specific to flooding)

ANNEX D: THE EOS RRP ‘...– RESPONSE PROTOCOL





1. Guidance Notes

1.1 The EoS RRP Co-ordination Team are [on call on a 24/7 basis](#) and partners are encouraged to connect with them at the earliest opportunity to help monitor and develop supporting arrangements if required.

1.2 Even where a partnership is not yet required there is much that can be done by Resilience Co-ordinators to support. This includes, but is not limited to, raising wider awareness with partners not engaged in the incident, informing SGoRR and preparing/establishing a Resilience Direct Response Page. Some of these actions will also help to step up the response more readily if required.

1.3 In the event of the partnership monitoring or activating, the default position will be that all Cat 1 responders will be informed by telephone. This will extend to other agencies as agreed with the chair if not already engaged in the initial response.

1.4 The cycle of monitoring and information sharing will be continual until such times as the situation is resolved or escalates to activation.

1.5 Activation will be the point where a partnership sets an Agenda and Strategy, employing the [EoS RRP activation templates](#).

ANNEX E: Flood Group: Call Out Process

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ANNEX F: Items for consideration at Flood Group meetings (can be used as an agenda)

(Note: the following is intended as a guide only and additional items should be included as circumstances demand)

| No | Item | Done |
|----|--|------|
| 1 | The current and forecast meteorological situation based on Met Office and SEPA assessments | |
| 2 | Current river levels by SEPA gauges and observation of fixed gauge boards | |
| 3 | Predicted / observed rate of rise in river levels and ELC staff predicted flood extents. Is there any "real time photographs available from operational staff or social media? | |
| 4 | Inform Resilient Community Single Points of Contact (SPoC) and/or deputies through ELC | |
| 5 | Applicability of current alert state/need to warn residents/owners of business premises | |
| 6 | Procedures of identifying people at risk and vulnerable people cases in threatened areas through ELC | |
| 7 | Incidents of coastal flooding, pluvial flooding and surface water and their implications | |
| 8 | Visual check of bridges for accumulation of debris | |
| 9 | Anticipated time and height of next high tide | |
| 10 | Priorities for placement of sandbags and arrangements for supply of sandbags to properties outwith the Flood Plan – in extreme cases only. ELC does not issue sandbags to the general public or businesses | |
| 11 | Requirement for additional sandbags/sand and the need to fill sandbags early – consider the likely time by which a supply of filled sandbags will be available | |
| 12 | The means of maintaining contact with members of the Group between meetings | |
| 13 | Requirements for additional personnel /forward thinking re shift changes | |
| 14 | Domestic support, such as catering if required, for emergency services and local authority staff | |
| 15 | Liaison with the media, particularly for road closures | |
| 16 | The need to make and maintain contact with the utilities | |
| 17 | Public information strategy, including social media and whether a Public Information Helpline should be activated by East Lothian Council. | |
| 18 | The need to make and maintain contact with Scottish Water regarding reservoir levels | |
| 19 | Requirement to put Emergency Rest Centres on standby | |

| No | Item | Done |
|----|--|------|
| 20 | Protection of evacuated properties | |
| 21 | Possible need for structural surveys | |
| 22 | The need to inform senior officials/Elected Members of the situation | |
| 23 | The need to inform/update the Scottish Government | |
| 24 | The need for members of the Flood Group to visit threatened premises | |
| 25 | Any other business | |
| 26 | Time of next meeting | |

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ADDITIONAL ITEMS APPLICABLE TO THE RIVER TYNE AT HADDINGTON

| No | Item | Done |
|----|--|------|
| 1 | Checks by the Police on the riverbank to identify those who need assistance (householders marooned by floods, children playing, sightseers, campers, etc.) | |
| 2 | A check on properties, other than farms, upstream as far as Ormiston and downstream of Haddington Police | |
| 3 | A check on the tide tables, as the tides may have an effect on West Barns and the area below East Linton | |
| 4 | Time and circumstances permitting warnings should continue to be passed to landlords and tenants in the threatened reaches of the river as long as the river is forecast to be rising | |
| 5 | If Alert State RED is declared consider the possibility of flooding of the River Esk at Musselburgh (See Part 2 - Esk) | |
| 6 | Consider the need to close the footbridge from St Martin's Cemetery to Riverside Drive | |
| 7 | Consider the need to restrict access to Waterside and Giffordgate to residents only | |
| 8 | Can the ELC Countryside Rangers check the wildlife – the public will ask re swans etc. | |

ADDITIONAL ITEMS APPLICABLE TO THE RIVER ESK AT MUSSELBURGH

| No | Item | Done |
|----|---|------|
| 1 | Consider the need for early protection of Eskgreen Old People's Home and in particular the emergency generator room | |
| 2 | Consider the need to identify a decant area for Eskgreen OPH | |
| 3 | Consider the need to identify suitable transport in the event of an evacuation of Eskgreen OPH | |
| 4 | Consider the need to close the footbridge from Shorthope Street to North High Street | |
| 5 | Consider the need to raise the river bank at Shorthope Street by using bulk road materials/flood barriers | |
| 6 | Can the ELC Countryside Rangers check the wildlife – the public will ask re swans etc. | |

ANNEX G: Agencies Responsibilities

1 POLICE SCOTLAND

- Receive Early Warnings, Flash Messages, and Traffic Weather Warnings and Specialised Warnings from the Met Office/SEPA/Scottish Flood Forecasting Service.
- Liaise with East Lothian Council in Severe Weather situations and activate the Flood Group on the advice of SEPA. If the Police unilaterally decide that circumstances warrant the issue of verbal flood warnings to a threatened area the Flood Group must be convened immediately.
- In the case of a **FLOOD ALERT** or higher alert, taking hourly readings from the Nungate Bridge and River Esk gauge boards, *if resources permit*, and pass these readings to the Flood Group.
- Chair the Flood Group and provide administration, including a minute taker to record meetings, decisions and actions.
- The Torness Strategic Coordination Centre (TSCC) at Penston House should be considered first for the Flood Group due to its size and availability and state of the art IT. Haddington Police Station can also be considered.
- Co-ordinate any actions with the assistance of partner agencies at the Flood Group.
- Send appropriate Police Officers to the ELC Severe Weather Group when meetings are called or use appropriate teleconference/video-conferencing facilities if unable to attend.
- Liaise as required with SEPA and other interested parties.
- Issue advice by whatever means necessary or available. Householders/proprietors should be briefed on the situation and a check made for any relevant problems, particularly persons needing special attention such as sick or disabled. Details of vulnerable persons are to be reported to the Severe Weather or Flood Group at the earliest opportunity.
- **Time and resources permitting**, check areas affected or threatened by flooding in order to keep contact with householders and safeguard empty property.
- Maintain a current situation map for the information of the Flood Group.
- Arrange road closures and diversions in conjunction with East Lothian Council and ensure other emergency services are aware of route changes.
- Liaise with the media for Public Service Announcements giving warning information, updates and stand-down messages.
- Maintain a log of events and action taken.

