

Emergency Response Plan

Archer, FL

January 2021

For Public Drinking Water Systems
Per Chapter 62-555.350 (15) F.A.C.
Disaster Specific Preparedness / Response Plan

Water System: Archer Water System
Street Address: 16870 SW 134th Ave.
City, State, Zip: Archer, FL 32618
Phone: (352) 495-2880
Fax: (352) 495-2445
Contact: Calvin Robinson
E-mail: Crobinson@cityofarcher.com
Number Connections: 580
PWS: 2010199
County: Alachua
Date: January 2021

Department of Environmental Protection
Ken C. Carter, P.E.
John R. Sowerby, P.E.

**Southeast Rural Community
Assistance Project**
David Bullington
Technical Assistance Provider



Southeast Rural Community Assistance Project

Table of Contents

	<u>Page</u>
Section 1 Communication Charts	3
Section 2 Written Agreement With Other Agencies, Utilities, or Response Organizations	5
Section 3 Disaster-Specific Preparedness/Response Plan	5
Section 4 Standby Power Requirements	10
Section 5 Drinking Water Treatment Chemicals & Disinfectants	10

Requirements For Emergency Response Plans

This worksheet has been developed to help you prepare your Emergency Response Plan.

Chapter 62-555.350 (15) of the Florida Administration Code (FAC) requires that Community Water Systems serving 350 or more persons or 150 or more service connections to develop a written **Disaster-Specific Preparedness / Response Plan** (a.k.a. Emergency Response Plan or ERP) and shall update and implement the plan as necessary.

Plans are to be coordinated with Local Emergency Planning Committee and Florida Department of Law Enforcement Regional Security Task Force when developing emergency plans and shall include.

- (a) Communication Charts
- (b) Written Agreements with Other Agencies, Utilities, or Response Organizations
- (c) A disaster-specific preparedness/response plan shall incorporate the results of a Vulnerability Assessment for each of the following disasters:
 - Vandalism or Sabotage
 - Drought
 - Hurricane
 - Structure Fire
 - Flood, if applicable
 - Forest or Brush Fire
 - Hazardous Material Release
- (d) Standby Power Requirements
- (e) Recommendations regarding the amount of Drinking Water Treatment Chemicals

*However upon completion, **DO NOT** submit your ERP to the Florida Department of Environmental Protection (FDEP) OR the Environmental Protection Agency (EPA). FDEP will verify ERP completion during their Sanitary Survey of your system (routine water system inspection).*

This worksheet is intended for use by small water systems and may be modified to fit the specific needs of each system. This ERP complies with FFDEP/DEP minimum requirements and; you may modify it in any way that works for you – add sections, or rearrange them if you wish.

Section 1 - Communication Charts

Water System Chain of Command – Lines of Authority		
Order	Name, Title & Responsibilities	Contact Information
1	<p>Water System Manager (WSM) <i>Responsible for overall management and decision-making. The Water System Manager is the lead for managing the emergency, coordinating with support agencies, and providing information to regulatory agencies.</i></p>	<p>Name: Calvin Robinson Cell: (352) 260-7438 Contact: Public Works Director Email: crobindon@cityofarcher.com</p>
2	<p>Water Treatment Plant Operator (WTPO) <i>In charge of running water treatment plant, performing inspections, maintenance and sampling and relaying critical information, assessing facilities, and providing recommendations to the Water System Manager.</i></p>	<p>Name: Todd Hubbard Cell: (352) 745-1941 Contact: Operator Email: twofoldtodd@gmail.com</p>
3	<p>Office Administrator <i>Responsible for administrative functions in the office including receiving phone calls and keeping a log of events. This person will provide a standard pre-scripted message to those who call with general questions. Additional information will be released through the Water System Manager.</i></p>	<p>Name: Deanna Alltop Cell: (352) 495-2880 Email: dalltop@cityofarcher.com</p>
4	<p>Maintenance Staff Responsible for maintaining the system</p>	<p>Name: John Berger Cell: (352) 681-1131 Contact: Public works Asst. Director Email: jberger@cityofarcher.com</p>

Emergency Notification List

We recommend that you establish a relationship with these agencies before you need them!

