EMERGENCY RESPONSE PLAN

for the Kirtland Community College water supply system

In case of emergency, contact the Michigan Department of Environmental Quality as soon as possible. (800-292-4706)

Considerations: Loss of pressure, inadequate quantities of water available, contamination

GENERAL

1. Personnel
List personnel available during emergency conditions. Include position, job duties, telephone number and whether available during strikes.
   Ron Sharp, Facilities Supervisor, S4, D4 F5 Certification…989-390-5905
   Tom Pavelek, Maintenance I, S4, D4 Certification………………989-965-1772
   Dr. Thomas Quinn………………President………………………… 989-390-1044
   Glenn Gutierrez……………… Director of Public Safety………989 709-1209

2. Contacts
List other telephone numbers that may be needed during emergencies:

a. Michigan Department of Environmental Quality:
   District Engineer/Sanitarian:
   Joe Reinke,…………………………………………………………… 989-894-6261
   Environmental Quality Analyst:
   Rebecca Kaiser……………………………………………………… 989-894-6263
   Environmental Emergency Number:…………………………800-292-4706
   Environmental Emergency Management Coordinator
   Gary Hagler …………………………………………………………517- 373-1104

b. Appropriate Municipal Officials:
   Roscommon County Clerk………………………………………989-275-5923
   Roscommon County Emergency Operations Coordinator
   Mike Beaty…………………………………………………989-275-8740
   AuSable Township………………………………………………989-389-3541

c. Local Health Department:
   Central Michigan Health Department, Roscommon ……. 989-366-9166
   Department of Agriculture:
   Customer Service Center……………………………………800-292-3939
   Emergency Management Coordinator (Brad Deacon)……517- 373-1104

d. Police:
   Roscommon County Sheriff Department…………………911, or 989 275-5101
3. Contractors
List telephone numbers of reputable contractors which may be needed during emergencies.

a. Excavators:
   - Porath Contractors.................................................. 989-422-4730
   - Huffman Excavators................................................. 989-275-5451

b. Well Drillers:
   - Jim’s Well Drilling.................................................. 989-348-8788
   - Gage Well Drilling.................................................. 989-389-4372

c. Welders:
   - Nucraft Metal Products.............................................. 989-275-8054
   - Northwoods Products.............................................. 231-477-5135
d. Electricians:
   Gaylord Electric .......................................................... 989-786-3885
   Windemuller Electric .................................................... 231-935-4800

e. Plumbers:
   J & D Plumbing & Heating .............................................. 989-687-7336
   Remer Plumbing & Heating ............................................. 989-792-8738

f. Other:
   Tri-City Controls .......................................................... 989-652-2313
   Joe Day Company (Boilers) ............................................. 989-755-0583
   Natural gas) DTE Energy ................................................ 800-947-5000
   (Electrical) Consumers Energy ........................................ 800-477-5050

4. Suppliers
   List telephone numbers of suppliers which may be needed during emergencies.

   a. Chemical Suppliers:
      Milan Supply ............................................................ 989-684-5873
      M Supply Company ..................................................... 800-968-1661

   b. Pump Suppliers:
      Jim’s Well Drilling ..................................................... 989-348-8788
      M Supply Company ..................................................... 800-968-1661

   c. Water Main Repair Materials Supplier:
      Milan Supply ............................................................ 989-684-5873
      M Supply Company ..................................................... 800-968-1661

CRITICAL CUSTOMERS

1. List critical customers or users for whom the provision of a continuous supply of safe water is most urgent. Include name, telephone number and address.
   Kirtland Community College
   President, Tom Quinn .................................................. 989-390-1044
   COOR: Dan Beltz .......................................................... 989-387-0376

2. Describe method to provide critical customers with a continuous supply of water.
   Water Coolers using bottled water will be delivered to provide a continuous water supply.

COMMUNICATIONS

1. Describe methods of communication available during power outages.
   Door to door, public postings, radio communication, cell phones, email & text messaging
   Place “Out of Order” signs on
   • All drinking fountains
   • Coffee makers connected to the water in all buildings
2. Describe methods to provide customers or users with current information and recommended precautions to protect public health.
   
   Door to door, public postings, radio communication, email & text messaging, local radio & TV stations

PLANS & AGREEMENTS

1. A general Layout (piping schematic) of the waterworks system as well as valve and hydrant records and any other information that would be helpful in fully describing the water system is attached to this document.

   Water System General Layout – attached
   Valve & hydrant record maps are in a binder in the Well House

2. Personnel Safety Plans. List relevant plans and indicate their locations. Examples may include evacuation plans, lock down procedures, location of personal protective equipment (PPE) and procedures for use, and location of Safety Data Sheets

   Evacuation route maps are posted in all rooms of all buildings
   Public Safety Emergency Preparedness Plan – attached
   Location of PPE – Hard hats, goggles, and gloves kept in Well House
   PPE Policy – attached

   Master copies of SDS sheets are maintained in the Facilities Assistant office located in the Arts//Maintenance Building.

