

FLOODING

Many areas in Contra Costa County are subject to or affected by floods. Except in the case of flash flooding or levee failure, the onset of most floods is a relatively slow process with a buildup of several days. Highway closures may impact traffic and isolate areas of the community. Under flooding conditions, district employees, students, or visitors may be unable to return home or may be required to evacuate by public safety personnel.

If the Potential for Flooding Exists:

- Monitor weather conditions through radio or television broadcasts, weather alert radio, or the Internet. Listen to a portable radio (740 AM) or access the District Alert Bulletins page at http://www.4cd.net/police_services/alertbulletins.asp for Emergency Alert System updates and information. Follow all instructions provided by safety personnel and/or emergency response authorities.
- If time allows and it is safe to do so, move documents, equipment, and/or other valuable property to a higher location, above any expected high water levels.
- If time and conditions allow, utilize tarps, sandbags, or other appropriate protective measures to protect property from water damage.
- Board up windows and doors as appropriate to prevent damage and facilitate later clean-up.

If Flooding Occurs:

- Remain calm.
- Alert others in the immediate area to the situation and direct them to safety.
- Move to a safe area and report the condition to police. If the condition is life-threatening, dial **9-1-1** (or **9-9-1-1** from office phones). In all other cases, dial the police non-emergency number. If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the location of the flooding condition and any injured/trapped persons. Remain on the line or available to answer questions and provide other critical information.

If You are Driving:

- Remain calm.
- Do not drive where water is over the road—parts of the road may already be washed out and your vehicle may become trapped.

- If your vehicle stalls in a flooded area, abandon it as soon as possible and move to higher ground. Do not attempt to save your vehicle. Waters may rise quickly and sweep both you and your vehicle away.

If You Become Trapped:

- Remain calm. If you are able to do so, report your situation and location by dialing **9-1-1** (or **9-9-1-1** from office phones).
- Place an article of clothing or other item in the window to alert rescuers to your location.
- Whistle, shout, or use any object at hand to pound on a wall or door. Make loud noise at regular intervals to alert rescuers to your location.
- If you are able to do so, move to an upper floor above the high water level.
- Wait for help—do not attempt to swim to safety.
- If you are injured, tend to your injuries.

If Evacuation Becomes Necessary:

- Remain calm.
- If time allows and it may be done safely, turn off the electricity at the main fuse box or circuit breaker. *Do not step in water to get to the fuse box or circuit breaker.*
- If conditions allow, take essential personal belongings with you (purse, office or car keys, and backpack).
- Leave the area to be evacuated in an orderly manner.
- Assist any persons with disabilities or other special needs.
- If time and conditions allow, close all windows and doors as you exit.
- If exiting an upper floor, use the stairs. Once outside, move quickly away from the building or hazard area.
- Stay alert for hazards and avoid flooded areas, moving water, and water that is more than knee-deep.
- Proceed to a designated Assembly Area or other safe area at least five hundred (500) feet from any buildings or potentially affected structures.

DO:

- Alert others to any hazards.
- Walk quickly.
- Assist others as needed.
- Keep walkways and roadways clear for responding public safety personnel.
- Assist public safety personnel as directed.

DO NOT:

- Use elevators.

- Rush for an exit.

Once at an Assembly Area or Other Safe Area:

- Check yourself for injuries.* People are often so concerned about others that they often forget to check themselves.
- If it is safe to do so, provide first aid and appropriate care for the injured or ill person. Whenever possible, if blood, vomit, or other bodily fluids are present, avoid contact with these and use appropriate Personal Protective Equipment (gloves, mask, etc.). Do not move seriously injured people unless movement is necessary to protect them from immediate, life-threatening danger.
- Report any injuries, trapped persons, or hazardous conditions to police by dialing **9-1-1** (or **9-9-1-1** from office phones). If there are no telephones immediately available and it is safe to do so, send someone to notify the police. Provide the dispatcher/responders with the name(s), location(s), and/or description(s) of any victims(s), as well as the description, location, and type(s) of any hazardous conditions, and any other critical information.
- Use the telephone only to report life-threatening emergencies.* Telephone lines are frequently overwhelmed in emergency situations and must remain clear for emergency calls.
- Account for co-workers, students, and/or visitors. Supervisors and faculty members should document the names of those who have been safely evacuated.
- Wait at the Assembly Area until otherwise directed by site authorities or public safety personnel. If you must leave the Assembly Area for any reason, notify site authorities.

Additional procedures:

- Do not re-enter buildings until officials have determined that it is safe to re-enter.
- Site administrators should conduct an initial assessment of the site and provide a report to responding public safety personnel.
- At the earliest opportunity, trained response personnel should search for immediate life-safety hazards, injured and/or trapped persons, and/or other unusual conditions. All hazard areas should be cordoned off and properly reported.
- If the incident or response to the incident is likely to continue for an extended period, site administrators should consider activating the site Emergency Operations Center (EOC) and begin organizing response and recovery efforts.
- When possible, authorized persons should alert other campuses of their situation utilizing all available means (telephone notification lists, blast e-mails and/or voice mails, alert/warning systems, or, if it is safe to do so, by runner).

- Site administrators should be prepared to open designated shelter sites for use.

Decision to Evacuate/Dismiss Personnel

The Chief Administrator of an affected facility is the individual authorized to make decisions regarding the management of emergencies at that facility. The Chief Administrator typically decides whether or not to evacuate the facility and/or dismiss personnel after receiving input and/or recommendations from the Incident Commander or other professional responders.

Decisions may be based upon availability of communications, transportation, supplies, and other resources, or upon damage to site facilities, surrounding areas, and availability of nearby roadways.

Mitigation Efforts

To minimize the risk of injuries to persons or damage to property upon or within District facilities and/or buildings as a result of flooding, it is critical to follow established safety practices and mitigation procedures. To help mitigate the effects of flooding and be prepared for flooding emergencies:

- Monitor weather conditions regularly and with increased frequency during poor weather.
- Keep emergency supplies on hand, including water, non-perishable foods, blankets, a first aid kit, flashlight, and any personal medications needed.
- Keep vehicle gas tanks at least half full.
- Keep valuable documents and property in areas where they may be located and gathered quickly if evacuation becomes necessary.
- Back up important computer data and store back-up copies in secure, off-site locations.