

OPERATIONAL PROCEDURE 6. FLOOD EMERGENCY PLAN

1.0 PURPOSE

- 1.1 To provide an outline of operations, procedures, responsibilities and safety requirements to be followed when potential or actual flooding impacts the Ott Center complex.

2.0 RESPONSIBILITY

- 2.1 It will be the responsibility of each Penn staff member to exercise the appropriate control or actions dictated by their position in the implementation of this plan to protect the Penn community and the Ott Center property.

3.0 REFERENCES

- 3.1 This document was developed in December of 2024 to fulfill a City of Philadelphia, Department of Licenses and Inspections (L & I) requirement for a certificate of occupancy for the recently constructed Ott Center. The Ott Center is in the campus 100-year flood plain.
- 3.2 The FEMA National Flood Insurance Program (NFIP) Technical Bulletin, Dated January 2021, section 5, **Required Plans** (https://www.fema.gov/sites/default/files/documents/fema_technical-bulletin-3_1-2021.pdf) was referenced by L & I during a meeting to clarify their requirement for a certificate of occupancy.

4.0 FLOOD LINE REGISTER AND FLOOD WARNING TIME

- 4.1 The University of Pennsylvania (Penn) manages crisis events with a comprehensive, risk-based, all-hazards approach, operating under the provisions of its Crisis Management Plan (CMP). The Division of Public Safety (DPS), under the leadership of Penn's Vice President of Public Safety, is responsible for administering the CMP covering the prevention, preparedness, response, and recovery phases of emergency management.
- 4.1.1 The DPS responds to emergency/crisis events 24 hour per day, 7 days a week, 365 a year through its PennComm Emergency Communications Center at 215-573-3333; the DPS never closes. The chief of Penn Police and the chief and deputy chief of Fire and Emergency Services are liaisons with the City of Philadelphia Office of Emergency Management. Daily, the liaisons for the DPS receives e-mail and text messages from the Philadelphia Office of Emergency Management's (OEM) Regional Integration center (RIC) concerning developing and active crisis events for the Philadelphia region. Weather and flooding potential is always noted days in advance of any crisis type flooding. The contact information for the OEM – RIC is listed as follows:

Regional Integration Center

Office of Emergency Management
City of Philadelphia
Phone: 215-685-4710
Email: oem.ric@phila.gov
Radio Channel: EOC-1
Call Sign: EM-Watch

- 4.1.2 Additionally, each DPS liaison receives the Daily Situational Awareness Report (DSAR) from the OEM – RIC. The DSAR includes a National Weather Service based five-day forecast weather summary, a precipitation forecast and a 48-hour forecast, which includes temperature, dewpoint, wind, surface wind, sky cover, precipitation potential and rain. When there is flood potential the cresting of the Schuylkill River is noted and the potential for flooding in low-lying areas such as River Fields Drive. Potential for flooding is noted at least 48 hours in advance.

- 4.1.3** When a potential flood notice is issued from the OEM, the Vice President for Public Safety is notified, and the Penn Emergency Operations Center (EOC) is activated. An activation of the Penn EOC precipitates many notices, throughout the operational areas of the Penn community, announcing expected flooding. Part of the CMP is a section entitled, Pending or Potential Critical Incident (Warning): A potential incident or event that may impact the University within twenty-four (24) hours. Examples include the threat of severe weather or a terrorist warning. The Division of Public Safety will alert the University to the potential danger through its communication outlets. The strategy for the notices is to ensure all schools, centers and building administrators receive notification about the potential flooding, at a minimum of 24 hours for preparation time.

5.0 COMMAND AND CONTROL

- 5.1** The CMP establishes a three-tiered structure for managing major emergency situations. At the highest level, the Crisis Management Team (CMT) is the policy group. The CMT makes policy decisions and holds ultimate responsibility for decisions involving communications, evacuation, University closings, and business logistics and normalization. The CMT is directed by the University President and chaired by the Provost and Senior Executive Vice President and is comprised of high-ranking University officials. The President of the University is the head of the CMT but may, in her/his discretion, delegate the responsibility of chairing the CMT. The members of the **Core CMT** shall include:

