

Messiah University
Campus Flooding Policy and Procedure
June 2024

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 (Super HDQ Neutral) 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:

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

Primary Assistance with cleanup: BluSky Restoration: 800-266-5677

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

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.

Attachment A

FLASH FLOOD CALL-IN PROCEDURES

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

Mark Graybill 717-433-5583
Russ Ehrich 717-319-6846
Brian Miller 717-357-0702
Joe Shughart 717-585-8917
George Ringer 717-608-8998
Stoney Miller 717-979-3849
Jason Vorwald 717-790-1588
Kenny Runkel 717-425-3952

Joe Shughart 717-585-8917
Tim Clarenbach 717-677-4369
Art Palese 717-903-0354
Artie Palese 717-319-5175
Kevin McKee 717-554-3073

Russ Ehrich 717-319-6846
Patrick Groft 717-932-0691
Chuck Hill 717-919-7870
Dave Wagner 717-460-5009
Kraig Barraclough 717-658-3299
Brad Firestone 717-495-9706

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 05/24/2024 9:15:25 AM

Vice President for
Operations Signature

Electronically signed by kathie Shafer on 05/28/2024 9:03:43 AM

Director of Facility
Services Signature

Electronic Signature Pending

Assistant Director,
Physical Plant Signature

Electronically signed by Brian Miller on 05/24/2024 3:03:33 PM

Project Manager
Signature

Electronically signed by Russ Ehrich on 05/30/2024 8:37:26 AM

Health & Wellness
Coordinator Signature

Electronically signed by Jennifer Smithmyer on 05/28/2024 8:17:07 AM

Assistant Director of
Building and Grounds
Signature

Electronically signed by Mark Graybill on 05/24/2024 9:21:53 AM

Facility Services
Administrative Coordinator
Signature

Electronically signed by Denise Blackley on 05/28/2024 7:08:12 AM

Associate Director of
Safety Signature

Electronically signed by Sean Paddock on 05/28/2024 7:35:33 AM