

## **Martha King ES Flood Emergency Response Plan (FERP)**

### **Understanding the Hazard**

The 24-hour, 100 Year storm water exposure is 4 in. As the local terrain slopes down from north to south, this storm water will build up in front of the northern side of the school. Up to 2 in. of storm water is expected to enter through the doors along the north side of the school.

### **The Plan**

The objective of the Flood Emergency Response Plan is to reduce damages and downtime by as much as possible by planning for the event in advance. The plan is designed to use the available resources and personnel and respond in a common sense way to reduce loss.

### **Key Management Responsibilities**

- National Weather Services (NWS)/National Oceanic Atmospheric Administration (NOAA) directly notifies the CCSD Health Services Division and CCSD Emergency Operations Center (EOC) with the type of weather event.
- The affected school(s) will receive notification of extreme weather through the Health Services Division pursuant to CCSD policy P-6114.
- The EOC Director or designee has the authority to activate the Flood Emergency Response Plan (FERP) to protect district assets.
- The EOC Director or designee will notify the Operation Service Director who will direct task response to the appropriate Operations Manager or designee.
- The Operations Manager will notify Operation Zone Supervisor who will begin transport of adequate sand bag protection to each school from decentralized locations. The sand bags and sand will be located and stored at the Cheyenne Grounds Building, Eastern Yard, Arville Yard, Facility Service Center (FSC) and Jefferson Yard. The Operational Services Division reserves the right to modify the sand bag locations to allow for greater flexibility in mitigating risk.

### **Tasks to accomplish when flood warning is announced**

School specific Building Manager (BM's) will assign specific tasks to Operations/Custodial personnel. At the time of notification:

1. The assigned personnel will raise (3 feet) and relocate key items (IE: Computers, Maintenance Parts, etc) above floor level.
2. The assigned personnel will relocate key items (if water rises over 3 feet) to a second floor or pre-determined location.

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3. The assigned personnel will close (if applicable) emergency sewer drain valves. This may prevent “sewer back-up” and school contamination.
4. The assigned personnel will identify areas that may be at risk of flooding. Areas identified will be fortified with sand bags and sealed water resistant. **Initially, sand bagging efforts should be prioritized to protect the northern facing openings first.**
5. The assigned personnel will shut down gas systems that contain flammable/ignitable liquid.
6. The assigned personnel will shut down electrical systems (IE: Disconnecting Means) to the affected building(s)/area(s).
7. The assigned personnel will cover large stationary machines with water-displacing, rust-preventive compound and/or large plastic sheets secured with zip ties.
8. The assigned personnel will collaborate with the Preventive Maintenance Manager, Operational Services before an incident occurs. This will ensure back up power supplies (generators) are correctly protected from flood waters. Sand bags may be sufficient to protect against rising waters.
9. The assigned personnel will keep life safety equipment (fire protection) operational for as long as possible. The personnel will ensure he does not endanger him/herself in performing their assigned duties.

During a flooding event(s) CCSD Police Services will activate its emergency communication protocol, monitor access to affected properties, and monitor outside utilities during an event.

After flood waters recede the Authority Having Jurisdiction (AHJ), in collaboration with the CCSD Building Inspection Department and Operational Services, will make a determination that the building is safe for occupancy. At that time:

1. The Maintenance Supervisor will assess the mechanical and electrical systems of each building. He/she will facilitate a “parts order” and make repairs.
2. The Operational Manager (OM) or their designee will assign and call designated employees to clean up and repair equipment. The OM or their designee will contact Risk Management when contractors are needed to augment the clean-up effort. It is understood that if the call occurs after the OM’s shift, the Maintenance Supervisor will assume full responsibility for the clean and repairs.
3. The Head Custodian at the affected site will facilitate the relocation of materials, equipment and files to an area safe from flood damage. After hours, the Maintenance Supervisor will collaborate with Site Administration to ensure custodial coverage is secured.
4. The Maintenance Supervisor will ensure all sand bags are returned to the decentralized sites for future use. He/she will ensure any damaged bags are replaced.

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5. The Maintenance Lead (Fire Sprinkler) will ensure fire suppression systems are fully operational.
6. The local Site Based Technician will ensure Computer Systems are fully operational.
7. The OM and/or Maintenance Supervisor will contact Risk Management if they need contractor support to accomplish repairs and/or replace equipment.
8. Risk Management will notify FM Global of the Loss if necessary.