

Town of Syracuse Civil Emergency Plan

August 2023



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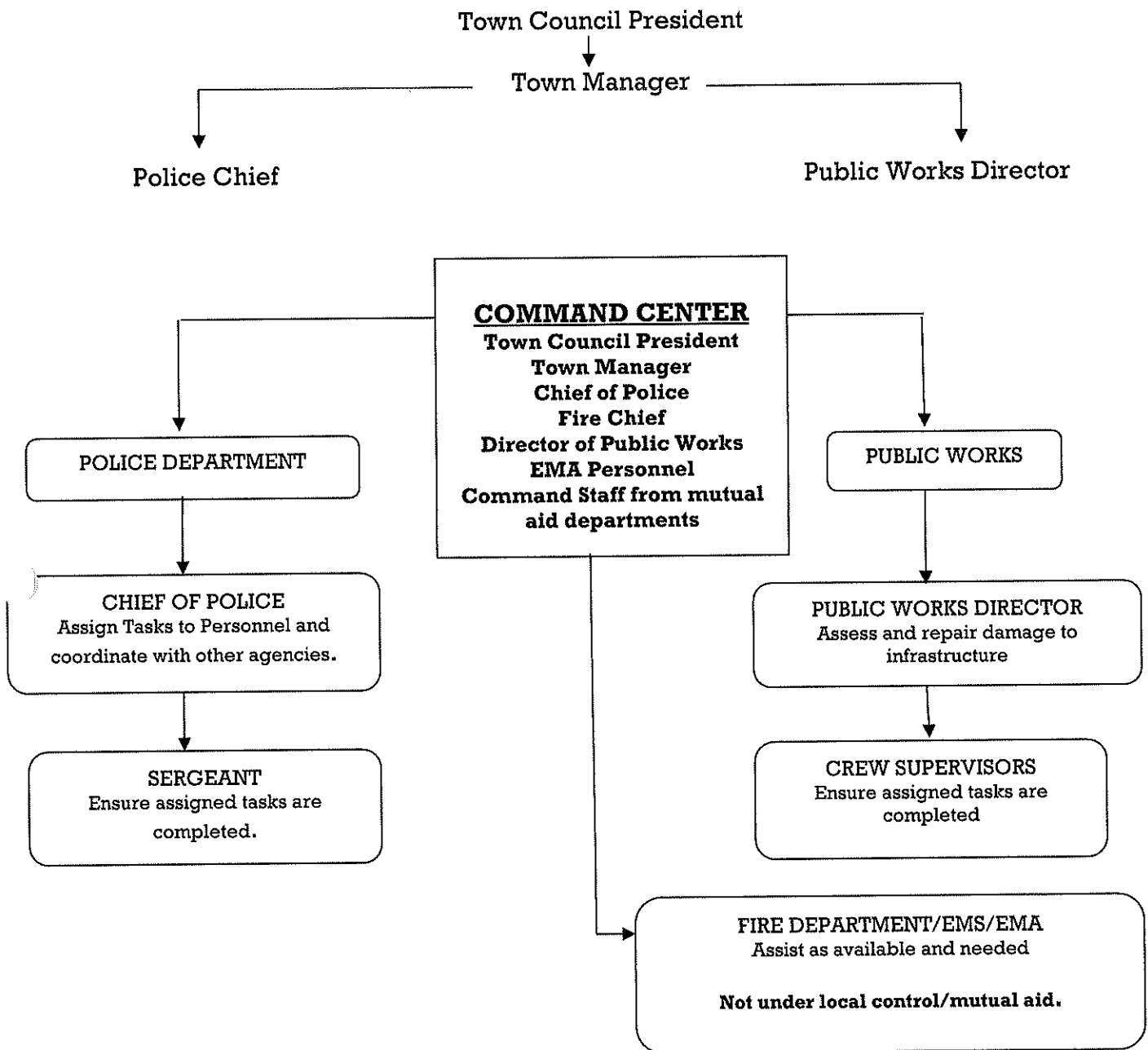
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1.1

CHAIN OF COMMAND DURING CIVIL DISASTER



2.1

COMMAND CENTER

In the event of any civil disaster in the community of the Town of Syracuse the following plan of action shall be utilized.

- Command Center shall be established at Turkey Creek Fire Station #1.
- In the event Station #1 is unable to be used due to damage, loss of power, or any other reason, the secondary location shall be at the Turkey Creek Fire Station #2
- In the event Fire Station #1 and #2 are unusable, Wawasee High School shall be used as Command Center.
- The Syracuse Town Hall shall be set up as the central location for Press to gather and where press releases shall be conducted.
- Wawasee High School and Wawasee Middle School will also be used as an emergency shelter and triage center.
- In the event all these locations are unusable command personnel shall make an emergency decision in securing a new location based on circumstances.

2.2

KEY PESONNEL

The following individuals should make every attempt to assemble at the Command Center for incident management purposes.

- Town Council members
- Town Manager
- Chief of Police
- Fire Chief
- Director of Public Works
- EMS representative
- Emergency Management Representative

Except for Town Council members, all listed representatives may be on an in and out basis to assist in hands on rescue, repair or assessment. The Town Council President should remain at the command center to coordinate activities of Town personnel and to allocate additional resources from other communities/entities as needed.

- The Town Council president may choose to have the Town Manager act in his stead as the on-site representative of the Town Council. The Town Manager shall stay in direct communication with the Town Council President to relay information and discuss decisions.

SEVERE WEATHER

3.1 TORNADOES

The Turkey Creek Township Fire Department shall be responsible for activating the community Tornado Siren. In the event of threatening weather, when authorities are advising persons to seek immediate shelter, those individuals who do not have such facilities, (caught in the open; residents of mobile homes, apartments, or houses without basements, etc...) can report to the following locations.

- Wawasee High School
- Wawasee Middle School.

3.2 WINTER EMERGENCIES

In the event of a community wide power outage during severe winter events the Wawasee High School shall be established as a warming station/shelter. If the event appears to be such that it will be for an indeterminate amount of time to exceed 6 hours, a long-term shelter shall be established at Wawasee High School, (providing this facility has power.) Wawasee Middle School may also be used as a secondary relief shelter.

These facilities will not be available during the course of a normal school day when students are present.

The Syracuse Parks and Recreation center may be used as a third alternative.

3.3 MASS CASUALTY INCIDENT

In the event of a mass casualty incident, the gymnasium at Wawasee High School shall be established as a shelter for injured or displaced persons. The secondary location to this will be Wawasee Middle School. Emergency personnel to include EMS, Police and Fire will be at the school to aid injured persons. The Red Cross shall also be contacted to assist.

The Syracuse Parks and Recreation Community Center may be used as a third option.

4.1

TELEPHONE TREE PROTOCOL

Fire, EMS, Police, and EMA will be automatically dispatched by the Kosciusko County Sheriff's Department per protocol.

On duty Police Officers shall initially contact the Chief of Police as soon as possible. If the Chief of Police cannot be contacted or is unavailable, then the Sergeant will be contacted.

The Chief of Police or Sergeant shall contact the Town Manager as soon as possible. The Town Manager shall contact the Public Works Director as necessary.

The Town Manager shall contact Town Council members as necessary.

The Chief of Police shall call in extra officers as needed.

After accessing the situation, the Chief of Police shall request assistance from EMA, Fire and EMS, or any other mutual aid as needed.

Town Council President, Town Manager, or Emergency Services Chief(s) shall update the media as necessary.

Shelters at Wawasee Schools shall be secured by contacting the appropriate persons from the Master Call list. (See attached).

5.1

EMERGENCY PLAN SEQUENCE OF EVENTS

- Fire, EMS, Police, and EMA will be automatically dispatched by the Kosciusko County Sheriff's Department per protocol.
- On duty officers shall notify the Chief of Police
- Chief of Police shall notify the Town Manager
- The Chief of Police, Town Manager, and Fire Chief shall meet with Emergency personnel and assess the situation. Appropriate personnel shall be contacted to report.
- If deemed necessary, the Command post will be established at Turkey Creek Fire Station #1. Syracuse Town Hall shall be established as the gathering location for all press and information sharing.
- The Town Manager shall notify Town Council members.
- Appropriate mutual aid shall be contacted for assistance.
- Town Council President shall declare a local disaster emergency, if justified, per IC 10-14 and Local Ordinance: 6-129.
- Shelters shall be established as necessary.
- Command center shall remain open until the situation has stabilized, and shelters have been closed.
- Town Council President shall declare the local disaster emergency has ended.

