

# ***Public***

## **Water Supply Emergency Response Plan For The Village of Clayton Water Treatment Facility**

**Public Water System I.D. No.: NY2202335**

**Population Served: 2,012**

**Address: 425 Mary Street  
Clayton, NY 13624**

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**County: Jefferson**

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## TABLE OF CONTENTS

<b>SECTION I – INTRODUCTION</b> .....	<b>1</b>
1. PURPOSE .....	1
2. ORGANIZATION .....	1
<b>SECTION II - DESCRIPTION OF THE SYSTEM</b> .....	<b>2</b>
<b>SECTION III – EMERGENCY RESPONSE ACTIONS</b> .....	<b>3</b>
A. State and Local Agencies Notification List .....	4
<b>SECTION IV EMERGENCY WATER USE RESTRICTIONS</b> .....	<b>5</b>
1. EXPLANATION AND AUTHORITY .....	5
2. RESTRICTION STAGES.....	5
<b>SECTION V – COMMUNICATIONS</b> .....	<b>6</b>
<b>SECTION VI – SPARE PARTS AND EQUIPMENT</b> .....	<b>8</b>

## **SECTION I – INTRODUCTION**

### **1. PURPOSE**

This emergency plan was developed as a guideline for the operators and administration in order to minimize disruption of normal services to its consumers and to provide public health protection and safety during an emergency. Emergency response planning should be a coordinated and planned process. Proper planning can lessen the impact of an emergency. This plan was designed to address various emergency hazards that may occur in rural and small water systems.

### **2. ORGANIZATION**

Water Department policies are set by the Village Board. Large expenditures must be approved by the Village Board. Smaller purchases can be made by Village personnel subject to board policy. Emergency declarations and notification of the public, state, and local officials in accordance with 10 NYCRR 5-1.23 and 10 NYCRR 5-1.77-78 are the responsibility of Jefferson County Department of Health in conjunction with the Village. Refer to Section III-4 “Emergency Reference Table Contacts & Phone Numbers for specific contact information.

## **SECTION II - DESCRIPTION OF THE SYSTEM**

The following is a summary description of the system that should provide enough information about the system for use during an emergency and to assess and correct system vulnerabilities.

The Village of Clayton's water system supplies residents, commercial businesses, the school, and a senior citizen home with potable water from the St. Lawrence River. Clayton's system consists of a pump house and a filtration plant. Surface-water is disinfected prior to filtration. Water is supplied to customers through the pressure generated by the use of pumps filling the system and utilizing the head pressure of the elevated storage tank. No additional booster pumping is needed to meet customer demands. Clayton's water system also provides fire protection for its customers through a comprehensive network of hydrants.

### **Section III – Emergency Response Actions**

In preparation for an emergency situation, the Village has developed procedures that describe the direct and immediate response measures that are needed to reduce the risk to the public given various types of events. These steps include the measures necessary to contain and control the emergency, the notification processes needed, and the appropriate corrective actions to reduce or eliminate the effects of the emergency. The Village conducts comprehensive evaluations for various types of emergency situations that could occur, including the following:

- Power Outage
- Prolonged Water Outage
- Transmission and/or Distribution System Failure
- Treatment Equipment Failure
- Source Pump Failure
- Loss of Automated Controls
- Contamination of Supply
- Chemical Incident at Facility
- Drought
- Flood
- Earthquake
- Severe Weather
- Fire
- Hazardous Material Release
- Terrorism or Vandalism

Through training, practice drills and continuous process improvements, the Village is able to ensure that these procedures will be successfully executed in the event of an emergency.

**A. State and Local Agencies Notification List**

<b>ORGANIZATION</b>	<b>CONTACT NAME</b>	<b>PHONE (DAY) PHONE (NIGHT)</b>	<b>E-MAIL</b>
Department of Health	Off Hour / Duty Officer	(866) 881-2809	N/A
	Bureau of Water Supply Protection	(518) 402-7650 (D) (866) 881-2809 (N)	<a href="mailto:bpwsp@health.state.ny.us">bpwsp@health.state.ny.us</a>
Local County Dept. of Health	NYSDOH Watertown Phone	(315)785-2277	N/A
	NYSDOH Watertown Fax	(315)785-2600	
	Mike Tracy	(315)785-2277	michael.tracy@health.ny.doh
	Claude Curley	(315)785-9730	claudcurley@health.ny.doh
Department of Environmental Conservation	Regional Office	(315)785-2513	N/A
	24 Hour Spill Hotline	(800) 457-7362	N/A
NYS OEM (Office of Emergency Management)		(518) 292-2200	<a href="mailto:postmaster@dhses.ny.gov">postmaster@dhses.ny.gov</a>
Hazmat Hotline	DEC's 24 Hour Spill Hotline	(800) 457-7362	N/A
County Office of Emergency Management	Jefferson County Emergency Management	(315)786-2654	Co.jefferson.ny.us
New York Rural Water Association		1-888-697-8725	<a href="mailto:nyrwa@nyruralwater.org">nyrwa@nyruralwater.org</a>

## Section IV Emergency Water Use Restrictions

### 1. EXPLANATION AND AUTHORITY

During periods of a drought, a major leak, a system failure, or excessive consumption beyond the capacity of the system, etc., a Public notice of water use restrictions will be issued by the Village.

### 2. RESTRICTION STAGES

Following are the levels or stages of restrictions that will be applied, the conditions that generally will trigger them, and the types of restrictions that are applied. The conditions that trigger various restriction stages could be based upon critical source water levels indicated in [Section II-2](#) or other conditions such as imminent loss of water or pressure.

RESTRICTION STAGE	STAGE TRIGGER(S)	RESTRICTIONS
I	Demand is greater than supply; system can keep up but is running more than normal; low risk for imminent failure	Stage 1 Water Conservation Advisory issued to public to avoid unnecessary usage (i.e., filling pools, watering lawns, washing cars, etc.)
II	Demand is greater than supply and system is not able to keep up; threat of imminent failure is medium	Stage 2 Water Conservation Advisory issued to public, school, industries (in addition to Stage 1 restrictions industrial and commercial use may be limited depending on criticality of issue)
III	Demand is greater than supply and threat of imminent failure is high or already occurred	All use restricted except health care and other facilities as determined critical need by the NYSDOH

## **Section V – Communications**

Maintaining communication during an emergency situation is critical to an effective response. The Village has detailed procedures that identify the level and type of communication necessary for various types of emergency situations. Village employees are equipped with primary and alternate devices to ensure communication is maintained given various situations such as loss of telephone service.

By identifying possible emergencies and the impacts these situations could have on communication systems, the Village has been able to institute alternate methods to effectively maintain communication during various situations. Through these means, the Village of Clayton is able to help ensure that response measures are timely and effective.

During an emergency it may be necessary to track communications to ensure that all parties receive the appropriate level of information necessary to minimize the risks of a given situation. One tool that the Village may use to facilitate this process is a Communications Log Sheet. An example of such a log follows:

**1. Communication Log**

<b>COMMUNICATION LOG</b>			
<b>Date</b>	<b>Time</b>	<b>Request</b>	<b>Action Taken</b>

## **Section VI – Spare Parts and Equipment**

Through careful planning and continual evaluation, the Village of Clayton has obtained critical spare parts, key back-up systems, and alternate means by which to successfully respond to various types of emergency situations. On an on-going basis, this inventory is evaluated and upgraded to ensure that the Village has the necessary response equipment available to respond quickly and effectively to any given situation, and recommendations are made to the Village Board as appropriate. Through this continuous improvement process, the Village is better able to meet its mission of providing uninterrupted service to all its customers.