FLOOD OR WATER DAMAGE

WHAT YOU SHOULD DO
1. Call NDC Police/Security at 373-5288/5212
   a) Tell the officer your name
   b) Tell the officer the exact location of the flooding, including all areas affected
   c) Tell the officer the source of the flooding if known
   d) Give the officer a call back number if more information is needed
3. Evacuate the area if you feel your safety is at risk, especially if the flooding is near electrical equipment
4. If you know the source of the water and are confident you can stop the flooding safely, do so. (i.e. turn off valve or unclog drain)

WHAT WILL HAPPEN
1. The officer will notify Maintenance to respond
2. Responding personnel will identify the source and stop the flooding as soon as possible
3. If a risk is identified because of the flooding, affected areas may be evacuated
4. Necessary repairs and clean up will be initiated
5. The all clear to return will be given by responding personnel when approved