6.1 STATE LAWS AND LOCAL ORDINANCE REFERENCES

Article 12. - Emergency Management (Local Ordinances)

State Law reference— I.C., § 10-14 et seq., set forth the State law entitled "Emergency Management and Disaster Law."

Sec. 6-128. - Definitions.

For the purpose of this Article, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Civil emergency:

1. A riot of unlawful assembly characterized by the use of actual force of violence or any threat to use force if accompanied by immediate power to execute such force by three (3) or more persons acting together without authority of law; or 2. Any natural disaster or man-made calamity including flood, conflagration, cyclone, tornado, earthquake, or explosion within the corporate limits of the Town resulting in the death or injury of persons or the destruction of property to such an extent that extraordinary measures must be taken to protect the public health, safety and welfare.

Curfew. A prohibition against any person or persons walking, running, loitering, standing or motoring upon any alley, street, highway, public property, or vacant premises within the corporate limits of the Town during the hours in which a curfew has been imposed, excepting persons officially designated to duty with reference to a civil emergency.

(Ord. No. 569, 12-16-69; Syracuse Code, § 96.01)

State Law reference— I.C., § 10-14-1-1, sets forth definitions under State law.

Sec. 6-129. - Proclamation by Town Council President.

When, in the judgment of the President of the Town Council, a civil emergency as defined in Section 6-128 is deemed to exist, he or she shall proclaim in writing the existence of the same.

(Ord. No. 569, 12-16-69; Syracuse Code, § 96.02)

Sec. 6-130. - Imposition of Curfew.

After proclamation of a civil emergency by the Town Council President he or she may order a general curfew applicable to such geographical areas of the Town or to the Town as a whole, as he or she deems advisable and applicable during such hours of the day or night as he or she deems necessary in the interest of the public safety and welfare.

(Ord. No. 569, 12-16-69; Syracuse Code, § 96.03)

Sec. 6-131. - Additional Regulations.

After proclamation of a civil emergency, the Town Council President may also in the interest of public safety and welfare make any or all of the following orders:

- a. Order the closing of all retail liquor stores.
- b. Order the closing of all taverns.
- c. Order the closing of all private clubs or portions thereof wherein the consumption of intoxicating liquor or beer is permitted.
- d. Order the discontinuance of the sale of beer.
- e. Order the discontinuance of selling, distributing, or giving away gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle.
- f. Order the closing of gasoline stations and other establishments, the chief activity of which is the sale, distribution, or dispensing of liquid flammable or combustible products.
- g. Order the discontinuance of selling, distributing, dispensing or giving away of firearms or ammunition.
- h. Issue such other orders as are imminently necessary for the protection of life and property. (Ord. No. 569, 12-16-69; Syracuse Code, § 96.04)

Sec. 6-132. - Emergency Powers of the Town Council President.

During the period of a declared state of emergency, the Town Council President shall have the power to invoke any or all of the following provisions:

- a. Alcoholic beverages.** No person shall consume any alcoholic beverages in a public street or place which is publicly owned, or in any motor vehicle driven or parked thereon which is within a duly designated restricted area.
- b. Weapons.** No person shall carry or possess any rock, bottle, club, brick, or weapon, who uses or intends to use the same unlawfully against the persons or property of another.
- c. Incendiary missiles.** No person shall make, carry, possess, or use any type of Molotov cocktail, gasoline or petroleum base firebomb, or other incendiary missile.
- d. Restricted areas.** No person shall enter any area designated by the Town Council President as a restricted area unless in the performance of official duties or with written permission from the Town Council President or his duly designated representative, or such person shall prove residence herein. (Ord. No. 569, 12-16-69; Syracuse Code, § 96.05)

Sec. 6-133. - Penalty. Any person violating any provision of this Article, or any order made by the Town Council President in accordance with the terms of this Article shall be fined one hundred dollars (\$100.00) for each violation.

7.1 Telephone contacts

Town of Syracuse

Syracuse Town Manager (David Wilkinson) 574-413-8496
Syracuse Chief of Police (Jim Layne) 574-529-0491
Syracuse Sergeant (Joe Keene) 260-237-0041
Syracuse Public Works Director (Mark Aurich) 260-286-0817
Syracuse Town Clerk (Virginia Caiser) 574-528-0185

Turkey Creek Township

Turkey Creek Fire Chief (Mickey Scott) 574-457-6917
Turkey Creek Battalion Chief 574-457-6341
Turkey Creek EMS Chief (Quinn Hunter) 574-518-0323
Turkey Creek Township Trustee (Joe Caiser) 260-318-0988

Kosciusko County

Kosciusko County Dispatch 574-267-5667
Sheriff (Jim Smith) 574-265-3155
Kosciusko County EMA (Kip Shuter) 574-453-6200
Kosciusko County Red Cross (Monte Moore) 574-303-2207
Kosciusko County Highway Director (Steve Moriarty) 574-551-5387

EMS

Lutheran EMS (Alicia Mediano) 260-609-6982

**In Town Of Syracuse
Street Department
Emergency Response Plan
Revised Jan 2021
Call Street Foreman
Paul Hoffman
(574) 529-3752**

TOWN OF SYRACUSE

STREET DEPARTMENT EMERGENCY RESPONSE PLAN

Introduction:

This information is provided to help minimize risk to human health and the environment from fire, explosion, or unplanned release of hazardous materials into the air, soil, surface and or ground waters.

Emergency Coordinator:

The Emergency Coordinator will determine which agencies must be contacted based on the nature of the incident and any required notification process specified by the NPDES Discharge Permit. A person discovering an emergency situation shall contact the primary emergency coordinator or alternates should the primary Emergency Coordinator be unavailable.

Emergency Coordinator

Office Phone # 574-457-3229

Town Manager:	Mike Noe	Work: 574-457-3348 Cell: 260-215-1613
DPW Director:	Mike Noe	Work: 574-457-3229 Cell: 260-215-1613
Street Foreman:	Paul Hoffman	Cell: 574-529-3752
DPW Alternate:	Don Robinson	Cell: 574-529-3753

Copies of this information are available at the following locations:

- 1 Town of Syracuse Department of Public Works Office
- 2 Syracuse Town Hall (Clerks Office & Town Manager)
- 3 Turkey Creek Township Fire Department
- 4 All Wastewater Plant Personnel
- 5 Syracuse Police Department

EMERGENCY CONTACTS:

<u>Type of Incident</u>	<u>Agency</u>	<u>Phone</u>
Fire/Explosion	Turkey Creek Township Fire Dept. (Direct to Dispatcher)	911 457-5757
Spill/Release	IDEM Office of Water Management 100 N. Senate Avenue Indianapolis, IN 46206-6015 (PLEASE CALL WITHIN 2 HOURS OF SPILL)	888-233-7745
	Kosciusko County Health Dept. Syracuse Police/Ambulance (Direct to Dispatcher)	574-372-2349 911 457-5757
Medical	Syracuse Police/Ambulance	911 457-5757
	Poison Control Center U.S. Health Works Medical Group Goshen Hospital Kosciusko Hospital	800-764-7661 574-537-1709 800-258-6598 888-828-5628
Emergency Report to:	Attn: Mr. Lucio M. Ternieden Indiana Depart. Of Environmental Management Office of Water Management 100 N. Senate Avenue Indianapolis, IN 46206-6015	574-245-4870

Emergency Contacts:

<u>Personnel</u>	<u>Job Title</u>	<u>Pager/Cell Phones</u>
Mike Noe	PW Director	C 260-215-1613
Paul Hoffman	Street Foreman	C 574-529-3752
Don Robinson	Street Alternate	C 574-529-3753
Kenneth Plikerd	Street Laborer	C 574-529-3276
Seth Long	Street Laborer	C 574-529-4835
Cody Marquardt	Street Laborer	C 260-350-5902
Martin Patrick	Street Laborer	C 260-894-0833
Randy Cloud	Street Laborer	C 574-529-5872

<u>Municipal Officials</u>	<u>Job Titles</u>	<u>Work</u>
Mike Noe	Town Manager	574-457-3348
Mickey Scott	Fire Chief	574-457-4100
Jim Layne	Police Chief	574-457-5333
Mike Noe	DPW Director	574-457-3229

