Flood

Priorities

* Control spread of water; if burst pipe, isolate water supplies at nearest source and repair
* Minimize disruption to facility
* Implement clean-up operations

Procedure

* Assess rate of water flow and likely areas to flood
* Contact Maintenance Manager
* Turn off water supply at nearest stopcock(mains if all else fails)
* Call plumbing services to repair
* Contact electrician to assess for danger of water contact with electrical sockets and equipment. Isolate power in area
* Erect temporary barricades to control spread of water (e.g. towels or linen)
* Call emergency services if scale of flood warrants
* Organize clean-up operation (if sewage consider viral infection risk)
* Take necessary steps to minimize employee and guest inconvenience and adverse hospitality
* Record separately related costs and photograph affected areas
* Advise Security, Engineering Operations, and Corporate Communications.

# Additional Suggestions

* If the property history indicates flooding or drainage failures, a supply of sandbags should be made available, to protect entrance, cellar doors or car park ramps etc.
* Consider contamination risk from sewage in flood water