



**Working Together**

# **Flood Alert Procedure**

**August 2019**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	One named contact removed	K Drum	30/06/16
2.1	Named contact changed	K Drum	09/08/19

## **Flood Alert Procedure**

Borders College are registered with the SEPA floodline for the Gala Netherdale area.

In the event of a serious risk of flooding for the Netherdale area all the contacts listed below will receive either a telephone message or text message indicating a flood alert. In this instance they will call the floodline number to get an update as to the severity level and act accordingly.

- Robert Hewitt
- Steven Bouglas
- Wattie Dodds
- Kevin Drum
- Jake Dixon

The college staff member alerted would have a simple list of options to follow dependant on the conditions that pertain at that time.

Assuming it is safe to do so the priority of actions would be as follows:

- Secure site following a sweep of the building, this would depend on whether or not the warning came out of hours or not
- Isolate electricity and gas supplies to the Campus, DO NOT enter Electrical Switch rooms if under water
- Distribute sand bags to low level entry points
- Where possible remove materials off the ground floor
- Invoke the Emergency Plan

## **Equality Impact Assessment**

**(Rapid impact assessment tool)**

**What Impacts may there be from this proposal on any group's ability to use the College services?**

**Procedure: Flood Alert Procedure**

<b>Positive Impacts (Groups affected)</b>	<b>Negative Impacts (Groups affected)</b>
Having the procedure in place ensures that the College complies with it's responsibilities under Health and safety legislation.	None identified.
<b>Actions taken to alleviate any negative Impacts:</b> No negative impacts.	
<b>Recommendations:</b>	

**From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?**

**Has a full Equality Impact Assessment been recommended?**

Yes

No

**Reason for recommendation:**

## Flood Alert Procedure

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Status: Approved by H&S Committee August 2019  
Policy Dated: August 2019  
Author: Health and Safety Manager  
Review Date: Aug 2022  
Equality Impact Assessed: Yes