Area Water Treatment Plant

Town of Milford	574-658-4614
Town of North Webster	574-834-7241
Town of Ligonier	574-894-4761
Town of Cromwell	260-856-2108
Town of Nappanee	574-773-3033

Area Laboratories

Underwriters Laboratories Inc. (EHL) 110 S. Hill Street South Bend, Indiana 46617	574-233-4777 Fx: 574-233-8207
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Contractors

Chemical Suppliers:	Chemical Services, Inc. Env. Management & Development (Dennis Thurston) Brenntag	937-898-5566 800-729-0196 260-478-9333
Electricians:	Hire Electric Inc. Middlebury Electric	457-3744 574-825-5741
Equipment Rentals:	Diamond Rentals Warsaw Rental Shop	574-894-4605 574-269-7389
Excavators & Welders:	Don's Excavating Kline Excavating Cripe Excavating Phend & Brown	260-856-2557 457-4658 834-8649 658-4166
Instrumentation:	BL Anderson	765-463-1518
Suppliers:	Syracuse Hardware Eagle Ready Mix Phend & Brown Napa	457-3266 800-800-4430 658-4166 457-5766

Plumbers: Foyle Plumbing 574-658-4134
Metcalf, Payne & Bell 574-834-2941

Maintenance on Pumps: Peerless-Midwest, Inc. 219-272-9050
Ortman Well Drilling 800-659-2889
Kester's Electric 574-269-2889
Northern Electric 574-289-7791

Media (Radio & Television Stations)

Froggy 102.7 866-378-3764
U93 574-289-9393
Fox 28 Radio 574-679-4545
WRSW 574-372-3064
News Channel 22 574-233-3141
New Center 16 574-631-1616

Newspapers

The Paper 574-658-4111
Times Union 574-267-3111
Mail Journal 574-457-3666
Elkhart Truth 574-522-5252

IMPLEMENTATION OF AN EMERGENCY RESPONSE:

An emergency response will occur if an impending or actual event could or has threatened human health or the environment. The purpose of this section is to provide guidance to the emergency coordinator.

Fire/Explosion:

In the event of fire or explosion, an emergency response must occur when any of the following events occur:

1. A fire causes the release of toxic fumes
2. Use of water or chemical foam could result in contaminated runoff.
3. An imminent danger of or an actual explosion & resulting release of toxic materials to the surrounding areas.

Spill/Material Release:

In the event of a spill or material release, an emergency response must occur when any of the following area.

1. The spill could cause the release of toxic liquids, fumes or vapors affecting the surrounding area.
2. The confined spill threatens the contamination of ground or surface water.

Medical:

An emergency response must occur in any situation where there is a threat to human health.

Man-Lifting Tripod & Safety Harness: A tripod & harness are stored in the Northeast corner of the WWTP garage.

SYRACUSE DEPARTMENT OF PUBLIC WORKS

Contact persons in the event of an emergency or disaster involving the Town of Syracuse Water Treatment Plant.

Attempt to contact (in the order listed) by telephone, through the local Police Department, Sheriff's Department, State Police, the following people:

PUBLIC SERVICE DIRECTOR: Mr. Mike Noe
(260) 215-1613 (Cell)

STREET FOREMAN: Mr. Paul Hoffman
574- 529-3752 (Cell)

STREET ALTERNATE: Mr. Don Robinson
574-529-3753 (Cell)

Coordinate Street Problems with the Turkey Creek Township Fire Department
(Fire Chief or designee, Police Department (Chief or designated officer)

THIS PLAN SHALL BE UPDATED EVERY FIVE (5) YEARS OR AS NEEDED

EMERGENCY TYPE "POWER FAILURE"

I. Determine extent damage: Check for 3 phase power availability prior to restarting any pumps which require 3 phase. Check following equipment.

- a. Assist Police Dept. (if needed)
- b. Assist Fire Dept. (if needed)
- c. Assist Wastewater Treatment Plant personnel (if needed)
- d. Assist Water personnel (if needed)
- e. Assist Town Hall personnel (if needed)

II. If Electrical Power To Plant is Compromised:

- a. Assist Police Dept. (if needed)
- b. Assist Fire Dept. (if needed)
- c. Assist Wastewater Treatment Plant personnel (if needed)
- d. Assist Water personnel (if needed)
- e. Assist Town Hall personnel (if needed)

III. Is Telephone Service Interrupted? Use DPW radios to assist other city personnel. Use cell phones when applicable.

IV. If Power or Telephone Service is Out: Same as III.

V. Make Contacts With Appropriate Personnel (other departments):

VI. Documentation:

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "TORNADO"

In the event of a tornado, respond as follows:

- I. DO NOT enter any building or structure until it has been determined safe to do so. Go to lower level in Wastewater Treatment plant.**

DO NOT get near downed power lines.

- II. Determine extent of damage to the following areas: Assign employees to check each section of town and report to DPW Foreman.**

- a. Trees and limb obstructions on emergency routes
- b. Use barricades to keep traffic away from hazards such as down power lines.
- c. Town Hall Building
- d. Police Dept. Building
- e. Fire Dept. Building
- f. Assist other Town personnel with inspection of buildings (Town and private structures).

- III. Prioritize Actions to be performed. (Public Works Director & DPW Foreman to make decision). Focus should be on keeping emergency traffic routes open. These include the areas of Main St., SR 13, Pickwick Dr., Long Dr., North Huntington, Northshore Dr., & Syracuse-Webster Rd.**

- IV. Documentation:**

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "EARTHQUAKE"

In the event of a Earthquake, respond as follows:

I. **DO NOT** enter any building or structure until it has been determined safe to do so.

II. **Determine extent of damage to the following areas:** Assign employees to check each section of town and report to the Public Works Director and DPW Foreman.

- a. Trees or limbs obstructions on emergency routes
- b. Town Hall Building
- c. Police Dept. Building
- c. Assist other city personnel with inspection of buildings (Town and private structures).

III. **Prioritize Actions to be performed:** (Emergency Response Coordinator & DPW Foreman to make decision).

IV. **Documentation:**

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "MAJOR SNOW STORM"

In the event of a Major Snow Storm, respond as follows:

I. Contact: All Department of Public Works personnel shall be called by the DPW Foreman or the Public Works Director, for snow plowing or emergency services.

II. Containment: Personnel shall be instructed by the DPW Foreman to perform the following.

a. Clearing of the following emergency routes.

1. Main Street
2. Long Drive
3. E. Pickwick Dr.
4. SR 13
5. North Huntington St.
6. Northshore Drive
7. Syracuse-Webster Road

b. Salting of the following routes.

1. All Streets in the Town limits. The focus is on intersections, curves, and grades.

III. Coordination of emergency 911 calls: The DPW Foreman shall direct personnel to remove snow on non emergency routes to assist the fire and police department during emergency calls.

IV. Documentation:

a. Document any actions taken during an emergency.

EMERGENCY TYPE "HAZARDOUS CHEMICAL SPILL"
(Within The Town or County)

I. Contact WWTP Personnel and Water Personnel. Coordinate Creek Township Fire Department (Fire Chief or his designee), and Police Department (Chief or his designee). Department of Public Works to assist where needed.

II. Containment: Hazardous Chemical Spill or Discharge at Well Fields.

- a. Wear protective equipment
 - 1. Gloves
 - 2. Boots
 - 3. Protective Clothing
 - 4. Respirator (if applicable)
- b. Contain area as best possible (use sandbags to contain spill) DPW to assist.
- c. Plug all manholes (sanitary and storm) DPW to assist.
- d. Contact nearest supplier of Neutralizing Chemical (check MSDS sheets for appropriate action).
- e. Contact appropriate Hazardous spill control agencies (Federal, State, County and Township).
- f. Utilize Fire and Police Department for public notification, traffic, and pedestrian control. DPW to assist.

III. Documentation:

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "FLOOD"

- I. Contact Water Treatment Plant Operator of Record, and coordinate with Turkey Creek Township Fire Department (Fire Chief or his designee), and Police Department (Chief or his designee).**

- II. DO NOT attempt to connect anything electrical in the flooded area.**

- III. Determine extent of exposure: DPW to assist where needed.**
 - a. Find infiltration areas (use sandbags to slow or stop infiltration). Obtain assistance from DPW foreman.
 - b. Check town, commercial, and residential buildings for infiltration (do not enter flooded basements for any reason).
 - c. Shut off all electricity to equipment which may become flooded.
 - d. Once flood has subsided, check equipment and buildings for water damage.
 - e. Obtain and operate equipment for removal of water from flooded areas.

