

5.7 FLOODING

IF A WATER LEAK OCCURS:

- Notify [Facilities Management Trouble Call Desk] at [(310) 825-9236] to report the exact location of the leak and if any property is in imminent danger.
- If safe to do so:
 - ✓ Turn off or disconnect electrical devices in the vicinity of the leak to reduce the risk of electrical shocks. If there are submerged electrical appliances or outlets in the vicinity of the leak, evacuate all personnel from the area.
 - ✓ Stop the source of the leak - do so cautiously.
 - ✓ Protect or remove valuable property that is susceptible to damage.
- Alert occupants on floors beneath the water leak of the potential flooding of their areas.

IF FLOODING OCCURS:

- Call [Facilities Management Trouble Call Desk] at [(310) 825-9236] and provide the following information:
 - Building name, floor, corridor, room number, and/or area
 - Source (if known), and/or color, odor, and texture of the liquid
 - Nature and extent of flood
- If safe to do so:
 - ✓ Turn off or disconnect electrical devices/appliances in the flood area to reduce risk of electrical shocks. If there are submerged electrical appliances or outlets in the water, evacuate all personnel from the area.
 - ✓ Stop the source of the flooding - do so cautiously.
 - ✓ Protect or remove valuable property that is susceptible to damage.
- Close doors and seal openings to minimize the spread of water.
- Remain in a safe adjacent area to direct response personnel to the site and keep others away from the area. Do not walk through standing water, especially if water has entered a parking garage or basement, or other areas where water may accumulate - it may contain hazardous materials.
- If liquid is contaminated with a hazardous material, follow HAZARDOUS MATERIAL SPILL/RELEASE procedures and secure the area.
- Alert occupants on floors adjacent to and beneath the flood of the potential flooding of their areas.
- Follow EMERGENCY EVACUATION procedures as directed by emergency response personnel.
- If driving, do not try to drive over a flooded road. If your car stalls, abandon it immediately. Attempting to move a stalled vehicle in flood conditions can be fatal.