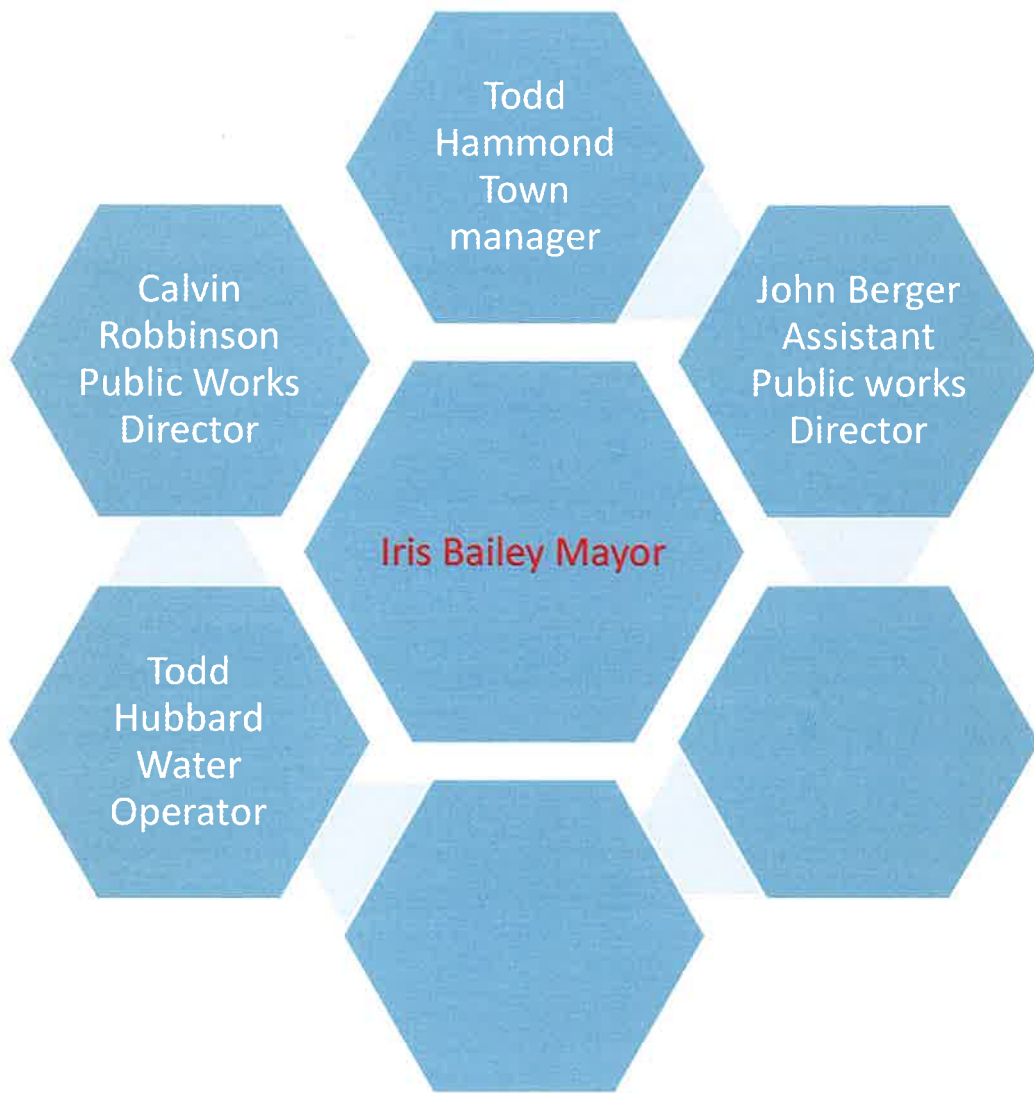
Organization or Department	Name & Position	Telephone	Cell Phone	e-mail
State Warning Point	Duty Officer	(800)320-0519	(800)320-0519	N/A
Local Law Enforcement	Clovis Watson Sheriff	911		N/A
Fire Department	Pat Morris	911	(352) 745-6233	N/A
Emergency Medical Services	Duty Officer	911	(352) 384-3150	N/A
Water Operator	Todd Hubbard	(352) 495-2880	(352) 745-1941	twofoldtodd@gmail.com
County Health Department		(352) 334-7900		webinfoalachua@flhealth.gov
DEP District Office	NE Dist. Jacksonville	(904) 256-1700		
County Emergency Management Dept.	David Torsell	(352) 264-6500		dtorsell@alachuacounty.us
Forestry	Matt Batton	(352) 281-8864		
Hazmat Team / Hotline		911		N/A
EPA National Spill Response Center	Duty Officer	(800)424-8802	(800)424-8802	N/A
FBI	Duty Agent	(904)-721-1211		
Florida Division of Emergency Mgt	Duty Officer	(850) 413-9900		N/A
Southeast Rural Community Assistance	David Bullington	(352) 379-9802	(352) 231-0649	dbullington@sercap.org
Red Cross	Duty Officer	1-800-435-7669		
FEMA	Duty Officer	1-800-462-7585		
Homeland Security	Duty Officer	(202) 282-8000		
State Warning Point	Duty Officer	1-800-320-0519		
FDLE	Gainesville Field office	(386) 462-9975		
EOC	Duty Officer	(352) 486-5213		
Duke Energy	Duty Officer	(352) 498-5018		
City Mayor	Iris Bailey	(352) 495-2880		ibailey@cityofarcher.com
Alachua County Jail	Duty Officer	(352) 955-2160		
Health and Human Services	Duty Officer	1-877-696-6775		

