

SEVERE WEATHER **RESPONSE PLAN**



Severe Weather Response Plan incorporating activation details for the East Lothian Flood Incident Response Group. Reviewed Annually

January 2026 Version 01/26

Originated by: Jon Fleetwood
Emergency Planning and Events Officer

Date: January 2026

Reviewed and approved by: Scott Kennedy
Emergency Planning and Resilience Manager

Date: January 2026

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	
Review/amendment following SEPA FWD	Re-issue	March 2010	
Review and amendment to integrate changes to NSWWS and Flood Alerts	Review and re-issue	August 2011	
Annual review		June 2012	
Annual review	Review and re-issue	July 2013	Sandy Baptie
Annual review	Review and re-issue	January 2015	Sandy Baptie
Annual review	Review and re-issue	September 2016	Scott Kennedy
Annual review	Review and re-issue	August 2017	Sandy Baptie
Beast from the East	Plan invoked.	Feb/March 2018	n/a
Structured Debrief	Structured debrief after ELCs involvement with severe weather (snow) during the 'Beast from the East', Feb/March '18.	26 th March 2018	Completed by Sandy Baptie
Annual review	Review and re-issue considering the outcomes from 'Beast from the East'.	October 2018	Sandy Baptie
Annual review	Review and re-issue	August 2019	Sandy Baptie
Annual review	Review and re-issue	December 2020	Sandy Baptie
Annual review	Review and re-issue	December 2021	Sandy Baptie
Annual review	Review and re-issue	November 2022	Sandy Baptie
Annual Review	Review and re-issue	March 2024	Jon Fleetwood

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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 Local Area Commander (LAC) & Deputy LAC (Inspector) at Haddington Police Station and to the OIC, Emergency Planning.

Scottish Environment Protection Agency (SEPA): Electronically.

Scottish Fire and Rescue Service: Electronically.

Local Authorities: Electronically.

- Midlothian
- City of Edinburgh

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

- East Lothian Council

Staff within East Lothian Council can also find a copy of this plan on *ELnet* (public copy) and *Continuity*² (Council management Team, Battle Box, full version).

On Resilience Direct, *Continuity*² and *ELnet* the plan can be read, downloaded and/or printed.

Please contact the Emergency Planning & 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

1 OVERVIEW

The Civil Contingencies Act 2004 places several statutory duties on Category 1 and 2 responders.

Category 1 responders are those organisations at the core of emergency response, namely, Local Authorities, Police Scotland, Scottish Fire & Rescue Service (SFRS), Scottish Ambulance Service (SAS), Scottish Environment Protection 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.
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, Met Office, Coal Authority, 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.

East Lothian Council (ELC) must abide by the requirements of the Civil Contingency Act 2004. One of the biggest risks East Lothian faces each year is 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 expected to impact on East Lothian annually and so those staff likely to respond to such incidents, on behalf of their respective agency should have a good knowledge of this plan and their role, should it be invoked.

In addition, Climate Change brings about other inherent risks e.g. Coastal Erosion, Extreme Heat and other climate related issues; all of which ELC and partners need to be cognisant of and prepared to respond to. This Severe Weather Plan will inform the basis of this response.

The Met Office and SEPA both have significant 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), SEPA use Flood Alerts, Flood Warnings and Severe

Flood Warnings. 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 *Section 2* of this plan.

2 PROCEDURES TO BE FOLLOWED IN RESPONSE TO SEVERE WEATHER & FLOOD INCIDENTS

AIM

- 2.1.1 The aim of this plan is to detail the procedures to be followed in response to Severe Weather events and 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 agency plans.

BACKGROUND

- 2.1.2 **Flooding:** East Lothian is susceptible 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.
- 2.1.3 **Recognised River Flood Risk Areas** exist in Haddington, Musselburgh, and West Barns along the Rivers Tyne, Esk and Biel Burn. Householders and businesses in these areas are responsible for protecting their own properties and, as such, are encouraged to obtain and use property flood resilience measures such as flood gates and self-closing airbricks. ELC will assist when flooding becomes imminent.

- 2.1.4 **Surface Water Flooding** on 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.
- 2.1.5 **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 5 of this plan.
- 2.1.6 **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 utilities and other areas of infrastructure.
- 2.1.7 **This Plan** details the generic response to any Severe Weather or Flooding incident and has been produced in liaison with Police Scotland, SEPA and other relevant agencies.
- 2.1.8 Reference is made throughout this plan to a Severe Weather Incident Response Group and a Flood Incident Response Group.
- 2.1.9 **The Severe Weather Incident Response Group** will be established and chaired by East Lothian Council as the impacts can be managed in a more protracted timeframe, with a longer lead in time.
- 2.1.10 **The Flood Incident Response Group** will be established and who chairs this Group decided following an initial discussion between Police Scotland and East Lothian Council Emergency Planning & Resilience Manager (or delegated officer). In absence of any such discussion the assumption will be that Police Scotland will chair.

PLAN STRUCTURE: Parts 1-5

Part 1: Notification procedures for Weather Warnings (Met Office) Flood Guidance (Scottish Flood Forecasting Service (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 Incident Response, Severe Weather Incident Response and Recovery Groups.**

Part 2: River Tyne (Blue Edging).

Part 3: River Esk (Green Edging).

Part 4: West Barns (Red Edging).

Part 5: Coastal/tidal flooding in East Lothian (Purple Edging).

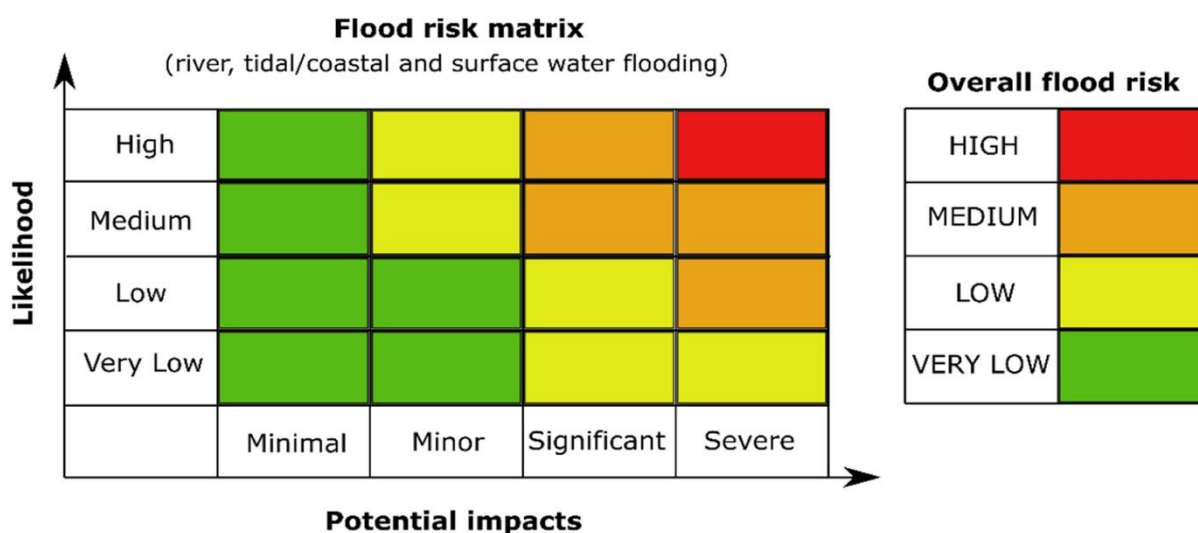
PLAN RESPONSE

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

NOTIFICATION PROCEDURES FOR WEATHER/FLOOD WARNINGS

2.1.11 **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) provide information for Category 1 and 2 Responders to assist with tactical planning decisions around flooding, highlight the risk for the main types of flooding – river, coastal and surface water, and are emailed daily to relevant agencies, as well as being available via the Met Office Hazard Manager website to registered users.

[SEPA SFFS Flood Guidance Statement Guide](#)



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 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 reached and thereafter they alert ELC.

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** will receive direct warnings. These warnings now include Coastal Flood Warnings.

THE FOLLOWING NOTIFICATIONS ARE USED:

MET OFFICE: NATIONAL SEVERE WEATHER WARNING SERVICE

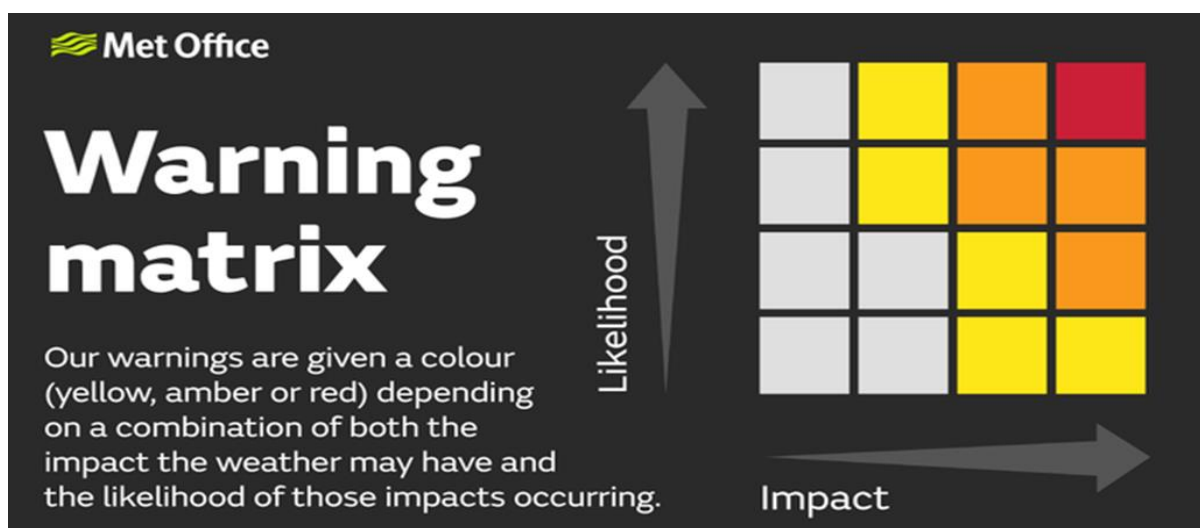
<p>Flood Alert</p> 	<p>Flooding is expected.</p> <p>Flood Alerts are early warning messages about possible flooding. They prompt you to remain alert and vigilant and provide you with time to make early preparations for potential flooding. Flood Alerts are issued for geographically representative areas, 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.</p>
<p>Flood Warning</p> 	<p>Flooding is imminent.</p> <p>Immediate action is required; take measures to protect yourself and your property.</p>
<p>Severe Flood Warning</p> 	<p>Flooding is imminent and;</p> <p>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.</p>

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 act 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, as per the matrix below:



All warnings that have been assessed as medium or high impact can be sent to responders who have registered for this service.

