TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 75.22, **Flood Emergency Response Policy**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to prevent injury and loss of life, and minimize the loss of property due to flooding. This HSCEP OP will specify methods for early recognition of floods and dissemination of warnings that are accurate, timely and reliable. This policy will be an appendix to the TTUHSC El Paso Emergency Management Policy.

REVIEW: This HSCEP OP will be reviewed in March of every even numbered year by the senior director for safety services, recommendations and revisions will be forwarded to the managing director of the physical plant and support services and the chief operating officer.

PROCEDURE:

I. **Statement of Purpose and Authority**:

This emergency flood response policy is designed to describe how TTUHSC El Paso will mobilize its resources to engage and manage floods, which may threaten the safety of the campus population or property. This policy will be implemented in its entirety or in appropriate portions effectively. The campus is situated in an area shown as being protected from the 1-percent annual chance or greater flood hazard by the Rio Grande levee system. Overtopping or failure of the levee system is possible. (See attachment “A”)

II. **Policy Development, Maintenance and Execution**:

The senior director of facilities operations and maintenance (FOM) of TTUHSC El Paso or designee, in his appointed capacity are responsible for the Flood Emergency Response Policy (FERP). The director will maintain administration informed as part of the Campus Emergency Operations Policy and work with TT Police Department (TT PD) and Safety Services for the implementation of this policy.

A. When flood is Imminent FOM shall be responsible for:

1. Calling TT PD when a flood occurs and providing them with contact information and advise them to contact the “On-Call” safety manager;

2. Containing a flood and initiating clean policy.

3. Implement policy to shut down gas, water and electricity to building if deemed necessary.

4. Implement procedures to safely shut down equipment and isolate electrical equipment if needed.

5. Implement procedures to raise and relocate equipment or materials that are in immediate flood danger.

6. Implement policies to prevent water from entering key areas of the buildings; sandbags or transporting and setting up generators and submersible pumps.

7. Scheduled preventative maintenance for outside drainage systems for at-risk buildings;

8. Providing access to mechanical rooms for remediation and installation contractors; and

9. Restricting access to buildings.

B. Department of Safety Services shall be responsible for:

1. Providing an "on-call" safety manager twenty-four hours a day, seven days a week;

2. Responding in a timely manner with appropriate action to control, ensure the safety of respondents, and recover from the flood;

3. Contacting remediation contractors if damaged building materials need to be removed or dried and disinfected or when the water is hazardous or bio-hazardous.

4. Declaring affected areas safe for re-occupancy; and

5. Reviewing and amending the FERP.

C. TT PD shall be responsible for:

1. Notifying the "on-call" 24/7 FOM personnel and advising them of building that is flooding.

2. Notifying "on-call" safety manager and advise them of building, that is flooding.

3. Notifying the campus administration in the event of a severe weather alert.

4. Initiating an evacuation of an area or building by orders of TTUHSC El Paso president or designee, in his appointed capacity, as director of emergency operations.

5. Securing the area to prevent access of unauthorized personnel.

III. After Flood Procedures:

1. Begin drying equipment and dehumidify areas of critical importance.

2. Check, clean and test all equipment that was exposed to water before restarting it.

3. Ensure fire protection dystem is fully operational.

4. Check flooded buildings for structural stability before starting to allow anyone to enter the building.

5. Check building for any spilled chemicals; flammables, contaminants, hazardous materials.

6. Before removing any water, check that water is not contaminated with any hazardous materials.

7. Check, for wet and damp areas, take humidity readings, dry and dehumidify them.

8. Review of flooding issue on campus and create proposals for repairs and corrections.

IV. Flash Flood Warnings:

A typical flood warning time is around 30 to 60 minutes. Sample flood warning messages are:

- Flood Alert – flooding is possible.
- Flood Warning – flooding of homes, businesses and main roads is expected.
- Severe Flood Warning – Severe flooding may cause imminent danger.
- All Clear – No flood alerts or warnings are in force.

V. Levee Failure:

The campus is situated in an area shown as being protected from the 1-percent or greater flood hazard by the Rio Grande levee system; overtopping or failure of the levee is possible. The campus Facilities Department has outlined certain tasks that they will do in preparation and anticipation of a levee overtopping.

The director of facilities maintenance and/or the associate director will be responsible to monitor the river level. The local television news channels as well as contact with the City Emergency Management Office and the local Utility Services will be used to monitor the levee condition. In addition, the following tasks have been assigned to happen during the following time frames.