- The Provost
- The Senior Executive Vice President
- The Vice President and Chief of Staff for the President
- The Chief Executive Officer of the Health System
- The Senior Vice President and General Counsel of the University and the Health System
- The Vice President of University Communications
- The Deputy Provost
- The Vice President for Public Safety
- The Vice President for Information Systems and Computing

Auxiliary CMT Members

- The Vice President for Government, Community and Public Affairs
- The Vice Provost for University Life
- The Executive Director of External Affairs
- The Chaplain
- The Secretary of the University
- The Senior Vice President for Facilities Services
- The Vice President for Human Resources
- The Vice President for Business Services
- The Senior Vice President for Finance

- 5.2** The second tier includes the **Incident Management Team (IMT)**. The IMT is the operations group. The IMT coordinates operational responses to the emergency and establishes an Emergency Operations Center comprised of representatives of all relevant emergency response entities such as University Police, Public Safety, Facilities and Environmental Health and Radiation Safety. The IMT operates under an incident command system comprised of emergency personnel as needed.

The IMT shall be comprised of representatives from the following organizations. The composition of the IMT may vary depending on the type of emergency and the response necessary.

- University of Pennsylvania Police Department (UPPD)
- Fire and Emergency Services (FES), Division of Public Safety
- Security and Technology Services including, where relevant, representatives from Allied – Universal Security (security contractor) and SST (alarm contractor), Division of Public Safety
- PennComm Communications Center, Division of Public Safety
- Special Services, Division of Public Safety
- Environmental Health and Radiation Safety (EHRS)
- Facilities Services

- University of Pennsylvania Health System *(who may participate in the IMT through communications from the Health System's Emergency Resource Center)*

5.3 The third tier is the **Incident Response Team (IRT)**. The IRT includes task-oriented personnel who respond to an emerging crisis scene to employ mitigation actions or prepare mitigation actions to lessen the impact from a potential crisis, like flooding in identified campus prone areas. The Ott Center complex is in the campus 100-year flood plain.

The DPS maintains a continuous posture of situational awareness. Four (4) major sources of information for potential or developing emergencies are OEM-RIC, the City of Philadelphia Emergency Operations Center (EOC – managed by OEM), if activated, the Delaware Valley Intelligence Center (DIVC) and the University City District Multi-Agency Emergency Radio Network (MERN), which is headquartered in PennComm.

5.4 The CMP establishes three levels of campus emergencies. Level 1 can be handled in the context of normal University operations; Level 2 The next requires the IMT to convene to ensure a coordinated operational response. No major policy or communications issues are implicated at this level. Level 3, the highest level of emergency, impacts the entire University or a significant portion of the University community, requiring coordinated operational and policy responses.

The CMP also provides for the CMT to convene in a crisis not requiring an operational emergency response but requiring a coordinated and comprehensive policy response by the University.

The CMP outlines responsibilities of the CMT members and of the organizations comprising the IMT and sets forth communications chains to be employed as necessary.

6.0 RESPONSE ACTIONS / CONSIDERATIONS

6.1 Site Evacuation Procedures and Routes

Immediately following notification by Philadelphia OEM that the Schuylkill River will crest above flood stage, the IMT/EOC will notify the CMT through the Vice President of Public Safety. With this notification, the IMT shall recommend to the CMT a cease operations and evacuation of the Ott Center. When the CMT approves the cease operations and evacuation order of the Ott Center, the Penn Police will notify the Ott Center's building administrator and take measures to enforce the evacuation order.

The Emergency Procedures Bulletin and evacuation/relocation route maps for the Ott Center are found in Appendixes "A", "C", and "D" of this document. The Building Areas of Refuge are Rhodes Field, 630 River Fields Drive, Philadelphia, PA 19104 (Primary B.A.R. for immediate evacuation) and Ellen Vagelos C'90 Field, 650 River Fields Drive, Philadelphia, PA 19104 (Secondary B.A.R. for immediate evacuation, if required). To get the B.A.R.s exit the Ott Center and head in a southwesterly direction on River Fields Drive. Rhodes Field has an accessible entrance, which also leads to Ellen Vagelos C'90 Field. Penn Police will check these B.A.R.s for evacuees and enforce the evacuation order for the Ott Center.

