



Emergency Response to Flood

Step 1 Flooding Caused by Pipe Break, Sink Overflow or Other Plumbing Problem	Step 2 Flooding Caused by Heavy Rains	Step 3 Protect Property and Equipment	Step 4 Evacuate Personnel & Report Additional Problems
<ul style="list-style-type: none">❖ If the flooding is caused by a pipe break, sink overflow or other plumbing problem, notify Physical Plant Services at x4742.❖ Try to identify the source of the water and turn it off if this can be done safely.❖ After hours contact Physical Plant Services at X4652 or University Police at 9-911 from any hard-wired campus phone or 229-9911 from a cellphone.	<ul style="list-style-type: none">❖ If the flooding is caused by heavy rains, notify Physical Plant Services at x4742. After hours contact Physical Plant Services at x4652 or University Police at 9-911 from any hard-wired campus phone or 229-9911 from a cellphone.❖ Attempt to close doors and windows to prevent water from entering, if possible.❖ Focus resources on minimizing the spread of water into other areas of the building.	<ul style="list-style-type: none">❖ Protect property and records by removing items from floors and /or covering with water resistant coverings.❖ Attempt to move items of value to "higher ground" as possible.❖ Unplug electrical equipment such as computers, printers, etc.❖ If electrical circuits appear to be getting wet, leave the area immediately.	<ul style="list-style-type: none">❖ Evacuate personnel as needed. Utilize the fire alarm system if an immediate evacuation is required.❖ Call the University Police (9-911 from any hard-wired campus phone or 229-9911 from a cellphone) or send a runner to the Campus Police Station (Sandburg W140) to notify them of any needed assistance or other emergencies that may exist.❖ Report any losses or equipment damage to Risk Management at x5079 as soon as possible.