

**Committee:** COMMUNITY COMMITTEE

**Agenda Item**

**Date:** September 14, 2006

**10**

**Title:** **EMERGENCY PLANNING – COUNCIL OFFICES**

**Author:** Barry Stansfield (Area Services Officer) 01799 510518, Lynn Rusling (Customer Care Officer) 01799 510467, Claire Croft (Principal Support Services Officer) 01799 510524      Item for information

---

### **Situation**

1. The building was locked at 18.30 on Friday 14 July. There was no sign of any water at that time.
2. The building was re-opened at 10.15 Saturday 15 July. It was then that water outside the ground floor ladies toilet was noticed.
3. On entering the toilets, water was pouring from behind the panelling. I phoned Sally Johnson who explained where the stop cock was. This was turned off and she then contacted Derek Morris to arrange for a plumber to attend.
4. I set up the Council Chamber for the weddings and then went to open the fire exit by the loading bay and found water running through the door. A brief inspection revealed water cascading through the ceiling directly above the door to the lift/telephone room. The water in this area was probably 50mm deep.
5. I opened the lift doors and found the lift floor covered in water. The area under the lift had acted as a sump and was obviously full of water. I rang Sally Johnson again to explain the situation was more serious than originally thought.
6. Sally contacted Derek Morris who arranged for Chris Rix Electrical to attend. I contacted the fire brigade to pump the water from the building and to control the situation. They were in attendance by approximately 10.45. Sally arrived about this time.
7. Lynn Rusling who was working that day called Claire Croft as the telephone switch, which was under water, had been switched off by the Fire Brigade. Claire Croft arrived on site at about 11.35 am. On arrival I assessed the telephone switch once it was safe to do so, under the instructions of the Fire Brigade and electrician. The switch had been taken down and I then made arrangements with BT to divert our main number 01799 510510 to Cambridge Answering Service, otherwise there would have been no emergency contact

details for our customers over the whole weekend. David Demery, the Emergency Planning Officer and Chief Executive were notified of the situation. Sally Johnson called Adrian Webb and Paul Crossley from IT as the Fire Brigade had advised her that all electrical systems may need to be switched off including all IT systems.

8. The alarm company were advised of the situation and the fire alarm system was placed on 'test' while the situation was resolved. All areas where the water had penetrated had wet and/or damaged items. These were removed and noted and the excess water was removed by staff in attendance.
9. The Chief Executive purchased 3 dehumidifiers which were placed in the lift room and on the ground floor corridors. The continuous running of these appliances was approved by the electrician. The lift was left deactivated by the fire brigade and all areas were made safe prior to locking the building.
10. The weddings proceeded as planned.