Flood Protocol

Contents

[Purpose 1](#_Toc508092287)

[Scope 1](#_Toc508092288)

[Responsibilities 1](#_Toc508092289)

[Supervisors 1](#_Toc508092290)

[Workers 1](#_Toc508092291)

[Equipment Needed 2](#_Toc508092292)

[Procedure 2](#_Toc508092293)

# Purpose

<<<< This SOP is left in DOCX format so that you may edit it for your own laboratory>>>

The purpose of this SOP is to lay out the responsibilities and procedures required for the flood protocol response.

# Scope

This SOP applies to all laboratory occupants and their supervisors.

# Responsibilities

## Supervisors

Supervisors are responsible for:

* **Reviewing this SOP on a regular basis. Review is to consider and mitigate the risks of spill, loss of containment and exposure or other harm. Refer to Performing Risk Assessments SOP.**
* Ensuring all necessary contact information is up to date.
* Ensuring that all workers under their supervision are trained on and are proficient in performing the steps of this SOP.

## Workers

Workers are responsible for:

* Following this SOP as approved by their supervisor
* Reporting any broken equipment immediately to their supervisor

# Equipment Needed

* Emergency Guidebook <http://security.mcmaster.ca/campus_emergencies_guide.html>
* Your building’s maintenance provider contact information.
* Your building’s security provider contact information.
* Knowledge of main water-shutoffs for your laboratory sinks, water purification equipment and water supplied cooling equipment.

# Procedure

1. Upon discovery of a flood or flooding, take immediate steps to stop the flow of water if possible.
2. Take immediate steps to stop the spread of water if possible, for example by throwing down paper towels at the edges of the flood.
3. Take immediate steps to prevent release of biologicals or other hazardous materials.
4. Report flood to your supervisor immediately.
5. Call your building’s maintenance provider immediately and report the situation.
6. Call your building’s security provider immediately and report the situation.
7. Take steps to protect equipment and property, for example by taking items up off the floor or by unplugging live equipment such as vacuum pumps that are on the floor.
8. Report the flood incident per RMM1000.