



**September 19, 2024**



# Scatchet Head Water District

## Emergency Response Plan

## CWS and ERP Information

Please fill in the information below as indicated.

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PWSID	76470X
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Street Address	7906 Guemes Ave
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City, State Zip Code	Clinton, WA 98236
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Phone number	King Water (operator) 888-266-7048
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Population Served	413 connections (approved for 451)
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Prepared by	Jill Lipoti/ Jaci Mach
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Reviewed by	
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Date completed	
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## UTILITY INFORMATION

During an incident, you need to have system information about your water utility readily available for your personnel, first responders, repair contractors/vendors, the media, and other response partner agencies.

### i Utility Overview

Provide basic information about your utility.

#### Utility Information

PWSID	76470X
Utility name and address	Scatchet Head Water District, P.O. Box 915 Coupeville, WA 98239 (360) 678-5336
Owner	Scatchet Head Water District
Directions to utility from major roadway, include lat./long. Coordinates	From County Road 525, head south on Cultus Bay Road. Turn Right on Bailey Road. Turn Left on Scatchet Head Road, Follow the curve to the right to continue on Swede Hill Road, Turn Left on Blakely Road, Turn Left on Harper Road, Turn Left on Guemes Road. Water facility is on the left. Address is 7906 Guemes Ave, Clinton, WA 98236
Total population served and total service connections	413 connections, approved for 451 connections
Name, title, phone number of primary contact (e.g., ERP Lead)	Jill Lipoti, President, Scatchet Head Water District 609-384-1232
Alternate contact	Dave Mullins, 206-794-4747 Jaci Mach, 425-530-5202
Location of treatment, distribution, collection schematics and operation manuals	7906 Guemes Ave, Clinton, WA 98236

Use this checklist to ensure the following additional utility information (as applicable) is included as a part of your ERP.

- Map of distribution systems
- Pressure boundary map
- Process flow diagram
- Site plans and “as built” drawings for the following components of your system (as applicable):
  - Pumping and storage facilities
  - Reservoir facilities
  - Water treatment facilities
  - Chemical storage locations
  - Booster pump stations
  - Pressure-regulating valve (PRV) sites
- Distribution system diagrams and instrumentation information
- Equipment specifications and operation instructions
- Emergency power and light generation operation specifications
- Supervisory Control and Data Acquisition (SCADA) system operation instructions
- Communications systems operation instructions

## ii Personnel Information

Attach your personnel roster here or fill out the table below.

<b>Personnel</b>			
<b>Name and Title</b>	<b>Job Duties and Responsibilities</b>	<b>Contact Information</b>	<b>Emergency Information</b>
Jill Lipoti, President, Scatchet Head Water District	Overall control	609-384-1232	
Jill Lipoti, Commissioner Scatchet Head Water District	Liaison with operator, King Water for operational issues	609-384-1232	
Jaci Mach, Commissioner Scatchet Head Water District	Liaison with Emergency Responders, CERT team member	425-530-5202	
Joanna Skaars	Office Manager, NWNW	360-678-5336	1-888-266-7048
Nathan Driscoll, Field manager, NWNW	Licensed Water Treatment operator WDM2, WTPO1	360-207-0820	
Curt Schoenfelder, Wilson Engineering	SHWD lead engineer for system upgrade project	360-733-6100	





### iii Primary Utility Components

List all the components necessary to maintain effective operation of your utility. Simply add more rows to the tables below if you have additional components. Text in italics represents examples – be sure to delete italicized text as necessary as you fill out the tables below and throughout this template.