All warnings and alerts are available to view on [Hazard Manager](#) or on the [Met Office public website](#). More information on NSWWS impact assessment can be found [here](#).

Met Office Public Weather Service Meteorologist – 24/7	Duty Aberdeen Meteorologist	0330 135 4434
Met Office Civil Contingency Advisors	(Annex B)	

IMPLEMENTATION OF THE SEVERE WEATHER/ FLOOD INCIDENT RESPONSE GROUP

2.1.12 Discussions between the local Divisional Duty Inspector, Local Area Commander and Deputy Local Area Commander from Police Scotland or appropriate deputy and the ELC Emergency Planning and Resilience Team 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 Incident Response Group has been activated; and/or,
- Where severe weather warnings have been issued and there is the potential for danger to life and property or major disruption to the community; and/or,
- Where the weather situation has developed to a point where an integrated emergency response is required.

¹ Please refer to Severe Weather Incident Response Group Annexes D & F

2.1.13 SPECIFIC ACTIONS FOR A SEVERE WEATHER INCIDENT RESPONSE GROUP- Senior ELC management (an appropriate Head of Service who has been in consultation with the ELC Emergency Planning and Resilience Team Manager and/or his/her colleague) will consult with the Chief Executive (or deputy) to agree as to whether the Severe Weather Incident Response Group should be established. This can be located within the TSCC at Penston House or as a 'virtual process' through MS Teams. Circumstances will determine the most appropriate course of action, such as the severity of the weather and its impacts. Police Scotland and on-duty Lothian and Borders Local Resilience Partnership (L&B LRP) representative 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. If this occurs a representative should be appointed to act as liaison officer to work between the ECC and ELC Contact Centre.

2.1.14 SPECIFIC ACTIONS FOR A FLOOD INCIDENT RESPONSE GROUP- On receiving a warning from the Met Office, the SEPA Duty Officer will assess the situation using all the data available and issue any Flood Alerts or Warnings as necessary to partners and the public. A joint decision is made between the Police and ELC Team manager, Emergency Planning & Resilience (TM, EP&R) on whether or not to establish the Flood Incident Response Group (FIRG), based on all information received, from partner agencies, including the information received from SEPA. Local Police and the TM, EP&R will agree who is best placed to chair the FIRG and who should maintain contact with the SEPA Duty Officer to obtain factual and current information.

The initial procedures detailed below and overleaf will be followed:

- **EAST LOTHIAN COUNCIL**
 - Upon receipt of alert from SEPA contact Police LAC, Dep LAC or on duty PI to establish if a FIRG is required, based on information provided, and establish who will chair FIRG.
 - If ELC to Chair FIRG:
 - a) initiate callout FIRG (see Annex D) and start a log of events/take minutes of formal meetings; and
 - b) Formulate actions in consultation with partner agencies; and
 - c) Coordinate the response phase; and
 - d) Decide if the FIRG will meet in person or a virtual meeting using MS Teams.
 - If in-person meeting required, the ELC Emergency Planning and Resilience Team Manager will ensure an appropriate room within the Torness Strategic Coordination Centre (TSCC) is identified and prepared to host the Flood Incident Response Group. This room will contain the required IT. An

alternative location is Haddington Police Station. **N.B.** MS Teams is the preferred medium for these meetings.

- Alert Lothian and Borders Local Resilience Partnership (L&B LRP).
 - Alert appropriate ELC personnel of the activation of the Flood Incident Response 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.
- **POLICE SCOTLAND**
 - Upon receipt of flood alert discuss with ELC TM, EP&R to establish if FIRG is required, based on information provided, and establish who will chair FIRG.
 - If Police to Chair FIRG:
 - e) Initiate callout FIRG (see Annex D) and start a log of events/take minutes of formal meetings, and
 - f) Formulate actions in consultation with partner agencies, and.
 - g) Coordinate the response phase, and.
 - h) Decide if the FIRG will meet in person or a virtual meeting using MS Teams.
- **SCOTTISH ENVIRONMENT PROTECTION AGENCY (SEPA)**
 - Continue to liaise with The Met Office and 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.

FLOOD INCIDENT RESPONSE GROUP

2.1.15 The response to any major flooding incident will be co-ordinated by the Flood Incident Response Group. The Chair will administer the group. The core composition will be:

- Police Scotland
- Scottish Fire and Rescue Service (SFRS)
- East Lothian Council (ELC)
 - Emergency Planning & Resilience Team
 - Road Services
 - Communications
 - Health & Social Care Partnership
 - Head of Service (Infrastructure, Communities & Partnerships)

- 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](#) .

- 2.1.16 The Flood Incident Response Group will most likely be conducted using MS Teams, however, they can also assemble in-person at the Torness Strategic Coordination Centre (TSCC), Penston House. An alternative venue is Haddington Police Station.
- 2.1.17 Should flooding occur simultaneously in nearby Council areas, the FIRG 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.
- 2.1.18 The Chairperson (Police or ELC) will decide the frequency of meetings. Between meetings, members of the Group must be contactable.
- 2.1.19 Items that the Flood Incident Response Group should consider at their meetings in relation to any flooding event are listed at [Annex E](#).
- 2.1.20 The outline responsibilities of those organisations who would respond to a flooding incident are at [Annex F](#).
- 2.1.21 The Flood Incident Response Group should seek photographs of any area under threat from operational staff at the location.
- 2.1.22 The Flood Incident Response 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.

SEVERE WEATHER INCIDENT RESPONSE GROUP

- 2.1.23 The Severe Weather Incident Response 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 Incident Response Group will be implemented after consultation with partner agencies and as per 2.9.3
- 2.1.24 The Severe Weather Incident Response Group will be chaired by the Chief Executive or an appropriate representative.

2.1.25 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 Corporate Support
- 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).

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

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

2.1.28 The Chair of the Severe Weather Incident Response Group will decide the frequency of meetings. Between meetings, members of the Group must be contactable.

Items that the Severe Weather Incident Response Group should consider at their meetings are listed at [Annex H](#).

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

2.1.30 The Severe Weather Incident Response 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. Virtual meetings will be via MS Teams.

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

PROVISION OF INFORMATION TO THE PUBLIC

2.1.32 WARNING AND 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-scotland](#) be referred to during any emergency particularly by the ELC Communications team working with the Regional Resilience Partnership (RRP) Public Communication Group (PCG).

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:

2.1.33 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.

INFORMATION PROVIDED WHEN SEVERE WEATHER IS IMMINENT/ OCCURRING

SEPA 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 which carries [the latest information on alert states](#) and has general advice [flooding & preparedness](#). 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 9881188**, 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.

SEPA 3-DAY PUBLIC FORECAST

SEPA have recently began to publish a publicly available [3-day flood forecast](#), which is publicly available at [www.sepa.gov.uk/flood-forecast](#) and provides information on flood risks and impacts for the next 3 days. SEPA also update their X account @SEPAFlood with links to this forecast, and any flood warnings.

FLOOD WARNING

East Lothian Council and other responders should consider all options to 'Warn and Inform' the public in a coordinated approach. This will include, but not restricted to, mainstream news channels (TV, Radio, Newspapers), social media platforms, websites, email, community groups, knocking doors, use of loudhailers and 'Emergency Alerts' service.

ROADS/ SCHOOLS UPDATE

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 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.

LOCAL RADIO

When this plan is activated, the Severe Weather Incident Response Group or Flood Incident Response 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, considering any national messages being circulated.

INTERNET

SEPA and the MET Office websites will be updated with current information when severe weather is predicted or is ongoing. 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.

2.1.34 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 out with 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.

RECOVERY GROUP

- 2.1.35 As the emergency response winds down, the Flood or Severe Weather Incident Response Groups 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.
- 2.1.36 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 ELC Resources for assistance.
- 2.1.37 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.
- 2.1.38 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.
- 2.1.39 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.

- 2.1.40 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.

EMERGENCY REST CENTRES

- 2.1.41 ELC has an Emergency Rest Centre plan. Three facilities have been identified as pre-determined 'primary' Rest Centres namely the Bleachingfield in Dunbar, the Musselburgh East Community Learning Centre 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 dictate, they should be opened. Health & Social Care Partnership along with ELC Housing 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, as detailed in The Rest Centre Plan. The plan is exercised, through 'live play' exercises, on a regular basis.
- 2.1.42 ELC will invoke the ELC Emergency Rest Centre plan when required. Certain staff have been authorised to purchase provisions for these facilities if required.
- 2.1.43 Health & Social Care Partnership and Children Services have separate arrangements in place to look after its residential homes and would activate these should the need arise.

INCIDENT LOGS/ DOCUMENTATION

- 2.1.44 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 Incident Response Group and other agencies involved.
- 2.1.45 **Resilience Direct** should be considered, to maintain details of the incident and shared with partner agencies
- 2.1.46 In cases where, severe weather causing widespread structural damage, or severe flooding has taken place, the Emergency Planning 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).

EXERCISES

- 2.1.47 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.

READY SCOTLAND

- 2.1.48 East Lothian Council supports and encourages the public to view and use the Scottish Government's 'Ready Scotland' website . 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. SCOTTISH ENVIRONMENTAL PROTECTION AGENCY- SEPA
- B. CONTACT AND CALL OUT DETAILS
- C. THE EOS RRP '..... RESPONSE PROTOCOL'
- D. FLOOD GROUP: CALL OUT PROCESS
- E. ITEMS FOR CONSIDERATION AT FLOOD GROUP MEETINGS
- F. AGENCIE'S RESPONSIBILITIES
- G. *SUGGESTED* GENERIC AGENDA FOR 1ST ELC SEVERE
WEATHER/FLOOD INCIDENT RESPONSE GROUP MEETING
- H. ITEMS FOR CONSIDERATION AT SEVERE WEATHER GROUP
MEETINGS
- I. ELC EMERGENCY COORDINATION CENTRE (ECC)
- J. RESILIENT COMMUNITIES

ANNEX A: SCOTTISH ENVIRONMENTAL PROTECTION AGENCY- SEPA

FLOODLINE DIRECT WARNINGS

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

1. RIVER/ FLUVIAL FLOODING

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).