- IV. Documentation:**
 - a. Document any actions taken during an emergency.

CLASSIFICATION OF INJURIES

I. Minor Injuries include the following:

- a. Cut or abrasion with controllable bleeding
- b. Sprain (i.e.: Ankle, Wrist, etc.)
- c. Strain (i.e.: Back, Arm, Leg, etc.)
- d. Smash (i.e.: Fingers, Toes, etc.)

II. Major Injuries include the following:

- a. Cut or abrasion with uncontrollable bleeding
- b. Unconsciousness
- c. Electrical shock
- d. Head injury of any type
- e. Heart Attack
- f. Seizure of any type
- g. Pinned or entrapment
- h. Not breathing or difficulty breathing
- i. Vehicle accident
 - 1. Call E.M.S if injuries are involved
 - 2. Call Police Department

EMERGENCY EQUIPMENT STAGING AREA

In the event the Town of Syracuse Wastewater Treatment Plant would fall victim to any of the following emergencies: Tornado, Flood, Earthquake, Hazardous Chemical Spill or Winter Storm, and Emergency Staging Area would be set up at the Town Hall Parking Lot.

TRAINING AND TESTING

In order to be as well prepared as possible for an emergency or disaster, the Syracuse Wastewater Treatment Plant will participate in an exercise to test readiness once per calendar year. The readiness exercise shall be initiated by the Turkey Creek Township Fire Department, Syracuse Police Department and Public Works Department.

In Town Of Syracuse
Water Treatment Plant Emergency Response Plan

Revised Jan 2021

Call Water Foreman

Don Robinson

(574) 529- 3753

TOWN OF SYRACUSE

WATER DEPARTMENT EMERGENCY RESPONSE PLAN

Introduction:

This information is provided to help minimize risk to human health and the environment from fire, explosion, or unplanned release of hazardous materials into the air, soil, surface and or ground waters.

Emergency Coordinator:

The Emergency Coordinator will determine which agencies must be contacted based on the nature of the incident and any required notification process specified by the NPDES Discharge Permit. A person discovering an emergency situation shall contact the primary emergency coordinator or alternates should the primary Emergency Coordinator be unavailable.

Emergency Coordinator

Office Phone # 574-457-3229

Town Manager:	Mike Noe	Cell: 260-215-1613 Work: 574-457-3348
DPW Director:	Mike Noe	Cell: 260-215-1613 Work: 574-457-3229
WTP Foreman/ Operator	Don Robinson	Cell: 574-529-3753
WTP Operators:	Dustin Hinen Kenny Goodyear	Cell: 574-361-0379 Cell: 260-215-2530

Copies of this information are available at the following locations:

- 1 Town of Syracuse Department of Public Works Office
- 2 Syracuse Town Hall (Clerks Office & Town Manager)
- 3 Turkey Creek Township Fire Department
- 4 All Wastewater Plant Personnel
- 5 Syracuse Police Department

EMERGENCY CONTACTS:

<u>Type of Incident</u>	<u>Agency</u>	<u>Phone</u>
Fire/Explosion	Turkey Creek Township Fire Dept. (Direct to Dispatcher)	911 574-457-5757
Spill/Release	IDEM Office of Water Management 100 N. Senate Avenue Indianapolis, IN 46206-6015 (PLEASE CALL WITHIN 2 HOURS OF SPILL)	888-233-7745
	Kosciusko County Health Dept. Syracuse Police/Ambulance (Direct to Dispatcher)	574-372-2349 911 574-457-5757
Medical	Syracuse Police/Ambulance Poison Control Center U.S. Health Works Medical Group Goshen Hospital Kosciusko Hospital	911 574-457-5757 800-764-7661 574-537-1709 800-258-6598 888-828-5628
Emergency Report to:	Attn: Sophia J. Andrews Indiana Depart. Of Environmental Management Office of Water Management 100 N. Senate Avenue Indianapolis, IN 46206-6015	

Emergency Contacts:

<u>WTP Personnel</u>	<u>Job Title</u>	<u>Work</u>
Mike Noe	PW Director	C 260-215-1613
Don Robinson	Water Foreman	C 574-529-3753
Dustin Hinen	WTP Operator	C 574-361-0379
Kenny Goodyear	WTP Operator	C 260-215-2530

<u>Municipal Officials</u>	<u>Job Titles</u>	<u>Work</u>
Mike Noe	Town Manager	574-457-3348
Mickey Scott	Fire Chief	574-457-4100
Jim Layne	Police Chief	574-457-5333
Mike Noe	DPW Director	574-457-3229

Area Water Treatment Plant

Town of Milford WTP	574-658-4614
Town of Ligonier WTP	574-894-4761
Town of Cromwell WTP	260-856-2108
Town of Nappanee WTP	574-773-3033

Area Laboratories

Dairy Farmers of America, Inc P.O. Box 557 Goshen, IN 46527-0557	574-533-3141 Fx: 574-533-2708
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Contractors

Chemical Suppliers:	Chemical Services, Inc. Env. Management & Development (Dennis Thurston) Brenntag	937-898-5566 800-729-0196 260-478-9333
Electricians:	Hire Electric Inc. Middlebury Electric	574-457-3744 574-825-5741
Equipment Rentals:	Diamond Rentals Warsaw Rental Shop	574-894-4605 574-269-7389
Excavators & Welders:	Don's Excavating Kine Excavating Cripe Excavating Phend & Brown	260-856-2557 574-457-4658 574-834-8649 574-658-4166
Instrumentation:	BL Anderson	765-463-1518
Suppliers:	Utility Supply Co. EJP	800-293-9917 574-257-1111
Plumbers:	Foyle Plumbing Metcalf, Payne & Bell	574-658-4134 574-834-2941
Maintenance on Pumps:	Peerless-Midwest, Inc. Ortman Well Drilling Kester's Electric Northern Electric	219-272-9050 800-659-2889 574-269-2889 574-289-7791

Media (Radio & Television Stations)

Froggy 102.7
U93
Fox 28 Radio
WRSW
News Channel 22
New Center 16

866-378-3764
574-289-9393
574-679-4545
574-372-3064
574-233-3141
574-631-1616

Newspapers

The Paper
Times Union
Mail Journal
Elkhart Truth

574-658-4111
574-267-3111
574-457-3666
574-522-5252

IMPLEMENTATION OF AN EMERGENCY RESPONSE:

An emergency response will occur if an impending or actual event could or has threatened human health or the environment. The purpose of this section is to provide guidance to the emergency coordinator.

Fire/Explosion:

In the event of fire or explosion, an emergency response must occur when any of the following events occur:

1. A fire causes the release of toxic fumes
2. Use of water or chemical foam could result in contaminated runoff.
3. An imminent danger of or an actual explosion & resulting release of toxic materials to the surrounding areas.

Spill/Material Release:

In the event of a spill or material release, an emergency response must occur when any of the following area.

1. The spill could cause the release of toxic liquids, fumes or vapors affecting the surrounding area.
2. The confined spill threatens the contamination of ground or surface water.

Medical:

An emergency response must occur in any situation where there is a threat to human health.

MATERIALS STORED @ SYRACUSE WTP

Liquid Chlorine, Sodium Fluoride, and Trisodium Phosphate

Liquid Chlorine (Cl₂):

Cl₂ is non flammable, see MSDS sheets for precautions.

Sodium Fluoride: Is stored in the chemical feed building. It is purchased in 55 Gal drums, and transferred to PVC daily feed tanks. There are 3 drums stored on site at any given time. Fluorides are very corrosive. Protective clothing, and caution must be observed when handling this chemical. (see MSDS sheets for precautions).

EMERGENCY EQUIPMENT:

Respirator Protection/First Aid Equipment:

Protective wear & first aid supplies available and stored in the Water Treatment Plant.

Man-Lifting Tripod & Safety Harness: A tripod & harness are stored in the Northeast corner of the WWTP garage.

AUXULLARY POWER SUPPLY

Type: Diesel Powered.

Capacity: Capacity to operate one (3) well pump.

Personnel: To be operated by Authorized personnel only.

Operation: Diesel starts when power is off.

THIS PLAN SHALL BE UPDATED EVERY FIVE (5) YEARS OR AS NEEDED

SYRACUSE WATER TREATMENT PLANT

Contact persons in the event of an emergency or disaster involving the Town of Syracuse Water Treatment Plant.