2 SCOTTISH ENVIRONMENT PROTECTION AGENCY (SEPA)

- Maintain contact with the Met Office whenever heavy rainfall occurs in order to identify risks of flooding as early as possible and issuing the daily Flood Guidance Statement to inform partners of the flood situation. If the daily Flood Guidance Statement goes to Amber or Red inform partners of communication details.
- Provide and maintain a Flood Warning Duty Officer rota to react to information from the hydrometric network or the Met Office and make an assessment of the situation using all data available. Issue any Flood Alerts or Warnings as necessary to partners and the public. The decision to establish the Flood Group will be made by the Police, based on advice from SEPA and in liaison with partner agencies (e.g. local authority).

- Prior to the plan being activated - SEPA will update partners and the public by updating information on the website and Floodline on the rise and fall trends of the Tyne and/or the Esk.
- When this plan is activated provide regular updates to the Severe Weather or Flood Group on the latest Met Office forecast and the likely impact on river levels via telephone conference.
- Continuously monitor the warning instrumentation from the first alert level until either the threat of flooding is past or any subsequent flooding has receded.
- Maintain a log of events and keeping the Severe Weather or Flood Group informed as required e.g. relaying updated information that will be disseminated via Floodline Warnings Direct.

3 EAST LoTHIAN COUNCIL

3.1 Communities & Partnerships

- Resilience team will provide a representative for the Severe Weather or Flood Group.
- Liaise with the media through the Communications team.
- Maintain contact with appropriate service areas / officers within the Council to ensure a co-ordinated response.
- Alert the voluntary group partners including the Red Cross.
- Alert community groups including, Community Councils and Tenants and Residents Association Groups.
- Engage with the Resilient Communities Single Point of Contacts/deputies.
- Maintain a log of events keeping the Severe Weather or Flood Group informed of the situation.
- Liaise with the Local Resilience Partnership (LRP) if required.
- Open and maintain the Torness Coordination Centre (TSCC) if Police Scotland decide to use this facility to host the Flood Group.

3.2 Infrastructure

Roads

- Provide a representative for the Severe Weather or Flood Group.
- Provide appropriate warning signs (e.g. flood, road closure, diversion).
- Maintain gritting, salting and snow clearance on essential routes.
- Provide sandbags and filling material as per the information contained on page 11 of this plan
- Provide personnel to fill sandbags and carry out other tasks as required by the Severe Weather or Flood Group – if available.
- Clear and repair roads once recovery commences.
- Early inspection of bridges and important culverts in the threatened area to check for blockages or other damage.
- Clear bridges and important blocked culverts in threatened area if possible.
- Maintain a log of events and keeping the Severe Weather or Flood Group informed of the situation.
- Consider Transport and logistics impacts
- Maintain the 'grit bins' in each community.

Sport, Countryside and Leisure

- Assist in severe weather events as and when required.

3.3 Health & Social Care Partnership

- Provide a representative, if required, for the Severe Weather or Flood Group (may be combined with Community Housing representative).
- Open and maintain Emergency Rest Centres in accordance with the procedures in the East Lothian Council Emergency Rest Centre Plan.
- Maintain a list of vulnerable people, e.g. disabled persons, resident in areas threatened or affected by flooding.
- Liaise with NHS Lothian.
- Assist Community Housing in the threatened/affected areas, particularly vulnerable people.
- Arrange emergency feeding (other than light snacks) as required.
- Maintain a log of events keeping the Severe Weather/Flood Group informed.

3.4 Development

Community Housing

- Provide, if requested, a representative for the Severe Weather or Flood Group (may be combined with Health and Social Care representative).
- Liaise with the other departments as required, including Health & Social Care, to provide personnel to carry out other tasks as required.
- Assist the Health and Social Care Partnership at any Emergency Rest Centres.
- Provide accommodation for those made homeless.
- Arrange for the provision of blow heaters to dry out affected homes as requested by the Severe Weather or Flood Group.
- Maintain a log of events keeping the Severe Weather/Flood Group informed.

3.5 Customer Services

Contact Centre

- Activate the Public Information Helpline if requested to do so by the Severe Weather or Flood Group
- Maintain a log of events keeping the Severe Weather/Flood Group informed.

3.6 Corporate Support

Media/Communications

- Use all forms of social media available to alert the public.
- Update the ELC website re weather and school closures.
- Issue communications/updates to council employees as required.

4 SCOTTISH FIRE & RESCUE SERVICE

- Provide an officer to attend the Severe Weather or Flood Group meetings.
- Organise any rescue as required.
- Assist at the scene of flooding.
- Assist in pumping out premises during and after a flood event.
- Pass regular situation reports to Fire Service Operations Control.
- Keep the Severe Weather or Flood Group informed of the situation.
- Maintain a log of events and actions taken.

5 SCOTTISH AMBULANCE SERVICE

Provide, if required, a representative for the Severe Weather or Flood Group who will liaise with Scottish Ambulance Control.

6 MET OFFICE

Provide partners with the current and forecast meteorological situation, advice on the likelihood of this occurring and the possible impacts.

7 EoS REGIONAL RESILIENCE PARTNERSHIP (EoS RRP)

Please read in conjunction with section 1.7 of this plan.

The East of Scotland Regional Resilience Partnership (EoS RRP) can be contacted taking the following into consideration:

- The primary consideration in adverse weather should be sound business continuity planning, with EoS RRP activation only seen as necessary when ELC business continuity plans risk being overwhelmed.
- It is important to remember that a resilience partnership can vary in size and scope depending on the circumstances and need not involve all members from the outset. The requesting member should discuss with the EoS RRP co-ordinator what consequence they wish to address, who they want involved and what outcome is expected. It is likely that with any level of activation a Resilience Direct (RD) response page will be created.
- The on call EoS RRP Co-ordinator can be found here:

8 OTHER ORGANISATIONS (including Voluntary Organisations)

Organisations, including the voluntary sector, may be alerted or called out by Police Scotland or the Council to assist in the response. The reaction of these organisations and their responsibilities will be in accordance with East Lothian Council Emergency Plan procedures.

- ❖ **RAYNET** is one such organisation which can provide communications when all other modes of communication fail and/or the area affected is in a remote rural locality.
- ❖ **Red Cross** will assist with the homeless and assist ELC in running any opened Rest Centre.

