



Volume 2 - TAB G (FLOOD CONTROL PLAN)
TO
APPENDIX 8 (FACILITIES MANAGEMENT)
TO
ANNEX E (PLANNED RESPONSE ACTIVITIES-UA OPERATIONAL SUPPORT)

OBJECTIVE

To provide information concerning procedures utilized to respond to and control situations involving flood water to include recovery and restoration of related damages to facilities.

PROCEDURES/INSTRUCTIONS

Facilities Management subordinate units identified in the succeeding paragraphs shall apply the following procedures/actions responding to water flooding.

Normal Business Hours Procedures

A. Plumbing Shop

Flooding occurs due to a variety of causes. Broken water or sewer lines, overflow from a storage vessel or heavy rainfall are some causes of floods. Whatever the cause, the response procedure is basically the same:

- Determine cause.
 - Stop the flow.
 - Initiate clean-up.
 - Initiate repairs.
 - Restore service.
 - Assess damage.
1. Determine Cause
- Where is the flood originating from, and
 - What must be done to stop the flow.
 - What must be done to prevent further dispersal of flood material.

2. Stop The Flow

- This may be as simple as closing an isolation valve or shutting down a pump. This could mean major interruption of service to a building or buildings, or the need to divert or transfer the flow to another area to minimize facility damage or injury to person(s).
- Exercise good judgment before shutting off the building water. AUTHORITY IS GRANTED IF THE SITUATION WARRANTS IT.

3. Initiate Clean Up

In situations where it may be necessary to transfer large amounts of liquids, several pumps are available from the Plumbing and Mechanical shops. These pumps range in size and are located at the following locations:

- Omitted for security reasons

4. Initiate Repairs/Restore Service

This must be accomplished as soon as possible. Whatever it takes, no matter what time day or night, every effort must be made to make repairs and restore facility services. The authority to call upon any available resource that may be required to assist with restoration is granted.

- Contact the county for county-owned sewer line stoppages. Emergency phone number for Pima County Waste is 326-4333.

5. Assess Damage

This is typically the duty of the responsible supervisor. When required:

- Notify UAPD at 621-8273.
- Notify Risk Management at 621-1790.
- Take photos of damaged area and/or equipment.
- Submit incident report.
- Submit full report to responsible manager.

B. Mechanical Shop

During normal working hours floods are reported to the work control desk (621-3000/626-3000) and UMC (694-4400) from a wide variety of sources such as building monitors, building occupants, and other FM workers. The work control desk will get as many details of the flood as possible to determine which shops should be notified. Normally, this would be the Plumbing Shop for broken water lines or plugged drains. At times, it involves the Mechanical Shop for sewage or rainwater sump

pumps that have failed. If needed, the Mechanical Shop will provide either an engine-driven pump or an electric submersible pump to pump out water or sewage. Only trained personnel can operate these machines. If needed, Custodial Services would be called to assist in clean up.

C. Custodial Services

Treat **ALL** floodwater as potentially **CONTAMINATED**. Even a domestic water main break will be contaminated by the surfaces it contacts before it is recovered.

1. Pre-Recovery Procedures

- Call 626-3000 and 694-4400 for floods at AHSC. Call 621-3000 for floods on main campus. For insurance reasons, Risk Management is to be called for support with any major flood situation. Phone 621-1790.
- You must know the nature of the flood. Find out if there has been hazardous material contact (labs, exam rooms, etc.) Also, you must know if the flood is fresh water or sewage.
- Verify that the source of the flood has been contained. If not, immediately call the work desk at 621-3000 to request support from the Plumbing Shop before cleaning up the spill.
- Place wet floor signs in all directions as a warning of a slip and fall hazard.
- Establish the average depth of the flood and inspect the area for electrical hazards. For deeper floods and greater volumes of water, additional precautions must be taken. Equipment rooms, elevator shafts and other extremely hazardous areas will be flooded. Do not proceed without clearance from Risk Management, the Electric Shop or your supervisor.
- Use submersible pumps; do not attempt to clean up large volumes of water with wet vacuums and mops.