#### Wells

Well Name	Depth/Location	Available Yield	Treatment Requirements/Associated Treatment Plant
Well #2, pumphouse on George Street	295 feet deep Static water level: 190 feet	125 gpm capacity	Guemes Ave treatment plant
Well #3, pumphouse on George Street	403 feet deep Static water level: not recorded	66 gpm capacity	Guemes Ave treatment plant

#### Intakes

Intake Name	Depth/Location	Capacity	Treatment Requirements/Associated Treatment Plant
None			

#### Treatment Plants

Plant name	Location	Capacity	Treatment Train
7906 Guemes Avenue	7906 Guemes Avenue	200 gpm at 45 psi	Hypochlorinator, pre and post treatment, filtration for iron and manganese reduction

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

Location	Area Served	Comments
Reservoir #1 Guemes Ave, 300,000 gallon  24 foot diameter, 85 feet tall	Entire service area	
Reservoir #2, Maple Point,  120,000 gallon  14.6 foot diam., 95 feet tall	Entire service area	
Booster Pump Station, Horizontal Pneumatic Tank, 2,120 gallon, Guemes Ave	Entire service area	

## Treatment Chemical Storage Facilities

Location	Chemical(s)	Comments
<i>Guemes Ave</i>	<i>Chlorine</i>	<i>Hypochlorinator, pre and post treatment</i>

## Other Key Facilities

Location	Function	Comments
None		

### iv Industry Chemical Handling and Storage Facilities

List surrounding chemical production, handling or storage industries that could impact your utility during incidents such as accidental releases, hurricanes or earthquakes.

## Industry Chemical Handling Facilities

Facility Name	Location	Distance	Chemical and Exposure Pathway
<i>None</i>			

## Chemical Storage Tanks

Facility Name	Location	Distance	Chemical and Exposure Pathway
None			

## v Safety

List safety materials and important safety information to help protect utility personnel during an incident. You may also reference your utility Health and Safety Plan, if available.

## Safety Materials

Type	Location
Toxic material detection and testing supplies	None
Emergency food and water supplies	None
Emergency PPE (note what PPE are present at each location)	None, if needed, King Water brings their safety equipment. One Commissioner has a safety vest and hard hat.

## Safety Information

Topic	Description
	King Water, as the operator of the plant, maintains their safety information and safety training of workers

## vi Response Resources

Provide an inventory of available resources (e.g., equipment, supplies) either maintained on site or readily available off site (e.g., neighboring water system) in the table below, or insert an existing inventory sheet.

Resources			
Kind	Type	Quantity	Location
<i>Generator</i>	<i>Propane, automatic start</i>	1	<i>Guemes Ave</i>
<i>Fuel</i>	Propane tank	1	Guemes Ave

## 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
<i>Hospital</i>	<i>Whidbey Health, 101 North Main Street, Coupeville, WA 98239</i> <u>360.678.5151</u>
<i>Gas station</i>	Mobil, 11196 HWY 525, Clinton, WA
<i>Pharmacy</i>	Rite Aid, 1609 Main Street, Freeland, WA 360-331-4700

We plan to use our 13 CERT members to direct traffic and get King Water trucks to wherever they need to go expeditiously. If trees have fallen or power is out, we expect them to help direct King water operators in the best way to get to our facilities.

As we start to recover operations, they may be needed to communicate to the community, even going house to house to tell people that water has been restored.

## 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

Describe the roles and responsibilities for key utility and external response partner personnel in the table below. You can add, edit or delete rows as necessary.

#### Water Utility and Partner Roles

Name/Title	Emergency Response Role	Responsibilities
Jill Lipoti Commissioner	Emergency Response Lead	Responsible for all incident response activities, including developing strategies and tactics and ordering and releasing resources.
Dave Mullins Commissioner	Alternate Emergency Response Lead	Perform duties as assigned by ER Lead; assumes duties listed above when ER Lead is not available.
Jaci Mach, Commissioner	Public Information	Responsible for leading the public information effort based on information supplied by either the ER or Alternate ER Lead.
Island County Sheriff's office, Freeland <b>(360) 321-5113 x7310</b>	Security	Will provide incident security as needed once notified by ER Lead.
South Whidbey Fire/EMS	Fire EMS services	

#### External Response Partner Roles

Name/Title	Organization	Responsibilities During an Incident
Local Partners		
Island County Department of	County Emergency Management/EOC	EOC:855 East Whidbey Ave. Oak Harbor, WA 98277