Attempt to contact (in the order listed) by telephone, through the local Police Department, Sheriff's Department, State Police, the following people:

PUBLIC SERVICE DIRECTOR: Mr. Mike Noe
260-215-1613 (Cell)

WTP FOREMAN: Mr. Don Robinson
574-529-3753 (Cell)

WTP OPERATORS: Dustin Hinen
574-361-0379 (Cell)

Kenny Goodyear
260-215-2530 (Cell)

Mr. Paul Hoffman
(574) 529-3752 (Cell)

Coordinate Water problems with the Turkey Creek Township Fire Department (Fire Chief or designee, Police Department (Chief or designated officer)

EMERGENCY TYPE "POWER FAILURE"

I. Determine extent damage: Check for 3 phase power availability prior to restarting any pumps which require 3 phase. Check following equipment.

- a. Check Well Pumps 1, 2, & 3
- b. Check Chemical Feed
- c. Chlorination Pumps
- d. Fluoride Pumps
- e. Check Booster Pumps
- f. Check North and South Water Towers

II. If Electrical Power To Plant is Compromised:

- a. The emergency diesel power will start auto
- b. Check entire plant for possible problem areas of operation.

III. Is Telephone Service Interrupted? Use DPW radios to assist other city
Use cell phones when applicable.

IV. If Power or Telephone Service is Out: If power is off, perform the following.

- a. Check for appropriate pressure readings. Auxillary power turns on if power is out. Turn off when towers are full.
- b. Once power has been restored, check all wells, booster station, towers and chemical feed equipment for proper operations. Auxillary power turns off and resume normal operation of wells and treatment plant.

V. Make Contacts With Appropriate Personnel:

- a. Notify Operator of Record at Water Treatment Plant

VI. Documentation:

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "TORNADO"

In the event of a tornado, respond as follows:

I. DO NOT enter any building or structure until it has been determined safe to do so. Go to lower level in Wastewater Treatment plant.

II. Determine extent of damage to the following areas: Check the following for structural damage, leakage, or malfunctions.

a. South Water Tower

b. North Water Tower

III. Determine extent of damage to wells and their power panels.

a. Electric Power to plants and wells

b. Fire Hydrants Broken (and leaking)?

c. If power failure occurs, follow power failure procedures.

d. If South Tower is demolished or damaged beyond safe use:

1 Close valve system to tower

2 Operate system as normal with use of North Huntington Street water tower for storage.

e. If North Tower is demolished or damaged beyond safe use:

1 Close valve system to tower

2 Operate system as normal with use of South tower for storage

IV. Documentation:

a. Document any actions taken during an emergency.

EMERGENCY TYPE "EARTHQUAKE"

In the event of a Earthquake, respond as follows:

I. DO NOT enter any building or structure until it has been determined safe to do so.

II. Determine extent of damage to the following areas: Check the following for structural damage, leakage, or malfunctions.

- a. Water treatment plant building
- b. Water well at water treatment plant
- c. Well pumps and motors
- d. High service pumps and motors
- e. Internal piping at water treatment plant (i.e. wells, pumps, motors, controls, light charts, etc.)
- f. Gas service line to building
- g. Electrical service to buiding

III. Contact:

Indiana Department of Environmental Management
Office of Water Management
100 N. Senate
P.O. Box 6015
Indianapolis, IN 46206-6015
(317) 233-4180 (4169)

IV. Documentation:

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "HAZARDOUS CHEMICAL SPILL" (Well Field)

I. Contact Water Treatment Plant Operator of Record, and coordinate with Turkey Creek Township Fire Department (Fire Chief or his designee), and Police Department (Chief or his designee).

II. Containment: Hazardous Chemical Spill or Discharge at Well Fields.

- a. Wear protective equipment
 1. Gloves
 2. Boots
 3. Protective Clothing
 4. Respirator (if applicable)
- b. Contain area as best possible (dyke where needed)
- c. Isolate wells from the spill area
- d. Notify Indiana Department of Environmental Management of spill
- e. Contact and coordinate with Syracuse Fire Department Fire Chief (or a designated officer)
- f. Contact nearest supplier for Neutralizing Chemical (check MSDS sheets for appropriate action).
- g. Sample well for contamination. Issue appropriate water usage warnings to consumers.
- h. Chlorine (liquid) for minor leaks, shut off leaking tank. If major leak, contact Turkey Creek Township Fire Department for emergency repair kit and rescue team. Utilize police department if needed to notify nearby residences of hazard and evacuation procedures.

III. Documentation:

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "FLOOD"

I. Contact Water Treatment Plant Operator of Record, and coordinate with Turkey Creek Township Fire Department (Fire Chief or his designee), and Police Department (Chief or his designee).

II. DO NOT attempt to connect anything electrical in the flooded area.

III. Determine extent of exposure:

- a. Find infiltration areas (use sandbags to slow or stop infiltration). Obtain assistance from DPW foreman.
- b. Check all well's for extent of infiltration.
- c. Shut off all electricity to equipment which may become flooded.
- d. Operate all equipment which is not effected.
- e. Monitor wells closely
- f. Sample wells for contamination. Issue appropriate water usage warnings to consumers. If needed obtain drinking water from nearby communities.
- g. Once flood has subsided, check wells for damage, and if possible return plant to normal operation.
- h. Notify Indiana Department of Environmental Management
Office of Water Management
100 N. Senate Avenue
P.O. Box 6015
Indianapolis, IN 46206-6015
(317) 233-4180 (4169)

IV. Documentation:

- a. Document any actions taken during an emergency.

ILLNESS / INJURY

I. Administer first aid as needed:

- a. Control bleeding, etc.
- b. Apply basic first aid

II. Minor Injury: (see page 16)

- a. Transport to nearest physician

III. Major Injury: (see page 16)

- a. Dial 574-457-3211 or 9-1-1 for Emergency Medical Service (EMS)

IV. Notify family member of injured if employee is unable to do so on their own.

V. Notify Operator of Record: Complete first report of injury (forms located in Public Works Main Office).

VI. Documentation:

- a. Document any and all procedures performed.

CLASSIFICATION OF INJURIES

I. Minor Injuries include the following:

- a. Cut or abrasion with controllable bleeding
- b. Sprain (i.e.: Ankle, Wrist, etc.)
- c. Strain (i.e.: Back, Arm, Leg, etc.)
- d. Smash (i.e.: Fingers, Toes, etc.)

II. Major Injuries include the following:

- a. Cut or abrasion with uncontrollable bleeding
- b. Unconsciousness
- c. Electrical shock
- d. Head injury of any type
- e. Heart Attack
- f. Seizure of any type
- g. Pinned or entrapment
- h. Not breathing or difficulty breathing
- i. Vehicle accident
 - 1. Call E.M.S if injuries are involved
 - 2. Call Police Department

EMERGENCY EQUIPMENT STAGING AREA

In the event the Town of Syracuse Wastewater Treatment Plant would fall victim to any of the following emergencies: Tornado, Flood, Earthquake, Hazardous Chemical Spill or Winter Storm, and Emergency Staging Area would be set up at the Town Hall Parking Lot.

TRAINING AND TESTING

In order to be as well prepared as possible for an emergency or disaster, the Syracuse Wastewater Treatment Plant will participate in an exercise to test readiness once per calendar year. The readiness exercise shall be initiated by the Turkey Creek Township Fire Department, Syracuse Police Department and Public Works Department.

**In Town Of Syracuse
Wastewater Treatment Plant
Emergency Response Plan
Revised Jan 2021
Call Wastewater Foreman
Aaron Dixon
(574) 529-3751**

WASTEWATER DEPARTMENT EMERGENCY RESPONSE PLAN

Introduction:

This information is provided to help minimize risk to human health and the environment from fire, explosion, or unplanned release of hazardous materials into the air, soil, surface and or ground waters.

Emergency Coordinator:

The Emergency Coordinator will determine which agencies must be contacted based on the nature of the incident and any required notification process specified by the NPDES Discharge Permit. A person discovering an emergency situation shall contact the primary emergency coordinator or alternates should the primary Emergency Coordinator be unavailable.

