

MESSIAH COLLEGE
**Procurement of Potable Water/Potable Water Emergencies
Policy and Procedure**

Policy: It is the policy of Messiah College to provide potable water in the event of a water emergency.

Objectives: To define available resources assuring an adequate supply of potable water in the event normal water supply is disrupted or contaminated.

Equipment: Attachment A: Boil Water Advisory Notice (To be copied on bright paper)
Attachment B: Sample Campus Mass E-mail (**Revise and add info as needed**)
Attachment C: Do Not Drink Posting for Water Fountains and other Outlets (To be copied on bright paper)
Attachment D: Bottled Water Distribution List
Attachment E: Water Fountain Locations

Procedure:

<u>Responsibility</u> _____	<u>Step</u>	<u>Action</u>
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Dispatch	<p>Unless a County or Water Authority Official has notified the campus of the emergency issue, contact United Water 24 hour number at 717-232-5093 to confirm the water related emergency.</p>
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If it is determined that the emergency is substantiated by the water company or the local authorities, the Vice President of Operations or the Director of Facility Services are to be notified. This notification is to take place prior to any announcement to campus employees, and visitors.

Coordinating Manager	<p>If instructed that boil water advisory is necessary and confirmed by United Water, post a “Boil Water Advisory” notice (attachment A to the exterior door of each building. Assign 5 employees to post the signs. Attachment A should only be used if United</p>
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Water is unable to provide an updated notice at the time of the advisory. If United Water is able to fax a specific notice relevant to the current emergency use that posting.

Notify all Residence Life staff (specifically the RD on call at 979-5993) and Dining Service Management to terminate the use of water for drinking and cooking purposes. Inform Residence Life and Dining Services to inform students and visitors and post signs **(Attachment C)** at each water cooler, each entry door **(Attachment A and C)** to every building and other common areas within the buildings informing the public not to drink the water. Should have at least **8 employees** or students assigned to this responsibility.

Campus communication is essential. The following is to be followed to assure proper campus wide notification:

- Text message through the Text Message Alert System. It will be sent out to all registered employees and students.
- A Campus wide phone mail is to be sent out. Attachment A and B can be used to develop a specific message relative to the emergency.
- If after hours contact the Press Director (Dwayne Magee, the VP for Operations, Kathie Shafer or her Administrative Assistant Lisa Snyder can also provide assistance with “campus wide e-mails”) to sent out a campus wide e-mail. Attachment B can be used to develop the e-mail. Specific dates and information relevant to the emergency will need to be added. During regular business hours contact the VP for Operations, Director of Facility Services or a member of the facility Crisis Team to develop the e-mail communication.
- Notify the College Webmaster for posting information on the College Website. Attachment A and B can be used but will need revision to make the correspondence relevant to the current emergency.
- Use attachment A and B to develop a notice for the College Emergency Hotline. Notices on the

Emergency Hotline can be coordinated with the VP for Operations, Director of Facility Services, Director and Assistant Director of Public Relations or the College Receptionist.

- When the emergency is over, or advisories are lifted send out a campus wide e-mail, a campus wide phone mail and updated information on the college website. Contact the above mention staff to make the proper notifications.

Arrange at least **15 employees** (Facilities staff, Residence Life Staff, or Dining Service Staff) to assist with water distribution and sign posting. If after hours call at least 10 employees at home to notify them that they need to come in to assist, Assign employees as outlined below.

Coordinate procurement of potable water if determined necessary. Dining Services has in stock at all times over 100 cases of bottled water. Distribution of potable water should be directed to the apartments, dorms and Dining Services. If deemed necessary water may also be needed for Academic and other campus buildings.

Send **2 Employees** with a **Box Truck** to the local Wal-Mart or Giant Food Stores in Dillsburg and Camp Hill (for larger quantities of bottled water). Employees should be instructed to pick up at least 136 cases of bottled water. The above mentioned stores are open 24/7.

Arrange for **8 employees** with **hand trucks (Hand Truck locations: ECC115, Boyer 011, Frey 056, CFA 038, Larsen 116, Bowmandale 019, Miller 052, Mountain View 041.1)** to be available to distribute the bottled water to areas listed on Attachment D.

Keep in mind that after hours procurement of water may only be available through Wal-Mart and the two 24/7 Giant Food Stores mentioned below. The Giant in Camp Hill maintains an inventory of at least 300 cases of bottled water. Wal-Mart should have at least 40 cases available at all times. During regular business hours Filson and Roaring Springs can deliver water to campus if asked to do so. 6000 gallon bulk water should only be arranged with the approval of the Vice President of Operations or the Director of Facility Services.

- A. Dining Services has in stock at all times over 100 cases of bottled water.
- B. Tank trucks from H&H Water Hauling can provide water for whatever length of time is necessary
- C. If bulk water (6000 gallons or more) is to be used for human intake, it must be obtained from H&H Water Supply 717-632-7864.
- D. 5 gallon jugs of bottled water are available from Roaring Springs (Harrisburg) 717-236-8908.
- E. One gallon or smaller Filson Water (Carlisle) at 1-800-338-2323, or 717-979-0841.
- F. One gallon jug or smaller, 24 hours, Walmart 717-691-3150
- G. Bottled Water by the case. Giant Food Dillsburg 717-432-0630
- H. Bottled Water by the case. Giant Food Camp Hill 717-975-1980.
- I. Bowmansdale is on a well separate from United Water. If needed water can be used from Bowmansdale.

J. John Gross (bottled water) 717-766-2508

K. If needed due to a prolonged water emergency, portable toilets can be arranged through Walters Company. 717-766-4545 or 1-800-690-5756.