A. 72 Hours:

- Inspect the street storm drains to insure they are working appropriately. If not, report to the City Street Department.
- Check to see that all windows are weather tight and that all window seals are in good condition. Apply sealant as deemed necessary.
- Check to see that roof drains are clear and free from debris.
- Test all submersible pumps to ensure they are working properly.
- Notify basement occupants of hazard for relocation of critical files/equipment as needed.

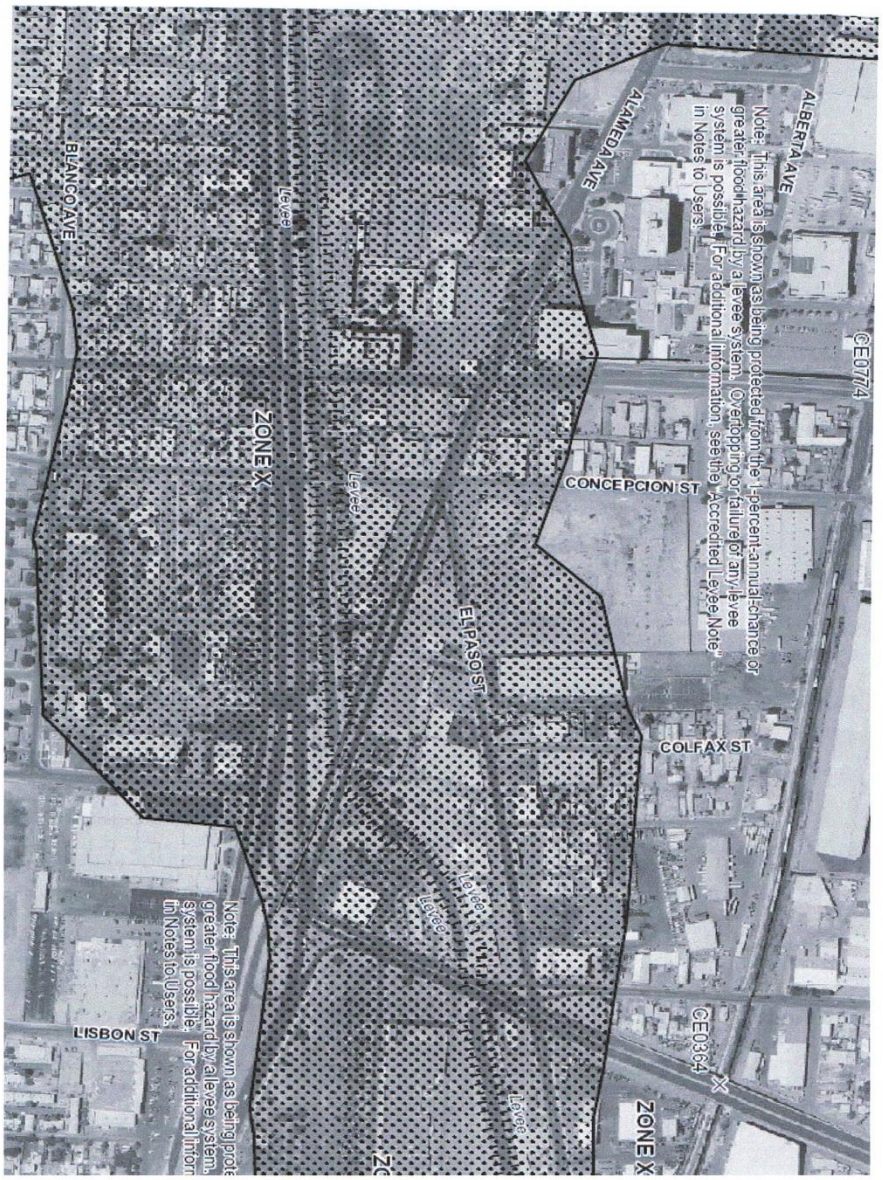
B. 48 Hours:

- Get sandbags from the Fire Department Fire House or Water Utility sites and place them in low level areas around the buildings and potential entry ways to basement areas.
- Set up submersible pumps in basement areas and potential low areas that could get flooded.
- Test building emergency alarms to ensure they are working properly.
- Place sandbags and submersible pumps around generators.

C. 24 Hours:

- Ensure that department essential personnel are readily available during the next 24 hours and ask that they be on standby. (see Attachment “B”)
- Shut-off all utilities from buildings; electricity, water and gas.
- Evacuate all non-essential personnel from buildings.

Facilities Operations & Maintenance
Campus Flood Map
(Attachment A)



Facilities Operations & Maintenance
Essential Personnel Designation by Position
(Attachment B)

- Senior department director
- Department assistant director
- Electrical team leader
- Locks/grounds team leader
- Plumbing team leader
- Fire suppression team leader
- HVAC team leader
- Construction team leader