Emergency Coordinator

Office Phone # 574-457-3229

Town Manager:	Mike Noe	Work: 574-457-3348 Cell: 260-215-1613
DPW Director:	Mike Noe	Work: 574-457-3229 Cell: 260-215-1613
WWTP Foreman/ Operator	Aaron Dixon	Cell: 574-529-3751
WWTP Operators:	John Montgomery	Cell: 574-518-1451
	David Menefee	Cell: 260-203-8122
WWTP Lab Tech/Operator:	Jonathan Fannin	Cell: 574-457-6091

Copies of this information are available at the following locations:

- 1 Town of Syracuse Department of Public Works Office
- 2 Syracuse Town Hall (Clerks Office & Town Manager)
- 3 Turkey Creek Township Fire Department
- 4 All Wastewater Plant Personnel
- 5 Syracuse Police Department

EMERGENCY CONTACTS:

<u>Type of Incident</u>	<u>Agency</u>	<u>Phone</u>
Fire/Explosion	Turkey Creek Township Fire Dept. (Direct to Dispatcher)	911 574-457-5757
Spill/Release	IDEM Office of Water Management 100 N. Senate Avenue Indianapolis, IN 46206-6015 (PLEASE CALL WITHIN 2 HOURS OF SPILL)	888-233-7745
	Kosciusko County Health Dept. Syracuse Police/Ambulance (Direct to Dispatcher)	574-372-2349 911 574-457-5757
Medical	Syracuse Police/Ambulance Poison Control Center Dunlap Urgent Care Goshen Hospital Kosciusko Hospital	911 574-457-5757 800-764-7661 574-535-2602 800-258-6598 888-828-5628
Emergency Report to:	Attn: Mr. Lucio Ternueden Indiana Depart. Of Environmental Management Office of Water Management 100 N. Senate Avenue Indianapolis, IN 46206-6015	800-753-5519

Emergency Contacts:

<u>WWTP Personnel</u>	<u>Job Title</u>	<u>Cell</u>
Mike Noe	PW Director	260-215-1613
Aaron Dixon	WWTP Foreman	574-529-3751
John Montgomery	WWTP Operator	574-518-1451
David Menefee	WWTP Operator	260-203-8122
Jonathan Fannin	WWTP Lab Tech	574-457-6091

<u>Municipal Officials</u>	<u>Job Titles</u>	<u>Work</u>
Mike Noe	Town Manager	574-457-3348
Mickey Scott	Fire Chief	574-457-4100
Jim Lane	Police Chief	574-457-5333
Mike Noe	DPW Director	574-457-3216

Area Wastewater Treatment Plant

Town of Milford WWTP	574-658-4614
Town of North Webster WWTP	574-834-7241
Town of Ligonier WWTP	574-894-4761
Town of Cromwell WWTP	260-856-2108
Town of Nappanee WWTP	574-773-3033

Area Laboratories

CS Environmental 1314 Meyer Rd. Fort Wayne, IN 46803	260-449-9299
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Contractors

Chemical Suppliers:	Chemical Services, Inc. Bio Chem, Inc.	937-898-5566 812-483-0771
Electricians:	Middlebury Electric	574-642-3355
Equipment Rentals:	Warsaw Rental Shop	574-269-7389
Excavators & Welders:	Kline Excavating Phend & Brown	574-457-4658 574-658-4166
Instrumentation:	BL Anderson	765-463-1518
Suppliers:	Syracuse Hardware Teghtmeyer Napa	574-457-3266 574-457-3474 574-457-5766
Plumbers:	Foyle Plumbing Metcalf, Payne & Bell	574-658-4134 574-834-2941
Maintenance on Pumps:	Middlebury Electric Motor Electric	574-642-3355 574-294-7123

Media (Radio & Television Stations)

U93	574-289-9393
Fox 28 Radio	574-679-4545
WRSW	574-372-3064
News Channel 22	574-233-3141
New Center 16	574-631-1616

Newspapers

The Paper	574-658-4111
Times Union	574-267-3111
Mail Journal	574-457-3666
Elkhart Truth	574-522-5252

IMPLEMENTATION OF AN EMERGENCY RESPONSE:

An emergency response will occur if an impending or actual event could or has threatened human health or the environment. The purpose of this section is to provide guidance to the emergency coordinator.

Fire/Explosion:

In the event of fire or explosion, an emergency response must occur when any of the following events occur:

1. A fire causes the release of toxic fumes
2. Use of water or chemical foam could result in contaminated runoff.
3. An imminent danger of or an actual explosion & resulting release of toxic materials to the surrounding areas.

Spill/Material Release:

In the event of a spill or material release, an emergency response must occur when any of the following area.

1. The spill could cause the release of toxic liquids, fumes or vapors affecting the surrounding area.
2. The confined spill threatens the contamination of ground or surface water.

Medical:

An emergency response must occur in any situation where there is a threat to human health.

MATERIALS STORED @ SYRACUSE WWTP

Ferrous Chloride, Lubricating Oils, and Paints.

Ferrous Chloride (FeCl₂): is stored on the North side of the main headwork's building. Two (2) fiberglass tanks, 2500 gallons hold the corrosive liquid. FeCl₂ is non-flammable, however is very corrosive, and must be handled with protective equipment and clothing.

Lubricating Oils, Cleaning Compounds, Paint & Herbicides: Are stored in the WWTP Maintenance Garage in the paint and oil locker.

EMERGENCY EQUIPMENT:

Gas Monitors: A portable 3 gas monitor is available and stored in the WWTP Maintenance office. A portable blower is stored in the WWTP Garage along the south wall. There is a first aid station located in the hallway of the wastewater building. Each vehicle has a first aid kit in cab.

Man-Lifting Tripod & Safety Harness:

A tripod & harness are stored in the WWTP garage northeast corner. The gas meter is located in the WWTP foreman's office, follow the confine space entry procedures.

Emergency Response Procedures for Lift Stations:

- Is there electrical power at the lift station? If so then;
- Try pumping the lift station down by hand. Flip the pump switch from auto to hand. Did it start pumping? Yes. Then open the wet well and check the status of the floats. Once the lift station is pumped down, you should be able to see the position of all the floats. Are they hanging free and free of grease? If yes lift each one and give it a light jerk to reset the switch in it. Place the pump switches back in auto and see if the lift station will operate normal.

- If there isn't any electrical power at the lift station set up emergency pumping procedure following the SOP for emergency pumping.

Contact another person who works in the wastewater department to assist in setting up the emergency pumping. Notify the Contact Public Works Director and the Wastewater Foreman.

EMERGENCY PUMPING PLAN (SOP)

ARTHUR'S LIFT STATION (located just west of SR 13 on Pickwick St.)

This lift station is equipped with a standby 100kw natural gas generator. It is set to automatically start in event of loss of electrical power. If the generator fails to start follow the pumping procedures list below.

- 1.) 4 inch **Homelite** 16 hp (orange) trash pump. (**Check oil level, gasoline and start engine before leaving the garage**)
- 2.) Place the 4 inch suction hose into wet well with strainer attached.
- 3.) Place the 3 inch discharge emergency coupling. Warning! Discharge line under pressure. Do not open discharge valve to the emergency coupling until all suction and discharge hoses are secured. PRIME PUMP BEFORE OPENING EMERGENCY COUPLING DISCHARGE VALVE.
- 4.) Prime pump (*) and start engine. (**If the pump does not start pumping after five (5) minutes stop engine and repeat step five (5) again**)
- 5.) Once electrical power is restored, stop pump's engine and leave it in standby condition until directed to return the equipment to the treatment plant.

BOSTON ST. LIFT STATION (located next to Skinner Ditch on Boston St.)

This lift station is equipped with a standby 35kw natural gas generator. It is set to automatically start in event of loss of electrical power. If the generator fails to start follow the pumping procedures list below.

- 1.) 4 inch **Briggs & Stratton** (blue) trash pump (**check oil level, gasoline and start engine before leaving the garage**).
- 2.) Place the 4 inch suction hose into wet well with strainer attached.
- 3.) Place the 3 inch discharge hose into manhole just south of lift station on Boston St.
- 4.) Ensure the suction and discharge hoses are attached to the pump.
- 5.) Prime pump (*) and start engine. (**If the pump does not start pumping after five (5) minutes stop engine and repeat step five (5) again**)
- 6.) Once electrical power is restored, stop pump's engine and leave it in standby condition until directed to return the equipment to the treatment plant.

BANK LIFT STATION (located on east service road of SR13 across from Todd realty)

This lift station is equipped with a standby 35kw natural gas generator. It is set to automatically start in event of loss of electrical power. If the generator fails to start follow the pumping procedures list below.

