



**Regionally Focused – Globally Engaged**

# **Flood Alert Procedure**

**February 2023**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	One named contact removed	K Drum	30/06/16
1.2	Named contact changed	K Drum	09/08/19
2	Contact list updated	K Fitzgerald	9th January 2023
2.1	SEPA Floodline website link added for information	K Fitzgerald	9th January 2023
2.2	Additional staff added to receive SEPA alerts. To ensure full cover in case of holiday/absenteeism	K Fitzgerald	17th February 2023

## 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.

Name
Robert Hewitt – Alerts for Galashiels and Hawick sites
Steven Bouglas – Alerts for Hawick site
Jake Dixon – Alerts for Galashiels site
Katrina Fitzgerald – Alerts for Galashiels and Hawick sites

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 sandbags to low level entry points
- Where possible remove materials off the ground floor
- Invoke the Emergency Plan

[Floodline | Scottish Environment Protection Agency \(SEPA\)](#)

# Flood Alert Procedure

---

Status: Approved by the Health & Safety Committee  
Policy Dated: January 2023  
Author: Health and Safety Manager  
Review Date: May 2025  
Equality Impact Assessed: Yes