2. COASTAL FLOODING

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.

Coastal Flood Warnings are issued for residents and businesses in Musselburgh Coastal, North Berwick, Dunbar (including West Barns), Prestonpans, Cockenzie and Port Seton.

The SEPA Coastal Flood warning service is based on 'forecast data' as opposed to 'real time gauge data', as used for river flooding. As a result, SEPA's messages will be limited, based only on the most recent forecast information or information received from the public.

ANNEX B: CONTACTS AND CALL OUT DETAILS

Job Title		Office/ mobile	Home number
Head of Infrastructure	Tom Reid	01620 827 451 M - 07776151658	
Service Manager for Roads	Alan Stubbs	01620 827630 M – 07989 241666	0131 440 3192
Team Manager- Structures and Flooding	Ian Chalmers	07899 875067 ichalmers@eastlothian.gov.uk	
Team Manager Emergency Planning and Resilience	Scott Kennedy	07920 066099 skennedy@eastlothian.gov.uk	
Head of Communities and Partnerships	Eamon John	01620 820 659 M – 07990 804 664	
Head of Development	Keith Dingwall	W: 01620827229 M: 07793392953	
EL Health & Social Care Partnership, Head of Operations,	David Hood	07969632625 david.hood@nhslothian.scot.nhs.uk	
Community Housing and Homelessness Service Manager			
Roads Duty Officer (via Call Clerk)		01875 612818	As per Roads Dept. Winter Maintenance Booklet. (24/7 Contact Centre)
Transport: Team Manager	Diana Murray	01620 827823	
Met Office 24/7 Control	Duty Forecaster- Aberdeen	0330 135 4434	

Met Office Civil Contingency Advisors	Ross Melville (snr advisor) Greg Wolverson Ryan Macfarlane Catherine Dickson	07753 880446 07803 438692 07892 767455 07768 718748	
SEPA	Resilience@sepa.org.uk SEPAFloodAdvisors@sepa.org.uk	01698 507778 (Duty Resilience Officer) 0800 807060 (Pollution Reports)	
BEAR	Control Room	08000 420188 01738 448600	
Scottish Fire & Rescue Service	Control	0131 228 1367	
Police Scotland	Via East Overview Area Control Room - Edinburgh	0131 440 6876 or 101	
Alan King Police Inspector J5298	East Lothian Deputy Local Area Commander	Tel: 0300 426 7594 Duty PI: 0300 424 7268	
Raynet	Donald Park	07976 736 750 07463 212 480	
British Red Cross		01159 577307 0300 0230700	
Voluntary 4x4		03302 235 732 (Option 5)	
Voluntary Centre East Lothian (VCEL)	Maureen Allan (Chief Officer)	01875615423 info@volunteereastlothian.org.uk	

ADDITIONAL CALLOUTS SPECIFIC TO FLOODING

RIVER TYNE

Experience has shown that some properties are at risk of flooding from the River Tyne at a lower level than the normal residents' warning threshold (alert state green). In the event of a Flood Group call out being ordered for the River Tyne, consideration should be given to notifying the following:

Location	Name	Contact Number
Houston Mill	Mr. Ewen Brown	07798 756 875 or 07967 350 363
Preston Mill (Nat' Trust for Scot')	Mr. Fraser MacDonald (Visitor Services Supervisor)	01620 860426 or 07494 224 392

Whilst they do not have an active role in responding to a flooding incident, it has been agreed that the **Haddington and District Community Council** will also be informed when a Flood Incident Response Group is called. Contact details are:

Name	Role	Contact Number
Jack Worden	Deputy Resilience SPOC	07584 085342

RIVER ESK

Musselburgh & Inveresk Community Council:

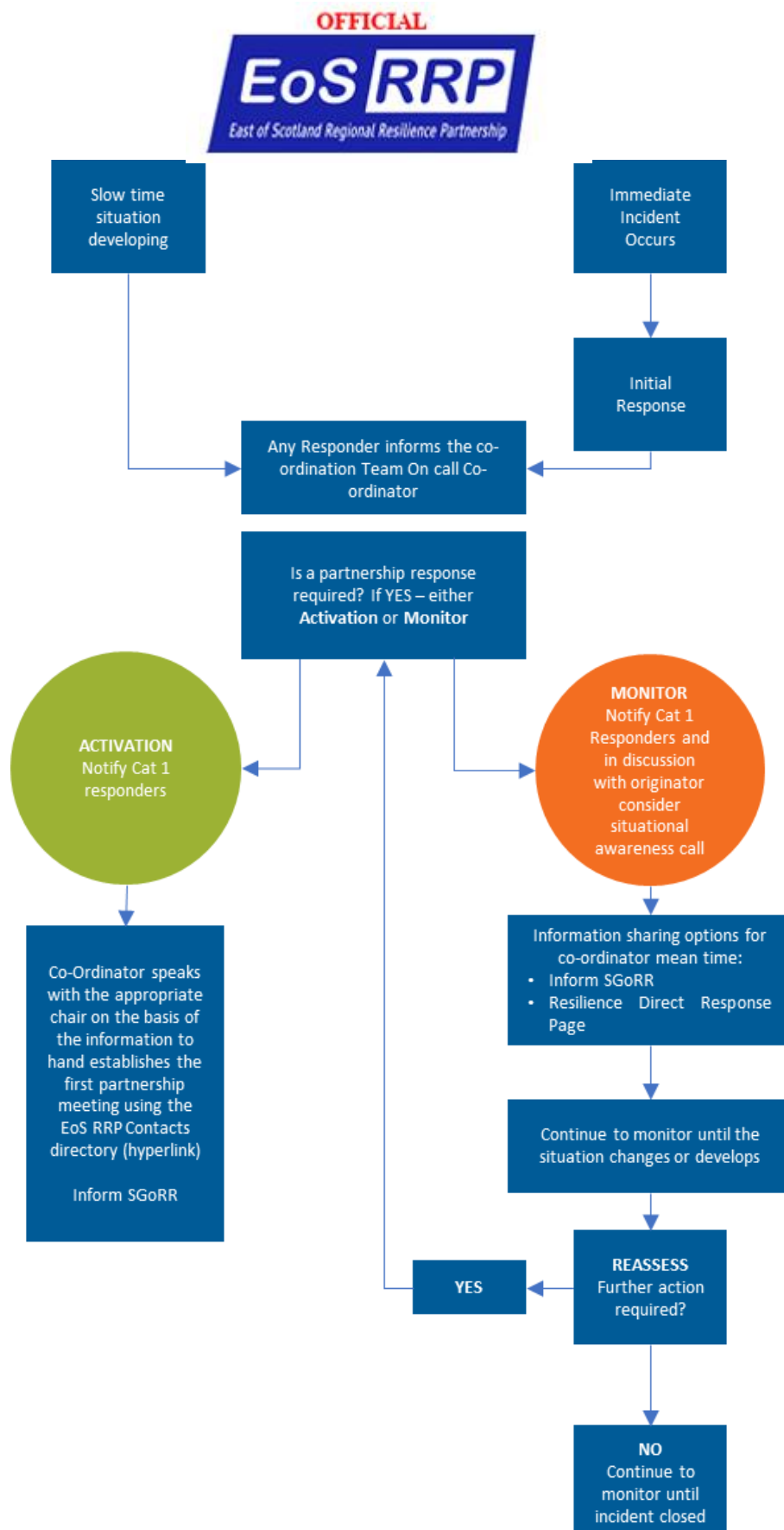
Name	Role	Contact Number
Vacant		
Margaret Stewart	Resilient Communities Deputy SPOC	0131 665 4801, 07796238076

BIEL BURN, WEST BARNES

Dunbar & West Barnes Community Council:

Name	Role	Contact Number
Nicola Craig	Resilient Communities Deputy SPOC	07380 131268
Robyn Wade- Gallery Sophie Ward- Cafe	Dukes of West Barnes, 5 Duke St, West Barnes, EH42 1UR	Gallery: 07919882230 Café: 07704120900

