

**Messiah University**  
**Procurement of Potable Water/Potable Water Emergencies Policy and Procedure**  
**January 2024**

*Policy:* It is the policy of Messiah University 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, Bottle Fill Stations, Ice machine, Coffee makers, etc. Locations

*Definition:* Coordinating Manager is a Crisis Team Member, any person who signs this policy, or any supervisor, manager, Director, or VP that is on-site to coordinate the implementation of this policy.

*Procedure:*

Responsibility

**Dispatch**

Action

Unless a County or Water Authority Official has notified the campus of the emergency issue, contact Veolia Water 24-hour number at 717-564-3662 to confirm the water related emergency.

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.

**Coordinating Manager**

If instructed that boil water advisory is necessary and confirmed by Veolia 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 Veolia Water is unable to provide an updated notice at the time of the advisory. If Veolia 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 717-979-5993) 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. 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 and will come through the university's crisis team. They will complete the steps listed:

- Text message through the Text Message Alert System. It will be sent out to all registered employees and students.
- Notify the University Webmaster for posting information on the University 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 University Emergency Hotline.
- When the emergency is over, or advisories are lifted send out a campus wide e-mail, an update to the University Emergency Hotline and updated information on the university 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 Camp Hill (for larger quantities of bottled water). Employees should be instructed to pick up at least 139 cases of bottled water. The above mentioned stores are open 6 am to 11 pm.

Arrange for **8 employees** with **hand trucks** (hand truck locations: ECC115, Boyer 011, Frey 056, CFA 038, Larsen 116, Miller 052, Mountain View 041) 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 Walmart and Giant Food Store. The Giant in Camp Hill maintains an inventory of at least 300 cases of bottled water. Walmart should have at least 40 cases available at all times. During regular business hours Feeser's can deliver water to campus if asked to do so.**

- A. Dining Services has in stock at all times over 100 cases of bottled water.
- B. Approximately 20 cases of bottled water are in stock at all times in the basement (public side storage room) at Orchard Hill.
- C. Tank trucks from H&H Water Hauling can provide water for whatever length of time is necessary.
- D. 5 gallon jugs of bottled water or smaller are available from Dining purchasing this product from their current bulk water supplier.
- E. One gallon jugs Feeser's (Harrisburg) at 1-800-326-2828.
- F. One gallon jug or smaller, open 6am to 11 pm, Walmart 717-691-3150.
- G. Bottled water by the case, open 6am to 11 pm, Giant Food Camp Hill 717-724-1166.
- H. Bowmansdale is on a well separate from Veolia Water. If needed water can be used from Bowmansdale.
- I. Bottled water, John Gross 717-766-2508.
- J. If needed due to a prolonged water emergency, portable toilets can be arranged through Walters Company 1-800-690-5756.

#### **Facility Service Management**

After it is determined from the county or water authority that 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 Associate Vice President for Marketing and Communication.

#### **Key Telephone Numbers**

Veolia Water 24 hr emergency number 888-299-8972

Feeser's (Harrisburg) 1-800-326-2828

Veolia Water Administration Office 888-299-8972

Cumberland County Emergency Preparedness 717-240-6400

Cumberland County non-emergency 911 Center 717-243-4121

Upper Allen Fire Department 717-697-9595

Upper Allen Township Office 717-766-0756

Upper Allen Township Police 911

Walmart Mechanicsburg 717-691-3150, 6 am to 11 pm 7 days/wk

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

**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, an update to the University Emergency Hotline and updated information on the university 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.

