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Policy:

Ensure emergency response and equipment protection action in the event of flooding.

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Prevailing Codes and Standards:

Physical Plant Policy, TJC EC 02.05.01 (9)

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Procedure:

I. Flood Response

A. **Storm** - excessive rain, run off not sufficient, water exceeds drainage ditch banks and floods parking lots.

1. Action - Barricade all low entrances as necessary and electrical switchgear. Use sand bags maintained in storage (room number X1-1), Physical Plant air handler room, and Grounds building. Additional sand bags can be obtained from the City of Shreveport at 1935 Claiborne (673-6330). If the city is unable to supply the number of bags needed, call the Office of Emergency Preparedness (425-5351).
2. Have vehicles moved from low lying parking areas.
3. Monitor weather radio.
4. Notify Physical Plant, Administration, Security, Safety, and Housekeeping. (The levels of notifications will depend on the severity of flooding).
5. Equipment required will be wet vacs, sump pumps, and squeegees.

B. **Blocked Sewer or Burst Pipe**

1. Blocked city main, blocked hospital main resulting in sewer backup. Burst pipe or city main - large volume of water flooding area.
2. Action - investigate problem, determine if minor or major. Correct if minor. Proceed with emergency plans if major; shut off water supply if necessary, dam, contain, wet vac, etc.
3. Notify Physical Plant, Administration, Security, Safety, and Housekeeping. (The levels of notifications will depend on the severity of flooding).
4. Equipment required will be wet vacs, sump pumps, and squeegees.

C. **Major Roof Leak**

1. Roof failure resulting in excessive water penetrating upper floors.
  
2. Action - contain by damming and pick up water using appropriate equipment. Make emergency repairs and contact contract roofer.
3. Notify Physical Plant, Administration, Security, Safety, and Housekeeping. (The levels of

notifications will depend on the severity of flooding).

4. Equipment required will be wet vacs, sump pumps, and squeegees.

II. Equipment (electrical & mechanical) exposed to flood waters on supply water, sewer water and roof leaks.

Do not attempt to operate or test equipment prior to cleaning and drying.

A. Electrical Equipment

1. Electrical items such as enclosures, bus ducts, conduit, and wiring should be cleaned, dried and insulation tested prior to energizing the circuit.
2. Windings in electrical machinery should be cleaned and dried to manufacturer's specifications.
3. Dry transformer should be cleaned and dried to manufacturer's specifications.
4. Oil filled transformers should be inspected for damage, oil samples should be checked for contaminants and oil replaced if necessary.
5. Circuit boards must be cleaned thoroughly and tested. They may be OK if they were not energized at the time of exposure to water.

B. Mechanical Equipment

1. Contact the manufacturer for recommendations.
2. Inspect equipment foundation for stability and possible settlement.
3. Inspect internals of mechanical equipment including cylinders (open and remove foreign material), lubrication (drain and clean and add new lubricant).
4. Bearings (ball and roller) exposed to water should be removed, cleaned and re-lubricated.
5. Controls and governors should be dried and cleaned in accordance with electrical equipment above.

C. Boilers

1. Contact the manufacturer for recommendations.
2. Inspect the foundation for stability.
3. Inspect all safety appliances (valves, gauges, water columns, cutouts, etc.) and clean and repair as necessary.
4. Inspect, clean and test all controls, especially low water and fuel cutoffs.
5. Inspect burners for proper combustion control.
6. Inspect tubes and jacket, and clean as necessary.
7. Assume proper feed water is available.
8. If boiler is operated with untreated potable water, blow down boiler every eight hours and clean boiler internals once per week.