# Scatchet Head Water District Emergency Response Plan

Emergency Management		Office: <a href="tel:3606797370">(360) 679-7370</a>
	911	
Island County Sheriff's office	<i>Police</i>	Security, traffic control,
South Whidbey Fire/EMS	<i>Fire/HazMat</i>	In the event that water lines are ruptured (earthquake), Fire must be aware that hydrants will not have pressure for firefighting.
	<i>LEPC</i>	
Scatchet Head Community Club	<i>Elected officials</i>	
WASWD	<i>Neighboring Water utility</i>	Coordination with other water utilities through the Washington Association of Sewer and Water Districts
PSE	<i>Power utility</i>	<a href="https://www.pse.com/outage/outage-map">https://www.pse.com/outage/outage-map</a>
Island County Public Health, Drinking Water program	<i>Health department</i>	<a href="https://www.islandcountywa.gov/Health/EH/DrinkingWater/Pages/Home.aspx">https://www.islandcountywa.gov/Health/EH/DrinkingWater/Pages/Home.aspx</a>
Wilson Engineering	<i>Contractor/vendor</i>	Certified professional engineer available to answer questions about the system 360-312-3136 (Curt)
	<i>Industry representative</i>	
Water/Wastewater Agency Response Network (WARN)	<i>Mutual aid</i>	Mutual Aid and Assistance Agreement for Washington State as of 4/13/09
	Other	
	Other	
State Partners		
	<i>Primacy Agency</i>	

	<i>Health department</i>	
	<i>Police</i>	
	<i>WARN</i>	In place as of 4/13/09
	<i>Laboratories</i>	
	<i>Other</i>	
	<i>Other</i>	

**Federal Partners**

	<i>EPA regional office</i>	<i>Seattle office (206) 553-1200</i>
	<i>FBI field office</i>	
	<i>CDC</i>	<a href="http://www.cdc.gov">www.cdc.gov</a>
	<i>Other</i>	
	<i>Other</i>	

## 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. An ICS Incident Organization Chart (ICS Form 207), available at FEMA's [ICS Resource Center](#), may be completed for your utility and inserted here or attached to your ERP.

## 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

List all utility emergency response team members, their response role, title and contact information.

#### Contact List

<b>Name</b>	<b>Role/Title</b>	<b>Phone</b>	<b>Alternate Phone</b>	<b>Email</b>
Jill Lipoti	President, SHWD	609-384-1232	609-384-1230 (spouse)	Jill.lipoti@verizon.net

## Contact List

Name	Role/Title	Phone	Alternate Phone	Email
Dave Mullins	Commissioner, SHWD	206-794-4747		Dave.mullins10@gmail.com
Jaci Mach	Commissioner,	425-530-5202		jacimach@gmail.com
Nathan Driscoll	King Water/ NWNW Field Manager	360-207-0820		
Nik Fuller	NWNW	360-320-9102		
Melanie Mankameyer/ Curt Schoenfelder	Wilson Engineering	360-733-6100 x 1227		Wilsonengineering.com

We will contact our customers through the SHWD email list, Facebook Residents group, Scatchet Head Water district web page [www.sh-wd.org](http://www.sh-wd.org), door to door (if we have no power), and/or phone calling. We will also attempt to reach Jordan Boyer, ham radio operator on Blakely. Ham KI7NJP GMRS WQYQ893.Cell 360-320-5756.

The district purchased 12 2-way radios and have them assigned to residents throughout the community. There is also one in the office at the Guemes plant, top right hand desk drawer. We will use a relay system to get information out when a catastrophe occurs.



## 1.3.2 External Response Partner Communication

List all external response partners, their response role or position as well as contact information.

