

Emergency Water Plan

City of Rose Hill, Kansas

**January 2017**

PASSED, APPROVED, AND ADOPTED by the Governing Body of the City of Rose Hill, Kansas, this 17th day of January, 2017.

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Beth Pompa, Mayor

ATTEST

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Kelly Mendoza, City Clerk

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# I. Purpose

The purpose of this document is to provide guidance for conserving and maintaining potable water for the City of Rose Hill, Kansas, during emergency situations in accordance with City Ordinance 292, adopted September 1998. This will help assure that the water will be used only to sustain human life and the lives of pets and maintain standards of hygiene, fire protection, and sanitation.

# II. System Description

The Water System for the City of Rose Hill, Kansas consists of a 500,000 gallon capacity water tower and a 100,000 capacity water tower, Booster Pump Station and distribution lines ranging from 2 inches to 12 inches in diameter. The city serves approximately 1,550 customers.

The City’s Water Supply comes via pipeline from the City of Wichita that connects to the City’s transmission line at Rose Hill/Butler Road and SW 136th.

The City’s Booster Station controls incoming water to maintain water pressure and fill the storage tanks located approximately two and five miles south of the station. Water flows are controlled by a Supervisory Control and Data Acquisition (SCADA) system under normal operation.

# III. Disaster Organization

This section outlines the chain of command and the functions of each individual involved in addressing emergency situations upon the declaration of a water disaster.

*Mayor and City Council (Governing Body)*

* The Mayor shall establish communication with the City Administrator, the Governing Body, the local news media, and the general public.
* The Mayor shall determine the necessity of meeting with the Governing Body as a state of emergency may exist.
* The Governing Body may declare by resolution an emergency.
* The Mayor and City Administrator shall coordinate efforts of City Staff and the Governing Body in making necessary provisions for responding to the disaster.

*City Administrator*

* The City Administrator shall establish communication with the Mayor and Governing Body, and other contacts as necessary.
* The City Administrator shall coordinate establishing and locating command posts, medical posts, shelters, and traffic control – in consultation with the Rose Hill Police Department, Butler County Emergency Management Personnel, Butler County Fire Department, Butler County Sheriff, and City Water/Wastewater Supervisor
* The City Administrator shall provide notice in accordance with the Violations, Disconnections, and Penalties section of the City Ordinance.

*City Water/Wastewater Supervisor*

* The City Water/Wastewater supervisor shall assess damages and establish communication with the City Administrator.
* The City Water/Wastewater supervisor shall determine any needed repairs to the distribution system.
* The City Water/Wastewater supervisor shall report these repairs to the City Administrator.
* The City Water/Wastewater supervisor shall request emergency supplies/equipment, and work force from the City Administrator, if needed.

*City Clerk*

* Upon direction from the City Administrator, the City Clerk shall notify the KDHE District Engineer, or the Bureau of Water Supply and request assistance if it is determined necessary.
* The City Clerk and office staff will contact power companies as to loss of power and contact local electricians to restore power at city sites.

# IV. Cooperative Agreements and Understandings

This section provides a listing of emergency officials, utilities, and related suppliers that will need to be contacted in the event of a water emergency.

## Mutual Aid

Mutual aid involves the assignment of personnel, equipment, and resources from another community to assist the City with a water emergency. Currently the City has no formal mutual aid agreements, but the City is a member of the Kansas Municipal Utilities association and can request mutual aid from KMU at 101 1/2 North Main Street, McPherson, Kansas 67460, and by phone at 620-241-1423.