ANNEX C: THE EoS RESPONSE PROTOCOL



EAST OF SCOTLAND REGIONAL RESILIENCE PARTNERSHIP

GUIDANCE NOTES

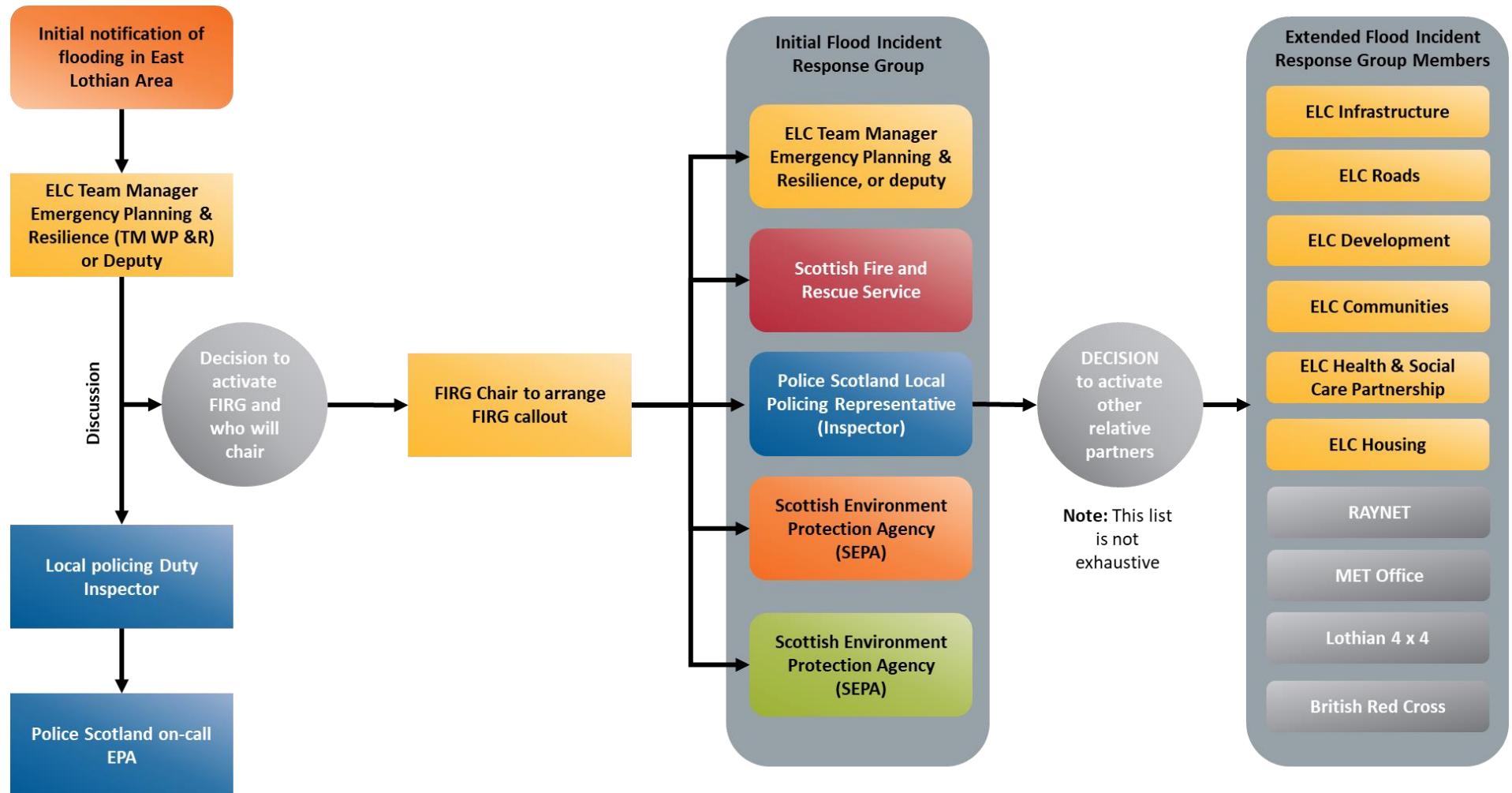
There are no longer Regional Coordination Teams and although as Civil Contingencies Liaison Officers will continue to have a 24/7 on call capacity as part of a National Resource. Civil Contingencies Liaison Officers no longer support activation of the Resilience Partnership in response, although depending on capacity, may be able to support setting up a Resilience Direct Notice Board. Police are the main point of contact when any partner wishes to activate the RRP, and out of hours the on-call Police Scotland East Emergency Procedures Adviser (EPA) can assist with this.

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

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

Activation will be the point where a partnership sets an Agenda and Strategy, employing the EoS RRP activation template

ANNEX D: FLOOD INCIDENT RESPONSE GROUP: CALL OUT PROCESS



ANNEX E: ITEMS FOR CONSIDERATION AT FLOOD INCIDENT RESPONSE GROUP MEETINGS

(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	In accordance with current sitrep is there a need to warn residents/owners of business premises.	
6	Procedures for 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, wind direction and speed.	
10	Priorities for placement of sandbags and arrangements for supply of sandbags to properties out with 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.	
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 Incident Response Group to visit threatened premises.	
25	Any other business	
26	Time of next meeting.	

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 Station.	
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 to close the footbridge from Shorthope Street to North High Street	
2	Consider the need to raise the riverbank at Shorthope Street by using bulk road materials/flood barriers	
3	Can the ELC Countryside Rangers check the wildlife – the public will ask re swans etc.	

ANNEX F: AGENCIE'S RESPONSIBILITIES

POLICE SCOTLAND

- a) Assess Early Warnings, Flash Messages, and Traffic Weather Warnings and Specialised Warnings from the Met Office/SEPA/Scottish Flood Forecasting Service.
- b) Liaise with East Lothian Council in Severe Weather situations and activate the Flood Incident Response 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 FIRG must be convened immediately.
- c) 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 Incident Response Group.
- d) Chair the Flood Incident Response Group and provide administration, including a minute taker to record meetings, decisions, and actions.
- e) If in-person meetings are required, then the Torness Strategic Coordination Centre (TSCC) at Penston House should be the first choice for the Flood Incident Response Group.
- f) Co-ordinate any actions with the assistance of partner agencies at the Flood Incident Response Group.
- g) Attend ELC Severe Weather Incident Response Group.
- h) Liaise as required with SEPA and other interested parties.
- i) 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 Incident Response Groups at the earliest opportunity.
- j) **Time and resources permitting**, check areas affected or threatened by flooding in order to keep contact with householders and safeguard empty property.
- k) Maintain a current situation map for the information of the Flood Incident Response Group.
- l) Arrange road closures and diversions in conjunction with East Lothian Council and ensure other emergency services are aware of route changes.
- m) Liaise with the media for Public Service Announcements giving warning information, updates, and stand-down messages.
- n) Maintain a log of events and action taken.

SCOTTISH ENVIRONMENT PROTECTION AGENCY (SEPA)

- a) Maintain contact with the Met Office whenever heavy rainfall occurs in order to identify risks of flooding as early as possible and issue the daily Flood Guidance Statement to inform partners of the flood situation. If the daily Flood Guidance Statement goes to Amber or Red, then inform partners of the details.
- b) Provide and maintain a Flood Warning Duty Officer rota to react to information from the hydrometric network or the Met Office and assess 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 Incident Response Group will be made by the Police, based on advice from SEPA and in liaison with partner agencies (e.g. local authority).
- c) 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.
- d) When this plan is activated, provide regular updates to the Severe Weather or Flood Incident Response Groups on the latest Met Office forecast and the likely impact on the river levels via telephone conference.
- e) Continuously monitor the warning instrumentation from the first alert level until either the threat of flooding is past or any subsequent flooding has receded.
- f) Maintain a log of events and keeping the Severe Weather or Flood Incident Response Groups informed as required e.g. relaying updated information that will be disseminated via Floodline Warnings Direct.

EAST LOTHIAN COUNCIL

COMMUNITIES & PARTNERSHIPS

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

INFRASTRUCTURE

ROADS

- a) Provide a representative for the Severe Weather or Flood Incident Response Groups.
- b) Provide appropriate warning signs (e.g. flood, road closure, diversion).
- c) Maintain gritting, salting and snow clearance on essential routes.
- d) Provide sandbags and filling material as per the information contained in *Section 2* of this plan
- e) Provide personnel to fill sandbags and carry out other tasks as required by the Severe Weather or Flood Group – if available.
- f) Clear and repair roads once recovery commences.
- g) Early inspection of bridges and important culverts in the threatened area to check for blockages or other damage.
- h) Clear bridges and important blocked culverts in threatened area if possible.
- i) Maintain a log of events and keeping the Severe Weather or Flood Incident Response Groups informed of the situation.
- j) Consider Transport and logistics impacts
- k) Maintain the 'grit bins' in each community.

SPORT, COUNTRYSIDE AND LEISURE

- a) Assist in severe weather events as and when required.

HEALTH & SOCIAL CARE

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

DEVELOPMENT

COMMUNITY HOUSING

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

CUSTOMER SERVICE

CONTACT CENTRE

- a) Activate the Public Information Helpline if requested to do so by the Severe Weather or Flood Incident Response Groups.
- b) Maintain a log of events keeping the Severe Weather or Flood Incident Response Groups informed.

CORPORATE SUPPORT

MEDIA COMMUNICATIONS

- a) Use all forms of social media available to alert the public.
- b) Update the ELC website re weather and school closures.
- c) Issue communications/updates to council employees as required.
- d) Liaise with the Flood and/or Severe Weather Incident Response Group.

SCOTTISH FIRE & RESCUE SERVICE

- a) Provide a Flexi Duty Officer to engage with and provide situation reports to the Incident Response Group or Resilience Partnership meetings as appropriate.
- b) Carry out and support tactical planning of search and rescue operations.
- c) Assist at the scene of flooding by providing specialist water rescue teams, high-volume pump capability, urban search and rescue and tactical advice.
- d) Provide assistance pumping out domestic and commercial premises in an emergency or where there is a risk to life or to prevent incident escalation.

- e) Provide assistance making structures safe in an emergency or where there is a risk to life.
- f) Provide access to volunteers registered on the Community Asset Register.

SCOTTISH AMBULANCE SERVICE

- a) Provide, if required, a representative for the Severe Weather or Flood Incident Response Groups who will liaise with Scottish Ambulance Control.

MET OFFICE

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

EoS REGIONAL RESILIENCE PARTNERSHIP (EoS RRP)

Please read in conjunction with section 2.7 of this plan.


- a) The East of Scotland Regional Resilience Partnership (EoS RRP) can be contacted taking the following into consideration:
 - i. 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.
 - ii. 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.
 - iii. The on call EoS RRP Co-ordinator can be found here: [East of Scotland Regional Resilience Partnership](#)

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.

ANNEX G: SUGGESTED GENERIC AGENDA FOR THE 1ST ELC SEVERE WEATHER/ FLOOD INCIDENT RESPONSE GROUP MEETING

Severe Weather/Flood Incident Response Group Meeting		
AGENDA		
Date:		
Time:		
Chair:		
Minute Taker:		
1	Introductions including reference to role	
2	Strategy 'Our objective is to work together with our partner agencies and communities to save life, prevent injury and protect property. We will ensure East Lothian Council follows a plan and takes action, as appropriate and with the resources available, to minimise the impacts that this may bring, including "warning and informing" the public'.	
3	Urgent matters.	
4	Is this or has a 'major incident' been declared? Confirmation of stage of incident. Are we in preparation, response, or recovery? Urgent matters.	
5	Current Met Office update and impacts for East Lothian.	
6	Forecast from the Met Office and possible consequences.	
7	Reporting process	
8	Emergency Coordination Centre, established? If not, should it be?	
9	Update from Partner Agencies present or online?	
10	Update from ELC Services: <i>Roads</i> <i>Transport and logistics impacts?</i> <i>Amenities</i> <i>Health & Social Care – most vulnerable? Rest Centres?</i> <i>Housing</i> <i>Education</i> <i>Contact Centre</i>	

	<i>HR</i> <i>IT</i> <i>Communications</i>	
11	Connected and Resilient Communities	
12	Business Continuity	
13	Finance – Bellwin Scheme & maintaining records/documentation of costs for later re-claim.	
14	Scottish Government Resilience Room (SGoRR) established? Update? Next meeting?	
15	LRP or RRP established? Update? Next meeting?	
16	MACC considered?	
17	Voluntary groups?	
18	Recovery Group: Head of Development	
19	Sustainability of Severe Weather Incident Response Group if a prolonged affair.	
20	Confirm ELC adverse weather policy.	
21	Review of actions.	
22	AOB.	
23	Time of next meeting?	