Facility Service Management

After it is determined from the county or water authority it is safe to drink the public water, a mass email notification is sent to inform the campus. This mass email notification needs to be reviewed by the VP for Operations or the Director of Public Relations.

Key Telephone Numbers

United Water 24 hour emergency number 717-232-5093

Filson Water (Carlisle) 1-800-338-2323

United Water Administration Office 717-737-1475

Cumberland County Emergency Preparedness 717-240-6400

Cumberland County non-emergency 911 Center 717-697-0371

Upper Allen Fire Department 717-697-9595

Upper Allen Township Office 717-766-0756
H & H Water Supply (6000 gallon balk) 717-632-7864

Upper Allen Township Police 911

Roaring Springs (Harrisburg) 717-236-8908 M –F
8:00 a.m. – 4 p.m.

Walmart Mechanicsburg 717-691-3150
24 hours 7 days/wk

MicroBac Biological Services (Emergency Water Sampling) 717-763-0582

Wegmans 717-791-4500

Coordinating Manager

When emergency is over, or advisories are lifted send **8 employees** to remove all of the signs that were posted. When the emergency is over, or advisories are lifted send out a campus wide e-mail, a campus wide phone mail and updated information on the college website. Contact the above mentioned staff to make the proper notifications.

Department of Safety

Complete a summary incident report and involve input from all staff that participated in the activities.

Facility Service Manager

A follow up meeting is to be scheduled to discuss the incident to determine what improvements should be made to this policy. Members from Dining Services, Facility Services, and Safety should be included in this meeting. Feedback should include what education may be necessary for employees.

Approved Reviewed Revised

Kathyrne Shafer
Kathyrne Shafer, Vice President for Operations

Bradley A. Markley
Brad Markley, Director of Facility Services

Mark Wirtz
Mark Wirtz, Director of Dining Services

Dan Smith
Dan Smith, Facility Maintenance Serv. Manager

Cindy Burger
Cindy Burger, Director of Safety

Scott Zeigler
Scott Zeigler, Campus Events Manager

Russell J. Ehrich
Russ Ehrich, Project Manager

Doug Wood
Doug Wood, Associate Dean of Students

Hilary Kreider
Hilary Kreider, Environmental Health and Safety Manager

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents and adhere to standards".

Attachment A

PLACE DATE HERE

Precautionary Boil Advisory
From United Water

Dear Customer,

This notice is being provided to you as a result of a water service disruption in the vicinity of your home/business. In accordance with PA DEP regulations, United Water Pennsylvania has issued precautionary boil water advisory that affects your drinking water supply.

EFFECTIVE IMMEDIATELY

All water used for drinking and cooking purposes should be boiled, or brought in from an approved source. Boiling may be done effectively by bringing the water to a boil (212) degrees Fahrenheit) and holding the water at a rolling boil for one full minute.

Water does not have to be boiled for the following activities: showering, washing dishes, washing clothes or other non-consumptive uses. We apologize for any inconvenience this may cause and greatly appreciate your cooperation during this time.

If you have any questions or concerns, please contact our offices at 717-564-3662.

**THIS BOIL WATER ADVISORY WILL BE IN EFFECT UNTIL
FUTHER NOTICE**

Regulations require that in order to lift a boil advisory samples must be analyzed and the results must be good for two consecutive days. We will advise you when that requirement has been met.

Attachment B

Any questions concerning this mass email should be directed to Dispatch at Ext. 6005.

TO ALL GRANTHAM STUDENTS AND TO ALL EMPLOYEES:

DAY AND DATE at approximately **time** a water leak was discovered. United Water of Pennsylvania was called in and has repaired the leak that was in a **water line affected**. The campus was without water until **time and date**. The water company does not expect another interruption in water service. However, they have issued the attached advisory. Please read it carefully.

For all resident students, the facility staff is providing bottled water to residence halls. This water is to be used for brushing your teeth and taking medicine. Water is available in the following locations:

Naugle: Main Lounge

Witmer: Main Lounge

South Complex: Lounge in Mt. View Basement, next to the old Wilbur's

North Complex: Main Lounge

Apartment buildings: Laundry Rooms

Satellite homes: Eisenhower Campus Center, Dispatch

Homestead

If you have questions, please contact Dispatch Services at 6005.

Attachment C

Water Advisory
ADD DATE HERE

**DO NOT
DRINK**

Attachment D

Witmer: 20 Cases. Main Lobby

Naugle: 20 Cases. Main Lobby

North Complex: 20 Cases. Main Lobby

South Complex: 20 Cases. Main Lobby

Fry: 6 Cases. Laundry Rooms

Mellinger: 6 Cases. Laundry Rooms

Kelly: 6 Cases. Laundry Rooms

Smith: 6 Cases. Laundry Rooms

Satellite Homes: 5 Cases made available at Dispatch

Hitchcock/ Brubaker: 10 Cases (Only if sporting events are planned)

Homestead: 2 Cases. In Kitchen Area

Extra Cases in Dispatch: 15

Based on campus events scheduled for specific times and days, additional water may be necessary. Check scheduled of planned events to make that determination.

Water Fountain Locations By Building

Campus Center	11
Sports Center	6
Hoffman	3
Old Main	3
Fry	1
Larsen	4
KELLY	1
Naugle	2
North Complex	24
Boyer	16
Fine Arts	3
Mellinger	1
Witmer	10
Kline	5
Jordon	10
Frey Hall	3
South Complex	29
LRC	4
Chapel	3
Lenhert	1