

# Community Water Supply Emergency Response Plan

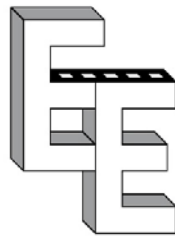
## Village of Scotia

Schenectady County, New York



Village of Scotia  
4 N. Ten Broeck Street  
Scotia, NY 12302

Prepared By:



**Empire Engineering, PLLC**

1900 Duaneburg Road

Duaneburg, NY 12056

**Last Revised: June 24, 2022**

## Village of Scotia CWS and ERP Information

PWSID	
Street Address	4 N.Ten Broeck Street
City, State Zip Code	Scotia, NY 12302
Phone number	518-393-2159
Population Served	12,800
Prepared by	Empire Engineering, PLLC
Reviewed by	Ryan Kedzior, Superintendant of Public Works
Date completed	

# PLAN DISTRIBUTION

Please fill in the recipient's name and title, the person who gave them the plan and on what date.

RECIPIENT/TITLE	DISTRIBUTED BY	DATE
Thomas Gifford, Mayor		
George Solotruck, Deputy Mayor		
Daniel Harrigan, Police Chief		
David Wood, Fire Chief		
Luis Aguero, Bldg. & Plumbing Insp.		
Ryan Kedzior, Supt. Public Works		
Andrew Boniewski, DPW Crew Leader		
Thomas O. Ryan, Water Plant Operator		
Travis J. Knaggs, Asst. Plant Operator		
Justin Cook, Trustee		
Heather Gray, Trustee		
Joseph Rizzo, Trustee		
Maria Schmitz, Clerk/Treasurer,		
Teresa Norton, Dpty. Clerk/Treasurer		

## CHANGE HISTORY

Please describe the changes made to this plan since its original development, who made the changes and on what date the changes were incorporated into this plan.

DESCRIPTION OF CHANGE	NAME/TITLE	DATE
Original ERP		MAR 1992
New Plan	Thomas S. Cushing	DEC 2002
Revised/Updated	Thomas S. Cushing	MAY 2004
Revised/Updated	Thomas S. Cushing	DEC 2007
Revised/Updated	Andrew Kohout	JAN 2017
Revised/Updated in accordance with AWIA 2018 Requirements	Andrew Kohout	JAN 2021
Revised/Updated	Ryan Kedzior/DPW Sup. Empire Eng./Consultant	SEPT 2021
Revised/Updated	Ryan Kedzior/DPW Sup. Empire Eng./Consultant	JUNE 2022

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## UTILITY INFORMATION

### i Utility Overview

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#### Utility Information

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PWSID

Utility Name and Address

Water Pumping Station

Owner

Village of Scotia

Directions to Utility from Major Roadway

From Points East:: I-890 W to Vley Rd or Hwy 5 W to Vley Rd  
From Points West: NY I-90 E to I-890 E to Vley Rd.

Total Population Served and Total Service Connections

12,800 Served; 3,850 Service Connections

Name, Title, Phone Number of Primary Contact (e.g., ERP Lead)

Water Plant Operator

Alternate Contact

Superintendent of Public Works

Location of Treatment, Distribution, Collection Schematics and Operation Manuals

Pump House

See Appendices for the following maps:

- Aerial Map of Pump House
- Map of Distribution System

## ii Personnel Information

Personnel			
Name and Title	Job Duties and Responsibilities	Contact Information	Emergency Information
Thomas Gifford, Mayor			
George Solotruck, Deputy Mayor			
Justin Cook, Trustee			
Heather Gray, Trustee			
Joseph Rizzo, Trustee			
Maria Schmitz, Clerk/Treasurer			
Teresa Norton, Dpty. Clerk/Treas.			
Lydia R. Marola, Village Attorney			
Daniel Harrigan, Police Chief			
David Wood, Fire Chief			
Luis Aguero, Bldg. & Plumbing Insp.			
Ryan Kedzior, Supt. Public Works			
Andrew Boniewski, DPW Crew Leader			
Thomas O. Ryan, Water Plant Operator			
Travis J. Knaggs, Asst. Plant Operator			

### iii Primary Utility Components

#### Wells

Well Name	Depth/Location	Available Yield	Treatment Requirements/Associated Treatment Plant
Well No. 1			
Well No. 2			
Well No. 3			
Well No. 4			

#### Intakes

Intake Name	Depth/Location	Capacity	Treatment Requirements/Associated Treatment Plant
Great Flats Aquifer	Zone 1		Groundwater source for all 4 Wells

#### Treatment Plants

Plant name	Location	Capacity	Treatment Train
Chlorination Facility			- Chlorine Injected at Pumping Station
Fluoridation Facility			Injected into system proportional to the total flow.



