

Internal Flood Plan (Updated October 2024)

Purpose: The internal flood plan provides detailed procedures to be implemented when flooding occurs inside university buildings. Internal flooding is typically an unexpected event that can be financially and structurally devastating. This type of event could be caused by storms, facility location in a flood zone, broken pipe or water main, septic tank and drain problems, city sewer system pressurization, hydrostatic pressure, or other circumstances.

Historical Information: In past years, UVU has had spontaneous pipes break, pipes that freeze and break, fire suppression system pipes freeze and break, leaking from pipes or equipment, flooding due to construction, and weather-related flooding.

Prepare/Planning: Before the incident

This plan is intended to help protect students, faculty, staff, and visitors and prevent further harm to UVU property during a flood. During an extreme internal flood, a partial or complete evacuation of the properties may be needed. The scenario for an internal flood should always be assessed and evacuation should be considered if,

There is a direct threat to safety and/or life of individuals in the area. For example, water that encounters electrically energized equipment such as lights, wall outlets, floor outlets, machinery, computers, etc.

There is any possibility of contaminated water due to sewage, chemicals, or other substances.

Different sizes of flooding,

Small flooding that is localized and can be cleaned up quickly, not a lot of damage to ceilings, flooring, furniture, or equipment.

Medium to larger flooding that includes several floors or departments where there is damage to ceilings, flooring, furniture, or equipment (computers, servers, electronics, machinery, other). Possible contamination with chemicals or biological substances, or other. This incident will immediately take a much larger response effort to clean up and recover.

Response:

Immediate:

Notify Plant Operations at ext. 8130 (801-863-8130) during regular business hours 7 am-5 pm, Monday-Friday (except designated holidays). After 5 pm, on weekends, or on holidays, contact the UVU police department at ext. 5555 (801-863-5555).

Note the location of the building, room, area or outdoors, grounds, etc.

If possible, determine the source of the water (piping, roof, floor, drains, etc.).

Use caution and stay clear if the water could encounter electrically energized equipment such as lights, wall outlets, floor outlets, machinery, etc.

If you can do so SAFELY, turn off any lighting or equipment that may encounter the water to help prevent additional damage or electrical hazard.

Evacuation of the area, if necessary.

Who needs to be notified of the event? This could vary depending on the extent of flooding. Initially police, facilities, and the department where the flooding occurs. If the flooding is extensive and covers several floors, departments, etc. Additional services may be needed, consider: Custodial Supervisors, AVP of area, VP of area, Emergency Manager, Risk Manager, Safety Coordinator, Fire Marshal, and others as applicable.

Recovery, short term (within a couple of hours of incident/first 72 hours):

Identify who will clean up. UVU custodial can help with water removal and carpet cleaning. Affected departments may need to come to assist and help with removing their personal items.

If the flood covers a large area, consider an outside vendor to assist with clean-up and possible mitigation of mold issues. Contact UVU's Safety Manager for any mold testing. Contact custodial for off campus vendors to assist with clean up.

Damage assessment, photos, description of incident, timelines. This will be useful if there is an insurance claim. UVU Risk Management will assist with insurance claims.

Determine if daily or operational services (business, academic) can continue? If they cannot continue in their original space, identify locations services can be moved or transferred temporarily.

Is there any chance the flood water is contaminated? What are the possible contaminants? (harmful chemicals, biological substances, other) What other departments or outside agencies need to be notified if there is contamination.

Tracking of expenses: Claims coordinator (risk management)

If flooding is large enough and involves evacuation and moving services to other areas and an extended clean-up, consider activating a partial EOC to coordinate and manage response for the first 72 hours.

Recovery, long-term (days, weeks, months):

If applicable a Project Manager (PM) from facilities is assigned to coordinate clean up and restoration of the affected area.

Coordination, management, communication will continue via the PM and others as needed until the clean-up is finished and services and operations have returned to normal.