- ❖ **Voluntary 4x4 car assistance** may be able to assist with the movement of vulnerable people and/or collection of critical supplies such as medicine for elderly.
- ❖ **Salvation Army** will assist with the homeless and assist ELC in running any opened Rest Centre.
- ❖

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ANNEX H: Suggested generic agenda for the first meeting of the ELC Severe Weather Group



***Suggested*, First Severe Weather Group Meeting: Agenda**

(Date)
(Time)
(Chair)
(Minute taker)

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ANNEX I: Items for consideration at ELC Severe weather Group Meetings

(Note: the following is intended as a guide only and additional items should be included as circumstances demand)

| No | Item | Done |
|----|---|------|
| 1 | Identify room within the Torness Strategic Coordination (TSCC) for the Severe Weather Group to assemble and meet and/or invoke a virtual process. | |
| 2 | Ensure appropriate ELC and partner agency staff have been notified and check who has said they will attend. Check if some attendees are unable to attend but will join by phone only | |
| 3 | Check the current and forecast meteorological situation based on Met Office and SEPA assessments | |
| 4 | Check and confirm the current warnings in place as per the Met Office website | |
| 5 | What are the predicted/observed severity of current and forecast weather? Is there any 'real time' photographs available from operational staff or social media? | |
| 6 | Appoint chair. Chief Executive or representative | |
| 7 | Appoint minute taker and ensure meeting is documented and actions recorded | |
| 7 | Chair to follow pre-pared generic agenda | |
| 8 | Looking ahead can the Severe Weather Group be sustained? What action can be taken to ensure staff are properly refreshed and able to continue with the Severe Weather Group and forthcoming Recovery Group | |
| 9 | Consider mutual aid? | |
| 10 | Confirm ELC Adverse Weather Policy for staff and promulgate | |
| 11 | Circulate communication to all Heads of Service and Business Continuity, Single Points of Contact (ELC BC SPoC's) to liaise with their staff on identified 'critical activities'. Continuity ² must be used. | |

ANNEX J: ELC Emergency Coordination Centre (ECC)²

Role of the ELC ECC:

- The ECC provides a centralised and co-ordinated response from East Lothian services, providing a direct interface between ELC, emergency services and partner agencies.
- Provides our interface with our partner agencies and communities
- Acts as an information centre
- An additional primary role of the ECC is to maintain a record of all information received and resulting actions.

Location of the ELC ECC:

- The ELC ECC will be located within training Room 2 on the 1st floor of the Torness Strategic Coordination Centre (TSCC) at Penston House
- Out of hours the Macmerry security team should be contacted through the 24/7 Contact Centre to open the TSCC

Operation of the ELC ECC:

- Lead Officer
- Service Liaison Officer from each involved service
- ELC IT representative is essential both when the ECC opens and when it is operational
- Resilience team representative
- Communications Officer
- ECC Admin (Volunteers)
- Encourage Police Scotland participation within the ECC, 24/7, whilst operational, to assist with the many enquiries that may arise requiring their information and operational knowledge.
- Multi-agency staff (Police / SAS / Fire safety). Link with partner agencies such as: MET, SEPA, Voluntary organisations, and resilient communities. Each Partner Agency should appoint a Single Point of Contact (SPOC) whose role is to liaise with other SPOCs and share information to other Agencies
- ELC administration staff to be employed within the ECC and to assist the CMT on duty there
- Use a whiteboard to record current status of ELC facilities/schools

Role of the ELC ECC Lead Officer (Head of Service):

- In overall charge of the co-ordination of emergency response
- Has sufficient authority to make decisions regarding immediate operational requirements
- Initiate a quick, efficient and co-ordinated response to requests for assistance, using the resources of the ECC.
- Liaise with lead officers from partner agencies to maintain a multi-agency co-ordinated response
- Request additional assistance/resource as required
- Ensures appropriate ELC Service Liaison Officers are available within the ECC
- Keep staff in ECC up to date on situation
- Ensure Crisis Management Team is kept informed of current status, problems, and additional needs and follow the direction of the Chief Executive.

² A more detailed operational plan for the establishment and running of the ELC ECC is maintained by the Emergency Planning, Risk and Resilience team.

- Ensure all those in the ECC are recording each call and information on the Customer Platform and marking any calls/actions as completed when this occurs
- Ensure the all calls/tasks are marked as such when completed
- Follow up any calls/tasks that have not been completed
- Responsible for staff welfare e.g. rota, rest breaks and refreshments
- Ensure that Elected Members are kept informed.

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ANNEX K: Resilient Communities

ELC Resilient Communities are:

Local community councils and individuals who are prepared and able to respond effectively, and can deal with local issues, such as:

- ❖ clearing snow from pathways and community facilities
- ❖ placing sandbags and domestic floodgates in risk areas to prevent flooding
- ❖ delivering supplies during severe weather if you they have a suitable vehicle and insurance
- ❖ provide hot meals and assistance within community centre's and village halls
- ❖ assist vulnerable people
- ❖ provide information to ELC in an emergency

There are 20 Community Councils in East Lothian.

Several have created their own Emergency Response or Asset plans for their community.

The majority have appointed Resilience Single Points of Contact (SPoC) and deputies to work with ELC both in preparation and whilst an emergency is taking place, such as flooding or severe weather. The Resilience SPoC/deputy would also assist in the recovery phase of any emergency.

Key to the success of utilising the Resilience SPoC/deputy is communication. During an emergency the SPoC/deputy can contact ELC with their concerns, information and needs. The SPoC/deputy will be provided with a specific contact number. Not all their needs will be satisfied at times, but ELC can provide an explanation as to why certain requests cannot be resolved immediately and/or when certain needs can be met. ELC can also provide reassurance to the SPoC/deputy and therefore the community at large.

The Emergency Planning Risk and Resilience Manager and colleagues maintain close contact with the Community Councils and Resilience SPoC's/deputies throughout the year and therefore have created excellent working relationships with them.

If the Flood or Severe Weather Group is operational the Emergency Planning Risk and Resilience Manager and/or colleagues will arrange how best to maintain contact with the Resilience SPoC/deputy. If the ELC Emergency Coordination Centre (ECC) is operational staff from within can monitor communication and respond accordingly.

The Emergency Planning Risk and Resilience Manager maintains a list of SPoC/deputies and their contact details as per GDPR guidelines.

PART 2: PROCEDURES - RIVER TYNE

1. The Tyne Water flows into the River Tyne to the east of Edinburgh and drainage from the steep north-facing slope of the Lammermuir Hills enters the main River Tyne upstream of Haddington. During a major storm the drainage area for the Tyne Water and the thin soils on the hillsides create a high volume of run-off which can rapidly swell the flow in the Tyne and cause flooding in Haddington and other riverside locations.
2. This part of the plan contains information and procedures specific to a flooding incident involving the River Tyne. Procedures listed in this part of the plan should be carried out **in addition to** those listed at [Annex B](#) in Part I.

RIVER LEVEL INDICATORS

3. SEPA have automated rainfall and river level gauges throughout East Lothian, including a river level gauge on the stretch of the River Tyne between St Mary's and the Nungate Bridge and a gauge board sited on the eastern end of the Nungate Bridge. Met Office forecasts and monitoring of the Hydrometric Network will be collated and analysed by the SEPA Flood Warning Duty Officer, who will issue warnings based on the alert states below to partners and the public via the FDW system. East Lothian Council has a water level monitoring station at the Stevenson foot bridge below the west mills weir to the south west of Haddington.

