

## **Water Leak, Loss, or Contamination:**

### **IN CASE OF WATER LEAK:**

1. Use caution and stay clear if the water could come in contact with electrical energized equipment such as lights, wall outlets, floor outlets, machinery, etc.
2. IF YOU CAN DO SO SAFELY, turn off any lighting or equipment that may come in contact with the water to help prevent additional damage or electrical hazard.
3. If possible determine the source of the water (piping, roof, floor, drains, etc).
4. Also note location of the building, room, area or outdoors, grounds, etc.
5. Notify Facilities at extension 8130 during regular business hours 7a.m.-5p.m. After 5 p.m. and on weekends, contact the UVU Police Department at ext. 5555.

### **IN CASE OF WATER LOSS:**

1. If you find that no water is available in restroom areas, or drinking fountains call Facilities at extension 8130. After 5pm or on weekends, contact the UVU Police Department at extension 5555.
2. Information about the loss of water and its expected duration will be available as soon as possible on [www.uvu.info](http://www.uvu.info), every effort will be made to communicate (text messages, push notifications, email and so on) with the campus community timelines and other helpful information.
3. Do NOT assume employees will go home. Water loss may not affect the entire campus. It takes some time to sort out the cause and repair or restoration of water. Water loss is rare and historically has been restored within a couple of hours. Additionally, due to several water mains entering campus, water can often times be redirected without any effect to the campus community.
4. Do NOT turn on taps or flush toilets of non-automated fixtures.

### **AFTER WATER RETURNS:**

1. Automated sinks and toilets will run until they are reset. Custodial and facilities personnel will reset fixtures.

## **IN CASE OF WATER CONTAMINATION:**

1. Water contamination would likely be a decree or directive from the Health Department with additional information of how long and what is needed during that time.
2. If water is contaminated, there can be no drinking from sinks, drinking fountains, bottle filling stations, etc. However non-potable water operations would continue such as toilet flushing or utility uses and so on.
3. Every effort would be made to communicate with the campus community regarding contamination and the return of clean water. Signs would be posted as well to alert people of the concern.
4. There are a variety of methods that would be employed to communicate such as mass text messaging, push notifications, [www.info.uvu](http://www.info.uvu) website, posted notifications and others.

## **TRIGGERS FOR CLOSING CAMPUS:**

1. Leaking or flooding, water loss, or water contamination may affect portions or even the entire campus. Each incident will be reviewed and it should NOT be assumed that because there is a leak, loss of water, or contamination that employees will be released or sent home. An executive group will meet to review and decide what actions need to be taken. Every effort will be made to communicate the plan of action as soon as possible.
2. Some triggers that may require an evacuation or school closure may be but are not limited to, how extensive the flooding is, how long it will take to repair, areas such as the central plants that may cause the loss of heating and cooling operations and so on.
3. Historically as flooding/leaking have occurred it has not encompassed the entire campus, every effort would be made to continue operations even if work place locations were temporarily changed.

## **SUGGESTIONS FOR PREPAREDNESS:**

1. Water is essential to successful operations on campus, it is also essential to our students, faculty, staff and visitors. The university has a small supply of potable water in its everyday stores. There are vendors who could also supply us with water if needs be.
2. Each department, area, or even office should consider having a case of bottled water available to those in your area should the occasion arise.