



Emergency Procedures: Water Damage

Serious water damage can occur from a number of sources such as pipes, clogged drains, damaged skylights or windows or construction errors.

If a water leak occurs or if there is flooding:

- Remain calm.
- Notify the Physical Plant at extension 2500 immediately. Report the exact location and severity of the leak. Monday through Friday 7:45 a.m. - 4:45 p.m.
- If the voice mail greeting answers, hang up and dial extension 2020.
- If there are electrical appliances or outlets near the leak, use extreme caution to avoid electrocution. If there is any possible danger, evacuate the area.
- If you know the source of the leak and are confident of your ability to stop it (i.e. unclog the drain, turn off the water, unplug appliances from wall and floor sockets etc.), do so.
- Be prepared to assist as directed in protecting objects that are in jeopardy. Take only essential steps to avoid or remove immediate water damage, such as covering objects with plastic sheeting and moving small or light objects out of danger.