## State Agencies

Kansas Department of Health and Environment Laboratory

Forbes Field Bldg, 740 Environmental Microbiology Section

Topeka, KS 66620-0001

Phone # 785-296-1658

Kansas Department of Health and Environment District Office

South Central District Office

RH Garvey Building

300 W. Douglas Suite 700

Wichita, Kansas 67202

Phone # 316-337 - 6034

KDOT Highway Maintenance Shop

431 S Young St

Wichita, KS 67209

Phone # 316-943-4942

State of Kansas Highway Patrol

3200 E. 45th North

Wichita, KS 67220

Phone # 316-744-0451

Kansas Wildlife and Parks

512 SE 25th Avenue

Pratt, KS 67124

Phone # 620-672-5911

## Local Contacts

Rose Hill Police Department

125 West Rosewood

Rose Hill, KS 67133

Phone # 911 or 316-776-0191

Butler County Sheriff

141 S Gordy St.

El Dorado, KS 67042

Phone # 911 or 316-322-4254

Butler County Emergency Management

Phone # 911 or 316-733-9796

Butler County Fire District # 3

Phone # 911 or 316-776-0401

## Utilities

Electrical Power – Westar Energy

Phone # 1-800-383-1183

Electrical Power – Butler Rural Electric Co-Op

Phone # 316-321-9600

Gas – Kansas Gas Service

Phone # 1-800-794-4780

Buried Cable Location – Kansas One Call

Phone # 1-800-344-7233 or 811

## Other Contacts

NEWSPAPER

Rose Hill Reporter – 1009 N. Rose Hill Rd.

Phone # 316-776-0097

## Elected Officials

Mayor Beth Pompa, Phone # 316-776-0883

Council President Roger Perryn, Phone # 816-223-0436

Council Member Lionel Diamond, Phone # 316-776-2595

Council Member Bill Baker, Phone # 316-651-3873

Council Member Bob Klem, Phone # 316-776-0536

Council Member Ross Chappell, Phone # 316-644-9136

## City Staff

City Administrator – Austin Gilley, Phone #316-243-6944

Chief of Police – Nelson Mosley, Phone #316-776-0191

Water/Wastewater Supervisor – Dillan Curtis #316-250-2821

# V. Inventory, Records, and Reporting

This section outlines material currently available including private contractors that will be needed to resolve a water emergency.

## City Materials

ALL AWWA Rated

360° repair clamps in various sizes from ¾” to 8”

80 feet C-900 sizes 3”, 4”, 6”, 8” & 12”

80 feet SCH-40 PVC size 2”

Gate valves 2”, 3”, 4”, 6”, 8” & 12”

PE water line sizes ¾”, 1”, & 2”

Good selection of brass fittings

Some 41/2” and 51/4” fire hydrants of varying bury depths

Spare meters in 3/4 - 5/8” & 1” sizes

An assortment of MJ fittings and restraints

Gas powered trash pumps

Gas powered generator 110 / 220 - V

Signage & lighting

## Backhoe

The City has one back hoe at the City Shop.

Additional backhoes may be hired from:

Mies Construction

1919 Southwest Blvd

Wichita, KS, 67213

Phone # 316-945-7227 or 316-734-5900

McCullough Excavation

9210 E. 34th St. N.

Wichita, KS, 67226

Phone # 316-634-2199 or 316-648-3239

## Other Contractors

R.E. Pedrotti Co. Inc.

5855 Beverly Ave. Suite A

Mission, KS 66202

Phone # 913 677-3366

Utility Service Group

1255 S 220th St.

Pittsburgh, KS, 66762

Phone # 620-231-2160

## Electrician

Alternative Electric, LLC

7504 SW 60th St.

Augusta, KS, 67010

Phone # 316-461-8225

Atlas Electric, LLC

1607 N Wabash Ave.

Wichita, KS 67214

Phone # 316-858-1560

Tracy Electric, Inc.

8025 S Broadway St.

Haysville, KS, 67060

Phone # 316-522-3113

## Parts Suppliers

Wichita Winwater Works

P.O. Box 13284

Wichita, KS 67213

Phone # 316-522-8900 or 316-648-7291

Salina Supply Co.

302 N. Santa Fe,

Salina, KS 67401

Phone # 1-800-288-1231

HD Supply

Kyle Unruh

8405 Irving

Wichita, KS 67209

Phone # 316-721-1698 or 620-727-3635

The City Water/Wastewater Supervisor has primary responsibility for obtaining materials to facilitate recovery from any emergency. The City Water/Wastewater Supervisor also has responsibility for enlisting the support of outside contractors. The City Clerk and City Administrator will assist the Water/Wastewater Supervisor in arranging for outside contractors.