Priority Customers				
Organization Or Department	Name & Position	Telephone	Cell Phone	email
Hospital / Clinic	Archer Family Health Care	(352) 495-2550		
Archer Elementary School	Stella Arduser	(352) 495-2111		N/A
Family Life Academy	Pastor Glenn	(352)-210-3354		
Jorden Glen School	Jorden Glen	(352) 495-2728		N/A

Service / Repair Notifications				
Organization Or Department	Name & Position	Telephone	Back up contacts	Telephone
Electric Utility Co	Duke Energy	(352) 498-5018		
Water Test Lab	Certified Labs of Florida	(352) 332-9911	Water Spigot	850-871-1900
Telephone Co	AT&T	(866) 620-6900		
Pump Supplier	Core & Main	(352) 351-8144	Barneys Pumps	904-260-0669
Safe Dig / One Call	Duty Officer	811		N/A
Rental Equip	Tri County Rental	(352) 493-1770	St. Joe rent all	850-227-2112
Electrician	Tim Fason	(352) 215-3474	Wesleys Elec. Ser.	850-227-2070
Chlorine Supplier	Hawkins	1-800-330-1369	(904) 368-0343	
Fence Repair	In house	N/A	J.B. Fence Pro	888-410-2980
Diesel Fuel Supplier	TriCounty Fuels	(352) 528-3011	Gulf Diesel Services	850-229-8651
Scada Repair	Scada system			
Generator Repair	Ringpower	(352) 371-9983		
Process Controls	Two Fold Eng. Ops	(352) 332-9911		

Designated Public Spokesperson			
Public Spokesperson	Name & Position	Telephone	Cell Phone
Spokesperson	Tony Hammond	352-495-2880	352-353-5172

Develop possible messages in advance, and update them as the emergency develops (Boil Water Notices, Emergency Water Outages, Emergency Conservation Measures, Water Quality Issues, etc.)



Todd
Hammond
Town
manager

John Berger
Assistant
Public works
Director

Calvin
Robbinson
Public Works
Director

Iris Bailey Mayor

Todd
Hubbard
Water
Operator

Section 2 - Written Agreements With Other Agencies, Utilities, or Response Organizations

INSERT HERE Attach any written agreements.

- Emergency Interconnect Agreements
- Memoranda / Letters of Understanding
- Mutual Aid Agreements
- FlaWARN (Agreement is available at: www.flaWARN.org)

Section 3 - Disaster-Specific Preparedness / Response Plan

Vulnerability Assessment

It is essential that water systems identify and assess the vulnerability of each system component for both natural and human-caused emergencies, before preparing their disaster-specific preparedness/response plans, see ERP Guide pages 17 thru 20.

The table below is a basic vulnerability assessment method for a water system. Provide appropriate answers for each component of your system, and you will have completed a vulnerability assessment. Note that "Security improvements" INCLUDES your existing security measures, such as the concrete pad around each wellhead, fences, buildings, locks on gates, doors and windows; redundant pumps and motors, etc. ALSO: "Security Improvements" DOES NOT mean you are required to improve your existing security, it simply means that all security measures, planned or existing, should be listed.