- 1.) 3 inch **Homelite** (orange) trash pump (**check oil level, gasoline and start engine before leaving the garage**).
- 2.) Place 3-inch suction hose into wet well with strainer attached.
- 3.) Place 3 inch discharge hose into valve vault and attach it to the emergency coupling. Open discharge valve.
- 4.) Ensure the suction and discharge hoses are attached to the pump.
- 5.) Prime pump (*) and start engine. (**If the pump does not start pumping after 5 minutes stop engine and repeat step five (5) again.**)
- 6.) Once electrical power is restored, stop pump's engine and leave it in standby condition until directed to return the equipment to the treatment plant.

PENGUIN POINT STATION (located on SR13 and Baltimore Street.)

This lift station is equipped with a standby 35kw natural gas generator. It is set to automatically start in event of loss of electrical power. If the generator fails to start follow the pumping procedures list below.

- 1.) 3 inch **Homelite** (orange) trash pump (**check oil level, gasoline and start engine before leaving the garage**).
- 2.) Place 3-inch suction hose into wet well with strainer attached.
- 3.) Place 3 inch discharge hose into valve vault and attach it to the emergency coupling. Open discharge valve.
- 4.) Ensure the suction and discharge hoses are attached to the pump.
- 5.) Prime pump (*) and start engine. (**If the pump does not start pumping after 5 minutes stop engine and repeat step five (5) again.**)
- 6.) Once electrical power is restored, stop pump's engine and leave it in standby condition until directed to return the equipment to the treatment plant.

530 N. LIFT STATION (located on the corner of Harkless and East Pickwick St.)

This lift station is equipped with a standby 35kw natural gas generator. It is set to automatically start in event of loss of electrical power. If the generator fails to start follow the pumping procedures list below.

- 1.) 3 inch **Homelite** (orange) trash pump (**check oil level, gasoline and start engine before leaving the garage**).
- 2.) Place 3-inch suction hose into wet well with strainer attached.
- 3.) Place 3 inch discharge hose into valve vault and attach it to the emergency coupling. Open discharge valve.

- 4.) Ensure the suction and discharge hoses are attached to the pump.
- 5.) Prime pump (*) and start engine. **(If the pump does not start pumping after 5 minutes stop engine and repeat step five (5) again.**
- 6.) Once electrical power is restored, stop pump's engine and leave it in standby condition until directed to return the equipment to the treatment plant.

Full power outage thru out the town place the standby trash pumps at the lift stations that don't have standby generators. (High flow first)

PROCEDURE FOR PRIMING 3 IN. AND 4 IN. TRASH PUMP

REMOVE PRIMING PLUG FROM THE TOP OF THE PUMP. FILL THE PUMP WITH APPROX. 5 GALS OF WATER AND RE INSTALL PLUG. YOU ARE READY TO START PUMP.

LOW FLOW LIFT STATIONS

Follow the instruction for the bank lift station pumping procedures.

Contact police dispatch at the fire station and notify them where the electrical outage is and that the emergency pumping has been rigged.

Contact NIPSCO at 1-800-464-7726 and tell them you have emergency power outage at one of the lift stations. (You will need to give the location of the lift station including the main cross streets.)

PROCEDURE FOR WASTEWATER TREATMENT PLANT CALL OUT (MAIN PLANT)

If you receive a callout from the dialer system for the main plant, listen to what the trouble call is. After you understand what the trouble is press the star key (*) on your phone to acknowledge the trouble call and you will hear inter call delay on hour. If you hang up and still want to acknowledge the trouble call back 457-8120 and you will hear the same.

Once you have acknowledge the alarm you have one hour to get to the plant and correct the problem or to cancel the alarm. If you don't the dialer system will start calling again. When you arrive at the treatment plant go to the operators panel room (time clock room) and see which panel light is flashing on and off. Halt the phone dialer (by pressing the halt button on the dialer) and press the acknowledge button on the lower left-hand side of the panel to reset the alarm panel. The problem panel area should stay lit. If the light goes out it might be a false alarm but still go to the affected piece of machinery to see if you can detect a problem. If everything appears to be normal and reset the dialer to the run position and have a nice evening.

Flooding alarm is receiving from the dialer.

When arriving at the treatment plant verify that there is flooding in the Headwork's. Go immediately to the e MCC room and place the influent pump in hand and start all of them. If the influent pumps do not start, close the head works inlet valve to stop any further flooding. Next contact the Public Works director and the wastewater foreman.

Two-pump operation during high flows (excess 1000 GPM)

During high flows with only two influent pumps in operation start the level control procedures.

- 1.) If the GPM reaches 1500 gallons per minutes start closing the head works inlet valve to maintain 1400 GPM being feed in to the head works wet well levels and if it appears to be raising close the inlet valve further to maintain a level.

High water level in scum box

Corrective action for a high water level in the scum box. Check the floats to see if they are stuck in the down position. Check the pumps electrical cutout switch to see if it closed. Pull the scum pump to see if there is anything clogging the pumps suction. This should lower the water level in the scum box and correct the problem until regular work hours for repair.

Loss of Electrical Power

If the wastewater treatment plant has loss electrical power the dialer will call weather it is a complete loss or a momentary loss. It should be treated same as a complete loss of power. The call out from the dialer will appear if it was a complete loss of power. It will say all the pieces of machinery that has failed. When you arrive at the plant first determine if the emergency diesel is running. If it is check and make sure that all the operating pressure and temperature are normal. (Look in the engine log book it list the cold and hot reading for every time the diesel has run) also check for any leaks and they day fuel tank level. Once you are satisfied that the diesel is operating normal, go over to the operator's panel (in the time clock room) and check to see which pieces of equipment is in operation. It will be indicated with the green light lit. Go to the MCC room and start the equipment that had shut down do to power loss.

NORMAL OPERATING EQUIPMENT AS FOLLOWS:

ALL AERATORS SET ON HIGH SPEED, BOTH CLARIFIERS, PISTA GRIT, BOTH RAS PUMPS. Check the lift station dialer to see if the power failure has effected the lift stations.

SYRACUSE WASTEWATER TREATMENT PLANT

Contact persons in the event of an emergency or disaster involving the Town of Syracuse Wastewater Treatment Plant.

Attempt to contact (in the order listed) by telephone, through the local Police Department, Sheriff's Department, State Police, the following people:

PUBLIC SERVICE DIRECTOR: Mr. Mike Noe
(260) 215-1613 (Cell)

WWTP FOREMAN: *Aaron Dixon*
Mr. ~~Gary Garber~~
(574) 529-3751 (Cell)

WWTP OPERATOR: Mr. John Montgomery
(574) 518-1451 (Cell)

WWTP OPERATOR: Mr. David Menefee
(260) 203-8122 (Cell)

WWTP LAB TECH: Mr. Craig Fannin
(574) 457-6091 (Cell)

Coordinate Wastewater problems with the Turkey Creek Township Fire Department (Fire Chief or designee, Police Department (Chief or designated officer)

EMERGENCY TYPE "POWER FAILURE"

- I. **Determine extent damage:** Check for 3 phase power availability prior to restarting any pumps which require 3 phase. Check following equipment.
 - a. If the wastewater treatment plant has lost electrical power the dialer will call whether it is a complete loss or memory loss. All calls from dialer system need to be acknowledged and addressed. The dialer will indicate all pieces of machinery which has failed. When you arrive at the plant first determine if the emergency diesel is running. If it is check and make sure that all the operating pressures and temperatures are normal. (Look in the engine log book. It lists the cold and hot reading for every time the diesel has run). Also, check for any leaks and check the fuel tank level. Once you are satisfied that the diesel is operating normal, go over to the operator's panel (in the time clock room) and check to see which pieces of equipment are in operation. It be indicated with the green light lit. Go to the MCC room and start the equipment that had shut down do to power loss. **NORMAL OPERATING EQUIPMENT AS FOLLOWS: ALL AERATORS SET ON HIGH SPEED, BOTH CLARIFIERS, PISTA GRIT, BOTH RAS PUMPS.** Check the lift station dialer to see if the power failure has effected the lift stations.
 - b. RAS Pumps
 - c. Primary Lift Pumps
 - d. Lift Stations (use emergency dialer response procedures)
 - e. Check Ditch D.O.'s

II. If Electrical Power To Plant is Compromised:

- a. Check entire plant for possible problem areas of operation.

III. Is Telephone Service Interrupted? Lift Station Alarm System relies on telephone being operative.

IV. If Power or Telephone Service is Out: Lift Stations must be visually checked. If power is off, perform the following.

