

SECTION IX

FLOOD

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| I. | INTERNAL FLOOD | IX2 |
| A. | Campus Safety Office | IX2 |
| B. | Vice Presidents for Finance, Student Affairs, or Academic Affairs | IX-2 |

I. INTERNAL FLOOD

A flood of internal areas of the campus may be caused by a broken water main, sewer back up, frozen pipes, roof leak, etc. In the event of an internal flood, contact Campus Safety at extension 8888.

A. The Campus Safety office will:

1. Notify appropriate Physical Plant personnel and tell them of the situation.
2. Notify Physical Plant personnel to shut off water at main valve, if internal leak is a problem.
3. Notify Physical Plant personnel to shut off gas at the main valve, if necessary.
4. Evacuate the flooded area.

B. Vice President for Finance, Vice President for Student Affairs, or Vice President for Academic Affairs:

1. Notify other administrators of the flood situation.
2. Consult with the President of the College whether to close the building(s), if necessary.
3. Assign personnel to assist in vital records removal to safe areas of the building.