2. Use of Protective Equipment

- Protective and flood clean-up equipment is located (**OMITTED FOR SECURITY REASONS**). Goggles and nitrile gloves are to be worn and disposable boots are recommended (required for water over ½ inch deep). Wear a dust mask when dumping tank vacuums, bailing or in any situation where there is a potential for splashing.
- Equipment must be in perfect operating condition. Power cords must not be cracked, torn or frayed. All cords must have a ground plug and all outlets must be grounded. When personnel or electrical equipment used are in contact with water, a Ground

Fault Interrupter must be used and must be tested before it is handled (directions for testing are on the back of the interrupter). Floats in tank vacuums must be operational. Consider using an auto scrubber to pick up floodwater when available and appropriate (no raw sewage).

- Attempt to keep power cords out of water. Connectors and interrupters must never be immersed in water.
- POST FLOOD CLEAN-UP WILL INCLUDE STANDARD DISINFECTING PROCEDURES.

D. Elevator Shop

In the event of a flood where water has gotten into the elevator shaft, the following procedures must be followed:

- Secure the elevator and make sure there is no one inside the elevator. If someone is stuck in the elevator, make sure the power is off. If not, shut off the power immediately. **DO NOT ATTEMPT TO RECYCLE POWER.**
- If no one is stuck in the elevator, stop the elevator on any floor. To secure the elevator, shut the stop switch off (or keyed stop switch). Once the elevator is secured, shut off the disconnect in the machine room. Lock out and tag the disconnect out of service.
- After the power has been shut off, make sure the elevator doors are closed and that all floors are tagged with an out-of-service tag. The Elevator Shop will assess any damage to the elevator.

After Hours Procedures

A. Plumbing Shop

Call 621-3000 or 626-3000 after normal business hours. The General Maintenance Mechanic (GMM) on duty will be the first to respond to a flood. The response procedure remains basically the same. If however, the flood and the potential for damage or personal injury are beyond the capacity of the GMM to handle alone, he shall immediately contact the on-call supervisor for assistance (name and number can be found in the

Emergency Contact List). The GMM should then turn his attention toward trying to control the flood. It shall be the responsibility of the on-call supervisor to call in additional personnel. The on-call supervisor shall report to the problem area to direct operations, advise and apprise management of the situation. **There is no GMM on site for the third shift on Saturday.**

CONTACT NUMBERS

Telephone numbers have been omitted for security reasons

Plumbing Shop

Rick Lower

Carl Ticknor

Leo Taylor, Sprinkler Systems

Mechanic Shop (GMM)

Bill Boyd, Supervisor

Bill Felix, Lead

UAPD

621-8273

UAPD will contact Risk Management if emergency

Risk Management

621-1790

B. Mechanical Shop

After normal business hours the calls to the GMM would be called from the answering service relaying calls from building occupants or custodians working in the building. The GMM would then respond to the building to determine the cause of the flood and make every effort to repair or isolate the problem. If needed the GMM would call for assistance from other shop personnel, using the Emergency Contact List. If unable to reach anyone, he would then call the on-call supervisor for assistance. If needed the GMM will pick up the engine-driven pump from the Vine warehouse lot or the electric submersible pump from Building 201, room 0100 to pump out water or sewage from the flooded area. If sewage needs to be pumped out of a pit it will be necessary to locate a clean-out or sewer line above the main sewer line to connect to. If a location cannot be found it may be necessary to call Old Pueblo Company (520-888-7323) to pump out the pit onto their large truck. The GMM will contact custodial personnel (465-9705) to assist in clean up.

1. Personal Protective Gear

- Each mechanic is issued rubber boots and rain gear.

2. Electrical Shock Exposure – GFI – Extension Cords

- Extension cords must be inspected prior to use to assure that the cord is properly grounded and there are no cracks in the plug or wire.

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1. Before You Begin Recovery Procedures

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- You must know the nature of the flood. Find out if there has been hazardous material contact (labs, exam rooms, etc.) Also, you must know if the flood is fresh water or sewage.
- Verify that the source of the flood has been contained. If not, immediately call the work desk at 621-3000 to request support from the Plumbing Shop before cleaning up the spill.
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