**Storage and Distribution System – Tanks, Primary Mains and Pumping Stations**

Location	Area Served	Comments
Water Distribution Reservoir	Serves the Village distribution system on a regular basis and can be utilized as backup storage during a power outage	
Clear Well	Water level actuates feed.	

**Treatment Chemical Storage Facilities**

Location	Chemical(s)	Comments
	Chlorine	
	Sodium Fluoride	

**On-hand Emergency Equipment**

Large Equipment, Parts & Tools	Parts	Vendor Contacts
Backhoe, Vacuum Truck, Dump trucks, various pumps and hose, Emergency Van containing; various hand tools, repair supplies, road signage.	Spare parts including piping, valves, and repair equipment are to be obtained from the following vendor:	

**Other Key Facilities**

Location	Function	Comments
4 Zoar Court	Department of Public Works	Computers, Files, Transportation/Work Vehicles
4 N Ten Broeck St.	Village of Scotia	Computers and Files

#### iv Industry Chemical Handling and Storage Facilities

Surrounding chemical production, handling or storage industries that could impact the utility during incidents include:

Industry Chemical Handling Facilities			
Facility Name	Location	Distance	Chemical and Exposure Pathway
Cranesville Aggregates	427 Sacandaga Road	0.6 miles	Sand & Gravel Mining Operation
Cranesville Block			Concrete Block Production

Chemical Storage Tanks			
Facility Name	Location	Distance	Chemical and Exposure Pathway

#### v Safety

Safety materials and important safety information to help protect utility personnel during an incident include:

Safety Materials	
Type	Location
Toxic Material Detection and Testing Supplies	Within Pump House
Emergency Food and Water Supplies	Within Pump House (Refrigerator)
Emergency PPE for Sodium Fluoride: (NIOSH/MSHA) approved Dust Respirator, Gauntlet Neoprene Gloves; Heavy Duty Neoprene Aprons	Within Pump House
Emergency PPE for Chlorine: Full face air purifying respirator, Gloves, Apron, Boots, and Coveralls or long sleeves.	Within Pump House. Fire Department and Spill Response Personnel are required to have OSHA Hazardous Waste Operations, Emergency Response, and Confined Space Entry Training.

Safety Information	
Topic	Description
Health & Safety Manual	A copy of the Village Health & Safety Manual is available at Village Hall.

## vii Key Local Services

Note the closest locations of key logistical and medical services that you or mutual aid and assistance providers may need during an incident. Include a map if available.

Essential Services	
Facility	Location/Description
Nearest Hospital	Ellis Hospital 1101 Nott St Schenectady, NY 12308 518-243-4000
Nearest Gas station	Sunoco 2901 Amsterdam Road 518-374-5603
County Public Health Office	Dept of Environmental Health 107 Nott Terrace Schenectady, NY 12308

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## 1 RESILIENCE STRATEGIES

This section contains strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system.

### 1.1 Emergency Response Roles

The roles and responsibilities for key utility and external response partner personnel are outlined in the table below.

Water Utility and Partner Roles		
Name/Title	Emergency Response Role	Responsibilities
	Emergency Response Lead	Responsible for all incident response activities, including developing strategies and tactics and ordering and releasing resources.
	Alternate Emergency Response Lead	Perform duties as assigned by ER Lead; assumes duties listed above when ER Lead is not available.
	Second Alternate Emergency Response Lead	Perform duties as assigned by ER Lead; assumes duties listed above when ER Lead and Alternate are not available.
	Public Information	Responsible for leading the public information effort based on information supplied by either the ER or Alternate ER Lead.
	County Coordination	Responsible for coordinating a County wide intermunicipal plan if necessary.
	Security	Will provide incident security as needed once notified by ER Lead.