Raw Water Source (check or circle items that apply ~ strike through items that do NOT apply)

<p>Description & Condition</p>	<p>Groundwater Wells: # <u>1</u> is feet deep. # <u>2</u> is 350 feet deep # <u>3</u> is feet deep Wells are in <u>Excellent</u> / <u>Good</u> / <u>Poor</u> condition</p>
<p>Vulnerability</p>	<p>Potential contamination can occur from ground water point sources (septic tanks, leaking petroleum tanks, agricultural activities, commercial / industrial activities, etc.) ___Well Protection is <u>Excellent</u> / <u>Good</u> / <u>Poor</u> condition</p>
<p>Security Improvements</p>	<p><u>Implement wellhead protection program (ask Southeast RCAP for assistance)</u> Secure well houses to foundation and install lighting around well houses Wellheads are secured within locked fences or well houses <u>Consider upgrading well house doors with deadbolts</u> <u>Consider purchasing additional land surrounding well # 1 back side of property</u> Average Daily Demand is provided by wells # <u>1</u> and # <u>2</u> and # <u>3</u> provides standby capacity</p>

Pumping Facilities (check or circle items that apply ~ strike through items that do NOT apply)

Description & Condition	The pump-house and pumping facilities are in <u>Excellent / Good / Poor</u> condition
Vulnerability	Pumps might be vulnerable to falling trees during major storms Pumps could be damaged by intentional physical attack Pumps could be damaged by flooding
Security Improvements	Pump-house has security fencing or lighting and <u>is / Is Not</u> prone to vandalism Fencing, lighting, and signage protect against unauthorized entry Tamper-proof padlocks and harden entry points protect against unauthorized entry

Treatment Facilities (check or circle items that apply ~ strike through items that do NOT apply)

Description & Condition	There is a chlorination system at each well / pump-house <u>Yes / No</u> Treatment facilities are in <u>Excellent / Good / Poor</u> operating condition
Vulnerability	Chlorination systems are subject to power outages
Security Improvements	Fencing, locks, lighting, and signage protect against unauthorized entry Stand-by generators provide operational security in compliance with Ch. 62-555.320(14) FAC <u>Stand -by generators recommended for wells 2 and 3</u> Sodium hypochlorite systems eliminate chlorine gas release risk

Storage Facilities (check or circle items that apply ~ strike through items that do NOT apply)

Description & Condition	Storage facilities <u>ARE / ARE NOT</u> fenced Storage facilities are in <u>Excellent / Good / Poor</u> operating condition
Vulnerability	Vandals could access storage hatches / hatches are <u>Secure / not Secure</u>
Security Improvements	Fencing, locks, lighting, and signage protect against unauthorized entry Coordinate with local law enforcement for increased patrols Tamper-proof padlocks on hatches and ladder locks protect against unauthorized entry

Distribution System (check or circle items that apply ~ strike through items that do NOT apply)

<p>Description & Condition</p>	<p>System maps & computers are located in the water system's main office</p> <p>Distribution System is in <u>Excellent / Good / Poor</u> operating condition</p> <p>We have an active Valve & Fire Hydrant Exercise and Flushing Program</p>
<p>Vulnerability</p>	<p>The system is most vulnerable to cross connection contamination from contractors, residents, commercial and industrial customers</p> <p>The distribution system can be vulnerable to bio-terrorist attack</p>
<p>Security Improvements</p>	<p>Computers secured with firewalls, virus protection, passwords, and back-up protection</p> <p>Main office security system guards against theft and vandalism</p> <p>Cross Connection Control Program protects against unintentional contamination</p> <p>Local law enforcement can assist monitoring for illegal water system connections</p>

B. Drought Response Procedures

1. Water System Operator coordinates with City Manager / Mayor and Water Management District (WMD) regarding drought conditions
2. If necessary, City Manager/ Mayor meets with Commission regarding additional (more stringent than required by WMD) restrictions
3. City Manager/ Mayor directs Water System Operator to implement additional water use restrictions, if necessary
4. Water System Operator activates Customer Notification Plan
5. City Commission determines there is no further need for additional restrictions
6. Water System Operator returns system to normal by activating Customer Notification Plan
7. Water System Operator reports system status as needed
8. **Southeast RCAP updates ERP as needed**

The following tables outline possible actions and procedures to be taken in response to specific events. TABLES A, B, C and D are REQUIRED. TABLES E, F and G are to be used IF THEY ARE APPLICABLE.

A. Vandalism or Sabotage Response Procedures

1. Utility staff first aware of incident:

- a) Calls Water System Operator: **Todd Hubbard 352-745-1941**
- b) Calls 9-1-1 / Local Law Enforcement

2. Water System Operator determines severity of incident, and calls:

- a) City Manager/ Mayor: **Iris Bailey 352-495-2880**
- b) State Warning Point: **1-800-320-0519**

3. Water System Operator determines need to contact others:

- a) County Emergency Management Director: **David Torsell 352-264-6500**
- b) County Health Department: **352-334-7900**
- c) others as needed

4. Water System Operator assesses damage and directs repairs as needed:

- a) Isolate components (if necessary)
- b) Minimize damage
- c) Repair facilities

5. Upon completion of repairs, Water System Operator returns system to normal:

- a) Reports findings to Mayor and others as needed
- b) Southeast RCAP Updates ERP as needed

6. City Commission determines need to contact others:

- a) County Emergency Management Director: **David Torsell 352-264-6500**
- b) County Health Department: **352-334-7900**
- c) Others as needed.