**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, share with your staff and adhere to standards.**

**Attachment A**

**PLACE DATE HERE**

Precautionary Boil Advisory  
From Veolia 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, Veolia 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. Veolia 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 Commuter Lounge  
North Complex: Main Lounge  
Apartment buildings: Laundry Rooms  
Satellite homes: Eisenhower Campus Center, Dispatch  
Homestead  
Phipps Welcome Center

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

**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**

**Phipps Welcome Center: 3 Cases. Welcome Desk**

**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 events scheduled through Conference and Event Services for specific times and days, additional water may be necessary. Check schedule of planned events to make that determination.**

**Attachment E****Water Fountains, Bottle Fill Stations, Ice machines, Coffee makers, etc. Locations By Building****Boyer**

B005 Water Fountain  
B141 Bottle Fill Station  
B274 Water Fountain  
B272 Bottle Fill Station  
B220 Water Fountain  
B386 Water Fountain  
B372 Bottle Fill Station  
B320 Water Fountain  
B437 Water Fountain  
B420 Water Fountain

**Chapel**

004 Bottle Fill Station  
115 Bottle Fill Station

**Eisenhower Campus Center**

004 Bottle Fill Station  
006 Ice Machine  
152 Soda Machine  
152 Coffee Maker  
152 Ice Machine  
157 Ice Machine  
157 Coffee Maker  
166 Bottle Fill Station  
201 Water Fountain  
201 Coffee Maker  
224 Bottle Fill Station  
237 Coffee Maker  
237 Cappuccino Maker  
237 2 - Soda Machines  
237 Iced Tea Machine  
238B 2 - Water Fountains  
238C 2 - Coffee makers  
238C 2 - Hot Water Heaters for Tea  
238C 2 - Ice Machines

**Fine Arts**

C014 Bottle Fill Station  
C029 Water Fountain  
C147 Bottle Fill Station  
C154 Water Fountain

**Frey Hall**

F052 Bottle Fill Station  
F142 Bottle Fill Station  
F172 Water Fountain  
F242 Water Fountain  
F342 Water Fountain

**Fry**

A004 Bottle Fill Station

**High Center**

High 105 Water Fountain  
High 124 Water Fountain  
High 119 Water Fountain  
High 025 Water Fountain  
High 044 Water Fountain  
High 009 Water Fountain



**Attachment E (continued)**

**Water Fountains, Bottle fill stations, Ice machines, Coffee makers, etc. Locations By Building**

**Jordan**

J060 Water Fountain  
J060 Water Fountain  
J162 Water Fountain  
J162 Water Fountain  
J254 Water Fountain  
J254 Water Fountain  
J354 Water Fountain  
J354 Water Fountain

**Kelly**

C-002 (Laundry) Bottle Fill Station

**Kline**

K104 Water Fountain  
K011 Water Fountain  
K127 Bottle Fill Station  
K211 Bottle Fill Station  
K233 Bottle Fill Station  
K323 Bottle Fill Station  
K303 Bottle Fill Station

**Sollenberger Sports Center**

124 Bottle Fill Station  
132 Bottle Fill Station  
157 Water Fountain  
170 Bottle Fill Station  
204-E Bottle Fill Station  
204-J Bottle Fill Station  
206 Bottle Fill Station

**Larsen**

1 Coffee Maker  
1 Espresso Machine  
2 Soda Machines  
2 Ice/Soda Machines  
1 Ice Coffee  
Kitchen 1 Ice Machine  
103 Bottle Fill Station  
232 Bottle Fill Station

**Lenhert**

1 Water/Ice and Coffee Machine in Beakroom  
131B Bottle Fill Station  
126B Water Fountain  
110 Water Fountain

**Library**

006 Bottle Fill Station  
018 Bottle Fill Station  
117B Bottle Fill Station  
2 Coffee Makers

**Mellinger**

B005 Bottle Fill Station

**Naugle**

A125 Bottle Fill Station

**Attachment E (continued)**

**Water Fountains, Bottle fill stations, Ice machines, Coffee makers, etc. Locations By Building**

**North Complex**

Hess A052 Water Fountain  
Hess A150 Water Fountain  
Hess A141 Bottle Fill Station  
Hess A241 Bottle Fill Station  
Hess A243 Water Fountain  
Hess A343 Water Fountain  
Hess A341 Bottle Fill Station  
Grantham B050 Water Fountain  
Grantham B050 Bottle Fill Station  
Grantham B150 Water Fountain  
Grantham B150 Bottle Fill Station  
Grantham B160 Bottle Fill Station  
Grantham B250 Water Fountain  
Grantham B250 Water Fountain  
Grantham B350 Water Fountain  
Grantham B350 Water Fountain  
Miller C001 Bottle Fill Station  
Miller C043 Water Fountain  
Miller C148 Water Fountain  
Miller C157 Bottle Fill Station  
Miller C249 Bottle Fill Station  
Miller C247 Water Fountain  
Miller C34 7 Water Fountain  
Miller C349 Bottle Fill Station

