

Messiah College
**Campus Flooding
Policy and Procedure**

Policy: It is the policy of Messiah College to manage issues that are related to flooding in a responsive proactive way to minimize damage and provide a safe environment for students, staff 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 Lenhert parking lot up to the Main Campus Visitor parking lot. |
| 3. | Turn off the circuit breaker for the bollard lights that are located along the Yellow Breeches on the Fit Trail. |

4. Inspect buildings in low laying areas for any water diversion that may be necessary.
5. 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.
6. Any 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.
7. The evacuation/relocation of students in areas that have been flooded will be decided by the College Crisis team.
8. The decision to evacuate buildings will be the responsibility of the VP for Operations, with consultation with the crisis team.
9. If outside contractor help is needed, one of the following companies should be called:

Mold Testing/Indoor Air Quality Testing: ACIA 717-767-1850. After hours emergencies: 717-542-9683

Assistance with cleanup: Paul Davis Restoration: 717-291-6000. After hours emergencies: 855-247-3650

Assistance with cleanup: Servpro: 717-770-2030. After hours emergencies: 484-824-2044

Assistance with cleanup: Commonwealth Corporation: 717-770-2000. After hours ask for their on-call person. Also call Edsel: 717-554-5930 (cell) and Suzanne: 717-554-5929

Assistance with emergency excavation or water diversion: CoyneX Evacuation 24 hours: 717-554-0741 or BR Kreider: 717-898-7651

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.
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. The department of Safety should close roads as needed immediately and communicate to the VP for Operations. If the VP for Operations is not available, contact the Director of Safety and the Director of Facility Services.
5. Assure that all low lying buildings are being frequently checked for water.
6. Coordinate procedure with getting vehicles moved from Starry Field. If owners cannot be contacted because vehicles are not registered and if time permits, have the Safety supervisor contacted and authorize the plates to be run through Upper Allen for possible owners. 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.

AAA	506-1907
Coulson's	432-7408
Zimmerman's	766-7656
7. Have pre-made signs that can be placed at cones, etc. indicating "Flooding Ahead - Stay Away".
8. Water grates should be checked prior to a potential storm, when there is a good indication that flooding could occur.
9. If after hours, keep the Safety supervisor on call notified of current conditions and preventative measures taken.
10. 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.
11. Follow the "call in" procedure for flood emergencies. (See Attachment A)

"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".

Approved Reviewed Revised Kathryn Shafer

Kathrynne G. Shafer, VP for Operations

Bradley A. Markley

Brad Markley, Director of Facility Services

Dan Smith

Dan Smith, Facility Maintenance Service Manager

Russ Ehrich

Russ Ehrich, Projects Manager

Donna Fink

Donna Fink, Compliance Coordinator

Scott Zeigler

Scott Zeigler, Campus Events Manager

Pete Ramsey

Pete Ramsey, Grounds Manager

Denise Blackley

Denise Blackley, Administrative Coordinator,
Facility Services

Cindy Burger

Cindy Burger, Director of Safety and Dispatch
Services

Sean Paddock

Sean Paddock, Assistant Director of Safety, Patrol
& Operations

Lynn Maynard

Lynn Maynard, Assistant Director of Security,
Compliance & Administrative Services

Attachment A

FLASH FLOOD CALL-IN PROCEDURES

2015

Messiah College

Facility Services (updated 5-26-15)

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

Pete Ramsey **577-5401**
Doug Brunner 329-4009
Russ Ehrich 432-8359, cell 319-6846
Dan Smith 502-0754, cell 215-0106
Mark Graybill 433-5583

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Tim Clarenbach 677-4369
Art Palese 903-0354
Chris Carbaugh 451-5929

Doug Brunner **329-4009**
William Gunning 486-5466
George Ringer 608-8998
Stoney Miller 979-3849
Steve Kennedy 697-6226
Jason Vorwald 790-1588

Russ Ehrich **432-8359, cell 319-6846**
Dan Barclay 795-9681
Doug Nealy 258-5225
Rob Luzier 418-5450
Chuck Markley 243-4073
Elizabeth Sobrevilla 737-6910
Ryan Smith 337-1004
Poncho Moore 476-4950

Attachment A (Continued)

FLASH FLOOD CALL-IN PROCEDURES

Dan Smith	502-0754, cell 265-6566
Dan Soltis	938-3643
Jeremy Soltis	938-3643, cell 433-1172
Doug McCleaf	432-5196
Bob Grove	258-3432
Cody Kime	752-4485
Brad Fleming	695-1821
Patrick Groft	932-0691
John Drobek	258-9228
Lenny King	357-3847

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

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

Cindy Burger, Director of Safety
Home/Cell 574-0329