ALERT STATES FOR THREATENED FLOODING IN HADDINGTON

4. The following alert states exist for threatened flooding in Haddington:
 - a. **FLOOD ALERT**

Currently an alert is likely to be issued prior to the rain expected. If there is no alert out and the Nungate Bridge reaches 1.2m and further rain forecast SEPA will start to monitor the situation and an alert will be issued if it is expected to rise further
 - b. **GREEN – Flood Warning**

Flooding is possible in Haddington within 4 hours in the streets listed in [Annex T1](#) and shown in green on the map - [Annex T2 \(a\)](#). A **GREEN** alert will be called if the level at the Nungate Bridge is expected to exceed 1.9 metres. When the level at the Nungate reaches 1.6m and 12mm has fallen in last 3hrs, or 12mm rainfall is forecast, the FWDO will contact the Police and East Lothian Council to consider if a Flood Group may be required
 - c. **ORANGE – Flood Warning Update**

Flooding is possible in Haddington within 4 hours in the streets listed in [Annex T1](#) and shown green and orange on the map - [Annex T2 \(b\)](#). An **ORANGE** alert will be called if the level at the Nungate Bridge reaches 2.1 metres.
 - d. **RED – Severe Flood Warning**

Flooding is possible in Haddington within 4 hours in the streets listed in [Annex T1](#) and shown green, orange and red on the map - [Annex T2 \(c\)](#). A **RED** alert will be called if the level at the Nungate Bridge reaches 2.3 metres.
5. It should be noted that these alert states only indicate possible flood areas and will not necessarily be declared in this sequence.

RIVERSIDE PROPERTIES

6. There are several riverside properties both upstream and downstream of Haddington that could be affected by a rise in the river level. Owners of these properties must self-register with SEPA if they wish to receive appropriate warnings.

SITING OF SANDBAGS

7. A survey of the potential flood areas has been carried out on the River Tyne and a sandbag distribution plan drawn up. A total 1000 sandbags are required, 500 sandbags required to deal with a Green and Orange alert. Approximately 200 will be placed on the wall in front of the waterside Bistro, and the remainder as per plan. If Red alert is implemented a further 500 sandbags are required. Please refer to Annex T1 and T2. *Note: East Lothian Council will not supply sandbags to householders and/or businesses outwith those identified as high risk within this plan. However, if any property is under an immediate risk of flooding, ELC, where feasible, will assist in protecting these properties and this may include the supply of sandbags.*

SUPPLEMENTARY ACTION DECLARATION OF A GREEN, ORANGE OR RED ALERT

8. In addition to the actions in Part I of this plan the following should be carried out on declaration of a **GREEN**, **ORANGE** or **RED** alert:
 - a. **Haddington Police Station**

Maintain a continual presence in the threatened area, including West Barns if deemed appropriate, with communications to Haddington Police Station.
 - b. **Flood Group**
Meet and consider the additional items listed in [Annex B](#) to Part 1.
 - c. **Community Support**
Prepare to establish an Emergency Rest Centre in the most appropriate location.

PART 2: ANNEXES – TYNE

T1 [Street List](#).

T2 (a), (b) and (c) [Street Plan](#).

PUBLIC COPY

ANNEX T1 – River Flood Warning Areas in Haddington - Street List

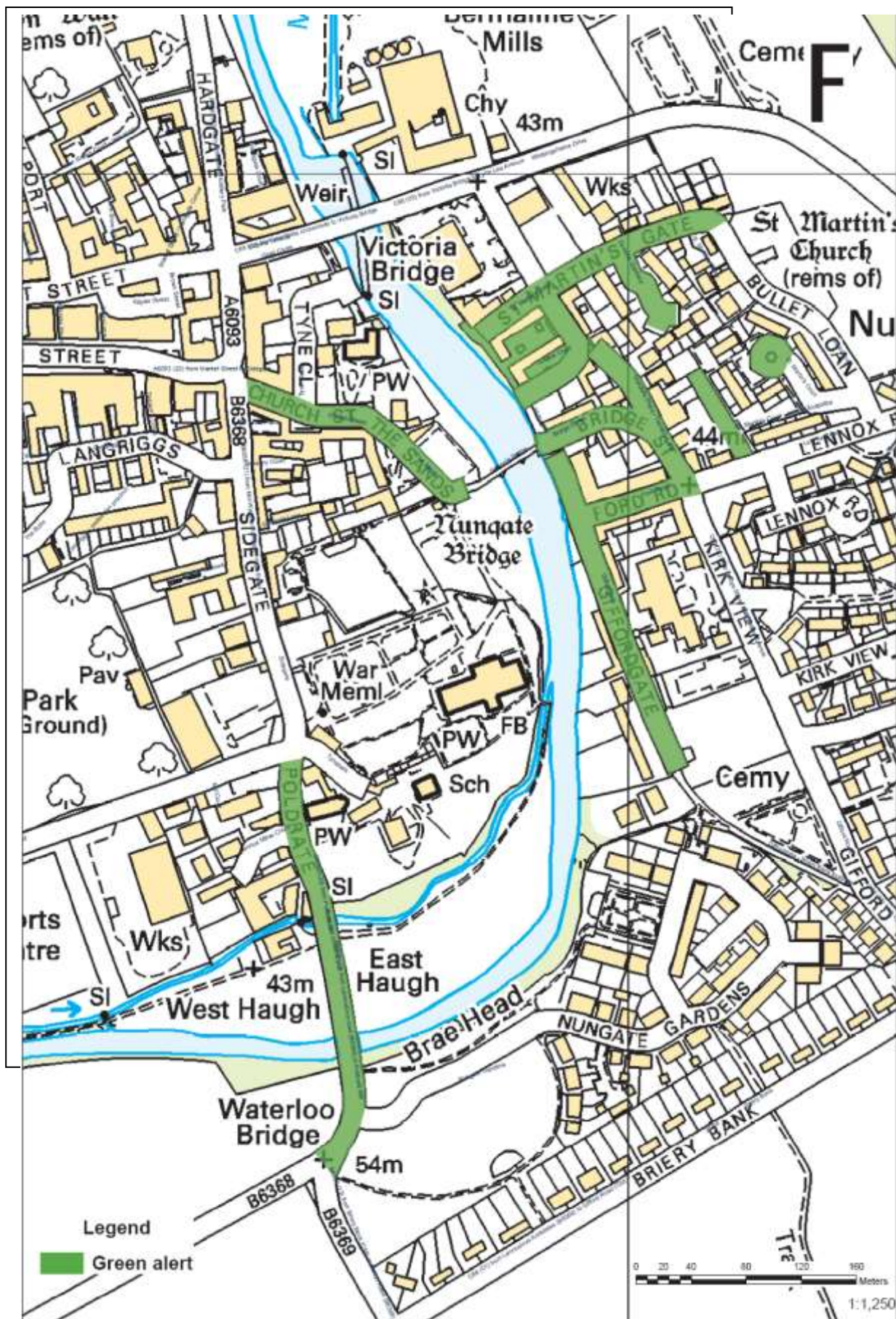
1. For flood alert purposes in the event of the River Tyne overtopping at Haddington the streets most likely to be affected have been grouped into three areas as follows:
 - a. **GREEN**

| | |
|-------------------|-----------------|
| St Martin's Gate | Poldrate |
| St Martin's Close | Bridge Street |
| St Martin's Court | Goodall's Place |
| Dunollie Gardens | Gowl Close |
| Tyne Court | Ford Road |
| The Sands | Giffordgate |
| Church Street | Waterside |
 - b. **ORANGE** All the above plus