## 1.2 Incident Command System (ICS) Roles

ICS is used to organize both near-term and long-term field-level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. Incident Organization Charts will be developed for specific incidents and distributed to individuals with identified roles.

## 1.3 Communication

Communication during an incident is critical to relay information to employees, response partners and critical customers about potential risks to health, infrastructure, and the environment.

### 1.3.1 Internal Communication

Contact List				
Name	Role/Title	Phone	Alternate Phone	Email
	Supt. Public Works			
	DPW Crew Leader			
	Water Plant Operator			
	Asst. Plant Operator			
	Village Clerk			
	Village Mayor			

### 1.3.2 External Response Partner Communication

Below is a list of external response partners, their response role or position as well as contact information.

**External Response Partner Contact List**

Organization	Point Person Name/Position	Phone	Alternate Phone	Email or Website
<b>Local Partners</b>				
Schenectady County UCC				
Schenectady County Office of Emergency Mgmt.				
Scotia Police Dept.				
Scotia Fire Dept.				
Schenectady County Public Health				
Town of Glenville				
National Grid				
Slack Chemical Co., Inc.				
Surpass Chemical Co.				
NYS DEC				
NYS DOH				
NYS Police				
Central NY Poison Center				
NYSDOH (After Hours)				
NYSDOH				
NYS OEM				

**External Response Partner Contact List**

<b>Organization</b>	<b>Point Person Name/Position</b>	<b>Phone</b>	<b>Alternate Phone</b>	<b>Email or Website</b>
<b>Federal Partners</b>				
EPA Regional Office				
FBI Field Office				
CDC				
US Coast Guard				

**1.3.3 Critical Customer Communication**

Critical customers are listed below who should be given priority notification due to their reliance on the water supply either for medical reasons, based on usage, public health mission or because they may serve customers considered to be sensitive sub-populations.

**Critical Customer Contact List**

<b>Organization or Department</b>	<b>Point Person Name or Position</b>	<b>Phone</b>	<b>Alternate Phone</b>

**1.3.4 Communication Equipment Inventory**

Below is an inventory of the utility's communication equipment:

**Communication Equipment**

<b>Type</b>	<b>Assigned to</b>	<b>Location</b>	<b>Number/Frequency/Channel</b>
6 Telephones	4 Zoar Court		
2 Telephones	589 Vley		
10 Cell Phones	4 Zoar Court	Carried by Employees	
2 Cell Phones	4 Zoar Court	Carried by Employees	

## 1.4 Media Outreach

Contact information for useful media outlets that may be coordinated with during notification efforts is listed below. Reference the Village policies for additional existing risk/notification communication procedures, such as composing and delivering messages.

Contact List				
Organization or Department	Point Person Name & Position	Phone	Alternate phone	Email or Website
Social Media	Village of Scotia – Village Clerk	518-374-1071		Facebook & Twitter @villageofscotia
Newspaper - Local	Daily Gazette	518-395-3140		news@dailygazette.net
Radio - WGY (810 AM)	Clear Channel Newsline	518-452-4848		
Television - WRGB News (CBS-6)		518-381-4988 (24 hrs.)		news@wrgb.com

## 1.5 Public Notification Templates

Contact Village Hall for procedure and protocol for public notifications. All notifications shall be consistent with the regulatory requirements for public notification contained in the Public Notification Rule (see 40 CFR 141, Subpart Q) and all relevant state regulations.



## 2 EMERGENCY PLANS AND PROCEDURES

In the event of a malevolent act or natural hazard that threatens the utility’s ability to deliver safe drinking water, this section contains plans and procedures that can be implemented.

