

## **Operational Requirements – Significant Rainfall**

In the event of a predicted and actual significant rainfall event, the following initial actions and follow up arrangements should be instigated at the operational responsive level.

The trigger point will be via security who will receive Met office notification of such an event and will need to start the process when an Amber or Red alert are announced.

Initially security will notify the following persons informing them of a likely weather event outside of core hours, during core hours normal reporting and attendance will be followed:

- On call out of hours manager

### **Monitoring – early action**

Security will monitor the level of rainfall and when this is considered to be significant they will initially undertake a sweep of known problematic buildings checking for leaks. Any significant leaks found will be reported to the on-call manager who will decide if someone needs to attend due the rain potentially interfering with electrical services etc.

### **Ongoing Action**

Security along with the on-call manager will monitor the situation in terms of leaks in buildings and their impact on people and systems. The on-call manager will be able to call people out to assist in mitigation but will not be expecting people to go on to roofs etc during the night time hours and during heavy rainfall.

Where flooding on roads/footpaths means the road is restricted or cannot be used diversions will need to be put in place at the first opportunity by security and on-call staff.

### **Follow on Action**

The next working day the on-call manager will arrange through maintenance for immediate inspection of buildings and infrastructure for any rain damage. They will then start the repairs and clean-up operation. This may include clearing out drains etc and may require the services of a contractor. All road drains on campus should be checked to ensure they are running freely.

The maintenance managers will assist and ensure that known buildings that are susceptible to roof leaks are inspected as a matter of course.

In the event of further heavy rain, this should be kept under continuous monitoring by security and maintenance with interventions identified above being repeated if required.

### **Communication**

Security will ensure that the following information is passed on as required to SMT, ECS and Transport and Travel team.

- Any significant flooding on roads and pathways
- Any diversions that have been put in place
- Any significant flooding in buildings

***Note:- this operational process does not replace the University's "Adverse Weather Procedures".***