

Lancaster John O’Gaunt Rowing Club

FERP (Flood Emergency Reaction Plan)

Version 1.2

1. Purpose and Scope

Lancaster John O’Gaunt Rowing Club (JOG) is located in an area prone to flooding from high rainfall and tide related water level rises, in conjunction with the nearby weir.

This Flood Emergency Response Plan (FERP) sets out procedures for:

- Monitoring flood risk
- Responding to flood warnings
- Protecting club assets
- Ensuring the safety of members and visitors

Advice from Emergency Services takes precedence over this plan at all times.

If any user believes they are in imminent danger due to flooding, they must dial 999 immediately and notify the Committee electronically when safe. **No one should put themselves at personal risk when trying to prevent damage to equipment.**

2. Building and Usage Context

- The ground floor of the boathouse has reinforced walls and is designed to be flood-resistant.
- Flood doors must be manually fitted when flood risk is identified.
- Flood doors have not been overtopped in the last five years, but historical performance must not be relied upon as assurance of future protection.
- On one previous occasion, water pressure caused structural penetration even though doors were in place, confirming that flood doors reduce but do not eliminate risk.
- Key holders may access the building outside normal hours and therefore have heightened responsibility to monitor flood risk.

3. Individual Member Responsibilities

- Any member aware of a flood risk (immediate or within 3 hours) must notify other members electronically without delay.
- Key holders are expected to be particularly vigilant and ready to act outside normal hours.
- New members should be inducted with knowledge of flood risks and provided a link to this FERP.
- Known or anticipated flood risks will be communicated via the JOG WhatsApp group.

4. Flood Risk Monitoring and Triggers

4.1 Strategic Preparation

- At the September Committee Meeting arrangements should be made for certain boats to be stored off-site during flood-prone periods.
- This allows remaining boats to be stored higher in the building if flood doors may be overtopped.
- At the same September meeting the Committee should ensure that six of the members are on the Environment Agency Flood Alert Scheme, so that they will be notified when flooding is predicted.

4.2 Operational Triggers

- When heavy rainfall is forecast, Committee Members must ensure flood doors are fitted after training sessions or by contacting volunteers via JOG WhatsApp.
- Once flood doors are deployed, inform members via JOG WhatsApp.
- Predicted high levels of snow melt can also cause large rises in the river level, especially when combined with rain.
- High tidal levels (spring tides) occur twice every month around the time of the full and new moons, and, when combined with moderately elevated river flow rates, can lead to rapid peaks in the water level at the club which may result in flooding.
- Committee Members should keep an eye on tidal charts for Lancaster when river levels are already moderately raised.

4.3 Water Level Threshold

- Predicted water level ≥ 1.2 m on river monitors requires flood doors to be in place.
- This aligns with the Environment Agency (EA) Flood Alert threshold issued to six nominated members (Committee).
- Any of the six EA-registered members may act if a Flood Alert is received and flood doors are not already installed.
- One person who is available should take on the role of Flood Door Co-ordinator once a flood alert is received.
- Communicate via JOG Committee WhatsApp group to allocate role of Flood Door Co-ordinator
- Co-ordinator to communicate via JOG Members WhatsApp group for volunteers to help fix flood doors at a designated time.
- It is advised that at least two people are required to fit flood doors safely.

5. Flood Door Competency Register

- The club maintains a Flood Door Competency Register of members trained to install/remove flood doors safely.

- Maintained by the Safety Officer and reviewed annually.
- At least one registered competent member should be involved in any flood door deployment where reasonably possible.
- Other members may assist, but the presence of a competent person ensures safety and correct installation.