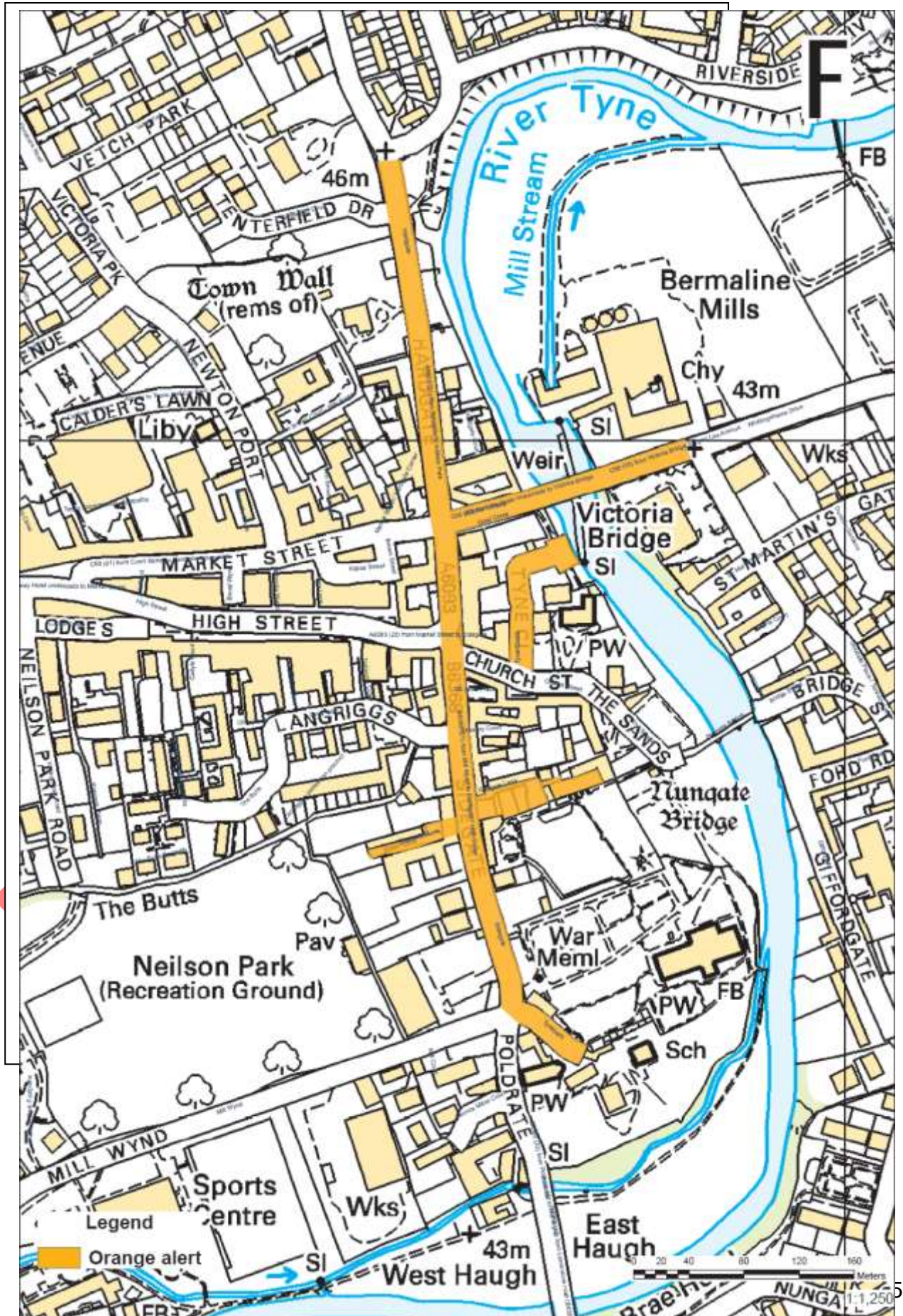
| | |
|----------------|------------------|
| Brewery Court | Sidegate Lane |
| St Ann's Place | Sidegate Mews |
| Tyne Close | Victoria Terrace |
| Sidegate | Hardgate |
 - c. **RED** All the above plus

| | |
|----------------------------|---------------------|
| Anne's Cottages (Sidegate) | Lammermuir Crescent |
| Lennoxmilne Court | Whittinghame Drive |
| Millfield | Lennox Road |
| Mill Court | Brown Street |
| Mill Wynd | Wemyss Place |
| High Street | Langriggs |
| The Butts | |
2. Lists of Key holders for business premises are available from the Police Scotland, Area Control Room, Bilston.
3. **NB - Whilst the streets above are those most likely to flood others could also be affected if severe flooding occurs.**