ANNEX H: ITEMS FOR CONSIDERATION AT ELC SEVERE WEATHER INCIDENT RESPONSE GROUP MEETING

(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 Incident Response 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? Are 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	
8	Chair to follow pre-pared generic agenda.	
9	Looking ahead can the Severe Weather Group be sustained? What action can be taken to ensure staff are properly.	
10	Consider mutual aid?	
11	Confirm ELC Adverse Weather Policy for staff and promulgate.	
12	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 I: ELC EMERGENCY COORDINATION CENTRE (ECC)²

ROLES OF THE ELC:

- 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

OPERATIONS 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 Office, 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

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.

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.
- 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 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.

ANNEX J: 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 centers 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 southwest 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.

RIVERSIDE PROPERTIES

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

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 out with 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

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 SEPA Warnings & Triggers - Haddington

T2 River Flood Warning Areas in Haddington - [Street List](#).

T3 (a), (b) and (c) - [Street Plan](#).

ANNEX T1: SEPA WARNINGS & TRIGGERS- HADDINGTON TYNE CATCHMENT



Further Information / Historical Information				
Event Date	Lennoxlove	Spilmersford	Nungate	Details of Flooding
27/12/2023	1.615m	1.750m	1.991m	
19/10/2019	1.566m	2.190m	2.120m	
22/11/2016	1.537m	1.893m	1.985m	Storm Angus – photos in past events water coming through wall and Poldrate Mill flooded
25/09/2012	2.101m	2.439m	2.454m	Highest recorded at Nungate with some property flooding in Haddington
07/07/2012	1.689m (4yr RP)	2.139m (8yr RP)	2.207m	Some property flooding in Haddington
16/01/2010	1.484m	1.794m	1.942m	Not known
04/09/2009	1.518m	1.948m	2.045m	Not known
07/08/2008	1.498m	2.135m	1.940m	Not known
22/10/2002	1.708m	2.018m	1.814m	Not known
07/11/2000	2.207m	2.484m	2.307m	Some property flooding in Haddington. Spilmersford + Lennoxlove highest on record
06/10/1993	1.333m	2.307m	-	Not known

RP = Return Period Estimate. Note: Spilmersford is a larger contribution to flow than Lennoxlove.

There was flooding in both July 2012 and Sept 2012 in Haddington with the wall being sandbagged on both occasions. There was flooding behind the wall with the Waterside Bistro and Peter Potters being affected. The Waterloo Bistro on the Poldrate was flooded on both occasions. During the Sept 2012 water did start to come over the wall on an area

away from the sandbagging. In Sept all warnings were issued including Red but no Severe Flood Warning was required after discussion with the council and Police.

During the Nov 2000 event East Lothian Council Sandbagged (2 layers) the wall beside the Waterside Bistro which prevented the water over topping. However, there was still localised flooding behind the wall due to drains backing up.


Haddington is split into 3 separate warning areas with each warning area issued on a separate trigger based on levels at one of the gauging stations. East Lothian Council have a Flood Plan which is based on this and most of the information for warnings been taken from there.

Flood Warning Area	Haddington (Orange)	Registered Customers	
		71	of 176
Catchment	Tyne	IVR Code	23219


	Rainfall Triggers	Duration	Spilmersford	Lennoxlove	Nungate Bridge	
Trigger Based	Crichton	12mm in 3 hrs				Operational
	Gifford	12mm in 3 hrs				
	Haddington STW	12mm in 3 hrs				
	Nunraw Abbey	12mm in 3 hrs				
	-	-	2.0m	1.7m	2.1m (NOT ALARMED)	FW Level 2

Not Modelled – trigger based. Generally, if FGS is amber East Lothian Council will want a discussion. If Flood Group is set up advise the DFA who will represent SEPA. The Only forecasting available is Grid 2 Grid and this is only for Spilmersford, Lennoxlove and East Linton ** Not available for Nungate. Note: Spilmersford is a larger contribution to flow than Lennoxlove.

How to use the Flood Warning			
Status	Action (1)	Action (2)	Message Insert
FW Level 2	Issue a Flood Warning for the Haddington Orange if levels reached and further rainfall is forecast of more than 12mm in 3hrs or you have just had 12mm in 3hrs	This is the second warning area to be triggered for Haddington, if you need to issue this you will have to issue a Flood Warning 'Update Passive' for 'Haddington Green' merging message text together. Issue if river reaches 2.1m and further rainfall is forecast (12mm in 3hrs).	A Flood Warning has been extended for areas in Haddington due to the risk of flooding from the River Tyne.
			Flooding of Brewery Court, St Ann's Place, Tyne Close, Sidegate, Sidegate Lane, Sidegate Mews, Victoria Terrace and Hardgate, is now possible.
			Water may also back up from drainage systems causing localised flooding behind the wall in the Nungate Bridge area of Haddington.
Partner Information Insert		Lothian and Borders Division, Scotland Police, East Lothian Council Levels at Nungate have reached / or expected to reach 2.1m and this message has been issued to people who have registered for the service in the Orange Area of East Lothian Council Emergency Plan	
Additional Information			

	<p>Nungate (gauge established 1993)</p> <p>Spilmersford (gauge established 1965)</p> <p>Lennoxlove (gauge established 1973)</p>
Local Authority Area	East Lothian Council

Flood Warning Area		Haddington (Red)			Registered Customers	
Catchment		Tyne			180	of 599
	Rainfall Triggers	Duration	Spilmersford	Lennoxlove	Nungate Bridge	IVR Code
Trigger Based	Crichton	12mm in 3 hrs			2.3m NOT ALARMED	FW Level 3
	Gifford	12mm in 3 hrs				
	Haddington STW	12mm in 3 hrs			2.4m NOT ALARMED	FW Level 4
	Nunraw Abbey	12mm in 3 hrs				
<p>Not Modelled – trigger based. Generally, if FGS is amber East Lothian Council will want a discussion. If Flood Group is set up advise the DFA who will represent SEPA. The Only forecasting available is Grid 2 Grid and this is only for Spilmersford, Lennoxlove and East Linton ** Not available for Nungate. Note: Spilmersford is a larger contribution to flow than Lennoxlove.</p>						
Status	Action (1)	Action (2)	Message Insert			
FW Level 3	<p>Issue a Flood Warning for Haddington Red if level reached and further rainfall forecast or there has been 12mm in last 3hrs.</p> <p>Consider contacting Met Forecaster in Aberdeen for latest forecast</p>	<p>This is the third warning area to be triggered for Haddington. You will need to update messages for Haddington Green and Orange merging the text as required.</p>	<p>The Flood Warning has been extended for the River Tyne in Haddington. River Levels are expected to increase further resulting in further areas at risk of flooding.</p> <p>Flooding in and around Anne's Cottages at Sidegate, Lennoxmilne Court, Millfield, Mill Court, Mill Wynd, High Street, The Butts, Lammermuir Crescent, Whittinghame Drive, Lonnox Road, Brown Street, Wemyss Place, The Maltings and Langriggs, is now possible.</p>			

			Backing up from drains is likely to cause significant flooding problems in this area.
FW Level 4	If levels at Haddington reach over 2.4m at Nungate, contact the Duty FDM to discuss whether Severe Flood Warning will be required. The FDM will need to consult the Severe Warning Checklist and contact the police and council to agree message content.		
Partner Information Insert	Lothian and Borders Division, Scotland Police, East Lothian Council Levels at Nungate have reached / or expected to reach 2.1m and this message has been issued to people who have registered for the service in the Orange Area of East Lothian Council Emergency Plan		
Additional Information			
		<p>The top of the wall equates to 2.2m at Nungate Bridge, if there are no sandbags placed on the top of the wall. This warning was issued in Sept 2012 but there was no property flooding in the red area.</p> <p>Nungate (gauge established 1993)</p> <p>Spilmersford (gauge established 1965)</p> <p>Lennoxlove (gauge established 1973)</p>	
Local Authority Area		East Lothian Council	

ANNEX T2: RIVER FLOOD WARNING AREAS IN HADDINGTON-STREET LIST

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:

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

ORANGE All the above plus

Brewery Court	Sidegate Lane
St Ann's Place	Sidegate Mews
Tyne Close	Victoria Terrace
Sidegate	Hardgate