6. Flood Door Deployment Procedure

1. The first available member receiving an EA Flood Alert should:
 - o Take ownership as Co-ordinator, or
 - o Notify the Committee WhatsApp group to appoint a Co-ordinator.
2. The Co-ordinator recruits at least one additional volunteer via JOG Members WhatsApp.
3. Flood doors must be installed following club safety procedures and Risk Assessment documentation.
4. It is advised that at least two people should fit the flood doors together.
5. If water is rising quickly towards or entering the boathouse, abandon attempts for personal safety reasons.
6. If the forecast or rising water levels suggest that the flood doors may be overtopped (a water level of roughly 2.3m), take Internal Boat Protection Measures (11).

7. Monitoring During Club Activity

- Rowing sessions must be cancelled if the middle landing stage is submerged.
- If water rises to the top of flood doors, use of the building is advised to be cancelled, ideally with six hours' notice, though this may not always be achievable.

8. Evacuation and Emergency Response

- Flooding is generally gradual; emergency evacuation is unlikely.
- If necessary, Emergency Services must be contacted for anyone unable to leave due to injury or entrapment.
- Their instructions take precedence over all club procedures.

9. Post-Flood Recovery

- After waters recede, the Captain, Chair, or Safety Officer will:
 - o Conduct a visual inspection of the building and equipment
 - o Coordinate any required clean-up
 - o Notify members electronically when the club is safe to reopen

10. Safe Use of Flood Doors

- All members should be offered instruction on fitting flood doors.

- The club provides safety helmets with torches, stored with lifejackets, for night-time or power-cut deployment.
- It is advised that a minimum two members are required to fit flood doors safely.
- Abandon deployment if water level is rising quickly or the water is entering the boat bays.

11. Internal Boathouse Protection Measures

When flood doors may be overtopped (water level roughly 2.3m), preventative measures inside the boathouse include:

- De-rigging boats
- Moving boats to higher racks – most valuable boats on highest racks where possible
- Installing retaining bars across top racks in sculling bay, and move boats up onto these
- Securing blades with trailer ties
- Moving training boats to back room
- Tying stable boats onto trestles – correct way up so they will float
- Loosely securing inflated launches to guide rails
- Removing tools and other loose equipment – take upstairs

Several volunteers are required for these tasks, recruited via JOG Members WhatsApp group. Take great care when moving around inside the boat bays. The boat bays must be vacated once water overtops the flood doors.

12. Fuel and Hazardous Materials

- Fuel and hazardous substances pose environmental and safety risks during flooding.
- When flooding is anticipated:
 - o Move portable fuel containers to the highest safe location or remove from the building if possible
 - o Ensure containers are labelled, sealed, and upright
- Do not move fuel if doing so presents personal risk.
- Any significant fuel spill must be reported to Emergency Services and the Environment Agency.

13. Information Sources

- Environment Agency Flood Alerts and Warnings
 - o [Get flood warnings by text, phone or email](#)
- River level monitors
 - o <http://www.gaugemap.co.uk/station/7747>
- Lancaster tide tables

- o [Lancaster Tide Tables & Times](#)

14. Contacts

Club Safety Officer, Steve Sullivan, Lancaster John O’Gaunt Rowing Club, Halton, Lancaster

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15. Brief Summary of Most Important Points

- September Committee Meeting – decide which boats to remove from boathouse and who will receive EA flood warnings
- Be vigilant - deploy flood doors after session at boathouse when heavy rain, large snow melt or spring tides with moderately raised river levels predicted – inform members by JOG WhatsApp when doors deployed
- EA flood alert to 6 Committee members – one to take co-ordinator role or WhatsApp others to appoint co-ordinator
- Co-ordinator to use JOG WhatsApp to members for volunteers – at least two people required to fit doors
- Abandon flood door deployment if water entering boathouse
- If water level >2.3m predicted, start internal boathouse protection – several people required, recruited via JOG WhatsApp
- Vacate boat bays once water overtops flood doors
- **Personal safety must not be compromised at any point in order to protect equipment. Call 999 immediately if risk to life**

Version Control

Version	Author	Date	Changes made
1.1	Committee approved new draft	1 Dec 2025	Re-drafted documentation
1.2	Steven Sullivan	28 Jan 2026	Re-drafted documentation