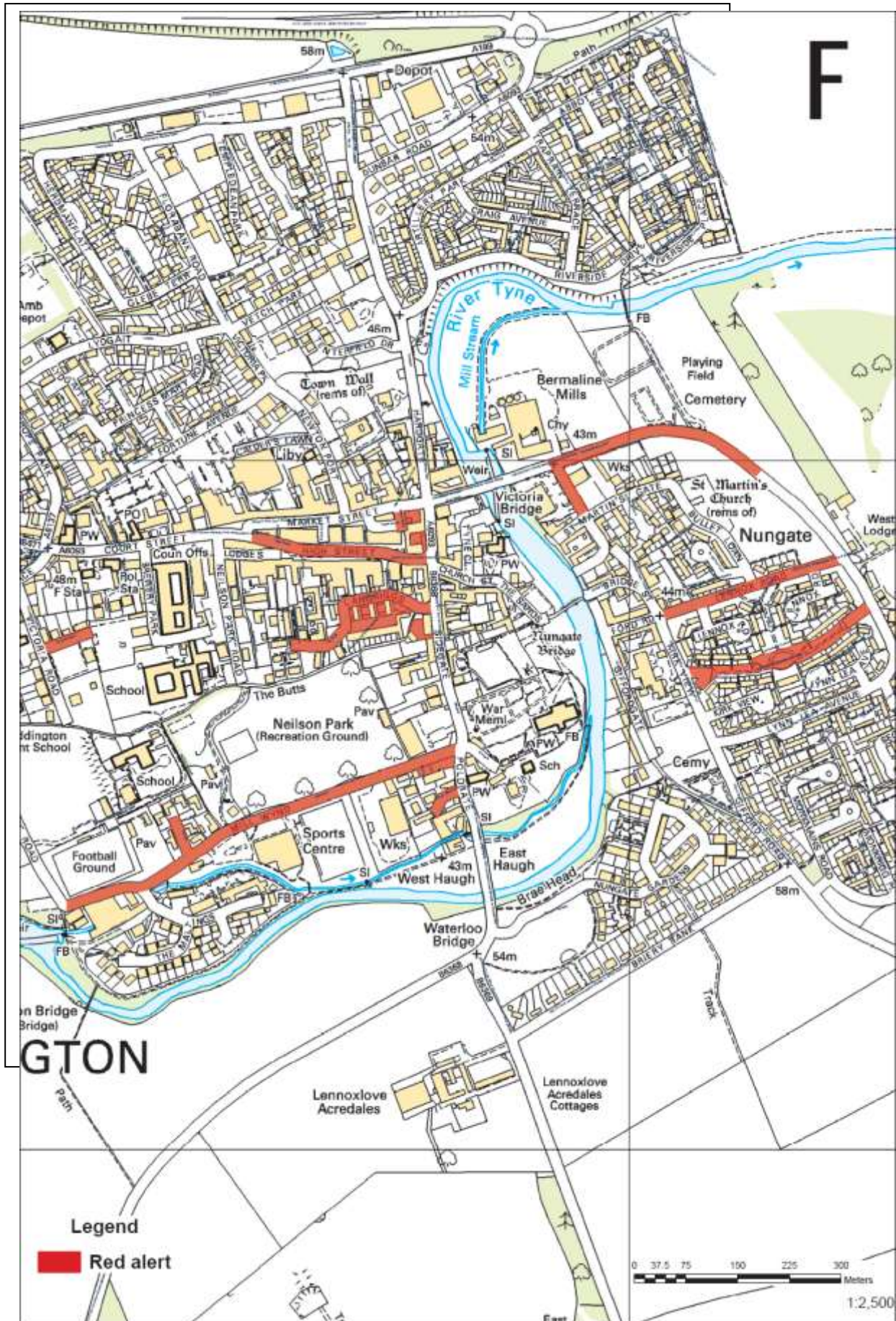
ANNEX T2 (a) – Street Plans – Green



ANNEX T2 (b) – Street Plans - Orange



ANNEX T2 (c) – Street Plans - Red



PART 3: PROCEDURES – RIVER ESK

1. Heavy rainfall, particularly when coupled with high tides, can cause flooding of the River Esk at Musselburgh. This part of the plan contains information and procedures specific to a flooding incident at Musselburgh and these procedures should be carried out **in addition to** those listed in [Part 1](#).

RIVER LEVEL INDICATORS

2. SEPA has a gauge station at Musselburgh and there is a gauge board adjacent to this. Met Office forecasts, monitoring of the Hydrometric Network and tidal information will be collated and analysed by the SEPA Flood Warning Duty Officer, who will issue warnings to partners and the public via the FDW system. Readings from the gauge as well as tidal information will be passed to the Flood Group. A Flood Warning will be issued for the Esk when the river reaches 2m. East Lothian Council has a water level monitoring station at Short Hope Street foot bridge.

FLOOD WARNING AREAS

3. A list of streets/premises known to be at risk from flooding is at [Annex E1](#). Maps showing these areas are at [Annex E2](#).

SITING OF SANDBAGS

4. A survey of the potential flood areas has been carried out and a sandbag distribution plan has been drawn up. A copy of this is at [Annex E3](#). *Note: East Lothian Council will not supply sandbags to householders and/or businesses outwith those identified as high risk within this plan. However, if any property is under an immediate risk of flooding, ELC, where feasible, will assist in protecting these properties and this may include the supply of sandbags.*

SUPPLEMENTARY ACTIONS

5. In addition to the actions in Part 1 of this plan the following are to be carried out on declaration of either a specific alert for the River Esk at Musselburgh or a RED alert for the River Tyne:
 - a. **Flood Group**
 - i. Consider the additional items listed in [Part 1](#)
 - b. **Community Services Department**
 - i. Prepare for evacuation of the residents of the Eskgreen Home.
 - ii. Prepare to establish an Emergency Rest Centre in the most appropriate location.

MUSSELBURGH FLOOD PROTECTION SCHEME

6. The Musselburgh Flood Protection Scheme is a key project being developed to identify the most appropriate measures to reduce flood risk in the town. Further information can be found through the East Lothian Council website;

[Musselburgh Flood Protection Scheme](#)

A project team has been working to assess possible risks to parts of the town. Information will be used to identify the best flood protection measures for the future – helping to ensure Musselburgh continues to be a great place to live, work and visit.

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PART 3: ANNEXES': ESK

- E1 Flood Warning areas in Musselburgh – [Street List](#)
- E2 Flood Warning areas in Musselburgh – [Street Plan](#)
- E3 Sandbag Distribution Plan – [East/West Bank](#)

