

**SKYLINE MOUNTAIN
SPECIAL SERVICE DISTRICT**

**CULINARY WATER
EMERGENCY RESPONSE PLAN**

**Adopted By:
Skyline Mountain
Special Service District
Board of Directors
December 29, 2012
Revised
February 27, 2019**

**THE SKYLINE MOUNTAIN SPECIAL SERVICE
DISTRICT
CULINARY WATER EMERGENCY RESPONSE PLAN**

Part I. INTRODUCTION

FORWARD

This Culinary Water Emergency Response Plan (ERP) defines responsibilities and procedures designed to identify and respond to unusual and unlikely occurrences that may endanger the integrity of the Skyline Mountain Special Service District Culinary Water System. The Plan provides for the timely response to any such emergency. It also provides for the notification of proper public officials in the case of such an occurrence.

It is recommended that the Culinary Water Emergency Response Plan be rehearsed with the District Staff Members every 12 months to ensure that everyone involved knows their position and responsibility. A list of individuals, whose responsibility is identified below, shall be kept current with their respective addresses and phone numbers.

The term “Operation Manager / Water Superintendent / Secretary” referenced in this document is the individual having control of day to day operations, bookkeeping, purchasing control and billing, Day to day contact to Board of Directors on work to be done by water operator and contractors. The Water Operator shall assist the Operation Manager as Emergency Coordinator:

Roy Fox, Operation Manager / Water Superintendent /
Secretary 801-362-8387

The term “Water Operator” referenced in this document is the individual having onsite direct responsible charge of the Culinary Water System and Meter reading. The Water Operator shall possess the required level of Operator Certification, in accordance with the State of Utah Drinking Water Operator Certification Regulations. The Water Operator shall assist the Operation Manager as Emergency Coordinator:

Jeremy Fox, Water Operator (801) 361-6227

The term “Engineer” referenced in this document is an individual or corporation; generally having a continuing relationship with the District. The engineer may be an employee of the District or a consultant retained to provide advice and support. The engineer shall possess the qualifications, training, and experience with culinary water infrastructure and shall be a licensed professional engineer in the State of Utah:

Hansen, Allen, and Luce Engineering Firm
Richard Noble, Engineer, (801) 216-8890

The term “Rural Water Association Staff” referenced in this document is a staff of individuals with a wide range of knowledge and experience in the management and operations of culinary water systems. The Rural Water Association Staff may be contacted for assistance in times of need:

Rural Water Association of Utah: Office, (801) 756-5123

The term “Contractor” referenced in this document is an individual or corporation, generally having a continuing relationship with the District who provides labor and equipment for the repair, maintenance, and operation of the culinary water infrastructure in the case of an emergency.

1. Ralph Brotherson
Mt. Pleasant, Utah
(435) 469-1555
2. Doug Shelley, Shelley Const.
Fairview, Utah
(435) 462-3300

The term “Neighboring Community” referenced in this document is a City or Town near Skyline Mountain SSD, who may be called upon to lend assistance in terms of labor, materials, equipment, and advice in times of emergency:

Fairview City
85 South State Street
Fairview, Utah 84629
(435) 427-3858

Mt. Pleasant City
115 West Main Street
Mt. Pleasant, Utah 84647
(435) 462-2456

The term “Board Member” referenced in this document is a member of the Skyline Mountain Special Service District Board responsible for the culinary water system:

Craig Godwin, Board President/ Public Relations Coordinator
Contact (801) 756-3100

The term “District Staff Member” referenced in this document is any employee of the Skyline Mountain Special Service District, including District Officials.

Craig Godwin, Board Chairman (801) 756-3100
Eugene Nielsen, Vice Chairman (802)718-2633
Jeff Dymock, Secretary / Clerk (801) 381-2900
Roy Fox, Water Superintendent (801) 362-8387
Jeremy Fox, Water Operator (801) 361-6227

As a minimum emergency response, the Operator, or the Assistant to the Operation Manager, shall immediately:

Identify the emergency situation.
Determine necessary actions.
Contact other Board Members for direction and assistance.
Contact other appropriate emergency services.
Part II. EMERGENCY CLASSIFICATION

LEVEL I – NORMAL (ROUTINE EMERGENCY)

District personnel and equipment are sufficient to handle problems.
The Emergency Control Center is not activated.
The Emergency Coordinator also serves as the Public Relations Coordinator.