# VI. Vulnerability Analysis and Mitigation Procedures

The following Section contains the emergency procedures to be used by the City of Rose Hill to handle various emergency situations. Each situation includes contacts for agencies and organizations that could be helpful during the emergency. A listing of these contacts is contained in Section IV.

## Fire/Explosion at Booster Pump Station

**Notification**

City Police/ Sheriff/Ambulance/City Fire Department/County Fire Department/Emergency Management are all dispatched by the County dispatch at 911.

The Booster Pump Station is located approximately two miles north of Rose Hill. The building is made of metal with little to burn. An explosion would shut the valves and pumps down. A fire could damage the electric service and damage the power that supplies all flow control and pumps.

Vulnerability at the Booster Pump Station includes hydrants, spare parts and the electric service.

Steps for handling.

1. Assess the size and nature of the fire. If it can be extinguished with a fire extinguisher, the person on duty should do so immediately.

2. If the fire is not manageable with the available extinguishers, the operator should:

a. Shut down the pumps and electricity if possible

b. Evacuate the building

c. Notify first responders by calling 911

d. Notify the City Water/Wastewater Supervisor

3. In the event of an EXPLOSION

a. City Personnel should evacuate to a safe distance away from the area.

b. The Fire Department, Police Department and Ambulance should be notified.

c. Emergency Personnel will help the Public Works Department isolate, evacuate and secure the area.

## Accidental Spills or Contamination

**Agency Notification**

City Water/Wastewater Supervisor – Dillan Curtis #316-250-2821

Police Department, 911 or 316-776-0191

Fire Department, 911

Regional KDHE office, 316-337-6034

KDHE Laboratory, 785-296-1620

Butler County Emergency Management, 316-733-9796

EPA Region VII, 1-800-223-0425

Steps for handling

1. The City Water/Wastewater Supervisor shall assess the situation and contact the City Administrator as to the extent of the contamination through the use of sampling.

2. The City Clerk/Office Staff shall call 911 and upon City Administrator’s approval shall notify KDHE, Regional EPA Office or Office of Emergency Management of extent of damage.

3. The City Water/Wastewater Supervisor shall check the level of the water tower to determine the amount of uncontaminated water available.

4. If it is determined that the source of contamination originates from the main supply, the main water supply shall be stopped until the water is determined to be safe for consumption.

5. The City council will authorize enforcement of City Ordinance for non-essential use of water.

6. If the contamination occurs from BACKFLOW conditions:

a. Samples shall be taken to determine the area of contamination.

b. Appropriate media communication and possibly door to door notification by the City Crew members will be necessary to assure the safety of the area residents.

c. Residents and businesses in the area must be notified not to use the water until all mains can be flushed.

d. Valves on the water mains feeding the area of contamination shall be closed to isolate the area.

e. Areas affected shall be drained and flushed until water samples test clear of any contamination.

## Drought/Water Shortage

**Agency Notification**

City Water/Wastewater Supervisor – Dillan Curtis #316-250-2821

Fire Department, 911

Police Department, 911 or 316-776-0191

Regional KDHE Office 316-337-6034

KDHE Laboratory, 785-296-1620

Butler County Emergency Management, 316-733-9796

Steps for handling

1. The City Water/Wastewater Supervisor will assess the situation and contact the City Administrator.

2. The Mayor and Council will authorize enforcement of City Ordinance for the conservation of water.

3. The public will be notified via all available media of the water conservation mandate.

4. In case of major shortage, other sources of potable water will be obtained for emergency relief.

## Electrical Power Outage

This section includes a description of the power system at each component followed by steps to be undertaken in those instances of power outages.

Booster Pump Station

Operation by remote telemetry (RTU) or manual control

Primary volts - 120/240 3 phase

Secondary volts - 120/240 3 phase

Primary fuse/ breaker – 100amp 250 volts

Main power disconnect located northeast of station on transformer bank pole

In the event of a power outage Cla Valve fails to open position and fills available towers.