PUBLIC COPY

ANNEX E1: Flood Warning areas in Musselburgh - Street List

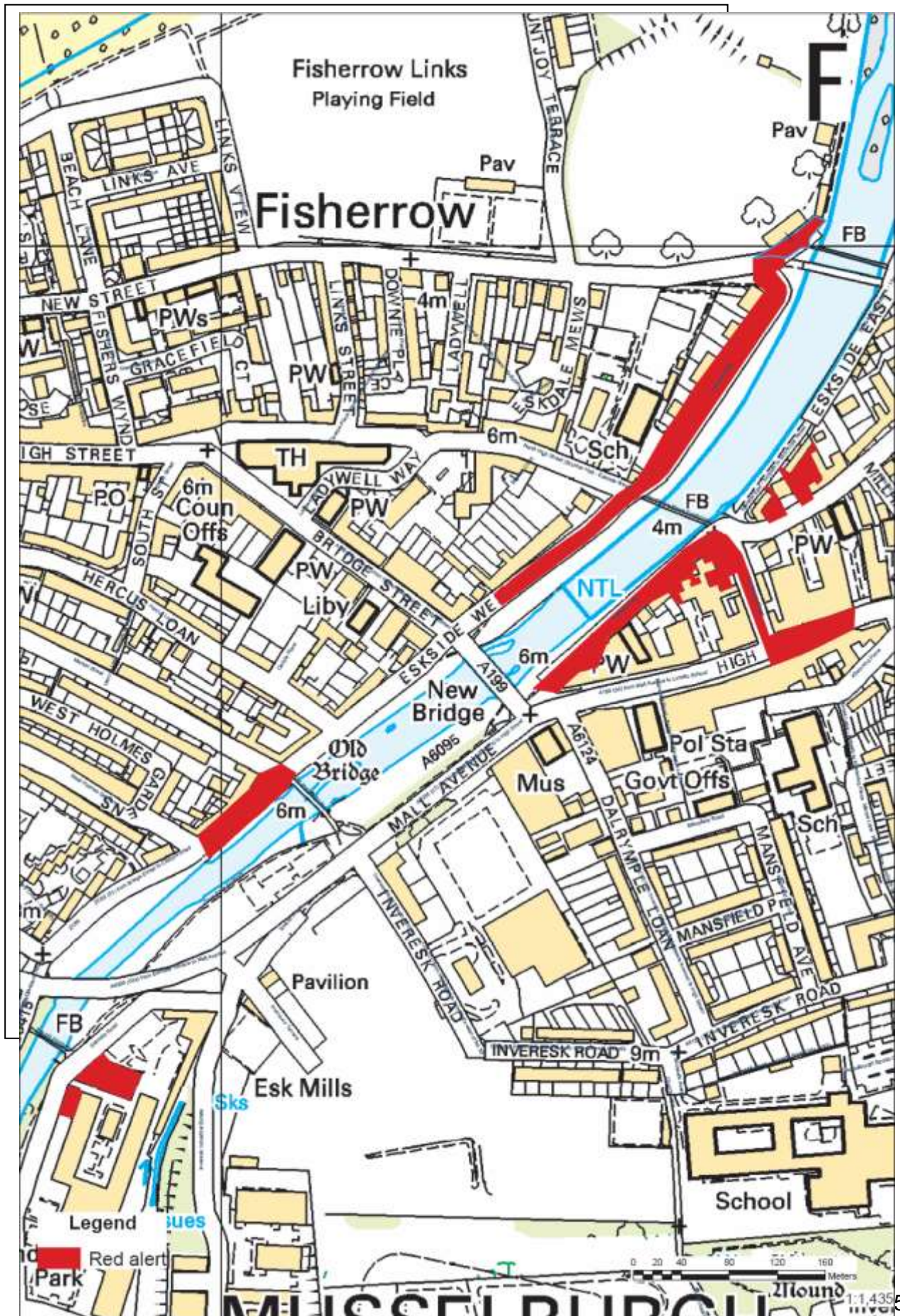
EAST SIDE OF RIVER

| | |
|---|--|
| Station Road | Eskmills Villas, numbers 1 and 3 Eskmills Villas numbers 2 and 4 (upper flats - access cut off) |
| Eskmill Industrial Estate Station Road | Jobcentre Iolair Sails Ivanhoe Printers Tent Repair Services East Lothian Glazing Co |
| Eskside East | Roadway between New Stone Bridge and Shorthope Street Baptist Church House numbers 10, 11, 12, 13A Eskgreen Home for Elder Persons |
| Millhill | Rear of house numbers 97, 99, 101, 103 |
| Shorthope Street | Roadway between bridge junction with High Street |
| High Street | Roadway between junction with Shorthope Street and premises at number 91 |

WEST SIDE OF RIVER

| | |
|-------------------------------------|---|
| Eskside West (North side) | House numbers 1 to 7 House numbers 9 to 20 (restricted access due to roadway flooding) House numbers 22 & 23 |
| Eskside West (South side) | House numbers 50 to 55 (flooding up to steps) Roadway affected |
| Junction of New Street/Eskside West | Gatehouse to Loretto Junior School (restricted access due to roadway flooding) |

ANNEX E2: Musselburgh Street Plan



ANNEX E3: Sandbag Distribution Plan – East/West Bank

Note: East Lothian Council will not supply sandbags to householders and/or businesses outwith those identified as high risk within this plan. However, if any property is under an immediate risk of flooding, ELC, where feasible, will assist in protecting these properties and this may include the supply of sandbags.

East Bank

| Location | Premises | Sandbags |
|----------------------------|--|------------|
| Eskmills Industrial Estate | East Lothian Glazing | 48 |
| | Ivanhoe Printers | 18 |
| | Job Centre | 14 |
| | Tent Repair Services | 20 |
| | Iolair Sails | 20 |
| Station Road | Nos 1 & 3 | 12 |
| | Nos 2 & 4 | 12 |
| Eskside East | Roadway between New Stonebridge and Shorthope Street | 34 |
| | Baptist Church | 8 |
| | Nos 10, 11, 12, 13A | 58 |
| | Eskgreen Home for Elder Persons | 28 |
| Mill Hill | Rear of no's 97, 99, 101, 103 | 40 |
| Shorthope Street | Roadway between Bridge junction with High Street. | 38 |
| High Street | Roadway between junction of Shorthope Street and premises at no 91 | 52 |
| | East Bank Total | 402 |

West Bank

| Location | Premises | Sandbags |
|-------------------------------------|------------------------------------|------------|
| Eskside West (North Side) | Nos 1 - 7 | 114 |
| | Nos 9 – 20 | 88 |
| | Nos 22-23 | 20 |
| Eskside West (South Side) | Nos 50 - 55 | 38 |
| Junction of New Street/Eskside West | Gatehouse to Loretto Junior School | 22 |
| | West Bank Total | 282 |

Total sandbags required: **684**.

PART 4: PROCEDURES - WEST BARNES

- 1 During the heavy rainfall experienced in 2007 West Barnes experienced overtopping of the Biel Burn and several properties were flooded. This part of the plan outlines procedures specific to the area and will be carried out in addition to those listed in previous sections.
- 2 ELC has installed a Water Level Monitoring Station at the Edinburgh Road Bridge over the Biel Water on the A1087 into West Barnes. Initial Warnings are activated if the river reaches 4.18m Above Ordnance Datum (AOD), when an automated message is sent to the ELC Flooding Team and the Emergency Planning and Risk Manager. If there is a risk of flooding, the Emergency Planning and Risk Manager should thereafter contact the ELC duty roads staff and the Police Scotland Area Control Room at Bilston asking that the duty Response Inspector for East Lothian is informed. The river levels will be monitored and local residents alerted and sandbags deployed should there be a risk of flooding.

FLOOD WARNING AREAS

- 3 A list of premises known to be at risk from flooding is at [Annex WB](#), together with a map of the area.
- 4 **DISTRIBUTION OF SANDBAGS**
One hundred and fifty sandbags will be delivered to the West Barnes area on receipt of the Final Warning and deployed to premises at risk. *Note: East Lothian Council will not supply sandbags to householders and/or businesses outwith those identified as high risk within this plan. However, if any property is under an immediate risk of flooding, ELC, where feasible, will assist in protecting these properties and this may include the supply of sandbags.*

