



Document Type:	SOP			 9500 Gilman Drive, Mail Code 0412 La Jolla, CA 92093-0412 Ph: (858) 534-4272 Fax: (858) 534-5722	
Document Name:	Flood/Spill Procedure				
Document No:	SOP000013		Author:	Date:	
Rev:	A	Page No:	1 of 6	Douglas Gurevitch Beth Maples	8/26/2005
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1. SCOPE

To describe the operating procedures and expectations of department staff for handling a water flood or chemical/biological/radiological spill emergency. Responding to such events requires several hours or longer if there is building damage or hazardous materials clean-up involved. Note that almost none of our floors are water tight and spills will drain to lower floors. In both cases, campus resources must be notified immediately.

2. DEFINITIONS

- 2.1. EH&S: Campus Environment, Health and Safety department. Responsible for enforcing regulatory compliance and responding to chemical, biological or radiological hazards or emergencies.
- 2.2. FM: Facilities Management. The campus organization that is responsible for building and infrastructure support. Used to be Physical Plant Services (PPS).
- 2.3. Risk Management: The campus legal counsel and insurance link responsible for legal/fiscal analysis and planning for emergencies for the campus.
- 2.4. Flood Response Company: Companies that specialize in analyzing flood damage and work to mitigate (repair) it. This must be designated by FM.
- 2.5. Safety Team: The department personnel who have volunteered to help with safety issues for the department. This includes researches from the various labs.
- 2.6. Knox Box: The standard information holding box that police and fire responders expect to contain information about chemical and biological hazards in the building. Also contains department contact information. This is located on an exterior wall of all buildings at UCSD. For PFBH the box is north of the west entrance to the lobby.
- 2.7. Drywall: The common building material of walls. Also known as plasterboard. Commonly plaster on top of cardboard. Easily damaged by liquids.
- 2.8. Emergency Shed: The storage units on the 2nd, 3rd and 4th floors at the northern end of the hallway. These units store flood response equipment and supplies including: Wet vacuum, absorbent materials, wet floor

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signs, tarp, caution tape, etc. The first place to go after seeing a flood. On the first floor these supplies are in room PFBH 110.


- 2.9. Spill Kit: A kit of chemical/biological absorbent materials, gloves, goggles and instructions for isolating and absorbing chemical or biological liquids **except Mercury**. Each lab is required to have one. The Instructional Core (PFBH 108) has an especially large kit in a 17gallon drum for the absorbent hazardous waste.
- 2.10. Mercury Kit: A special sponge made for absorbing Mercury. If a spill is especially big, then EH&S must be called and a special vacuum cleaner brought over.
- 2.11. Counter or Geiger Counter: Radiation sensing equipment that allows the user to “survey” the area to determine the severity or spread of radioactive contamination. Also used to check people as well.

3. OPERATING PROCEDURE

3.1. *Floods (Water)*

3.1.1. During normal business hours

- 3.1.1.1. Department safety and facilities personnel will survey the flood and quickly try to determine source. If sewage, make sure all responders are informed as such and that they wear gloves, goggles, lab coats and closed toed shoes. At the same time the personnel will contact FM about the flood (858-534-2930 8am-4:30pm, 858-534-3250 all other hours). Make sure to tell them building and the exact location.
- 3.1.1.2. Department safety and facilities personnel will contact the MSO or Chair and apprise them of the situation.
- 3.1.1.3. Next safety and facilities personnel will contact the safety team and admin staff and ask for volunteers to meet at the nearest emergency shed.
- 3.1.1.4. Personnel will contact labs or offices below flooded area if it is on an upper floor.
- 3.1.1.5. Volunteers and at risk lab or office inhabitants will get tarp from the appropriate emergency shed to cover sensitive


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equipment and computers to protect from dripping water from above.

- 3.1.1.6. Department safety and facilities personnel will supervise the disbursement of the water vacuums to appropriate locations.
- 3.1.1.7. Staff will contact FM personnel and determine their estimate arrival time and help coordinate the disbursement of resources from FM.
- 3.1.1.8. Once the immediate crises have calmed, staff must meet with the MSO or Chair to inform them of any department facilities, labs or offices that must be closed due to the flooding. The MSO and/or Chair will then inform the required personnel.
- 3.1.1.9. Staff will contact Risk Management and inform them of the situation.
- 3.1.1.10. Staff facilities and safety personnel will meet with the appropriate Project Manager from FM about determining the extent of the damage to the building and mitigation/restoration of this damage.
- 3.1.1.11. Staff will coordinate volunteers to empty department water vacuums and clean up as much as possible before determination work begins by FM or a flood response company.

