

BANK OF AMERICA PLAZA

Emergency Response Plan for Floods

Natural disasters including flash flooding often occur without warning and have staggering consequences. There are many steps property managers can take to help prepare and manage a catastrophe.

A Flood emergency exists if floodwater is uncontrolled and flowing beyond the area where the source of water is normally contained or controlled.

This Emergency Response Plan for Floods is based on the five principals of emergency management: Prevention, mitigation, preparedness, response, and recovery.

STANDARDIZED DESCRIPTION OF FLOOD MAGNITUDE

In order to improve the understanding of flood messages, Flood Watches and Flood Warnings may include the following terminology to describe the magnitude of anticipated flooding.

No Flooding: Water levels remain within channel banks.

Nuisance Flooding: Flooding of low lying lands. However, road access remains available and no structures will be flooded.

Minor Flooding: Potential for some structural flooding and sections of road access may be impassable. No evacuation is required.

Major Flooding: Potential for significant basement flooding, some 1st floor flooding, and significant road access cuts. Evacuation possibly required.

Severe Flooding: Potential for many structures to be flooded, major disruption of roads and services. Evacuation is required due to risk to life and major damages to residential, industrial, commercial and/or agricultural sites. The event may produce negative environmental impacts caused by spills of hazardous substances such as sewage, oils, chemicals, etc., that pose a threat to public

Risk Assessment

Location Elevation: 440 feet

Flood Sources and Utility Vaults

- Streams/Rivers/Culverts: Trinity River
- Water Main Vault: Main & Austin water isolations and fire pumps located in Central Plant
- Electrical Vault: Lamar and Commerce
- Gas Main: Cut off at 800 Main, south side of Dock and Executive Parking exit ramp
- Sprinkler Systems: Executive Parking Garage, Paint Storage Room
- Building electrical vaults in Central Plant and Executive Parking
- Building emergency Generator in Executive Parking

Critical Building Operations Areas

- Central Plant, below ground at Lamar and Commerce
- Dock Area, 800 Main
- Building Operations, Executive Parking area, two-floors below grade

Required Emergency Procedures

- Assist emergency services, local authorities, media, etc.
- Secure, protect and preserve the scene.
- Fill containers with clean drinking water.
- Issue flood warning announcement to building occupants and evacuate if deemed necessary for safety of occupants or issue "Go In, Stay In, Tune In" if warranted.
- Give priority to protecting the power plant and fire pumps, important motors, controls, and emergency power generators. Protect all water entry points including air vents and utility openings.
- Ventilate the building as much as possible, while maintaining security.
- If can be done safely, shut down the electricity in the building to minimize electrocution hazards and distribute emergency flashlights to staff and tenants.

- If can be done safely and with police or other governing official(s) advice, all occupants not involved in flood response shall be evacuated.
- Do not use open flames in case there are gas leaks from ruptured mains.
- Watch for and avoid electrical wires.
- If water enters the building and evacuation becomes impossible, move all staff and tenants to an upper floor or rooftop and wait for rescuers.
- Move any equipment or supplies possible and relocate to a higher floor in the building.
- Avoid attempting to drive through floods or rising water – nearly half of all flash flood fatalities are auto related.
- Close parking garage elevators (Executive Parking shuttle and Texas Club elevators), if necessary due to water infiltration.
- Restrict access to affected area(s) to help keep unauthorized individuals from entering the area.
- Drain water from Rock Garden and sand bag perimeter glass walls to minimize water infiltration into Concourse area.
- Maintain regular communication with City officials, municipalities and any other appropriate agencies.
- Regularly update tenants via 800 emergency announcement system and/or tenant after-hours emergency contact.
- Monitor flood forecasting and refine response activities accordingly.
- Flood prevention measures during naturally occurring floods such as placing sandbags or transporting and setting up generators and submersible pumps.
- Regularly checking outside drainage systems for at-risk buildings.
- Coordinating with Risk Management, Environmental Health and Safety, and the remediation contractor to determine appropriate remediation procedures and ensure the remediation procedures are followed.
- Managing outside contractors for repairs and remediation.
- Coordinating with Environmental Health and Safety to declare affected areas ready for re-occupancy.
- Providing an "On-Call" Safety Officer throughout emergency situation.
- Responding in a timely manner with appropriate action to control, ensure the safety of respondents, and recover from the flood.

Post-flood Building Recovery

BEFORE ENTERING THE PROPERTY

- Contact City Building Inspector or Fire Chief to verify if building is safe to enter.
- Inspect the building at the earliest opportunity to assess its condition.
- Do not go into a building if it is still flooded or if there is standing water next to the outside walls (the building may not be structurally sound).
- Walk around the building and check for downed or loosed power lines and gas leaks and contact the appropriate utility company if observed.
- Before restoring power or beginning clean-up: Check the foundation for cracks and examine overhangs for missing structural supports.
- Declaring affected areas safe for re-occupancy; and reviewing and amending the Emergency Response Plan for Floods.

UPON ENTERING THE PROPERTY

- Turn off electricity at the main circuit breaker (if you can reach it *without* stepping in water, or call an electrician).
- Avoid live wires and do not turn on electrical appliances until an electrician determines it is safe to do so.
- Turn off water supply if there are broken or leaking pipes.
- Wear sturdy shoes and watch out for flood-damaged materials.

CLEAN UP

- Engage disaster recovery contractors to minimize loss and fast-track restoration efforts.
- Pump out water gradually to minimize structural damage (e.g. one-third of the water each day for three days).
- Check ceilings, walls and drywall for signs of sagging.
- Poke or drill a hole at the edge of the sagging area (away from electrical fixtures) to allow trapped water to drain.
- Cover holes in roof, windows and walls with boards, tarps or plastic sheets.
- Brace sagging floors and roofs with 4 x 4 boards.
- Circulate air throughout the building to reduce moisture and dissipate gas leaks.
- Use dehumidifiers and fans to speed up evaporation.
- Consult a professional to determine mold damage and remediation; asbestos containment.
- Replace water sodden wallboard and insulation.
- Dry or remove clothing, bedding and other materials that may harbor mold or mildew.
- Replace or thoroughly dry appliances.
- Secure the property to guard against looters.

INSURANCE

- Call the property insurance provider. Check your policy for requirements about reporting a loss.
- Complete initial incident report that captures the period immediately before and after the loss: Document the damage – take photographs or video, list injuries, deaths, interactions with first responders, and actions taken by staff.

RESOURCES

- "Floods, Droughts and Landslides," [Before and After Disaster Strikes](#), IREM 2012
- Federal Emergency Management Agency (FEMA): www.ready.gov/floods
- National Flood Insurance Program: www.floodsmart.gov
- American Red Cross: www.redcross.org

Download a copy of this [What to Do After a Flood Checklist](#).

More information: www.floodsmart.gov

City Flood Map: <http://maps.dallasda.org>