

EMERGENCY RESPONSE PROTOCOL

Utility Failures

Depending on Assistance Needed, Call:	
Police, Fire and EMS Emergency	911
Washington Gas (Emergency)	703-750-1400
Potomac Electric Power Company (PEPCO)	1-877-737-2662
WASA Department of Public Works (Water Emergencies)	202-612-3400
Maintenance	
Security	
Safety	
EST Manager	
Other	

Situation Description

Utility failures or incidents are common occurrences and may happen at any time. Preplanning for utility failures is necessary to protect students and staff as well as building contents. Facility engineers and administrative personnel should be knowledgeable of utility power source locations.

Electric Power Failure

Situation Description

Interruptions in electrical power services may occur at any time due to high winds, ice storms, falling tree limbs, downed utility poles, and new construction in the surrounding area. Electric power failures may result in the loss of refrigerated food supplies or create a potential fire hazard.

Procedures

Immediate response—

- Check that students are calm and safe.
- Building services personnel should following prearranged shutdown procedures to ensure that all three-phase electrical equipment is shut down and turned off.

- Notify PEPCO at 202–833–7500 or 1–877–PEPCO62.
- Notify maintenance during regular school hours, or after hours contact security.
- Notify the EST Manager if power is expected to be off for an extended period of time or if the length of time of the power outage is unknown.
- Distribute flashlights, if available and necessary.
- Evacuate the building using Evacuation procedures if there is any threat to the safety of students or staff.
- Relocate students from rooms without windows and/or direct outside ventilation.
- Keep refrigerated food storage units closed.

Followup response—If food preparation was in process and utilities remain out for a period of time, verify safety of food by contacting the Department of Health (DOH) Food Safety Division for guidance.

Heating Oil Spills

Situation Description

All spills of heating oil, no matter how small, must be treated as a potential environmental emergency and handled by trained personnel.

Procedures

Immediate response—

- Notify maintenance and the safety unit during regular school hours, or after hours contact Security to have trained environmental personnel respond to the incident.
- Absorbent material should be immediately placed on the floor to block the oil spill from moving into floor drains, storm drains, or sanitary sewer lines. Use whatever material is at hand (e.g., sawdust, rags, sand, dirt, or special oil absorbent materials, if available). Department of Public Works (DPW) may be able to provide sand if needed.

Followup response—Residue and/or contaminated absorbent materials should be placed in plastic bags for proper disposal by trained Environmental personnel.

Major Pipe Burst

Situation Description

Flooding from a broken pipe may cause extensive damage to property and building fixtures and endanger students and staff if not properly controlled. Flooding from pipes is the most apparent hazard, but electrical hazards and asbestos exposure from damaged pipe insulation may also be present dangers to students and staff members.

Procedures

- Building services personnel should isolate pipe break by shutting off the appropriate water supply valve. If the pipe break cannot be isolated quickly, the main water valve to the building should be closed.

- Notify maintenance during regular school hours, or after hours contact security to have trained maintenance personnel respond to the incident.
- Shut off electricity to the affected area, if necessary.
- Relocate articles that may be damaged by water, if necessary.
- Complete appropriate Property Loss Reporting form.

If flooding occurs, evacuate the building following the Building Evacuation procedure.

Natural Gas Leaks

Situation Description

All gas leaks, no matter how small, should be treated as a potential explosion hazard. Most school buildings have some natural gas service provided. Leaks are typically detected by smelling the strong odor associated with natural gas. If students or a staff member reports a gas odor, investigate with the Building Services leader.

Procedures

Immediate response—Follow Evacuation procedures.

Followup response—

- Notify Washington Gas at 703-750-1400.
- Notify maintenance during regular school hours, or after hours contact security to have trained maintenance personnel respond to the incident.
- Notify the EST Manager.

Water Main Break

Situation Description

Breaks in the municipal water distribution system may lead to interruption of the water supply to a school building. These breaks can lead to school closures due to lack of basic sanitation and supply water for various pressure vessels. Schools and offices cannot be in session if water service is not available within a reasonable period.

Procedures

Immediate response—

- Notify the Department of Public Works (DPW) WASA of water emergencies at 202-612-3400.
- Notify the EST Manager if water service is expected to be interrupted for an extended period of time or if the length of time of the interruption is unknown.
- Notify maintenance during regular school hours, or after hours contact security.