3.1.2. After normal business hours or on weekends and holidays

- 3.1.2.1. If department safety and facilities personnel receive a call by a department member (faculty, staff or student) after hours, they will immediately contact FM to investigate (858-534-3250). Make sure to tell them building and the exact location. If the call came from FM ask them the extent and plan of action. Either way, at least one staff member must come in to examine the situation. Contact the MSO or Chair and apprise them of the situation while en-route.
- 3.1.2.2. After getting to the building, department safety and facilities personnel will survey the flood. If sewage, make sure all responders are informed as such and that they wear gloves, goggles, lab coats and closed toed shoes.

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- 3.1.2.3. Personnel will contact labs or offices below flooded area if it is on an upper floor.
- 3.1.2.4. Staff will get tarp from the appropriate emergency shed to cover sensitive equipment and computers to protect from dripping water from above.
- 3.1.2.5. Department safety and facilities personnel will aid other responders with use of the department's water vacuums at appropriate locations.
- 3.1.2.6. Once the immediate crises have calmed, staff must contact with the MSO or Chair to inform them of any department facilities, labs or offices that must be closed due to the flooding. The MSO and/or Chair will then inform the required personnel.
- 3.1.2.7. Staff will contact Risk Management and inform them of the situation. If after hours, follow up during next business day.
- 3.1.2.8. During the next business day staff facilities and safety personnel will meet with the appropriate Project Manager from FM about determining the extent of the damage to the building and mitigation/restoration of this damage.

3.2. Chemical/Biological/Radiological Spill

We assume most small spills will be handled by laboratory personnel without department facilities or safety staff getting involved.

3.2.1. During normal business hours

- 3.2.1.1. These events will start either with a contact by department personnel (faculty, staff or students) or by observation of a spill by facilities and safety staff. Assume you don't know what it is!
- 3.2.1.2. Go to the Sah lab in PFBH and get the Geiger Counter.
- 3.2.1.3. Grab caution tape and wet floor signs as needed and return to the spill while contacting appropriate safety team members to help control the space, track down the source, and tarp critical equipment on lower floors (if necessary).
- 3.2.1.4. If the safety team or staff can determine the source and that it is relatively non-hazardous get team members plus the source


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lab to help clean up. Use appropriate chemical/biological or Mercury spill kits with disinfectant if necessary.

- 3.2.1.5. Survey for radiation.
- 3.2.1.6. If the spill is radioactive or truly unknown (or giving off a strong odor) contact the campus police for EH&S 858-534-HELP (858-534-4357).
- 3.2.1.7. Contact all needed safety team members and control access to the space and evacuate appropriately.
- 3.2.1.8. Contact the MSO and Chair and apprise of the situation and that the Police and EH&S are on the way and that parts or all of the building need to be evacuated.
- 3.2.1.9. Meet with police officer at the Knox Box and apprise of what is currently known. If there is a response needed by EH&S but the material in the spill has been determined, make sure that is communicated.
- 3.2.1.10. Meet with EH&S situation control staff to apprise of situation and what is known and not known. Critical information includes: location (with floor plan), personnel affected (names, PI), and material (if known).
- 3.2.1.11. Keep out of the way and help control access to the affected space.

3.2.2. After normal business hours or on weekends and holidays

- 3.2.2.1. These events will start either with a contact by department personnel (faculty, staff or students) or by the Police or EH&S.
- 3.2.2.2. If not contacted by Police or EH&S, contact the campus police for EH&S 858-534-HELP (858-534-4357) and let them know there is an unknown spill and that you are coming in to meet them.
- 3.2.2.3. While en-route contact the MSO and Chair and apprise of the situation and that the Police and EH&S are also responding.
- 3.2.2.4. If the building is not locked down by EH&S, go to the Sah lab in PFBH and get the Geiger Counter and determine the need for tarp and caution tape and signs.
- 3.2.2.5. Survey for radiation.

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- 3.2.2.6. If access is still available, find nearest labs to the spill and determine if occupied and survey. If occupied but clear (safe), get volunteers.
- 3.2.2.7. Meet with EH&S situation control staff to apprise of situation and what is known and not known. Critical information includes: location (with floor plan), personnel affected (names, PI), and material (if known).
- 3.2.2.8. Keep out of the way and help control access (with the volunteers) to the affected space.