



CITY OF WASHINGTON

EMERGENCY WATER SUPPLY PLAN

Last Revision/Review

February 6, 2023

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Chapter 1

Purpose

The purpose of this plan is to isolate and conserve an adequate supply of potable water during emergency conditions that will be used only to sustain human life and the lives of pets and maintain standards of hygiene and sanitation.

Chapter 2

Description

The potable water supply for the City of Washington is obtained through three city owned, operated and maintained wells. The wells are located outside the city limits. The Governing Body of the City of Washington will determine who shall receive access to the exact locations of each well. The wells each have their own well house building. The wells are capable of running 400 gallons per minute when operating two pumps at the same time. The wells have their own permanent standby generator with automated controls. The distribution system contains two potable water storage tanks. The first has a 250,000 gallon capacity above ground tower, and the second has a 44,000 gallon capacity underground concrete storage tank. The distribution system contains pipe up to 8-inch and the city maintains all distribution lines. The distribution system also contains two booster pumps at 40 hp and 50 hp ratings.

Chapter 3

Disaster Organization

3-1 City Administrator – In-Charge Overall

1. Coordinate and direct efforts of maintenance personnel and supplies in repair of damage or system failure.
2. Authorizes emergency appropriations to cover disaster damage and supply requests.
3. Establish communications within the governing body, and prepare information to be provided to the Public Information Officer (PIO) for release to the local news media and general public.
4. Establish command posts, medical posts, shelters, etc. while working with Washington County Emergency Preparedness Personnel.

3-2 Public Works Superintendent

1. Assess damages and supply needs and establish communication with the City Administrator and other officials.

2. Notify KDHE District Engineer or Bureau of Water and request assistance as needed.
3. Oversee any repairs or alterations from the source of supply to treatment and pumping and throughout the distribution system.
4. Request emergency equipment and/or supplies if needed.
5. Request labor assistance if needed.
6. Contact power company (City of Washington) as to loss of power.
7. Update the City Administrator with information to be presented to the PIO of the situation to include any current updates.

Chapter 4

Mutual Aid Agreement

If the emergency exceeds the capabilities of city resources, City Administrator will or instruct staff to contact the Washington Emergency Preparedness personnel to secure additional resources. Their office will assist in coordination of supplying potable water until our system is safely on line again.

Cooperative arrangements for water repair parts and fittings have been made with neighboring water districts and cities if needed.

The City of Washington is a member of both Kansas Rural Water Association and KS-MAP. Additional resources may be acquired through KRWA and/or KS-MAP Agreement, KRWA requests are directed to Elmer Ronnebaum, 785-336-3760 during normal working hours, or Greg Metz, 785-541-0342 . (after hours). KS-MAP requests are made through Kansas Municipal Utilities (KMU) Brad Mears, 785-364-0670

Chapter 5

Inventory of Emergency Equipment Available

5-1 City owned equipment:

1. Mini excavator.
2. Loader.
3. Trucks.
4. Skid steer.
5. Generator.
6. Gas Monitor.
7. Shoring Trailer.
8. Trash Pumps.

5-2 Locally owned equipment and supplies:

1. City of Hanover – Truck and manpower if needed.

5-3 Other Resources for Equipment

KDHE, KRWA, and KS-MAP may be called for any other equipment and tools needed. Examples of possible equipment and tools could be chlorinators, generators, portable storage tanks, pipe and fittings and any other item that may help in an emergency. Each will do their best to help locate needed items as soon as possible.

KRWA has a 3,000 gallon portable “potable” water tank which could be available if necessary.

Federally-owned equipment may be requested through the Bureau of Water Supply and National Guard.

Chapter 6

Vulnerability of System (Disaster Response)

6-1 Drought- Water Shortage-As Determined by the Governing Body

1. The City’s Ordinance will go into effect regulating the non-essential use of water during an emergency upon authorization from the City Administrator.
2. Public and media notification of water conservation will be relayed by the PIO.
3. Staff will identify additional water source(s).

6-2 Accidental Spills or Contamination

1. Operator may contact emergency services if their services are needed.
2. Operator will assess the situation and notify KDHE, Regional EPA Office, and/or Office of Emergency Preparedness of extent of damage or required containment.
3. Establish communications through the emergency services, news media, website, local IRIS program, and general public as needed.
4. Operator shall make sure that all sources of potable water storage are full.
5. When or if hazardous substances contaminate the water supply at the well locations, the Operator shall stop raw water from being pumped.
6. Utilize 294,000-gallon storage tanks supply.
7. Upon direction of City Administrator, the City shall purchase bottled water for consumption or supply “potable water” via disinfected storage tank
8. Transport water into City from another source if needed.

6-3 Well House Buildings

1. Power outage due to natural or man-made disaster.
 - a. The City will utilize a generator and restore electricity to raw water pumps.