**Old Main**

OM134 Bottle Fill Station  
OM205 Bottle Fill Station  
OM236 Refrigerator Water and Ice Machine  
OM236 Coffee Machine

**Phipps Welcome Center**

106 Bottle Fill Station  
206 Bottle Fill Station  
306 Bottle Fill Station

**South Complex**

Sollenberger A044 Water Fountain  
Sollenberger A060 Water Fountain  
Sollenberger A049 Water Fountain  
Sollenberger A110 Water Fountain  
Sollenberger A116 Water Fountain  
Sollenberger A222 Water Fountain  
Sollenberger A216 Water Fountain  
Sollenberger A316 Water Fountain  
Sollenberger A322 Water Fountain  
Mt. View B60 Bottle Fill Station  
Mt. View B60 Coffee Maker  
Mt. View B54 Water Fountain  
Mt. View B54 Water Fountain  
Mt. View B148 Water Fountain  
Mt. View B148 Water Fountain  
Mt. View B247 Water Fountain  
Mt. View B247 Water Fountain  
Mt. View B347 Water Fountain/Bottle Fill Station  
Mt. View B347 Water Fountain  
Mt. View B447 Water Fountain  
Mt. View B447 Water Fountain

**Attachment E (continued)**

**Water Fountains, Bottle fill stations, Ice machines, Coffee makers, etc. Locations By Building**

**South Complex (continued)**

Bittner C044 Water Fountain  
Bittner C004 Water Fountain  
Bittner C014 Water Fountain  
Bittner C111 Water Fountain  
Bittner C103 Water Fountain  
Bittner C203 Water Fountain  
Bittner C211 Water Fountain  
Bittner C311 Water Fountain  
Bittner C303 Water Fountain

**Witmer**

A013 Water Fountain  
A126 Bottle Fill Station  
A105 Bottle Fill Station  
A205 Bottle Fill Station  
A305 Bottle Fill Station  
A405 Bottle Fill Station  
B105 Bottle Fill Station  
B205 Bottle Fill Station  
B305 Bottle Fill Station  
B405 Bottle Fill Station

**Engle**

137 Bottle Filler  
118 Coffee Maker

Scott Zeigler Signature	Electronically signed by Scott Zeigler on 01/05/2024 3:47:43 PM
Vice President for Operations Signature	Electronically signed by Kathie Shafer on 01/05/2024 4:43:40 PM
Vice President for Human Resources and Compliance Signature	Electronically signed by Amanda Coffey on 01/05/2024 4:48:55 PM
Director of Facility Services Signature	Electronically signed by Bradley Markley on 01/05/2024 9:25:52 PM
Director of Dining Services Signature	Electronically signed by Mark Wirtz on 01/08/2024 7:38:24 AM
Assistant Director, Physical Plant Signature	Electronically signed by Brian Miller on 01/09/2024 7:19:19 AM
Assistant Director of Buildings and Grounds Signature	Electronically signed by Mark Graybill on 01/05/2024 6:22:38 PM
Director of Safety Signature	Electronically signed by Bryce Wickard on 01/09/2024 4:03:54 PM
Manager of Campus and Building Services Signature	Electronically signed by Laura Price on 01/08/2024 9:30:52 AM
Project Manager Signature	Electronically signed by Russ Ehrich on 01/08/2024 7:28:07 AM
Dean of Students Signature	Electronically signed by Doug Wood on 01/05/2024 3:57:09 PM
Health and Wellness Coordinator Signature	Electronically signed by Jennifer Smithmyer on 01/08/2024 3:19:56 PM