



Facility Management Victoria Pty Ltd Flood Emergency Response Procedure

Storm Flooding:

In the event of heavy rain storms or flooding of the building staff shall monitor as follows:

- Monitor roof gutter overflow outlets around the roof of building. If any outlets overflow, flooding may be serious, so immediately call maintenance personnel to check gutters on the roof.
- Monitor run off. If water does not drain away freely, available personnel must remove the grate and check that the outlet drains are not blocked.
- Monitor water level, which is visible through the grate over the large storm water pit. If water level is low, and the inlet and outlet pipes are still visible, drainage is okay. If pipes are not visible and water rises near the top and / or overflows through the grate contact the Facility Manager.

Burst Pipe Flooding:

Hot and cold water pipes – water and heating cross the roof and ceiling spaces. If a serious leak or burst should occur immediately contact the Facility Manager and turn off the main water supply isolating valve.