SUPPLEMENTARY ACTIONS

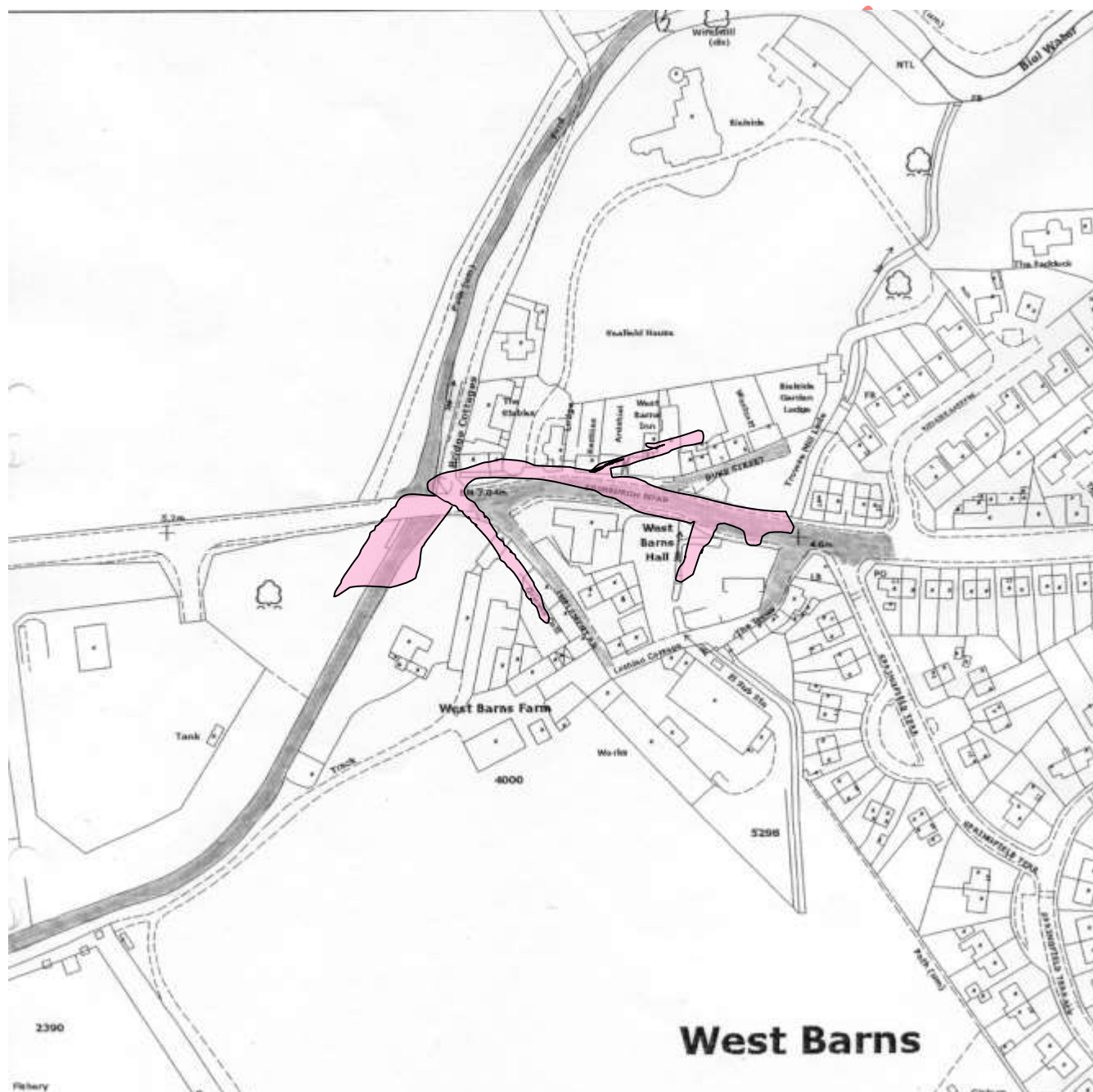
- 5 In addition to the actions outlined in previous sections, the Flood Group should be made aware of the risk to properties in West Barnes should the alarm thresholds be reached. It will remain a decision for Police Scotland as to whether a flood group should be called if the Biel Burn is the only river affected.




The Biel Burn in full spate 29th June 2017.

Part 4: ANNEX WB – Properties at risk – West Barns

Duke Street
West Barns Inn
Bridge Cottages
West Barns House
Bielside



 Area at risk from
flooding

PART 5: Coastal/Tidal Flooding

5.1 Introduction

- 5.1.1 Low-lying communities along our coastline are particularly vulnerable to flooding from the sea. Weather and tidal conditions can increase sea levels. Coastal flooding occurs when intense, offshore low-pressure systems drive ocean water inland; the water being pushed ashore being called a storm surge. Government sources claim that the frequency and severity of this type of flooding is predicted to rise in coming years.
- 5.1.2 SEPA currently estimates that there are around 26,000 homes and businesses at risk from coastal flooding in Scotland, with approximately 2500 of them within East Lothian.
- 5.1.3 Current predictions for climate change anticipate an increase in sea levels, storm surges and waves. The number of properties at risk is predicted to increase, as well as the frequency and severity of flooding in our coastal communities.
- 5.1.4 East Lothian has over 40 miles of coastline. The coastline consists of raised beaches, salt-marshes, dune systems and rock outcrop. Coastal settlements have developed around the ports and harbours in East Lothian to support industries such as fishing, water sports including sailing and tourism. Sections of the coastline border the many links golf courses in the area.



A harbour enduring a high tide situation.

5.2 Firth of Forth Flood Warnings

- 5.2.1 SEPA has improved the coastal flood warning service available for the Firth of Forth. SEPA has launched a number of flood warning schemes for coastal flooding around the Firth of Forth. Members of the public must sign up for these free coastal flood warnings using the SEPA website.

5.3 SEPA Data

- 5.3.1 SEPA forecast flooding from the sea using data on wave height and direction as well as wind speed and sea levels to predict the timing and location of coastal flooding impacts. This data is used to issue flood warnings to the identified 'at risk' communities within East Lothian giving the public and businesses time to prepare and take action to reduce the impact coastal flooding may have.

5.4 SEPA flood warning service (coastal flooding)

- 5.4.1 A flood warning service operated by SEPA is available for the east coast of Scotland.
- 5.4.2 This warning system includes 4 coastal areas in East Lothian. The alerts, an extension of SEPA's existing Floodline warnings, are sent directly to mobile phones or by email to those members of the public who have 'opted in'.
- 5.4.3 The alerts cover the likelihood and timing of any flooding threat and are aimed at giving people time to take action to protect their homes and businesses and inform people travelling through flooded areas to make alternative arrangements.
- 5.4.4 People can register for alerts using their postcode at sepa.org.uk/floodingsignup or by calling **08459 881 188**.

Within East Lothian there are 4 specific coastal warnings:

| Area | Quick dial |
|-------------------------------------|------------|
| Musselburgh Coastal | code 23261 |
| Prestonpans, Cockenzie & Port Seton | code 23264 |
| North Berwick | code 23267 |
| Dunbar including West Barns | code 23270 |

5.5 Harbours in East Lothian awaiting confirmation

5.5.1 Owned and managed by East Lothian Council

Fisherrow/Cockenzie -

5.5.2 Owned or Leased by Harbour Trusts



Coastal flooding affecting Lamer Street, Dunbar



The result of Coastal Flooding within North Berwick Harbour December 2012

5.6 River Esk Musselburgh

5.6.1 The River Esk may be affected by high tides/storm surges in the Firth of Forth.

5.6.2 East Lothian Council has dealt with such circumstances previously and Roads Services has plans to protect certain areas vulnerable to such events. Below are pictures taken at previous events when high tides in the Firth of Forth threatened to cause the River Esk to flood surrounding areas? These pictures include possible preventative action that can be taken by East Lothian Council. Such action will be dictated by the circumstances at the time. SEPA works closely with East Lothian Council in forecasting such events and during these occurrences.



Eskside West



Eskside East



Short Hope Street



Goose Green (looking towards the Firth of Forth)