**Agency Notification**

Butler Rural Electric, 316-321-9600

Westar Energy (Towers), 1-800-383-1183

Electrician – Matt Pascal, Atlas Electric - 316-295-0871 or 316-858-1650

Police Department – 316-776-0191

Butler County Sheriff - 316-322-4254

City Water/Wastewater Supervisor – Dillan Curtis 316-250-2821

**Alternate Electric Source**

Portable Generators for Remote Telemetry panels

Steps for handling

1. The City Water/Wastewater Supervisor will evaluate the power outage and determine if it is isolated and check to see if power is available to other customers on the same circuit.

2. If the power is out for specific equipment, an electrician will be notified.

3. If the power is completely out for the Booster Pump Station and other customers, the electric company will be notified.

4. In case of a major power outage, alternative energy sources will be contacted for generators. This will include the power utilities; KDHE and KDOT to borrow generators.

5. Portable Generators will be moved to the Booster Pump Station and the Water Tower in Control. These generators will be plugged into the RTU panels for level display and alarm notification. The Booster Pump Station can be operated manually with valves inside the building or outside the building.

## Water Main Break

**Agency Notification**

City Water/Wastewater Supervisor – Dillan Curtis #316-250-2821

City Police Department, 911 or 316-776-0191

Regional KDHE Office, 316-337-6034

KDHE Laboratory, 785-296-1620

Butler County Emergency Management, 316-733-9796

Steps for handling.

1. The City Water/Wastewater Supervisor will assess the situation and cause the mains to be isolated so necessary repairs can be made. (Fire Department personnel will also know how to isolate mains and shut valves.)

2. If the damaged line is located in an area that would make quick repair impossible, an alternate water line will be established using temporary water lines.

3. Appropriate agency, public, media and mutual aid contacts will be made to secure the repair supplies, equipment, and/or personnel necessary to repair the damaged water line and secure potable water.

## Equipment Failure/Vandalism

**Agency Notification**

City Water/Wastewater Supervisor – Dillan Curtis, # 316-250-2821

City Police Department, 911 or 316-776-0191

Regional KDHE Office, 316-337-6034

KDHE Laboratory, 785-296-1620

Butler County Emergency Management, 316-733-9796

Butler County Fire District #3, 911 or 316-776-0401

Steps for handling

1. The City Water/Wastewater Supervisor will assess the extent of damage to the equipment and make any necessary repair at the time.

2. If repairs cannot be made with current inventory, the City Water/Wastewater Supervisor will call on contacts to acquire the equipment, supplies, back-up equipment and/or personnel required to make necessary repairs.

3. For replacement repairs or equipment under warranty, the City Water/Wastewater Supervisor will contact the manufacturer for repair and replacement information.

4. In case of a water emergency, the Mayor and City Council will authorize the enforcement of City Ordinance for the conservation of water.

5. The City will provide for the transport of potable water from other sources.

In case of Vandalism:

1. Report the vandalism to the Police Department at 316-776-0191.

2. In case of equipment damage, follow steps for handling equipment failures.

## Snow and Ice Storms

**Agency Notification**

City Water/Wastewater Supervisor – Dillan Curtis, # 316-250-2821

City Police Department, 911 or 316-776-0191

Regional KDHE Office, 316-337-6034

KDHE Laboratory, 785-296-1620

Butler County Emergency Management, 316-733-9796

Butler County Fire District #3, 911 or 316-776-0401

Steps for handling

1. The City Water/Wastewater Supervisor will check the tower for frozen parts.

2. The City Water/Wastewater Supervisor will open the valve on the bottom of the storage tank to allow the warm water to pump out the system.

3. In the event of a water shortage, alternate water sources will be contacted for the transport of potable water to the community.

4. In those situations where ice accumulation is causing power outage, the City’s backup generator should allow the pumping system to function. Therefore, the supply of water should remain stable.

5. Power may also go out during blizzard and white out conditions. The back-up generator should keep the water system stable.

6. In blizzard or white out conditions, the city crew will remain in the shop until conditions allow them to safely move about the community.