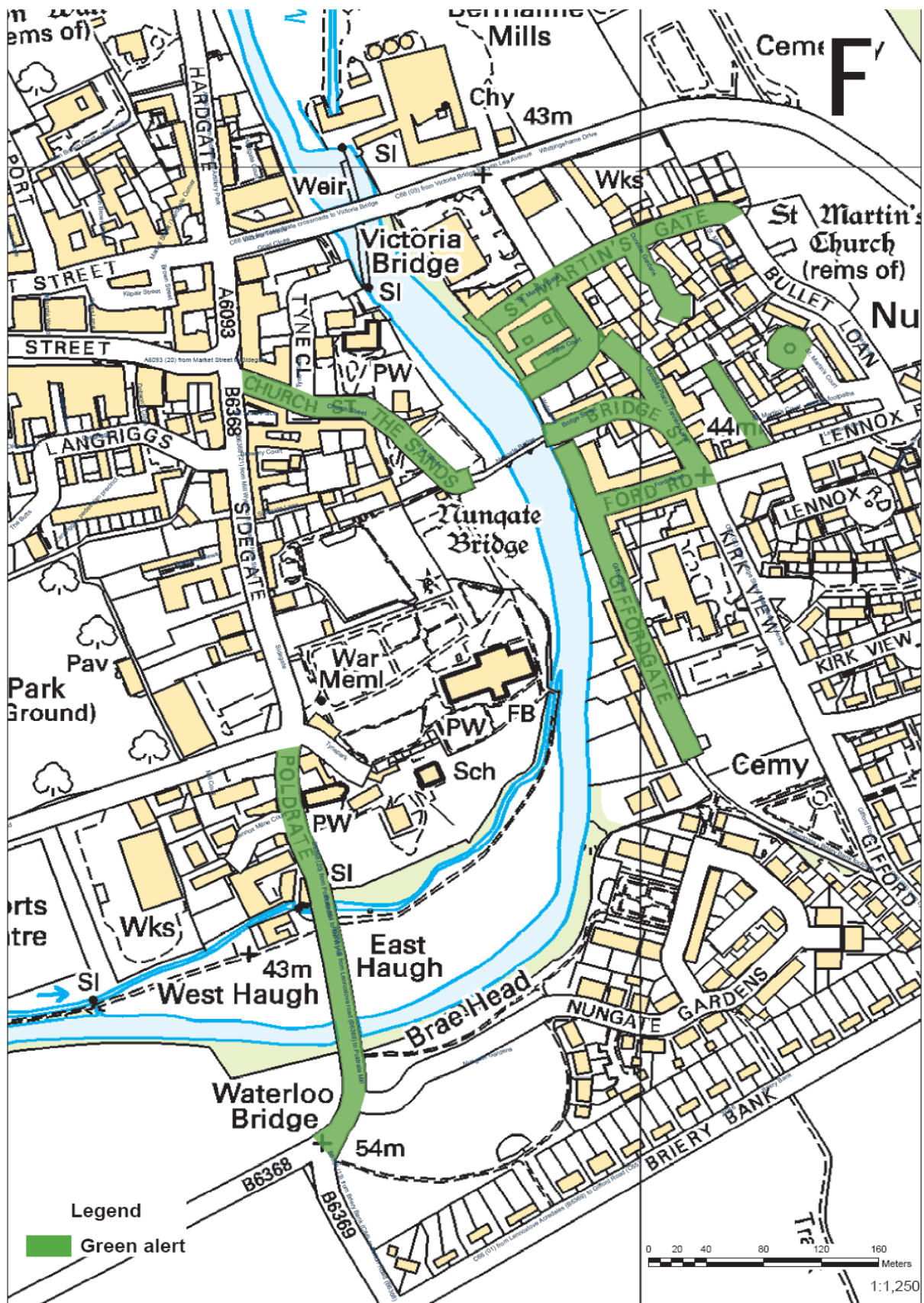
RED All the above plus

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	

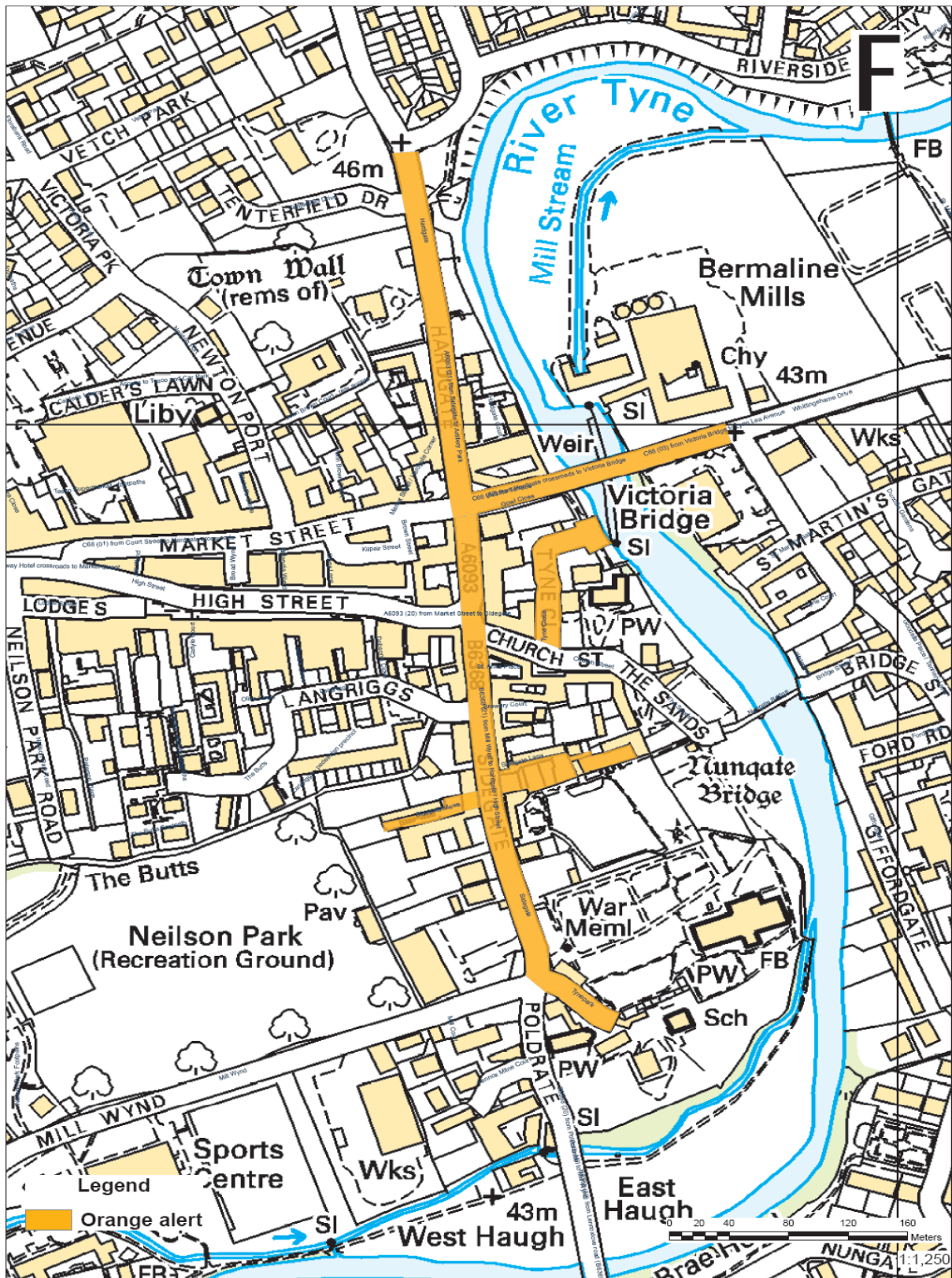
Lists of Key holders for business premises are available from the Police Scotland, Area Control Room, Bilston.

NB - Whilst the streets above are those most likely to flood others could also be affected if severe flooding occurs.

ANNEX T3 (a)- STREET PLANS- GREEN



ANNEX T3 (b)- STREET PLANS – ORANGE



ANNEX T3 (c) – STREET PLANS- RED



PART 3: PROCEDURES- RIVER ESK

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

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

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

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 out with 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

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 to establish an Emergency Rest Centre in the most appropriate location.

MUSSELBURGH FLOOD PROTECTION SCHEME

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.

PART 3: ANNEXES': ESK

E1	Flood Warning areas in Musselburgh	Street List
E2	Flood Warning areas in Musselburgh	Street Plan
E3	SEPA Warnings & Triggers	
E4	Sandbag Distribution Plan	East/West Bank

ANNEX E1: FLOOD WARNING AREAS IN MUSSELBURGH- STREET LIST

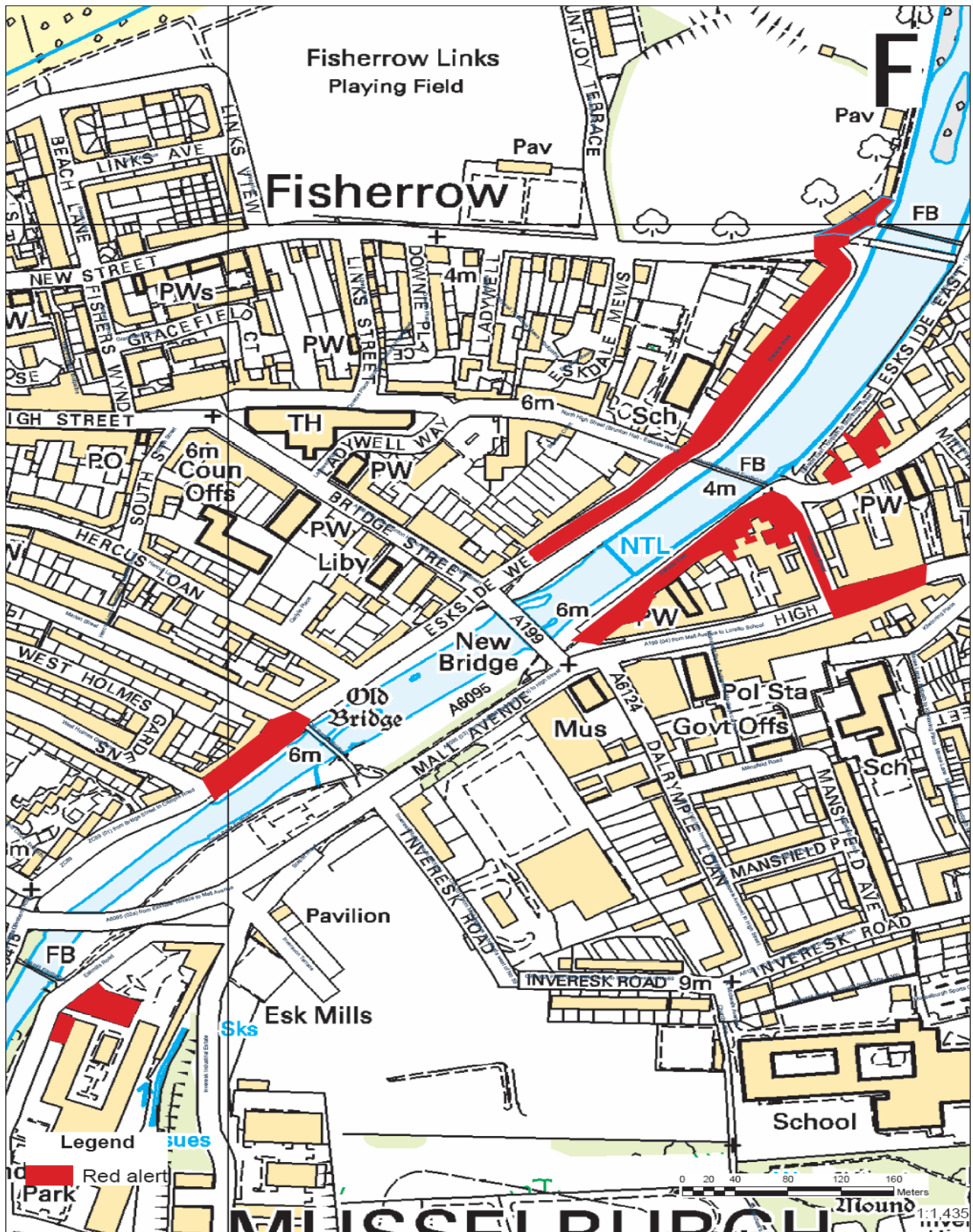
EAST SIDE OF RIVER

Station Road	Eskmills villas, numbers 1 and 3
	Eskmills villas, numbers 2 and 4 (Upper flats- access cut off)
Eskmill Industrial Estate Station Road	Job Centre
	Iolair Sails
	Ivanhoe Printers
	Tent Repair Services
	East Lothian Glazing Company
Eskside East	Roadway between New Stone Bridge and Shorthope Street
	Baptist Church
	House numbers 10, 11, 12, 13A
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

