

Village of Schaumburg
Department of Public Works



EOC
Storm Flooding Procedures
Program

VILLAGE OF SCHAUMBURG DEPARTMENT OF PUBLIC WORKS

I. Routes

- A. Three areas.
- B. Before the storm, each hot spot will need to be checked to see if they are clean and will allow water to flow.
- C. During the storm, each hot spot will need to be checked to see if flooding has occurred and if action will be needed.
- D. When barricades are placed in the street or at a flooded location, the application for hot spot inspections will be used to document the conditions.
- E. All information must be entered into the collector application at the end of each shift. This information will be passed on to the next shift or to the Storm Sewer Division so that follow up can be done.

II. Books

- A. Section 1 has a map of each individual area (3 sections).
- B. Section 2 has a listing of each individual hot spot in each section (3 sections).
- C. Section 3 has a written description of the location of each hot spot (update).
- D. Section 4 lists the primary streets within the Village.

III. Procedures: Basements

- A. The Village of Schamuburg Public Works Department will pump out a flooded basement if **ALL** of the following has happened:
 - 1. If the basement has water from above ground flooding.
AND
 - 2. You are instructed to do so by a Supervisor.
AND
 - 3. If the electricity has been disconnected at the meter by ComEd and/or ComEd has shutdown the grid.

IV. Procedures: Streets

- A. Inlets are usually located at the corners of the intersections.

- B. When locating inlets, look for a swirl (funnel effect). This should indicate the location of the inlet.
- C. If no water is moving, locate the curb and probe along with a sewer hook, shovel, pitchfork, etc. After locating the inlet, remove debris and load into the truck.
- D. If inlet does not have debris blocking the flow, the main could be blocked. You will need to locate the downstream inlet to see if any water is flowing. If no water is flowing, the Sewer Vacuum Machine (E322) or Flusher (E409) will need to be called to the scene. The collector application should be used to document this work.
- E. If the inlet cover must be removed to drain an area, be careful of the water suction and do not drop the cover in the inlet. Also, never leave an open inlet unattended.

V. Procedure: Creeks

- A. When inspecting bridges, check the upstream water flow to see if it is the same level as the downstream flow side. Even if there is debris at the bridge, water should still be flowing. If the water is higher on the upstream, we will need to use a machine to remove the debris. This will need to be noted in the collector application.
- B. Rear yard flooding; look to see if the flooded yard is along a creek. If the creek is flooded, the water may need time to recede.
- C. If a creek is blocked in an area along the rear of homes, note the location in the collector application. If at that location the water is flooding these yards, you will need to contact and notify the dispatcher and additional personnel will be needed.

VI. Procedure: Private Property

- A. The Village does not pump down flooded lots. In most cases, parking lots are used for retention. The outfall pipe has a restrictor. In this case, check the main line to see if it is full, this will cause their lot to hold water. If the main is open and is flowing, and no water is flowing from the parking lot connection, their restrictor could be blocked. If this occurs, they will need to call a plumber.

VII. Equipment

- A. "Water on Pavement" signs with barricades are located at the following locations:
 - 1. Walnut Lane Well Site
 - 2. Woodfield Water Tower
 - 3. Public Works Rear Yard
- B. Pumps are located at the following locations:
 - 1. Bay #7 - 1 1/2" - 3" pumps
 - 2. 6" pump is located at EPW 714 S. Plum Grove Road
- C. Sandbags:

1. EPW Rear Yard

D. Barricades and Cones located on the Traffic Control Trailer E-477:

1. 36- Type 1
2. 4- Type 3
3. 34 -36” Reflective Cones
4. 30- 48” Indicator Cones

VIII. Safety Tips

A. Flooded Streets

1. Water pressure can raise manhole or inlet covers.
When entering a flooded street, look for swirl (funnel effect) of water. This is a good indication of where the manhole or the inlet is located.
2. Uneven footing or possible sink holes.
It is best to probe-and-walk when walking through water or areas with poor visibility. Use a pole, rake, etc. to help guide your way through these areas.
3. Proper vehicle to use.
You must be aware of the water depth or possible water depth at all times. Some vehicles might not be best suited for driving through a flooded street. If the water appears too high, a dump truck will be best suited for this application.
4. Removal of debris from a blocked inlet.
Be aware of possible sharp objects (i.e., branches, sticks, leaves). Use a pitchfork, shovel, and/or gloves. All debris collected must be taken to the vehicle.
5. Job site protection.
All warning lights must be properly operating on the vehicle. Every attempt should be made to keep your vehicle in between you and oncoming traffic when working within the roadway.

B. Creeks

1. Creeks should be entered **only if absolutely necessary and under extreme caution.**
 - a. If a creek is to be entered, you must notify the Shift Foreman and have a lookout helper standing on the shoreline.
 - b. Employees must also be aware of these possible hazards within a flooded creek:
 - i. High water.
 - ii. Overpowering current.
 - iii. Eroded shorelines.
2. Uneven footing and/or eroded shoreline.
 - a. It is best to probe-and-walk when walking through water or areas with poor visibility. Use a pole, rake, etc. to help guide your way through these areas.
3. Removal of debris
 - a. Be aware of possible sharp objects (i.e. branches, sticks, leaves).
Use a pitchfork, shovel, and/or gloves. All debris collected must

be taken to the vehicle.

C. Lightning

1. Outdoor Safety.
 - a. Find a building or vehicle for shelter.
 - b. If a structure is not available, get to an open space or ditch and squat low to the ground.
 - c. Avoid tall structures such as towers, tall trees, fences, telephone lines or power lines.
 - d. Do not use an umbrella or carry objects in your hands.
2. Inside a Vehicle.
 - a. Pull safely to the shoulder of the road and away from any trees if weather conditions make it impossible for you to drive.
 - b. Stay in the vehicle and turn on all warning lights until the lightning subsides.

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