### 2.1 Core Response Procedures

Core procedures are the “building blocks” for incident specific response procedures, as they are typically implemented across a broad variety of incidents (e.g., hurricane, earthquake, flood). Core procedures are listed below:

Access	
Item	Description
Debris Clearing	In an event where debris requires clearing, the Village will mobilize supplies and equipment from the DPW facility at Zoar Court; this includes safety items/personal protective equipment, chainsaws, and debris/earth moving equipment. Assistance from the fire department and Town of Glenville will be requested as needed as well.
Alternate Routes	In the event that the Gateway Bridge becomes impassable, traffic to the interstate system will be routed through the 890 Bridge west of Route 5.
Identification Badges	Village personnel are provided with official ID’s for access through police barricades or hazmat contaminated zones.

Physical Security	
Item	Description
Access Control Procedures	The Village police & Fire Departments will implement any lockdown procedures as appropriate as well as establish a security perimeter following a major incident. Village personnel and emergency response personnel will be required to show identification prior to entering the secured perimeter and accessing all buildings.
Restricted Areas	Restricted areas such as chemical rooms, pump houses, reservoir tanks & electrical closets will be locked and identified as such.
Evidence Protection Measures	In the event an incident is declared a crime scene the Village and/or State Police will be provided full authority to protect and collect evidence as necessary.

**Cybersecurity**

Item	Description
Disconnect Procedure	
Notification	
Assess Procedure	
Implementation Processes	
Documentation	

**Power Loss**

Item	Description
Backup Power Systems	
Power Utility	Power utility contact information is listed in Section 3.2 above. Coordination with the power utility for expected restoration should be constant for the duration of an outage.
Fuel Plan	
Maintenance Plan	The plant operator is responsible for implementation of the Village DPW preventive maintenance plan including lists of on-hand spare parts and filters.

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### Drought

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Item	Description
Determination	The Superintendent of Public Works shall be responsible for determining the presence of drought conditions and for implementing the following measures.
Trigger	Drought conditions shall trigger the emergency response plan actions whenever the static well water level is recorded at ten (10) feet below the top of the well screen in Well No. 3.
Notification	Users of the Village of Scotia Well Water Supply shall be properly notified by the Superintendent of Public Works that a drought condition exists, and shall be advised that restricted use of the public water supply is required. Restricted use shall mean limiting or banning all non-essential outside water use, and may include cooperative and/or mandatory water use, and may include cooperative and/or mandatory water use reduction with local businesses and industries.
Culmination	Rescinding of these water use restrictions will not be considered until the static water level in Well No. 3 has recovered to no less than five (5) feet below the top of the well screen.

### Emergency Alternate Drinking Water Supplies

Item	Description
Interconnection	
Bottled Water*	

\* To be utilized only in the event all interconnections listed and described in Section 3.1 are unavailable.

### Sampling and Analysis

Item	Description
Sampling & Analysis Procedures	Sampling shall be conducted in accordance with the NYS Department of Health public water supply permit regulations. Procedures for routine monitoring as well as corrective actions and follow-up up sampling in the event contaminants are identified should be conducted per the Village WSP Permit #:

### Local Contract/State/Federal Laboratory Contact List

Name	Address	Analytes/Methods	Phone	Email or Website
Adirondack Environmental Services	314 N Pearl St.	Metals, VOCs and SVOCs	518-434-4546	<a href="https://www.adirondackenvironmental.com/">https://www.adirondackenvironmental.com/</a>
Pace Analytical	2190 Technology Drive	Metals, VOCs and SVOCs	518-357-3250	<a href="https://www.pacelabs.com/">https://www.pacelabs.com/</a>

### Family and Utility Personnel Well Being

Item	Description
Disaster Plan	The Village Health & Safety Plan should be followed for emergency family contact, assembly areas, supplies resources and alternate work or shelter procedures.

## 2.2 Incident-Specific Response Procedures

Incident-Specific Response Procedures (ISRPs) detailing specialized procedures tailored to reasonably anticipated incident types, are included below for the following.

- Power Outage
- Cybersecurity

Additional [incident action checklists](#) (IACs) for various unique occurrences may be obtained from the EPA's website, including:

- Drought
- Earthquake
- Extreme Cold and Winter Storms
- Extreme Heat
- Flooding
- Harmful Algal Bloom
- Hurricane
- Tornado
- Tsunami
- Volcanic Activity
- Wildfire

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**Appendix A Location Map**

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**Appendix B System Distribution Map**

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