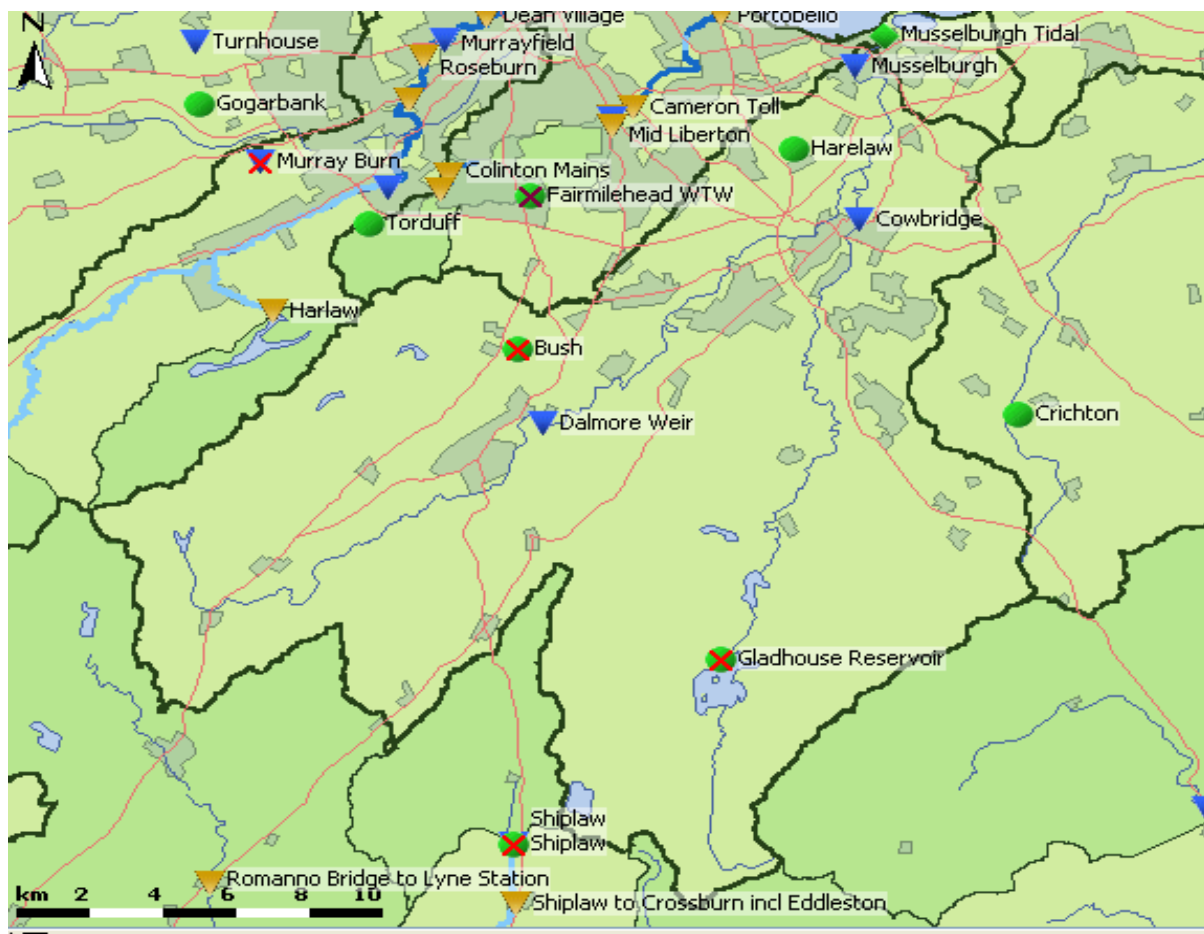
WEST SIDE OF RIVER

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: SEPA WARNINGS & TRIGGERS- MUSSELBURGH ESK CATCHMENT



Further Information / Historical Information				
Event Date	Dalmore	Cowbridge	Musselburgh	Details of Flooding
23/24/2024	0.766m	1.652m**	2.788m (est 30yr return period)	Levels very high. Flood Warning Update issued. Council deployed sandbags. No property flooding possibly due to collapsed wall at Inveresk house which opened up a large area of floodplain. Riverside paths, golf course inundated with water on road at Eskside. Grid to Grid not great predicting during this event.
30/12/2022	0.917m	1.297m	2.346m (est 10yr return period)	Levels very high. Flood warning issued. Council deployed sandbags to properties at Eskside due to potential river-tidal influence. No property flooding but paths by river upstream of Musselburgh impassable, golf course flooded. No water on roads at Eskside/New St. High

				Tide over 4hrs after peak at Musselburgh so no property/ road Impact.
07/07/2012	0.914m	1.412m	2.436m (est 20yr Return Period)	Levels very high through Musselburgh. Council deployed demountable barrier no reports of properties flooded
25/09/2012	0.727m	1.311m	1.973m	No issues reported
26/04/2000	1.014m	1.747m	2.869m	Highest Recorded
10/10/1993	0.673m		2.358m	
03/11/1984	0.955m		2.770m	
14/08/1966	0.945m		2.620m	

There are 3 rain gauges in the Esk Catchment (The Bush, Gladhouse Reservoir and Harelaw). On the North Esk there is a level and flow site at Dalmore, and on the South Esk there is a level and flow at Cowbridge. Within Musselburgh there is a fluvial monitoring site as well as a tidal gauge in the mouth of the river.

Dalmore gives a lead time of between 2 and 4hrs to Musselburgh; and in majority of instances if Dalmore reaches flood warning, then Musselburgh will reach flood warning. There are a few exceptions (July 2012 & Oct 2021) but there is no forecasting available.

**The relationship between Cowbridge and Musselburgh is not as clear and the lead time can vary greatly from 30mins to peaking after Musselburgh. Hence it is not used as a trigger for Musselburgh and no alarms are set on this but may be useful to check what the gauge is doing prior to contacting the council.

- ACTIONS:
- Contact council with a heads up at either 0.6m at Dalmore or 1.6m at Musselburgh unless levels look like they are peaking
- Prior to contacting check what rainfall has fallen and what rainfall is forecast, check what levels are doing at Cowbridge.

Musselburgh has a tidal influence and there is a separate tidal warning issued by the Coastal FWDO. If you issue the warning for Musselburgh, contact the coastal FWDO to discuss if the tidal area should also be issued. Flooding is also likely when high levels in the River Esk coincide with high tide levels greater than 3.0m AOD (which is the equivalent to the tide being 5.9m ACD). If high flows in the Esk or any tides above 6m at Leith Harbour then run Esk model spreadsheet.). Purely tidal flooding (no Esk influence) is experienced on the path at Loretto at around 3.25m (6.15m ACD) and into Loretto Playing Fields at 3.45m (6.35m ACD).


Tide Tables can be found on the web on either the BBC (Look at Leith) or Easytide (look at Leith and Cockenzie).

ACTION: If you are issuing the fluvial warning contact the COASTAL FWDO to advise and liaise regarding if the coastal warning needs to be issued too.

Coastal FWDO will contact Edinburgh FWDO if they issue the Musselburgh Tidal Warning.

Flood Warning Area			Musselburgh			Registered Customers	
						237	of 335
Catchment			Esk			IVR Code	23231
Observed			Triggers			Alarms	Flood Warning
	Rainfall Triggers	Duration	Tide Levels	Musselburgh	Dalmore Weir		
Trigger Based	Gladhouse	>24mm in 24 hrs	>3.0mAOD	1.5m	0.5m	Heads Up leading to operational	
	The Bush	>12mm in 3hrs					
	Harelaw	>12mm in 3hrs					
	-	-	-	2.0m	0.7m	Flood Warning	
	-	-	-	2.3m	1.0m	FW Level 2	
Not Modelled – trigger based. The only forecasting available is Grid 2 Grid and this available for Dalmore and Musselburgh. Issue the Flood warning if either site triggers unless levels are looking like they are peaking and no further rain is forecast							

Status	Action	Message Insert
Heads Up	Log on, check gauging stations in FEWS, start monitoring. No forecast of level except in Grid 2 Grid. Monitor if either Dalmore weir reaches 0.6m or Musselburgh reaches 1.6m then contact East Lothian Council Emergency planning to give a heads up that a Flood Warning is possible. Check what rainfall has fallen at the above rain gauges. You may wish to contact Met Officer to get a forecast for rainfall in area. Detail in contact section.	
Operational	Contact East Lothian Council if either Dalmore weir reaches 0.6m or Musselburgh reaches 1.6m and levels are not peaking then contact East Lothian Council Emergency planning to give a heads up that a Flood Warning is possible. Check what rainfall has fallen at the above rain gauges. You may wish to contact Met Officer to get a forecast for rainfall in area. Detail in contact section.	
Flood Warning	Issue a Flood Warning or update the existing Flood Warning for this area based on the latest forecast conditions.	Flooding of low-lying properties on the east side of the river in and around Station Road, Eskside East, Millhill, the Roadway between Shorthope Street and High Street is now possible. There is also a risk of flooding to low lying properties on the west side of the river including those in around Eskside West and the roadway between New Street and Eskside West.
		Access to these areas may be restricted or cut off by flooding. High River levels in the River Esk combined with high tide levels mean there is a risk of flooding to areas close to the River Esk in Musselburgh. High Tide is expected to be at [insert high tide times].
FW Level 2		Flooding of properties in and around Station Road, Eskside East, Millhill, the Roadway between Shorthope Street and High Street, Eskside West and New Street is now possible. Access to these areas may be restricted or cut off by flooding. High River levels in the River Esk combined with high tide levels mean there is a risk of flooding to areas close to the River Esk in Musselburgh. High Tide is expected to be at [insert high tide times].
Partner Information Insert		SFRS this warning is in East Lothian Council Area.
Additional Information		

