

**Messiah University**  
**Campus Flooding Policy and Procedure**  
**June 2023**

*Policy:* It is the policy of Messiah University to manage issues that are related to flooding in a responsive, proactive way to minimize damage and provide a safe environment for students, employees and visitors.

*Objectives:* To manage campus safety as it relates to issues around flooding.

*Definitions:*

**Flash Flood** – A sudden and destructive rush of water down a narrow gully or over a sloping surface caused by heavy rainfall.

**Flood Warning/Flood Watch** – In the US, the National Weather Service issues Flood Watches and Warnings for large-scale, gradual river flooding. Watches are issued when flooding is possible or expected within 12 - 48 hours. Warnings are issued when flooding over a large area or river flooding is imminent or occurring. Both can be issued on a county by county basis or for specific rivers or points along a river. When rapid flooding from heavy rain or a dam failure is expected, Flash Flood Watches and Warnings are issued.

*Procedure:* If a Flash Flood Warning, Flash Flood Watch, Flood Watch or Flood Warning is issued the following actions should be taken:

*Responsibility:*

**Facility Services:**

- | <u>Step</u> | <u>Action –</u>  |
|-------------|--|
| 1.          | Inspect all water inlets on campus and remove any debris (or snow or ice) that could cause a blockage.   |
| 2.          | Move several of the service vehicles from the Lenhart parking lot up to the Main Campus Visitor parking lot.   |
| 3.          | Inspect buildings in low laying areas for any water diversion that may be necessary. Diversions must not block any exit doors.   |
| 4.          | Assist in any water cleanup that may be necessary during and after a flooding event. Care should be taken in such clean-up as water may be contaminated with sewer, etc. Proper PPE should be worn, which may include rubber boots, gloves, etc. depending on depth of water.  |
| 5.          | Any indoor area that has been flooded is to be cleaned and treated with a microbiological cleaner (Fast Attack) to prevent mold growth. After initial cleanup, dehumidifiers are to be placed in any inside area that has flooded.   |
| 6.          | The evacuation/relocation of students in areas that have been flooded will be decided by the University Crisis team.   |
| 7.          | The decision to evacuate buildings will be the responsibility of the VP for Operations, with consultation with the Crisis Team.  |
| 8.          | If outside contractor help is needed, one of the following companies should be called:<br><br>Mold Testing/Indoor Air Quality Testing: ACIA 717-767-1850. After hours emergencies: 717-542-9683<br><br>Primary Assistance with cleanup: Mammoth Restoration: 888-495-5211<br><br>Primary Assistance with cleanup: Paul Davis Restoration: 717-291-6000. After hours emergencies: 855-247-3650<br><br>Assistance with emergency excavation or water diversion: Kinsley: Thom Conley 717-324-2300 or Jim Sheaffer 717-324-2976 or BR Kreider: 717-898-7651 |
| 9.          | Water grates should be checked prior to a potential storm, when there is a good indication that flooding could occur.  |

**Safety:**

1. Ensure that all building occupants in the Mill House have vacated the property. Place a notice on the door that no one should enter until the emergency is over.
2. If road closures are necessary, place cones or other road barricades at the affected areas. This is to be completed without approval from anyone, however, communication to the Vice President for Operations is needed. If the VP for Operations is not available, contact the Director of Safety and the Director of Facility Services.
3. Place barricades at the Swinging Bridge, the south entrance of the Fit Trail (at the Covered Bridge) and at the Fit Trail entrance (at the Upper Allen Sewer Plant).
4. Assure that all low lying buildings are being frequently checked for water.
5. Coordinate procedure with getting vehicles moved from Starry Field.
  - a. Safety supervisors should issue a text that states, "All vehicles in Starry Field must be moved immediately due to flooding potential."
  - b. If owners cannot be contacted because vehicles are not registered and if time permits, Safety Personnel will attempt to run plates through JNET to determine possible owners.
  - c. If owners still are not able to be reached, the Safety Supervisor on call can authorize a tow company to be called and the vehicles towed to a safe location.
  - d. Towing company phone list

AAA	717-506-1907
C&C Towing	717-212-2427
6. Have pre-made signs that can be placed at cones, etc. indicating "Flooding Ahead - Stay Away".
7. If flooding occurs on a weekend, water grates should be checked prior to a potential storm, when there is a good indication that flooding could occur.
8. If after hours, keep the Safety supervisor on call notified of current conditions and preventative measures taken.
9. Coordinate the moving of Fleet vehicles if they are parked in a location that is easily flooded. A key to the fleet lock boxes is located in the lock box at Greenbriar.
10. Follow the "call in" procedure for flood emergencies. (See Attachment A)
11. If a building incurs flood damage, label it 'no access' and no one is permitted to re-enter until it is deemed to be safe.

**Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards.**

## FLASH FLOOD CALL-IN PROCEDURES

Please follow the phone chain to reach all full time removal crews.

**Mark Graybill**      **717-433-5583**  
 Doug Brunner      717-329-4009  
 Russ Ehrich      717-319-6846  
 Brian Miller      717-357-0702  
 Joe Shughart      717-585-8917

**Joe Shughart**      **717-585-8917**  
 Tim Clarenbach      717-677-4369  
 Art Palese      717-903-0354  
 Artie Palese      717-319-5175

**Doug Brunner**      **717-329-4009**  
 George Ringer      717-608-8998  
 Stoney Miller      717-979-3849  
 Jason Vorwald      717-790-1588  
 Kenny Runkel      717-425-3952

**Russ Ehrich**      **717-319-6846**  
 Patrick Groft      717-932-0691  
 Chuck Hill      717-919-7870  
 Dave Wagner      717-460-5009

**Brian Miller**      **717-357-0702**  
 Dan Barclay      717-795-9681  
 Kelly Flemmens      717-428-2266  
 Jeremy Crumlich      717-462-7048  
 Randy Miller      717-594-8422  
 Jarrod Sites      717-226-4435  
 Brian Smith      717-701-5469  
 Amy Stephan      717-695-1666

**Brad Markley, Facilities Director**  
**Home 717-632-5733**  
**Cell 717-303-8257**

**Kathie Shafer, Vice President for Operations**  
**Home 717-795-8697**  
**Cell 717-979-2538**

**Bryce Wickard, Director of Safety**  
**Cell 717-324-3562**

Scott Zeigler, Form  
creator Signature

Electronically signed by Scott Zeigler on 07/03/2023 2:16:53 PM

Vice President for  
Operations Signature

Electronically signed by Kathie Shafer on 07/03/2023 2:45:07 PM

Director of Facility  
Services Signature

Electronically signed by Bradley Markley on 07/03/2023 2:50:13 PM

Assistant Director,  
Physical Plant Signature

Electronically signed by Brian Miller on 07/03/2023 3:19:31 PM

Project Manager  
Signature

Electronically signed by Russ Ehrich on 07/10/2023 9:15:01 AM

Health & Wellness  
Coordinator Signature

Electronically signed by Jennifer Smithmyer on 07/05/2023 8:34:50 AM

Assistant Director of  
Building and Grounds  
Signature

Electronically signed by Mark Graybill on 07/03/2023 2:33:30 PM

Facility Services  
Administrative Coordinator  
Signature

Electronically signed by denise blackley on 07/05/2023 7:38:14 AM

Director of Safety  
Signature

Electronically signed by Bryce Wickard on 07/03/2023 4:59:22 PM

Associate Director of  
Safety Signature

Electronically signed by Sean Paddock on 07/10/2023 6:22:21 AM