

EASTERN MICHIGAN
U N I V E R S I T Y™

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section	Subject	Effective date	Procedure Number
Administration	Flood	May 30, 2013	A-32

Purpose

The purpose of this procedure is to outline the specific procedure that is required to be followed by employees reporting to the Physical Plant who will be responding to flood emergencies, and to allow for communication between the Department of Physical Plant and the various departments in the University.

Procedure

1. In the event of a flood emergency during normal business hours/days (M-F, 8 am – 5 pm)
 - 1.1 The staff receiving the call will contact the following departments to respond to flood:
 - a. HVAC/Plumbing Foreperson: (734) 487-1000
 - b. Electrical Foreperson: (734) 487-1000
 - c. Carpentry Foreperson: (734) 487-1000
 - d. Custodial Zone Manager – State : (734) 487-1364
 - e. Custodial Zone Manager – Housing : (734) 487 -2278
 - 1.2 The Zone Manager will contact Environmental Health and Safety (EHS) when flood occurs.
 - 1.3 It is important that the Facility or Zone Manager, whoever is first responder to fill out an Insurance Incident Report in order to ensure proper documentation and processing, for insurance coverage. This form goes to the Manager of Structural Life Safety at the Physical Plant.
 - 1.4 After the flood is contained and the damage is assessed, the Physical Plant will determine the accessibility of rooms /buildings and/or areas affected.

- 1.4.1 The Physical Plant will then inform the appropriate Building Administrator and the Dean's office of room/Building closure.
- 1.4.2 It is the responsibility of the Dean's office, Building Administrators for notification of class closure.

2. Department of Public Safety (DPS) will be contacted during off days/times or as needed during emergency at (734) 487-1222.
3. Depending on the severity of the flood, the Zone Manager will then coordinate the process of cleaning the affected areas with staff or contractor.
4. The person responsible for updates to the appropriate Building Administrator will be the Zone Manager of State/Housing.
5. The zone manager will send a group e-mail to update all affected parties on progress of the repair.
6. Work orders will be generated through the Facility Manager and Zone Manager. Once work orders are generated, the Facility Manager must communicate the status/updates of any work to be completed due to damage of flood with the Zone Manager.

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