C. Hurricane Preparedness & Response Procedures

<p>Pre- Hurricane <i>(36 - 48 hrs prior to arrival)</i></p>	<ol style="list-style-type: none">1. Water System Operator coordinates with City Manager / Mayor and County Emergency Management regarding response to hurricane2. Water Operator checks operation of auxiliary and standby equipment3. Water Operator orders/ensures available fuel and treatment chemicals to provide for a fourteen (14) day period4. Water Operator checks and replenishes inventory of spare parts, supplies; rain suits, flashlights, batteries, portable radios, hard hats, rubber boots, gloves, etc
<p>Hurricane Watch <i>(24 -36 hrs prior to arrival)</i></p>	<ol style="list-style-type: none">1. County Emergency Manager declares Emergency2. Mayor / City Manager instructs Water System Operator to coordinate with Emergency Operations Center3. Mayor/ City Manager cancels personal leave4. Water System Operator issues work assignments and reporting protocol5. Water System Operator authorizes employees to secure their personal property and arrange for safety of family members6. Employee(s) top-off fuel in vehicles, stand-by and portable equipment7. Water System Operator stops all construction in utility service area and advises contractors to secure their equipment/material

<p>Hurricane Warning</p> <p><i>(24 hrs or less prior to arrival)</i></p>	<ol style="list-style-type: none"> 1. Personnel report to duty at designated location with protective gear, work clothing and personal gear for a four (4) day period 2. Water Treatment Plant Operator fills all water storage facilities to capacity 3. Employee(s) load trucks with supplies and equipment 4. Employee(s) follow evacuation protocol (directed by Emergency Management) <ol style="list-style-type: none"> a. Disconnect electrical power supply to treatment plant(s) and wells b. Store vehicles and equipment in designated area c. Enact system shutdown and evacuate to location as directed by Incident Commander
<p>Recovery Procedures</p>	<p>Initiate upon receiving <i>All Clear</i> from Incident Commander</p> <ol style="list-style-type: none"> 1. City Manager surveys damage and submits Damage Assessment Report to Mayor 2. City Manager coordinates with County Emergency Management Dept. and activates Customer Notification Plan, if necessary 3. Operator notifies FDEP of any limitations in ability to supply potable water 4. Operator and staff make all necessary repairs and take water samples as needed 5. City Manager/ Operator keeps detailed records of labor, material, rental and repair costs for FEMA reimbursement 6. Operator obtains FDEP approval to return to normal operation, if necessary 7. Operator returns system to normal operation 8. Operator activates Customer Notification Plan, if necessary 9. Operator reports water system information as needed 10. Southeast RCAP updates ERP as needed

D. Structure Fire Response Procedures *(if your water plant catches fire)*

1. Utility staff discovering fire:
 - a) Orders evacuation of the building
 - b) Calls **9-1-1** to notify Fire Department and local Law Enforcement
 - c) Calls **Water Operator/ Town Manager: Todd Hubbard (352) 745-1941**
2. Water System Operator determines severity of incident, and calls:
 - a) Mayor/ City Manager, who informs city commissioners (if necessary, calls for emergency meeting of Commission)
 - b) State Warning Point: **(800) 320-0519**
3. City Commission determines need to contact others
 - a) County Emergency Management Director: **David Torsell (352) 264-6500**
 - b) County Health Department **(352) 334-7900**
 - c) Others as needed
4. City Manager directs staff to support Fire Department and other emergency staff, if needed
5. City Manager and staff assess damage when fire extinguished
6. Operator and staff repair facilities as needed
7. Operator reports water system status, as required
8. **Southeast RCAP updates ERP, as needed**

NOTE: Use the following 3 tables ONLY if they are applicable to your system.

E. Flood Preparedness & Response Procedures

(Is any critical part of your system in a flood prone area? If so, then this table is required.)

