

HHS and McMaster University FHS

Flood Protocol for the Health Sciences Center

Purpose: A standardized approach to a flood will ensure that all FHS staff are aware of reporting protocols and that there is adequate follow-up.

Reporting of a flood - depends on the degree of flood.

- A)** Contact Paging at 5555 if the flood is large. Provide your name, extension and room number. Request that a Code Aqua be called. Contact your supervisor.
- B)** If it is a minor floor flood only - call housekeeping (ext 77744) and request clean-up.
- C)** If source of the water was from the interstitial space or if it leaked between floors:

Contact Engineering to control and repair the problem
Daytime 0730 – 1530 Monday – Friday ext. 75001
Night/Weekends/Holidays Switchboard '0'

- D)** If the area also involved FHS areas, contact:

Janet Mannella atext 24956
Jason Gilbert at..... ext 22253 or
Khaled Ghawi at.....ext 22854.

Expected Responses

Clean-up - there is only a 48 hour window to get area dry before mould grows.

Engineering or Supervisor/Manager decides if there is a need to call in an outside company for major drying or mould sampling.

Generate safety incident report for follow-up. Send it to Janet Mannella in the FHS Safety Office.

CHECKLIST to be completed at the time of floods

Responsible person _____

Date/time of flood ___/___/___ time _____ room # _____

- Call Paging at 5555
- Call area SUPERVISOR
- Contact ENGINEERING for plumbing/mechanical/heating 75501
- ASBESTOS if in interstitial - contact Hazardous Material Specialist through Engineering
- Contact administrator for HHS or FHSc
- Is it a major flood or expected to be wet after 48 hrs? Contact contractor for flood abatement
- ELECTRICAL - safe to re-enter? YES NO
Permission given by _____
- DRYWALL - tested dry [] wet [] time _____ date ___/___/___
Tested by _____
- FLOORING/ CARPET removal required Y N
- CEILING TILES require removal Y N replaced Y N
- LIGHTS affected Y N replacement needed Y N
- If wet after 48 hrs Project assigned to:
- SIGNED OFF all work completed