 <p>© Crown copyright. All rights reserved. SEPA Lic. no. 100016951 (2017).</p>	<p>There was a fluvial event in Musselburgh on 7th July 2012. During the event East Lothian Council placed a demountable barrier near to the green. No property flooding was reported.</p> <p>The top of the wall on the opposite bank to the Musselburgh Tidal Station is 3.3mAOD.</p> <p>Bankful level at Musselburgh gauging station is equivalent to 2.9m on the gauge.</p> <p>Dalmore (gauge established 1960) Musselburgh (gauge established 1962)</p>
<p>Local Authority Area</p>	<p>East Lothian Council</p>

ANNEX E4: SANDBAG DISTRIBUTION PLAN- EAST/ WEST BANK

Note: East Lothian Council will not supply sandbags to householders and/or businesses out with 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
	Ivanhose 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
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	374

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: **656**

PART 4: PROCEDURES- WEST BARNES

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.

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

A list of premises known to be at risk from flooding is at [Annex WB](#), together with a map of the area.

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 out with 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

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.



PART 4: ANNEX WB- PROPERTIES AT RISK- WEST BARNs

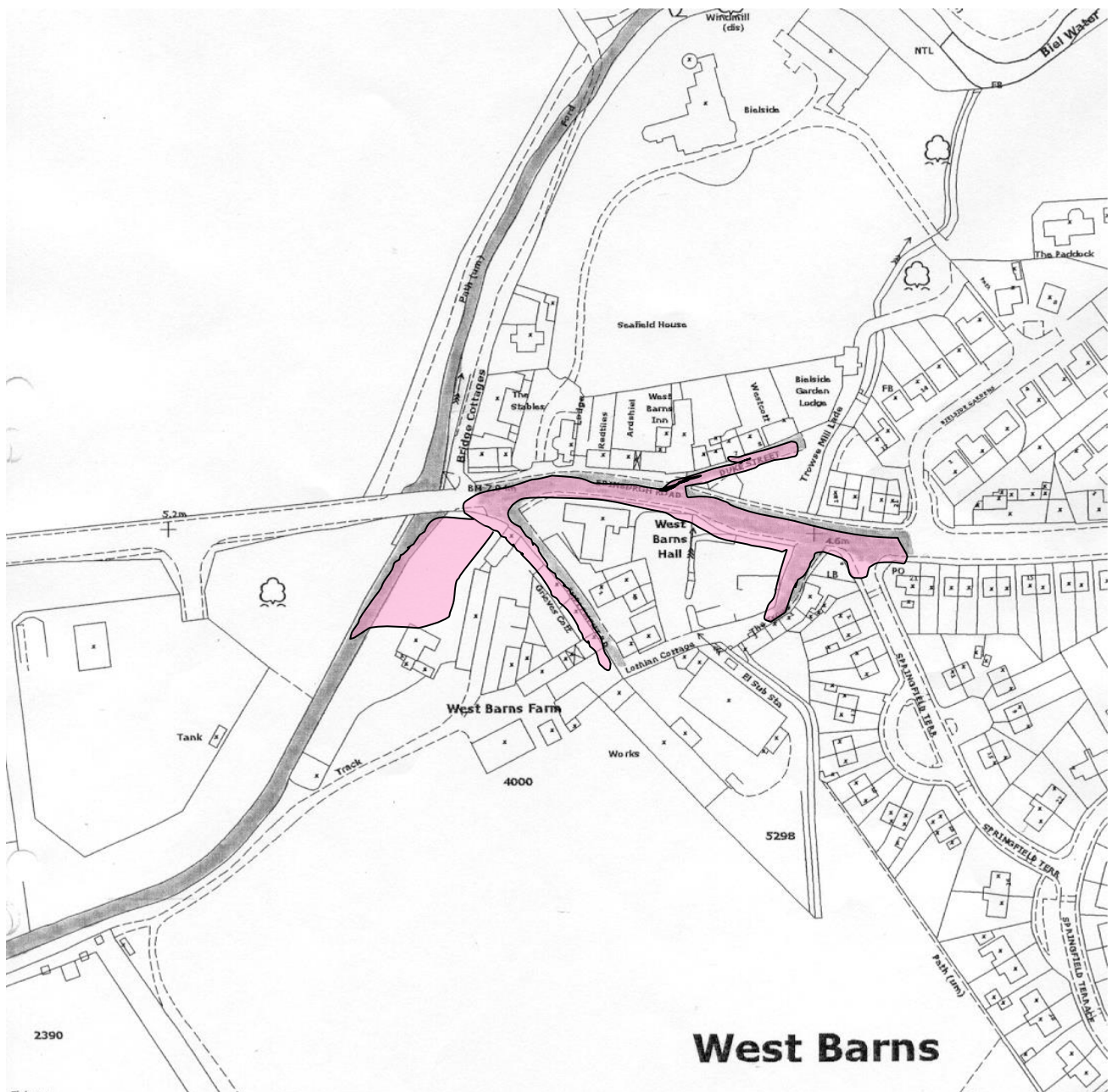
Duke Street


West Barns Inn

Bridge Cottages

West Barns House

Bielside



 Area at risk from flooding

PART 5: COASTAL/ TIDAL FLOODING

INTROUCTION

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.

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.

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.

East Lothian has over 40 miles of coastline. The coastline consists of raised beaches, saltmarshes, 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.



FIRTH OF FORTH FLOOD WARNINGS

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.

SEPA DATA

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.

SEPA FLOOD WARNING SERVICE (COASTAL FLOODING)

A flood warning service operated by SEPA is available for the east coast of Scotland.

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'.

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.

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

HARBOURS IN EAST LOTHIAN

Owned and managed by East Lothian Council:

Fisherrow/Cockenzie - Harbourmaster Alex Stewart 07776 467446

Owned or Leased by Harbour Trusts:

Dunbar - Harbourmaster Quentin Dimmer 07958 754858 or 0131 665 0476

Port Seton - Harbourmaster Andrew Murdoch 07595 027112 or 01875 811389; Trust
Secretary Jane Johnston 01875 811740

North Berwick - Harbourmaster Ricky Martin 07776 467373 or 01620 893333

ANNEX C1: SEPA WARNINGS & TRIGGERS- COASTAL

Flood Warning Area		Musselburgh Coastal	Registered Customers	
			252	of 2136
Local Authority Area		East Lothian Council		
Model	Forecast Locations		Thresholds	
	Musselburgh Coastal			
	Level (mAOD)			
FEWS	3.25		Operational	
	3.50		Flood Warning	
Status	Action		Message Insert	
Operational	No action. Early notice for FWDO.		n/a	
Flood Warning	Issue a Flood Warning or update the existing Flood Warning for this area based on the latest forecast conditions.		A combination of high tides and prevailing weather conditions means that flooding is possible from the sea. Flooding is expected along the coastal frontage at Musselburgh. Areas at risk include: Low lying properties on Edinburgh Road at Newhailes; low lying properties at New Street, Fisherrow; properties at Mountjoy Terrace and Mountjoy Terrace. Streets and low-lying properties adjacent to the River Esk- including Eskside West; Eskside East; New Street and the Goose Green area. Flooding impacts are expected around the time of high tide at [insert timings of expected onset of flooding].	

Flood Warning Area		Prestonpans, Cockenzie and Port Seton	Registered Customers	
			40	of 287
Local Authority Area		East Lothian Council		
Model	Forecast Locations	Thresholds		
	Prestonpans, Cockenzie and Port Seton			
	Level (mAOD)			
FEWS	3.50	Operational		

	3.60	Flood Warning
Status	Action	Message Insert
Operational	No action. Early notice for FWDO.	n/a
Flood Warning	Issue a Flood Warning or update the existing Flood Warning for this area based on the latest forecast conditions.	<p>A combination of high tides and prevailing weather conditions means that flooding is possible from the sea. Flooding is expected along the coastal frontage from Prestonpans, to Cockenzie and Port Seton.</p> <p>Areas at risk include the B1348 High Street; Cockenzie Harbour; Port Seton Harbour; Wemyss Place; Cockenzie Power Station; Ormiston Place; Salt Preston Place; Inchview North.</p> <p>Flooding impacts are expected around the time of high tide at [insert timings of expected onset of flooding].</p>

Flood Warning Area		Dunbar including West Barns	Registered Customers	
			73	of 196
Local Authority Area		East Lothian Council		
Model	Forecast Locations		Thresholds	
	Dunbar incl. West Barns			
	Level (mAOD)			
FEWS	3.40		Operational	
	3.50		Flood Warning	
Status	Action		Message Insert	
Operational	No action. Early notice for FWDO.		n/a	
Flood Warning	Issue a Flood Warning or update the existing Flood Warning for this area based on the latest forecast conditions.		A combination of high tides and prevailing weather conditions means that flooding is possible from the sea. Flooding is expected along the coastal frontage from Dunbar including West Barns. Areas at risk include: Belhaven Caravan Park; A087 Edinburgh Road at West Barns and low-lying properties. Properties at Bielside Gardens West Barns; Back Road Belhaven; North Street Belhaven; Winterfield Mains, Custom House Square; Woodbush.	

		Flooding impacts are expected around the time of high tide at [insert timings of expected onset of flooding].
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Coastal erosion affecting West Bay Beach, North Berwick



Sinkhole at Lamer Street, Dunbar

RIVER ESK MUSSELBURGH

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

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.



Ekside West, Musselburgh



Ekside West, Musselburgh



Short Hope Street



Goose Green (looking towards the Firth of Forth)