1. City Manager informed of flood conditions at WELL
2. Operator directs staff to operate water system without WELL for the duration of the flood event.
3. Once flood has receded, Water System Operator / Town Manager, and staff assess flood damage
4. Water System Operator and staff repair facilities as needed.
5. Operator directs staff to pump WELL until it is clear, and then takes samples for quality and bacteriological analysis.
6. Staff repeats step 3 until the well meets water quality standards.
7. Operator directs staff to return WELL to normal service protocol.
8. Operator reports water system status, as required.
9. **Southeast RCAP** updates ERP, as needed

F. Forest or Brush Fire Response Procedures

(Is any critical part of your system subject to forest or brush fire? If so, then this table is required.)

1. Utility staff discovering fire at water plant:
 - a. Orders evacuation of any threatened buildings
 - b. Calls Water System Manager: Calvin Robinson (352) 260-7438
 - a-c. Calls 9-1-1 to notify Fire Department and local Law Enforcement
2. Water System Operator determines severity of fire, and calls:

City Manager/Mayor, also informs city commissioners (if needed, calls for emergency meeting of Commission)

 - a. State Warning Point : (800) 320-0519
3. City Commission determines need to contact others:
 - a. County Emergency Management Director: David Torsell (352) 264-6500
 - b. County Health Department: (352) 334-7900
 - a-c. Others as needed
4. City Manager directs staff to support Fire Department and other emergency staff, if needed
5. City Manager and staff assess damage when fire extinguished
6. Operator and staff repair facilities as needed

7. Operator reports water system status, as required

8. **Southeast RCAP** updates ERP, as needed

G. Hazardous Material Release Response Procedures

EXAMPLE: Do you have any hazardous material (chlorine gas) at your water system?

1. Utility staff discovering chlorine leak/release orders evacuation of facility
2. Utility staff calls 9-1-1 and Water System Manager: Calvin Robinson (352) 260-7438
 - a. Water System Operator calls: State Warning Point: (800) 320-0519
 - a.b. City Manager/ Mayor, who also informs commissioners (if needed, calls for emergency meeting of Commission)
3. Water System Operator ensures that staff is safe and aware of the situation
4. Fire Department Hazardous Materials Team (HAZMAT) determines severity of the leak & need to contact others
 - a. County Emergency Management Director: David Torsell (352) 264-6500
 - b. County Health Department: (352) 334-7900
 - a.c. Others as needed
 - d.
5. HAZMAT establishes "hot zone" perimeter and ensures that all unprotected people are kept outside of it
6. City Manager/ Operator ensures that any injured staff member is receiving proper care
7. City Manager directs staff to support FDHMT and other emergency staff, if needed
8. HAZMAT locates source of Chlorine leak and stops it
9. HAZMAT measures Chlorine concentrations until all areas are safe for unprotected people
10. HAZMAT informs all parties of safe conditions
11. City Manager/ Operator, and staff assess damage
12. Operator and staff repair facilities as needed
13. **Southeast RCAP** updates ERP as needed

Section 4 - Standby Power Requirements

Include Details about how the water system meets the standby power requirements" as described in Ch. 62-555.320(14), and 62-555.350(15)(d) FAC.

Standby Power for Wells, Treatment & Distribution

Standby Power (or alternate means) OPERATE WELLS at Average Daily Demand

Average Daily Demand (ADD) in gpd or gpm	400 GPM
Wells Needed to Supply Average Daily Demand	Wells are rotated.
Standby Generator for ADD (kW, Voltage & phases)	(kW, Volt, Phase)
Power Failure Transfer, Alarms & Notifications	Automatic Transfer Switch, Scada system, and Sensaphone Call out box
Generator Fuel Consumption	(G/ hr)
On-Site Fuel Storage (gallons)	(gal & days)
<u>Reserve Fuel by Supplier Contract</u>	On Demand (gal & days)

Section 5 - Chemicals & Disinfectants

Disinfection Treatment Information

Disinfection Chemicals	Chemical / Location No. 1	Chemical / Location No. 2	Chemical / Location No. 3
Type of Chemical	Chlorine	Chlorine	Chlorine
Chemical Feed Type	Injection Booster Pump	Same as 1 Stenner	Same as 1 Stenner
Storage Location	Concrete block room	Wood frame building	Fiberglass building
2-wks Min Storage (gal) Recommended	Extra Disinfection on hand	Same as 1	Same as 1

Other Chemical Information

Chemicals Used	Chemical #1	Chemical #2	Chemical #3
Type of Chemical	Aquagold 170	Aquagold 170	Aquagold 170
Chemical Feed Type	Injection Booster pump	Same as 1 Stenner	Same as 1
System Location	Concrete block room	Wood frame building	Fiberglass building
2-wks Min Storage (gal) Recommended	ok	ok	ok