## Thunderstorm/Tornado

**Agency Notification**

City Water/Wastewater Supervisor – Dillan Curtis 316-250-2821

Police Department, 911 or 316-776-0191

Fire Department, 911

Regional KDHE office, 316-337-6034

KDHE Laboratory, 785-296-1620

Butler County Emergency Management, 316-733-9796

EPA Region VII, 1-800-223-0425

Steps to handle

1. The Butler County Emergency Management personnel will activate the siren system.

2. After the storm/tornado moves through the City, the City Water/Wastewater Supervisor will assess the damage to the water system and alert the City Administrator to the extent of the damage.

3. The City Administrator will coordinate public and media communications and provide for necessary repair and/or replacement equipment and supplies and alert mutual aid contacts for necessary assistance for personnel, water resources and electric resources.

## Flooding

**Agency Notification**

City Water/Wastewater Supervisor – Dillan Curtis 316-250-2821

Police Department, 911 or 316-776-0191

Fire Department, 911

Regional KDHE office, 316-337-6034

KDHE Laboratory, 785-296-1620

Butler County Emergency Management, 316-733-9796

EPA Region VII, 1-800-223-0425

Steps for handling

1. The City Water/Wastewater will monitor the flood level situation.

2. The City Administrator will contact appropriate state and federal agencies for disaster assistance with regard to the water distribution system.

# VII. Minimum Emergency Water Supply and Distribution

In case of a water shortage or contamination, steps should be taken to conserve water while the emergency is being evaluated and dealt with. For this reason, the City of Rose Hill has developed and approved in 1998 Municipal Water Conservation Plan for the City of Rose Hill. The primary objectives of the Water Conservation Plan for the City are to develop a long-term water conservation plan and a short term water emergency plan to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing water distribution system expansion and thus conserving water resources of the State of Kansas.

In addition to the Municipal Water Conservation Plan the City adopted the Water Drought/Emergency Ordinance in 1998 to “establish procedures and voluntary and mandatory conservation measures; authorizing the issuance of administrative regulations, and prescribing penalties.” This ordinance gives the City Council the authority to call for water rationing in case of water emergencies.

# VIII. Communications

Reliable communications in the event of a major water emergency is paramount. All information is to route through the incident command or the City Administrator. The Mayor shall approve all public broadcast announcements.

The following media outlets will be used for informing the public.

KFDI Radio

Office # 316-838-9141

News Room # 316-838-3771

Fax # 316-838-4323

KAKE TV

Office # 316-943-4221

News Room # 316-946-1331

Fax # 316-943-5374

KWCH TV

Office # 316-838-1212

News Room # 316-831-6130

Fax # 316-831-6193

KSN

Office # 316-265-3333

News Room # 316-292-1111

Email/Fax # - news@ksn.com or # 316-292-1195

There may be some instances where messages or announcements will be distributed from house to house.

# IX. Post Disaster Operations

Once a water emergency has occurred, the process outlined in Section III Disaster Organization will be followed.

However, as the emergency subsides and the water system is proven to be back to normal, the post disaster operations become important.

The City Water/Wastewater Supervisor shall have overall responsibility for assuring that the water service is put back in service in a safe and orderly manner and the work crews complete their assignments.

An inventory of the materials and resources used during the emergency shall be compiled by the City Water/Wastewater Supervisor sand filed with the City Clerk. The City Administrator will assist the Superintendent when necessary.

A summary report on the water emergency shall be prepared by the Superintendent, City Clerk, and City Administrator and submitted to KDHE, Butler County Emergency Management, the City Council, and other agencies as needed.

An evaluation of the causes of the water disaster and the responses undertaken shall be undertaken by the Water/Wastewater Supervisor, City Clerk, City Administrator, Police Chief, and Butler County Emergency Management. Said evaluations shall include:

1.) Causes of the disaster and any steps that could have been taken to reduce or avoid the disaster.

2.) Disaster response including call out of City personnel, notification to the public and notification of utility companies, and site control.

3.) Evaluation of the functions of the command post including any need for improved coordination.

4.) Steps to eliminate future disasters of the same nature.

5.) Other issues or processes that need improvement.

6.) Determination of the need for a practice drill.

The Emergency Water Plan should be reviewed and revised annually. As the water system and community changes, the Plan shall be updated to reflect these changes.

###