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:**

- **Step**
  - **Action** –
  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. 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:
    - Primary Assistance with cleanup: Paul Davis Restoration: 717-291-6000. After hours emergencies: 855-247-3650
    - Assistance with emergency excavation or water diversion: CoyneX
      - Evacuation 24 hours: 717-554-0741 or BR Kreider: 717-898-7651
    - 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, have the Safety supervisor contacted and authorize the plates to be run through Carroll Township Police for 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.
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  
- Mike Urich  717-712-5429

**Mike Urich**  717-712-5429  
- Tim Clarenbach  717-677-4369  
- Art Palese  717-903-0354  
- Artie Palese  717-319-5175

**Doug Brunner**  717-329-4009  
- William Gunning  717-486-5466  
- George Ringer  717-608-8998  
- Stoney Miller  717-979-3849  
- Jason Vorwald  717-790-1588

**Russ Ehrich**  717-319-6846  
- Brian Dolan  717-903-2229  
- Patrick Groft  717-932-0691  
- Matt Leister  717-448-7644  
- Jeremy Soltis  717-433-1172  
- Dave Wagner  717-460-5009

**Brian Miller**  717-357-0702  
- Dan Barclay  717-795-9681  
- Kelly Flemmens  717-428-2266  
- Lenny King  717-357-3847  
- 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, Interim Director of Safety**  
Cell 717-324-3562

Scott Zeigler, Form creator Signature  
Electronically signed by Scott Zeigler on 06/22/2021 10:15:45 AM

Vice President for Operations Signature  
Electronically signed by Kathie Shafer on 06/28/2021 9:55:13 AM

Director of Facility Services Signature  
Electronically signed by Bradley Markley on 06/22/2021 11:56:51 AM

Facility Maintenance Service Manager Signature  
Electronically signed by Brian Miller on 06/22/2021 10:19:07 AM
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