### External Response Partner Contact List

<b>Organization or Department</b>	<b>Point Person Name or Position</b>	<b>Phone</b>	<b>Alternate Phone</b>	<b>Email or Website</b>
<b>Local Partners</b>				
<i>County Emergency Management/EOC</i>	Eric Brooks	360-679-7370		<a href="http://www.islandcountywa.gov/DEM/Pages/Home.aspx">www.islandcountywa.gov/DEM/Pages/Home.aspx</a>
<i>911</i>				
<i>Police</i>	Island County Sheriff's Office	911		
<i>Fire/HazMat</i>	South Whidbey Fire/EMS	911		
<i>LEPC</i>				
<i>Elected officials</i>				
<i>Wastewater utility</i>				
<i>Water utility</i>				
<i>Power utility</i>	Puget Sound Energy	1-888-225-5773		
<i>Health department</i>	Island County Health Department	360-221-8880		<a href="http://www.islandcountywa.gov/Health/EH/DrinkingWater/Pages/Home.asp">www.islandcountywa.gov/Health/EH/DrinkingWater/Pages/Home.asp</a>
<i>Contractor/vendor</i>				
<i>Industry rep.</i>				
<i>Mutual aid</i>				
<i>Other</i>				
<b>State Partners</b>				
<i>Primacy agency</i>				
<i>Health department</i>	Washington State Department of Health	800-525-0127		<a href="http://www.doh.wa.gov">www.doh.wa.gov</a>

## External Response Partner Contact List

<b>Organization or Department</b>	<b>Point Person Name or Position</b>	<b>Phone</b>	<b>Alternate Phone</b>	<b>Email or Website</b>
<i>Police</i>				
<i>WARN</i>				
<i>Laboratories</i>				
<i>Other</i>				
<b>Federal Partners</b>				
<i>EPA regional office</i>				
<i>FBI field office</i>				
<i>CDC</i>				<a href="http://www.cdc.gov">www.cdc.gov</a>
<i>Other</i>				

## 1.4 Media Outreach

List contact information for all media outlets that your utility may coordinate with during notification efforts. Additionally, include existing risk communication procedures, such as composing and delivering messages (e.g. message mapping), or reference an existing Risk Communication Plan.

### Contact List

Organization or Department	Point Person Name & Position	Phone	Alternate phone	Email or Website
<i>Utility social media coordinator</i>				
<i>Newspaper - Local</i>	South Whidbey Record	(360) 221-5300		<a href="http://www.southwhidbeyrecord.com/">http://www.southwhidbeyrecord.com/</a>
<i>Newspaper – Regional/State</i>				
<i>Radio station</i>				
<i>TV station</i>				
<i>Advertising agency</i>				
Other				
Other				

## 1.5 Public Notification Templates

Insert your templates for public notifications here, or reference where they may be found. Ensure that your templates are 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

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

### 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). List all your core procedures here.

#### Access

Item	Description
Debris clearing	List or reference here any supplies or equipment your utility owns to help with debris clearing; this includes safety items/personal protective equipment, chainsaws, and debris/earth moving equipment. If you do not have it, list where you will get it from.
Alternate routes	List or reference here alternate routes (e.g., if there is a bridge that connects your community, what are your travel options if the bridge becomes impassable?). If the alternate routes are too long, consider staging similar critical equipment and resources in different areas of your community.
Identification badges	Provide personnel with an official utility ID for access through police barricades or hazmat contaminated zones. If your jurisdiction has an identification program for first responders, be sure to participate.
Other	

#### Physical Security

Item	Description
Access control procedures	List or reference your facility access control procedures here, such as key cards are required to access all buildings. Also, list any lockdown procedures as appropriate as well as the process for establishing a security perimeter following a major incident.
Restricted areas	List or reference any restricted areas of your facilities here, such as chemical rooms and electrical closets. Also list who may access those areas.
Evidence protection measures	Describe or reference your procedures for working with law enforcement if an incident is declared a crime scene.
Security culture	Increase organizational attentiveness to security to help reduce vulnerability and enhance preparedness. For example, a “See Something, Say Something” campaign for your utility. List measures your utility implements here.
Other	