LEVEL II –ALERT (MINOR EMERGENCY)

District and Contractor personnel and equipment are sufficient to handle problems but work may need to occur in longer shifts than normal.
Additional personnel or equipment may need to be placed on alert to their possible impending need to aid in dealing with the emergency.
The Emergency Control Center is activated and manned.
The Emergency Coordinator also serves as the Public Relations Coordinator.

LEVEL III - MAJOR EMERGENCY

District and Contractor personnel and equipment are insufficient to handle problems.

Requires all Staff Members to work extra hours and/or additional shifts.

Requires assistance of personnel and equipment from outside sources. May require a “Declaration of Emergency”.

The Emergency Control Center is activated and manned.

The Public Relations Coordinator position is activated.

LEVEL IV- DISASTER

Problems are clearly and immediately beyond the capabilities of the District and Contractor personnel and equipment.

Assistance from other agencies, contractors, and organizations must be immediately requested.

Recovery time will exceed one week.

Extended shifts of District Staff Members will be required for at least one week.

Requires a “Declaration of Emergency”.

The Emergency Control Center is activated and manned.

The Public Relations Coordinator position is activated.

Part III. ORGANIZATION

GENERAL RESPONSIBILITIES

Skyline Mountain Special Service District owns the Districts culinary water system and infrastructure. The responsible official is the Board President. Daily operations and maintenance of the culinary water infrastructure are delegated to the Operation Manager / Water Operator.

The Operation Manager / Water Operator insure that the culinary water system is operated and maintained in compliance with State of Utah Public Drinking Water Regulations and standard system operating procedure. When the Operation Manager is unavailable, the Water Operator is responsible to make those decisions required for the maintenance and operation of the system in consultation with the Board Members of culinary water system.

EMERGENCY DECLARATION

The Operation Manager is responsible for declaring any emergency related to the culinary water system.

The Operation Manager is responsible for declaring the level of the emergency.

The Operation Manager is responsible for declaring the termination of an emergency.

EMERGENCY COORDINATOR

The Operation Manager / Water Superintendent shall be the Emergency Coordinator.

Roy Fox, Operation Manager / Water Superintendent, (801) 362-8387

The Emergency Coordinator will coordinate all emergency response actions taken in relation to the culinary water system.

The Emergency Coordinator will assess and prioritize repair of damage to the culinary water system.

The Emergency Coordinator will coordinate the work and actions of the Contractor or other personnel and equipment required by the emergency.

The Emergency Coordinator will coordinate with other emergency personnel such as law enforcement, firefighting and medical personnel.

Sanpete County Sheriff Office: Dial 911
Fairview or Mt. Pleasant Fire Depts.: Dial 911
EMT's/Ambulance: Dial 911
Sanpete Valley Hospital: 435-462-4100

The Emergency Coordinator shall keep a written log of all actions taken during the emergency.

The Emergency Coordinator shall communicate with the Engineer, Rural Water Staff, or other experts to determine steps to be taken to facilitate the rapid repair and replacement of culinary water infrastructure in such cases as required.

The Emergency Coordinator shall determine the need for the presence of the Engineer at the site of the emergency and request that presence when required.

The Emergency Coordinator shall see that the Emergency Control Center is activated when required and manned by District Staff or others designated to man the center.

The Emergency Coordinator shall inform and communicate with the Utah Division of Drinking Water regarding any extraordinary measures taken and/or needed to deal with the emergency. This would include but not be limited to boil orders, unusual repair methods, or use of unapproved water sources.

Utah State Division of Drinking Water Office: (801) 536-4200

The Emergency Coordinator will determine if outside assistance from other water systems or organizations is required and see to the procurement of that outside assistance.

PUBLIC RELATIONS COORDINATOR

The District President shall be the Public Relations Coordinator. The role of Public Relations Coordinator shall only be activated in a Level III or Level IV emergency.