The permanent relocation sites for the Ott Center are the Palestra, 223 South 33rd Street, Philadelphia, PA 19104 (Primary site) and Houston Hall, 3417 Spruce Street, Philadelphia, PA 19104 (Secondary site). To get to the Palestra and Houston Hall flood relocation sites, evacuate the Ott center and go southeasterly on River Fields Drive. Access the outdoor stairs at the southeast corner of the Hollenbach Center. Take the stairs up to South Street and walk northwesterly following South Street. Walk to 33rd Street and make a right-hand turn. Walk northly on 33rd Street to the Palestra, which is located before reaching Walnut Street on the east side of the street. For access to Houston Hall, follow South Street which becomes Spruce Street. Proceed to 3417 Spruce Street on the right side (north) side of the street. An alternate way to get to South Street is to exit the Ott Center into the Hollenbach Center, if physically challenged, take the elevator to the first floor and await the arrival of the Penn Police for assistance. If not physically challenged, take the stairs to the first floor and walk South Street as mentioned above.

6.2 Deploying Flood Barrier / Flood Protection

Whenever an evacuation order is issued by the CMT, the IMT will contact the Ott Center building administrator (BA) and the Facilities and Real Estate Services' Operations Control Center (FRES – OCC). These redundant

contacts are made to ensure the immediate scheduling of the installation of the flood barrier and the check the functionality of the Ott Center sump pump and all associated drains. It is anticipated this contact would take place 24 – 48 hours prior to predicted flooding.

Installing the flood barrier and checking the sump pump and drains shall be performed by FRES Operations and Maintenance (FRES O & M) mechanics. The procedure for these tasks is documented in Appendix "B" of this operations plan and in the FRES appendix to the CMP (Appendix 9).

6.3 Safe Refuge

In the event of no notice flooding, occupants shall temporarily evacuate to one of the Building Areas of Refuge at Rhodes Field, 630 River Fields Drive, Philadelphia, PA 19104 (Primary B.A.R. for immediate evacuation) and Ellen Vagelos C'90, 650 River Fields Drive, Philadelphia, PA 19104 (Secondary B.A.R. for immediate evacuation, if required) or to the ground floor of the adjacent / connected Hollenback Center, 3000 South Street. The ground floor of the Hollenback Center is well above any expected flood levels. Penn police will check these safe refuge areas for evacuees.

7.0 REOCCUPATION OF THE SITE

- 7.1** After OEM verifies the Schuylkill River is below its flood stage, the EOC / IMT will notify the CMT, PennComm, FRES O & M and OCC so that residual water in and around the Ott Center can be pumped out of the area.
- 7.2** FRES O & M will de-install the flood barrier and store it in its designated storage location. See Appendix "B" for this procedure.
- 7.3** FRES O & M shall have the University's electrical engineer, and the electrical staff check the serviceability and safety of all electrical components in and around the Ott Center.
- 7.4** The University's Office of Environmental Health and Radiation Safety (EHRS) will inspect to identify biological hazards from the flooding. All areas requiring remediation will be referred to the contracted 3rd party remediation company through FRES O & M.
- 7.5** The department of Fire and Emergency Services (FES) shall work with FRES O & M to inspect and restore all Ott Center life safety systems are back in service.

8.0 TRAINING & EXERCISING

- 8.1** During the first week of April of each year, the Ott Center building administrator, and the FRES Area Manager will schedule a meeting at the Ott Center to review and update all documents associated with campus flooding.
 - 8.1.1** This meeting shall include a practice installation and de-installation session with the appropriate FRES O & M mechanics.
 - 8.1.2** Appropriate DPS (FES and Penn police) representatives shall attend this meeting.
 - 8.1.3** EHRS shall attend for awareness of their role in the recovery from a flood.

9.0 DOCUMENT CONTROL

- 9.1** The CMP has 17 appendices that include maps, contact information, mission continuity plans and residential evacuation plans. Every organization included in the CMP can update and view their information via the CMP Web application. The DPS sends out quarterly reminders for updates to all organizations in the CMP.
 - 9.1.1** The DPS, FRES and EHRS are 3 of the 17 appendices.

**By Orders of the Vice President for Public Safety
December 31, 2024**