## Power Loss

Item	Description
<i>Backup power systems</i>	Generator located at Guemes Ave Treatment facility; maintenance provided by WE Electric, Ph: 425-508-6382
<i>Power utility</i>	PSE
<i>Fuel plan</i>	Ferrellgas 888-337-7355 *current provider
<i>Maintenance plan</i>	
<i>Other</i>	

## Emergency Alternate Drinking Water Supplies\*

Item	Description
<i>Bottled water</i>	Provider name: Phone: Contract No. (if applicable): Available supply: Distribution point (notify public of location):

<i>Bulk water (check with your state first for licensed water haulers)</i>	Provider name: WSDOH
	Phone:253-395-6750 Kent
	Contract No. (if applicable):
	Available supply:
	Distribution point (notify public of location):

\* There are no interconnections.

## Sampling and Analysis

Item	Description
Sampling procedures	King Water will handle sampling and analysis.

## 2.2 Incident-Specific Response Procedures

Insert applicable Incident-Specific Response Procedures (ISRPs), specialized procedures tailored to an incident type. Incidents may include, but are not limited to, the following:

- Cybersecurity
- Drought
- Earthquake
- Extreme Cold and Winter Storms
- Extreme Heat
- Flooding
- Harmful Algal Bloom
- Hurricane
- Tornado
- Tsunami
- Volcanic Activity
- Wildfire
- Source Water Contamination
- Distribution System Contamination

EPA's website provides a number of [incident action checklists](#) (IACs) that you can use to help develop your own ISRPs. EPA also published the [Prepared for Contamination in Your Distribution System?](#) guidance that can help you develop a distribution system contamination ISRP.

### 3 MITIGATION ACTIONS

This section contains actions, procedures, and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to your community and individuals, including the development of alternative source water options, relocation of water intakes, and construction of flood protection barriers.

#### 3.2 Other Mitigation Actions

List any mitigation procedures or projects implemented at your utility, such as raising facilities and controls or constructing berms to protect against flood damage.

Mitigation Actions		
Type	Location	Comments
<i>Earthquake</i>	<i>All facilities</i>	<i>Anchored equipment</i>

## 4 DETECTION STRATEGIES

This section contains strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.

List the detection strategies and methods your utility uses to aid in the detection of malevolent acts or natural hazards. Also list the corresponding procedure to be used if the threat is detected.

<b>Detection Strategies</b>		
<b>Threat</b>	<b>Detection Method</b>	<b>Procedure</b>
<i>Unauthorized entry</i>	<ul style="list-style-type: none"> <li>● Alarm from intrusion detection system</li> </ul>	<i>Call 911</i>
<i>Source water contamination</i>	<ul style="list-style-type: none"> <li>● National Response Center notifications</li> <li>● Notification from 911 for releases resulting from transportation accidents</li> </ul>	<i>Source Water Contamination Incident Response Plan</i>
<i>Distribution system contamination</i>	<ul style="list-style-type: none"> <li>● Customer complaint surveillance</li> <li>● Public health surveillance</li> </ul>	<i>Distribution System Contamination Response Procedure</i>
<i>Hurricane</i>	<ul style="list-style-type: none"> <li>● Weather Service alerts</li> </ul>	<i>Hurricane Incident Action Checklist</i>
<i>Flood</i>	<ul style="list-style-type: none"> <li>● Notification from Army Corp</li> </ul>	<i>Flood Incident Action Checklist</i>
<i>Power outage</i>	<ul style="list-style-type: none"> <li>● Notification from energy provider</li> <li>● Alarm from line power sensor</li> </ul>	<i>Generator Start-up Checklist</i>
<i>Earthquake</i>	<ul style="list-style-type: none"> <li>● Shake Alert (<a href="http://www.shakealert.org">www.shakealert.org</a>). An earthquake early warning system for the west coast of the United States</li> </ul>	
<i>Other</i>		
<i>Other</i>		