



Flood Alert Procedure

July 2025

History of Changes

Version	Description of Change	Authored by	Date
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
3	Document audited. Added evacuate site	K Fitzgerald	11th July 2025

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:

- Evacuate and secure site following a sweep of the building - this would depend on whether 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 \(SEPA\)](#)

Status: Approved by the Health, Safety and
Safeguarding Committee
Policy Dated: July 2025
Author: Health and Safety Manager
Review Date: July 2027
Equality Impact Assessed: Yes