In a Level I or Level II emergency, the Emergency Coordinator shall determine the necessity of and make any public notification required. The public notification will be carried out in two ways:

The Public Relations Coordinator will contact the fire department to announce the emergency over the loudspeaker while driving the District Streets.

District Board Members and other citizens will go from house to house spreading the word of the emergency by personal contact.

The Public Relations Coordinator shall be the District President. In the event of the President's absence the role of Public Relations Coordinator shall fall to Board Members.

The Public Relations Coordinator will be responsible for news releases to the media.

The Public Relations Coordinator will be responsible for issuing emergency information bulletins to the public.

The Public Relations Coordinator will act as a liaison between the District and the public to answer questions and address concerns.

The Public Relations Coordinator will work closely with the Emergency Coordinator to ensure that all information released is accurate and timely.

In the event of the injury or absence of the Emergency Coordinator during a Level III or Level IV emergency the Board Members responsible for culinary water system shall assume the role of Emergency Coordinator.

In the event of the absence of the Emergency Coordinator the Public Relations Coordinator shall establish communications with the Emergency Coordinator at the earliest feasible time.

EMERGENCY CONTROL CENTER

The Emergency Control Center shall be located at Clubhouse and Pavilion, 11860 East Clubhouse Drive, Fairview, Utah, unless otherwise designated by the Emergency Coordinator.

The Emergency Control Center will be manned as required by District Staff Members. If District Staff Members are unavailable or occupied with other duties the Emergency Coordinator may designate other personnel from other sources to man the Emergency Control Center.

The Emergency Control Center is only activated and manned during a Level II, Level III and Level IV emergency or as deemed necessary by the Emergency Coordinator

Part IV ASSESSMENT OF DAMAGE

The Emergency Coordinator in coordination with the Engineer, Rural Water Staff, or others, will assess the physical status of all affected facilities. Following that assessment, the Emergency Coordinator will prioritize the repair or replacement of damaged facilities. This may be aided by a cost estimate including manpower and equipment to restore the affected facilities.

A list of critical components in the Skyline Mountain SSD culinary water system where damage assessment shall take place is as follows:

- Club House Well
- Golf Course Well
- 55,000 Gallon Storage Tank
- Booster station
- 250,000 Gallon Storage Tank
- Thad's Peak Well and Storage Tank

Any cracks, leaks, or problems with the above components shall be recorded and assessed.

The determination of priorities shall be based on:

The condition of the Culinary Water System.

The effect of the repairs or replacement on future system integrity.

Medical and/or emergency care requirements.

Drinking water and sanitation needs of the public.

Firefighting requirements.

Amount of water remaining in storage.

Areas of the distribution system that have the highest priority water needs.

Part V. PUBLIC NOTIFICATION

The Public Relations Coordinator shall see that the public is informed of:

Craig Godwin, Board President/ Public Relations Coordinator
Contact (801) 756-3100

Any possible contamination of the drinking water.

Emergency procedures.

Boil orders and in what areas those orders are in effect.

The availability and location of alternate sources of drinking water.

Any water use restrictions or conservation measures.

The end of the emergency.

The Public Relations Coordinator shall see that unauthorized media is kept away from work area.

Part VI. POST EMERGENCY ASSESSMENT

The Emergency Coordinator shall conduct a Post Emergency Assessment. The Assessment shall include:

Detailed safety inspection of the District's culinary water system.

Document all contracts, agreements, emergency work or materials used during the emergency.

Procure emergency reimbursement money from State and Federal Agencies.

Insure proper payment for all work, equipment, and materials used during the emergency.

Inform all key agencies of the system status and of any further work to be completed.

Certify repaired portions of the system as ready for use.

Part VII UPDATING & TRAINING

This Culinary Water Emergency Response Plan shall be kept current as personnel and phone numbers change. This Culinary Water Emergency Response Plan does not attempt to identify every type of emergency situation, but it does act as a general guide to any emergency. The District shall hold training sessions every twelve months that address specific emergency situations.