3. Water Sampling and Monitoring Plans. Describe monitoring to be conducted to identify potential public health threats. List plans and their locations. Examples include the Bacteriological Sample Siting Plan, sampling procedures for different types of contaminants, locations of sampling containers and procedures to obtain more, laboratories to analyze other contaminants, identify laboratories to contact (with phone numbers) to arrange for rapid sampling for volatile organic chemicals or other unknown compounds.

   Monitoring Schedule – attached

   Nearby Laboratories:
   Raven Analytical Laboratory, Roscommon .................989-275-4790
   Bottles can be collected from the local laboratory, or ordered from the MDEQ Drinking Water Laboratory: 517-335-8184

4. Mutual aid agreements. Describe type and terms of agreements with other water supplies that may be implemented during an emergency. Attach or include location of agreements. Examples include sharing personnel and equipment, and loaning supplies.

   None

5. Emergency Supplies and Equipment Plans

   a. Emergency equipment available. Identify and indicate location of equipment and vehicles that may be needed in an emergency. If the equipment is leased, rented, shared or otherwise not immediately available, describe the procedure for securing the equipment including contact information.

   Refer to the Contacts section of this plan
b. Replacement equipment. Identify and indicate location of replacement equipment or parts that may be needed in an emergency. Describe how to secure replacements, if not on site, including contact information. Replacement water coolers & extra water bottles are stored in the Facilities Management Warehouse. Refer to the Contractors and Suppliers sections of this plan.

c. First aid supplies and equipment. Include locations and contact information for securing additional supplies and equipment.

Location of First Aid Kits – attached
Additional first aid supplies kept in Facilities Management warehouse in the Arts/Maintenance building.

Contact: Facilities Supervisor, Ron Sharpe  989-390-5905

SOURCE

Master Meter
Location(s) and Size(s)

4” magnetic flow meter located in the well house.

<table>
<thead>
<tr>
<th>Groundwater Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Well Number</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Surface Water Sources – Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump Number</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

1. Describe method to operate wells for groundwater sources, or pumps for surface water sources (manual or automatic).

   Automatic, constant pressure pump control system.

2. Auxiliary power available: Yes
   Type: Permanent Generator Set (diesel fueled)
   Location: Outside Well House
   Capacity: 100KW

   Describe how to activate and operate auxiliary power: Automatic Transfer Switch

   If auxiliary power is leased, rented, shared or otherwise not immediately available on the property, describe the procedure for securing the equipment: Not applicable
**TREATMENT**

1. If treatment employed at wells, describe method to provide auxiliary power to chemical feed pumps.
   
   _No treatment employed at wells. Chemical feed tap, auxiliary outlet for feed pump, and pipe spool for in-line static mixed have been provided._

2. If centralized treatment employed (iron removal, zeolite softening, etc.):
   
   _Not Applicable_

3. If no treatment, describe method to provide emergency chlorination:
   
   _Chlorine feed pump, solution tank and scale have been installed and incorporated into the pump control system. Chlorine feed pump can be actuated when well pump runs and feed rate can be paced off well pumping rate._

4. If surface water treatment employed, describe method to provide auxiliary power.
   
   _Not Applicable_

**DISTRIBUTION**

1. Storage

<table>
<thead>
<tr>
<th>Tank Type</th>
<th>Capacity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hydropneumatic – Bladder Type</td>
<td>4 @ 264 Gallons each</td>
<td>Well House</td>
</tr>
</tbody>
</table>

Describe procedure to bypass storage facility:

_Each bladder tank has an isolation valve._

2. Pumping stations:
   a. Identify location and capacity of pumps:
      
      _2 - Submersible Well Pumps @ 150 gpm each_
   b. Describe method to provide auxiliary power to pumps:
      
      _Standby Emergency Generator with Automatic Transfer Switch_

3. Describe any emergency interconnections with other water supplies. List contact persons, telephone numbers and procedures to secure water from and provide water to those other water supplies. _None_

4. List available licensed water haulers and sources of bottled water with phone numbers.

_Culligan Water Conditioning, West Branch............................. 989-345-0372_
ADDITIONAL INSTRUCTIONS

The Emergency Response Plan shall be located and distributed as necessary to assure effective use by all necessary waterworks personnel.

This plan shall be updated every year or as necessary (as changes occur in personnel, contact information, or other factors).

Signature: Ron Sharpe
Title: Facilities Supervisor

Date: September 7, 2011
Updated: March 15, 2013
Updated: August 12, 2014
Updated: April 17, 2017
Updated: September 20, 2018