

## 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

<b>Incident Commander</b>	<ul style="list-style-type: none"> <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>
<b>Head Custodian</b>	<ul style="list-style-type: none"> <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>
<b>School Nurse</b>	<ul style="list-style-type: none"> <li>• Assist the IC with an Early Dismissal or Evacuation procedures</li> </ul>
<b>School Counselor</b>	<ul style="list-style-type: none"> <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>
<b>School Resource Officer</b>	<ul style="list-style-type: none"> <li>• Assist the IC with an Early Dismissal or Evacuation procedures</li> </ul>
<b>Evacuation Coordinator</b>	<ul style="list-style-type: none"> <li>• Assist the IC with an Early Dismissal or Evacuation procedures</li> </ul>
<b>Reunification Coordinator</b>	<ul style="list-style-type: none"> <li>• Assist the IC with an Early Dismissal or Evacuation procedures</li> </ul>

# FLOODING INCIDENT - FLOW CHART

