

## Procedure 4.151

### Business Continuity & Recovery Procedure

#### DAMAGE ASSESSMENT, CLEAN-UP AND INITIAL RESTORATION

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##### **A. PURPOSE:**

The purpose of this procedure is to ensure a prompt assessment of damages from an emergency, and the rapid clean-up and restoration of the Campus to pre-emergency condition or better.

##### **B. OBJECTIVES:**

- Ensure an adequate assessment is performed of damages resulting from an emergency.
- Ensure affected areas are quickly and properly cleaned-up and restored.

##### **C. CONCEPT OF OPERATIONS:**

A Recovery Team will be activated to conduct damage assessment, supervise clean-up, and manage initial restoration. After assessing the damage done, the recovery team will formulate and initiate plans to quickly clean-up and restore affected areas to pre-emergency or better condition. The team will ensure that clean-up and initial restoration is conducted in a safe and environmentally sound manner.

##### **D. RESPONSIBILITIES:**

Damage assessment is performed by a Recovery Team focusing on how to repair/restore the campus after an accident. Team personnel are a mix of financial, engineering, and maintenance personnel. The goal of the team is to assess the damage to college equipment and personnel, and manage recovery activities. After assessing the damage due to an accident and establishing priorities, the actual clean-up and initial restoration will be carried out. Since the damage assessment and final restoration are closely related, the same Recovery Team that performed the damage assessment will manage the clean-up and initial restoration. Long term building and campus restoration will revert back to the normal management hierarchy.

## Procedure

The Recovery Team's members will vary based upon the extent of the incident. However, the basic structure will include the following personnel:

*The BCCC President* - Coordinates Team's efforts, and assigns tasks and areas of responsibility for team members. Supervises the inspection and testing of equipment by qualified personnel, and the cleanup methods used by personnel.

*VP, Administrative Services and/or Director, Campus Operations* - Identifies the affected areas, and develops lists of needed items for repair. Reviews any engineering changes, and how to implement them.

*Maintenance Director* - Provides personnel for clean-up operations. Directs salvage, storage, and waste disposal activities.

*Director, IT* - Ensures that area/facilities needing repair that are of importance to education activities, receive appropriate attention.

*Purchasing Coordinator* - Expedites all orders for the purchase of equipment and supplies for cleanup and restoration. Contacts suppliers of damaged items to obtain any technical assistance. Monitors and records all costs related to clean up, including personnel costs, equipment, waste disposal, contractor, suppliers, and any other related costs. Ensures that all damaged items, labor costs, and other associated costs are recorded.

*Director, Campus Operations* - Specifies the environmental testing to be done following an accident. Also serves as a coordinator with Federal, state, and local environmental officials. Reports to proper Federal, State, and local officials any environmental-related changes and modifications that could be regulated by any agency. Obtains any start up permit that may be required by a environmental regulatory agency following a major incident.

*Chief, BCCC Police* - If any individuals were injured, the Chief will follow up to make sure that the attending physician is given all necessary technical support.

*Human Resources Director* - Contacts the family of injured or killed employees and assist in preparing the appropriate documentation for medical and other benefits.

### **E. PROCEDURE:**

The Recovery Team will examine the affected area(s). Certain items that should be examined are listed (generically) in the Damage Assessment Checklist (Attachment 1).

Attachment 1 provides a checklist of components and areas of potential damage. Everything in the checklist may not be applicable to a particular incident. But rather, this list will be used as an "idea list" of what to look at after an accident. This checklist provides for recording information about any repairs to equipment or areas. This will serve as a reference tool for campus modifications to engineering. The team will determine which repairs or replacements will be made and order of priority.

## Procedure

After filling out the checklist, the Recovery Team will meet and review the items. Each item requiring immediate restoration or repair will be assigned to a person or a department.

Based on Senior Staff's decision, the Purchasing personnel will have the overall responsibility to see that all requests are expedited.

Maintenance will contact any necessary utilities to obtain assistance in restoring offsite utilities.

Maintenance personnel will remove any damaged equipment and place it in a safe storage facility or have it properly disposed.

Oversight and management of the repairs are the responsibility of Maintenance and the specific department undergoing the repairs. Upon completing a repair, the method of repair and date finished will be recorded on the damage assessment checklist. The Environmental Coordinator will ensure that all repairs and clean-up activities are completed in an environmentally sound manner.

Following a serious incident, the Environmental Coordinator must meet with the appropriate Federal, state, and local authorities to assure any necessary restarting permits are obtained. Usually this entails meeting with the SERC, LEPC, or the NC DEHNR, and other agency persons.

The Environmental Coordinator will make the written report to the appropriate environmental regulatory agencies.

Any finding regarding changes needed to prevent recurrence should be instituted and all notifications made.

Procedure

ATTACHMENT 1

DAMAGE ASSESSMENT CHECKLIST

Area	Extent of Damage	Suggested Fix	Actual Fix	Corrected Date	Person
I. Electrical Switches					
Light Switches					
Light Sockets					
Outlets					
Conduit					
Wiring					
Transformers					
Generators					
Emergency Lights					
Emergency Batteries					
Outdoor Lights					
Other					
II. Alarms					
Sensors					
Electrical Lines					
Manual Actuator					
Automatic Actuators					
Relays to Pumps/Valves					
Alarm Bell/Siren/Light					
Radios					
Computer					
Other					

## Procedure

III. PA System/Radios					
PA Wires					
Speakers					
Two Way Radios					
Area	Extent of Damage	Suggested Fix	Actual Fix	Corrected Date	Person
Charging Units for Radios					
Other					

IV. Phones/Computers					
Phone system					
Phones					
Battery Backup					
Generator and Fuel					
Other					

V. Other – General					
Warehouse					
Office Areas					
Computers					
Time Clocks					
Restrooms					
Chair (s)					
Table(s)					
Walls					
Roof					
Plumbing					
Foundation					
HVAC					
Structural					

VI. Machine (Generic)					
Power Cord(s)					
Emergency cord/switch					
On/Off Switch					
Other Switches/ Controls					

# Procedure

Wiring for Switches					
Outgoing/Incoming Wires					
Manual Valves					
Electric Valves					
Sensors/Detectors on Equipment					
Fire Extinguishing Equipment					
Moving Parts					
Machine Base(s)					
Floor In Area					
Emission Controls					
Other					

## Procedure

### References

**Legal References:** *OSHA 29 CFR 1910.38*

**SACSCOC References:** *CS 3.11.2*

**Cross References:**

### History

**Senior Staff Review/Approval Dates:** *11/9/2015*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *11/9/2015*