# **Flooding Incident**

Most areas in West Virginia are subject to floods. Flooding may be caused by heavy rains or dam breaks. Even small creeks can become a raging torrent capable of destruction. With the exception of flash flooding, the onset of most floods is a slow process with build-up taking several days. Be aware of the local history with regard to flooding. County school transportation offices should make alternative bus routes to avoid flood-prone areas.

## If it is safe to do so:

- Relocate items to safer areas, especially items of greater value to the school operations
- Contact utility for assistance in managing power sources within the flood area.
- Account for all school occupants
- Report any missing persons to the IC
- If water supply has been contaminated, post signs warning people not to drink the water
- Do not re-energize power lines or equipment that may still be under water
- · Cordon off or barricade emergency area
- Keep students out of water
- Re-route walking patterns if necessary
- Have additional staff assist with the Early Dismissal of students

| Incident Commander        | <ul> <li>Coordinate actions of school personnel with internal and external responders</li> <li>Use available resources to assist responding agencies as required</li> <li>Prepare for possible Evacuation of the school or Early Dismissal</li> </ul>  |
|---------------------------|--|
| Head Custodian            | <ul> <li>Direct the shutdown of utility lines or systems appropriate for the emergency</li> <li>Coordinate efforts with Director of Maintenance and public utilities</li> <li>Prepare to assist first responders with manpower, materials and equipment</li> <li>Re-activate utilities and systems when appropriate with assistance from the Maintenance Department</li> </ul> |
| School Nurse              | Assist the IC with an Early Dismissal or Evacuation procedures   |
| School Counselor          | <ul> <li>Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students</li> <li>Assist with contact of parents, as needed</li> <li>Provide support and training of staff to support distressed students.</li> <li>Activate Mental Health Response Team to assist with the flood recovery process</li> </ul>            |
| School Resource Officer   | Assist the IC with an Early Dismissal or Evacuation procedures   |
| Evacuation Coordinator    | Assist the IC with an Early Dismissal or Evacuation procedures   |
| Reunification Coordinator | Assist the IC with an Early Dismissal or Evacuation procedures   |

#### DISCOVERY

Discoverer determines type of incident, including:

- 1. Area flooded
- 2. Equipment affected
- 3. Injuries (if any)



### NOTIFY

Discoverer notifies:

1. Principal's Office

ACT

Establish Incident Command

Incident Commander obtains:

- Description of incident, what happened, location and time and time of incident
- Number and type of injuries (if any, see the Medical Emergency Event Aid and Flow Chart)
- 3. Number of people involved
- 4. Does the threat still exist?
- 5. Action(s) taken

Incident Commander will:

- 1. Dispatch Head Custodian to the scene
- 2. Notify the CRT, Maintenance and the BOE/Superintendent

Incident Command is in effect

••• ASSESS

Incident Commander and Head Custodian assess situation:

1. Attempt to determine potential source

ACT

Incident Commander will:

- Alert affected school occupants
- 2. Evacuate affected areas if needed
- 3. Secure area
- 4. Meet outside responders at emergency access points

Head Custodian will:

- Take steps to help mitigate or divert source of flood
- 2. Call Director of Maintenance, if needed
- Shut down equipment and non-essential utilities if necessary and safe to do so
- Assess contamination of potable water and exposure to waterborne pathogens

NOTIFY

Crisis Response Team will notify:

- 1. Affected school occupants
- 2. School counselor/ mental health crisis team manager

ACT

Crisis Response Team will:

- Contact spill response contractor if a potential environmental exposure is involved
- When it is safe to do so, ensure protection of equipment and facilities from further damage



#### **POST-INCIDENT**

Incident Commander, Crisis Response Team and/or County School Administrator will:

- 1. Initiate Incident Report
- 2. Debrief BOE and school staff
- 3. Debrief with school counselor/mental health crisis team manager
- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)