



**APPLEBY**  
EMERGENCY RESPONSE GROUP

## Volunteer Roles

### 1. Flood Wardens (Pre-Flood)

- \* Once warning is activated meet at a designated meeting point in town (the Project Co-ordinator will confirm where to meet) it might be Appleby Grammar School (Emergency Coordination Centre)
- \* Gather kit, hi-vis coat, waterproofs, torch, clipboard with assigned street/area addresses, pens
- \* In pairs, go to your assigned street/area and knock on the door of each address
- \* Advise residents that a flood warning has been issued and help residents install flood gates/sandbags
- \* Advise residents to put in place their own flood plan, e.g flood gates (assist if needed), moving items of value or importance upstairs
- \* Advise residents with cars to move them to a safer place
- \* Advise them to keep up to date via Facebook, radio, tv, local news, gov.uk/flood, Flood line, river levels online, Appleby TIC
- \* Identify who may need to evacuate and advise them to go to Appleby Grammar School if they have nowhere else safe to go to before flood levels become excessive
- \* If residents cannot evacuate on their own contact Coordination Centre to find out if transport can be arranged for them
- \* Ensure those who are to be evacuated take with them essential medicines
- \* Record on clipboard which residents you have been able to speak to and what their plans are (are they going to the Grammar School, evacuating to friends/family or elsewhere or staying in their house)
- \* After all houses on your list have been checked, return to the Coordination Centre
- \* Report in to your coordinator and hand over address check list

**IF FLOODING STARTS YOU MUST STOP WHAT YOU ARE DOING AND MOVE TO  
A PLACE OF SAFETY**

If you have to stop the door knocks for any reason, contact your Coordinator

## 2. Volunteers at Evacuation Centre (ie Appleby Grammar School)

- \* On receipt of flood warning go to Appleby Grammar School as soon as possible
- \* Provide support to the agencies operating the evacuation centre
- \* Assist with organisation of food and drinks
- \* Provide emotional support to evacuated residents
- \* Keep a record of those people returning to their homes or elsewhere after the flood

## 3. Sandbag Volunteers

- \* Assist with filling of sandbags
  - \* Transport sandbags to areas forecast to be flooded
  - \* Deliver sandbags to properties likely to be flooded
- ASAP, FILL SANDBAGS FOR STORAGE AT APPLEBY POLICE STATION FOR IMMEDIATE USE ON SANDS AREA

## 3. Post Flood Recovery Volunteer

- \* Removal of sandbags
- \* Help with emptying of houses/removal of damaged property
- \* Help residents clean their houses
- \* Offer support, be able to make drinks and/or food if required
- \* Carry out regular checks on the houses affected to ensure residents are managing or if any additional help is needed