- b. The City will ascertain when power will be restored. The City operates its own electrical distribution system and power plant so no outside contact will be necessary, unless wide spread power line damage. In this case electric distribution mutual aid may be requested.
- 2. Excessive damage to well house buildings.
 - a. Operator will assess damages and establish communication with the City Administrator, to be passed on to the PIO to be presented to the media and residents.
 - b. The City's ordinance will go into effect regulating the non-essential use of water during an emergency upon authorization from the City Administrator.
 - c. Upon direction of City Administrator, the Operator will notify KDHE and Bureau of Water of any anticipated needs.
 - d. Operator will isolate distribution system and utilize water storage.
 - e. The City Administrator will authorize a work force to repair damages to bring wells back on line.

6-4 Distribution System

- 1. Transmission Main Damage
 - a. Isolate main and repair damage.
- 2. Storage Tank Damage
 - a. The City's Ordinance will go into effect regulating the non-essential use of water during an emergency upon authorization from the City Administrator, if necessary.
 - b. Set pressure limit on VFD on pumps at water plant to maintain constant pressure.
 - c. Place needed pressure gauges and relief valves on hydrants for wasting in order to maintain a constant pressure if needed.
 - d. Isolate tank by closing valve at bottom of tank.
 - e. Contact tower maintenance company.

6-5 Terrorist Threats

Notify Operator and City Administrator of threat and coordinate with local law enforcement and civil defense personnel to provide protection at the wells and storage tanks.

6-6 Radioactive Fallout

- 1. Contact Office of Emergency Preparedness for information as to the possibilities of contamination to the system.
- 2. The City's ordinance will go into effect regulating the non-essential use of water during an emergency upon authorization from the City Administrator.
- 3. Utilize stored water until system is cleared for use.

6-7 Vandalism

Efforts to deter vandalism include locks on all water facilities, including the water plant and wellhouses. Staff performs daily chores and maintenance at water plant. Incidents of suspected vandalism may be documented, reported to Washington County Sheriff's Department, and assessed for possible mitigation factors.

6-8 Cybersecurity

As part of the 2020-2021 water line replacement project, a SCADA system was installed to allow for more efficient as well as remote monitoring and control of the water production and distribution system. With the rise in cybersecurity incidents, staff worked with the SCADA software developer and internet provider to establish a physical and digital barrier in order to protect the integrity of the system. A physical firewall, along with installation of VPN, allows for users to log into the SCADA system while providing barriers to limit unauthorized access. The system also has features to track each login attempt and user, as well as automatic time-out features.

Chapter 7

Water Rationing

Refer to City Ordinance located at City Hall.

Chapter 8

Emergency Contacts

8-1 City Contacts

Carl Chalfant, City Administrator	785-220-4175
Denise Powell, City Clerk, Public Information Officer	785-747-8534
Chris Milam, Public Works Superintendent	785-747-6876
Operators:	
Carl Chalfant, City Administrator	785-220-4175
Chris Milam	785-747-6876
Emergency after hours:	785-541-1313

8-2 Emergency Services (911)

Washington County Sheriff	785-325-2293
Washington EMS	785-325-2293
Washington County Fire District	785-325-2293
Washington County Emergency Preparedness	785-325-2134
Washington County Health Department	785-325-2600

8-3 Federal and State Agencies

Kansas Department Health & Environment (NC District Office- Salina)	785-827-9639
Kansas Department Health & Environment (Public Water Supply Section- Topeka)	785-296-5503
Kansas Adjutant General Department (Division of Emergency Management- Topeka)	785-646-1409
Environmental Protection Agency (Region 7- Kansas City, KS)	913-281-0991
Kansas Rural Water Association	785-336-3760
Homeland Security	800-237-3239
KMU (KS-MAP) Brad Mears	785-364-0670

8-4 Services

Electric:		
Linemen:		
Larry Pape	785-325-2044	785-541-0194
Jason Throm		785-713-2808
Power Plant Operator:		
David L'Ecuyer		785-747-6986
Contractor:		
Chuck Walter	785-747-7147	
Orville Jueneman Construction	785-337-2482	

Chlorine:		
Hawkins, Inc.	402-420-0755	
Chip Tebo	402-310-3708	
Chemicals:		
DPC Industries (Houston, TX)	281-457-4888	
Chemtrec	800-424-9300	
Engineer:		
BG Consultants (Manhattan)	785-537-7448	
CES Group (Marysville, KS)	785-562-5148	
Wells:		
Sargent Drilling (Geneva, NE)	888-496-3902	402-759-3902
Pipe & materials suppliers:		
The Salina Supply	800-288-1231	
Core & Main	800-892-4304	
Municipal Supply, Inc.	316-239-7199	
Dutton-Lainson	402-462-4141	

8-5 Media

KCLY – Radio FM	785-632-5661
KNDY Radio – FM 95.5 – FM 94.1 & AM 1570	785-562-2361
Washington County News	785-325-2219
KDHE – NC District	785-827-9639
City of Washington Facebook	785-325-2284
City of Washington Website Alert System	785-325-2284

Chapter 9 Annual Review

It shall be required that this policy be reviewed annually by the City Council and their Operator.

Approved By:

Ryan W. Kern, Mayor

Date

Carl D. Chalfant, City Administrator

Date

Chris Milam, Public Works Superintendent

Date