- a. Check for appropriate operating power.
- b. If necessary utilized emergency standby gen-set to operate lift stations where needed.
- c. Contact Department of Public Works, for use of aquatech truck (needs operator).
- d. Use stand-by gen-set to empty low flow stations.
- e. Once power has been restored, check all lift stations for proper operations.

V. Make Contacts with Appropriate Personnel:

- a. Notify Operator of Record at Wastewater Treatment Plant

VI. Documentation:

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "TORNADO"

In the event of a tornado, respond as follows:

I. **DO NOT** enter any building or structure until it has been determined safe to do so. Go to lower level of Treatment plant.

II. **Determine extent of damage to the following areas: Check the following for structural damage, leakage, or malfunctions.**

- a. Bar Screen, Grit Screen Room & Headwork's
- b. Oxidation Ditches
- c. Final Clarifiers (including RAS pumps)
- d. UV Disinfection System Panel
- e. Piping throughout the plant
- f. Structures of any kind

III. **Determine extent of damage to lift stations and their electric panels.**

- a. Power Supply
- b. Extent of damage to wet well
- c. Pump operability
- d. If power failure occurs, follow WWTP emergency dialer Response procedures for lift stations.

IV. **Documentation:**

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "EARTHQUAKE"

In the event of a Earthquake, respond as follows:

I. DO NOT enter any building or structure until it has been determined safe to do so.

II. Determine extent of damage to the following areas: Check the following for structural damage, leakage, or malfunctions.

- a. Bar Screen, Grit Screen Room & Headwork's
- b. Oxidation Ditches
- c. Final Clarifiers (including RAS pumps)
- d. UV Disinfection System Panel
- e. Piping throughout the plant
- f. Structures of any kind

III. Determine extent of damage to lift stations and their electric panels.

- a. Power Supply
- b. Extent of damage to wet well
- c. Pump operability
- d. If power failure occurs, follow WWTP emergency dialer Response procedures for lift stations.

IV. Documentation:

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "HAZARDOUS CHEMICAL SPILL" (WWTP Spill)

I. Contact Wastewater Treatment Plant Operator of Record, and coordinate with Turkey Creek Township Fire Department (Fire Chief or his designee), and Police Department (Chief or his designee).

II. Containment: Hazardous Chemical Spill or Discharge at WWTP.

- a. Wear protective equipment
 1. Gloves
 2. Boots
 3. Protective Clothing
 4. Respirator (if applicable)
- b. Contain area as best possible (Close floor drain valve in tank containment area)
- c. Isolate all valves leading to and from the spill area
- d. Plug all outfall manholes
- e. Contact nearest supplier for Neutralizing Chemical (check MSDS sheets for appropriate action).
- f. Ferrous Chloride Spill (neutralize with hydrated lime @ 250 lbs. Lime to 1000 gallons $FeCl_2$. Monitor pH.
- g. Chlorine leak (liquid or gas) for minor leaks, use SCBR (two person shut off procedure), and shut off leaking tank. IF major leak, contact Turkey Creek Township Fire Department for emergency repair kit and rescue team. Utilize police department if needed to notify nearby residences of hazard and evacuation procedures. Notify chemical company of leaking tank, and notice to remove.

III. Documentation:

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "HAZARDOUS CHEMICAL SPILL"
(Within The Town or County)

I. Contact Wastewater Treatment Plant Operator of Record, and coordinate with Turkey Creek Township Fire Department (Fire Chief or his designee), and Police Department (Chief or his designee).

II. Containment: Hazardous Chemical Spill or Discharge within the Town or County.

- a. Wear protective equipment
 - 1. Gloves
 - 2. Boots
 - 3. Protective Clothing
 - 4. Respirator (if applicable)
- b. Contain area as best possible (Use sandbags to contain spill)
- c. Plug all manholes (sanitary and storm)
- d. Contact nearest supplier for Neutralizing Chemical (check MSDS sheets for appropriate action).
- e. Contact appropriate hazardous spill control agencies (Federal, State, County and Township).
- f. Utilize Fire and Police Department for public notification, traffic, and pedestrian control.

III. Documentation:

- a. Document any actions taken during an emergency.

EMERGENCY TYPE "FLOOD"

I. **Contact Wastewater Treatment Plant Operator of Record, and coordinate with Turkey Creek Township Fire Department (Fire Chief or his designee), and Police Department (Chief or his designee).**

II. **DO NOT attempt to connect anything electrical in the flooded area.**

III. **Determine extent of exposure:**

- a. Find infiltration areas (use sandbags to slow or stop infiltration).
- b. Check buildings for infiltration (do not enter flooded basements for any reason).
- c. Shut off all electricity to equipment which may become flooded.

1 Flooding alarm is received from the dialer:

When arriving at the treatment plant verify that there is flooding in the **headwork's**. Go immediately to the MCC room and place the influent pump in hand and start all of them. If the influent pumps do not start, close the headwork's inlet valve to stop any further flooding. Next contact the Public Works director and the wastewater foreman.

2 Three-pump operation during high flows (excess 1500 GPM):

During high flows with three influent pumps in operation start the level control procedures. If operation start the level control procedures. If the GPM reaches 2200 gallons per minute start closing the headwork's inlet valve to maintain 2000 GPM being feed in to the headwork's wet well. Monitor the wet well levels and if it appears to be raising close the inlet valve further to maintain a level.

3 Two-pump operation during high flows (excess 1000 GPM):

During high flow with only two influent pumps in operation start the level control procedures. If the GPM reaches 1500 gallons per min. start closing the headwork's inlet valve to maintain 1400 GPM being into the headwork's wet well. Monitor the wet well levels and if it appears to be raising close the inlet valve further to maintain a level.

4 High water level in scum box:

Corrective action for a high water level in the scum box. Check the pumps electrical cutout switch to see if it closed. Open the skimming and decant box drain valve, this will reduce the pump head pressure. Pull the scum pump to see if there is anything clogging the pumps suction. This should lower the water level in the scum box and correct the problem until regular work hours for repair.

- d. Operate all equipment which is not effected.
- e. Increase RAS flow to 75% of influent.
- f. Stop aerator let mix liquor settle in the ditch (Max 4 hours) restart aerators to maintain 1.0 mg/L D.O. Monitor plant closely.
- g. Notify Indiana Department of Environmental Management ASAP. Follow up with a written notice of occurrence to IDEM.
- h. Once flood has subsided, check equipment for water damage, and if possible return plant to normal operation.

IV. Documentation:

- a. Document any actions taken during an emergency.

ILLNESS / INJURY

I. Administer first aid as needed:

- a. Control bleeding, etc.
- b. Apply basic first aid

II. Minor Injury: (see page 22)

- a. Transport to nearest physician

III. Major Injury: (see page 22)

- a. Dial 574-457-3211 or 9-1-1 for Emergency Medical Service (EMS)

IV. Notify family member of injured if employee is unable to do so on their own.

V. Notify Operator of Record: Complete first report of injury (forms located in Public Works Main Office).

VI. Documentation:

- a. Document any and all procedures performed.

CLASSIFICATION OF INJURIES

I. Minor Injuries include the following:

- a. Cut or abrasion with controllable bleeding
- b. Sprain (i.e.: Ankle, Wrist, etc.)
- c. Strain (i.e.: Back, Arm, Leg, etc.)
- d. Smash (i.e.: Fingers, Toes, etc.)

II. Major Injuries include the following:

- a. Cut or abrasion with uncontrollable bleeding
- b. Unconsciousness
- c. Electrical shock
- d. Head injury of any type
- e. Heart Attack
- f. Seizure of any type
- g. Pinned or entrapment
- h. Not breathing or difficulty breathing
- i. Vehicle accident
 - 1. Call E.M.S if injuries are involved
 - 2. Call Police Department

EMERGENCY EQUIPMENT STAGING AREA

In the event the Town of Syracuse Wastewater Treatment Plant would fall victim to any of the following emergencies: Tornado, Flood, Earthquake, Hazardous Chemical Spill or Winter Storm, and Emergency Staging Area would be set up at the Town Hall Parking Lot.

TRAINING AND TESTING

In order to be as well prepared as possible for an emergency or disaster, the Syracuse Wastewater Treatment Plant will participate in an exercise to test readiness once per calendar year. The readiness exercise shall be initiated by the Turkey Creek Township Fire Department, Syracuse Police Department and Public Works Department.