Messiah University Procurement of Potable Water/Potable Water Emergencies Policy and Procedure January 2024

Policy: It is the policy of Messiah University to provide potable water in the event of a water emergency.

Objectives: To define available resources assuring an adequate supply of potable water in the event normal water supply is disrupted or contaminated.

Equipment:

Attachment A: Boil Water Advisory Notice (To be copied on bright paper)

Attachment B: Sample Campus Mass E-mail (Revise and add info as needed)

Attachment C: Do Not Drink Posting for Water Fountains and other Outlets (To be copied on bright paper)

Attachment D: Bottled Water Distribution List

Attachment E: Water Fountain, Bottle Fill Stations, Ice machine, Coffee makers, etc. Locations

Definition: Coordinating Manager is a Crisis Team Member, any person who signs this policy, or any supervisor, manager, Director, or VP that is on-site to coordinate the implementation of this policy.

Procedure:

Responsibility

Dispatch

Action

Unless a County or Water Authority Official has notified the campus of the emergency issue, contact Veolia Water 24-hour number at 717-564-3662 to confirm the water related emergency.

If it is determined that the emergency is substantiated by the water company or the local authorities, the Vice President of Operations or the Director of Facility Services are to be notified.

Coordinating Manager

If instructed that boil water advisory is necessary and confirmed by Veolia Water, post a "Boil Water Advisory" notice (Attachment A) to the exterior door of each building. Assign 5 employees to post the signs. Attachment A should only be used if Veolia Water is xiniable.

Arrange for 8 employees with hand trucks (hand truck locations: ECC115, Boyer 011, Frey 056, CFA 038, Larsen 116, Miller 052, Mountain View 041) to be available to distribute the bottled water to areas listed on Attachment D.

Keep in mind that after hours procurement of water may only be available through Walmart and Giant Food Store. The Giant in Camp Hill maintains an inventory of at least 300 cases of bottled water. Walmart should have at least 40 cases available at all times. During regular business hours Feeser's can deliver water to campus if asked to do so.

- A. Dining Services has in stock at all times over 100 cases of bottled water.
- B. Approximately 20 cases of bottled water are in stock at all times in the basement (public side storage room) at Orchard Hill.
- C. Tank trucks from H&H Water Hauling can provide water for whatever length of time is necessary.
- D. 5 gallon jugs of bottled water or smaller are available from Dining purchasing this product from their current bulk water supplier.
- E. One gallon jugs Feeser's (Harrisburg) at 1-800-326-2828.
- F. One gallon jug or smaller, open 6am to 11 pm, Walmart 717-691-3150.
- G. Bottled water by the case, open 6am to 11 pm, Giant Food Camp Hill 717-724-1166.
- H. Bowmansdale is on a well separate from Veolia Water. If needed water can be used from Bowmansdale.
- I. Bottled water, John Gross 717-766-2508.
- J. If needed due to a prolonged water emergency, portable toilets can be arranged through Walters Company 1-800-690-5756.

Facility Service Management

After it is determined from the county or water authority that it is safe to drink the public water, a mass email notification is sent to inform the campus. This mass email notification needs to be reviewed by the Associate Vice President for Marketing and Communication.

Key Telephone Numbers

Veolia Water 24 hr emergency number 888-299-8972

Feeser's (Harrisburg) 1-800-326-2828

Veolia Water Administration Office 888-299-8972

Cumberland County Emergency Preparedness 717-240-6400

Cumberland County non-emergency 911 Center 717-243-4121

Upper Allen Fire Department 717-697-9595

Upper Allen Township Office 717-766-0756

Upper Allen Township Police 911

Walmart Mechanicsburg 717-691-3150, 6 am to 11 pm 7 days/wk

MicroBac Biological Services (Emergency Water Sampling) 717-763-0582

Coordinating Manager
When emergency is over, or advisories are lifted, send 8 employees to remove all of the signs that were posted. When the emergency is over, or advisories are lifted send out a campus wide e-mail, an update to the University Emergency Hotline and updated information on the university website. Contact the above mentioned staff to make the proper notifications.
Department of Safety
Complete a summary incident report and involve input from all staff that participated in the activities.
Facility Service Manager
A follow up meeting is to be scheduled to discuss the incident to determine what improvements should be made to this policy. Members from Dining Services, Facility Services, and Safety should be included in this meeting. Feedback should include what education may be necessary for employees.
Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards.

Attachment B

Any questions concerning this mass email should be directed to Dispatch at Ext. 6005.

TO ALL GRANTHAM STUDENTS AND TO ALL EMPLOYEES:

DAY AND DATE at approximately time a water leak was discovered. Veolia Water of Pennsylvania was called in and has repaired the leak that was in a water line affected. The campus was without water until time and date. The water company does not expect another interruption in water service. However, they have issued the attached advisory. Please read it carefully.

For all resident students, the facility staff is providing bottled water to residence halls. This water is to be used for brushing your teeth and taking medicine. Water is available in the following locations:

Naugle: Main Lounge Witmer: Main Lounge

South Complex: Lounge in Mt. View Basement, next to Commuter Lounge

North Complex: Main Lounge

Apartment buildings: Laundry Rooms

Satellite homes: Eisenhower Campus Center, Dispatch

Homestead

Phipps Welcome Center

If you have questions, please contact Dispatch Services at 6005.

Water Advisory ADD DATE HERE

Attachment D

Witmer:	20 Cases.	Main	Lobby
Witmer:	20 Cases.	Main	Lobby

Naugle: 20 Cases. Main Lobby

North Complex: 20 Cases. Main Lobby

South Complex: 20 Cases. Main Lobby

Fry: 6 Cases. Laundry Rooms

Mellinger: 6 Cases. Laundry Rooms

Kelly: 6 Cases. Laundry Rooms

Smith: 6 Cases. Laundry Rooms

Phipps Welcome Center: 3 Cases. Welcome Desk

Satellite Homes: 5 Cases made available at Dispatch

Hitchcock/ Brubaker: 10 Cases (Only if sporting events are planned)

Homestead: 2 Cases. In Kitchen Area

Extra Cases in Dispatch: 15

Based on events scheduled through Conference and Event Services for specific times and days, additional water may be necessary. Check schedule of planned events to make that determination.

Attachment E

Water Fountains, Bottle Fill Stations, Ice machines, Coffee makers, etc. Locations By Building

Boyer

B005 Water Fountain

B141 Bottle Fill Station

B274 Water Fountain

B272 Bottle Fill Station

B220 Water Fountain

B386 Water Fountain

B372 Bottle Fill Station

B320 Water Fountain

B437 Water Fountain

B420 Water Fountain

Chapel

004 Bottle Fill Station

115 Bottle Fill Station

Eisenhower Campus Center

004 Bottle Fill Station

006 Ice Machine

152 Soda Machine

152 Coffee Maker

152 Ice Machine

157 Ice Machine

157 Coffee Maker

166 Bottle Fill Station

201 Water Fountain

201 Coffee Maker

224 Bottle Fill Station

237 Coffee Maker

237 Cappuccino Maker

237 2 - Soda Machines

237 Iced Tea Machine

238B 2 - Water Fountains

238C 2 - Coffee makers

236C 2 - Conee makers

238C 2 - Hot Water Heaters for Tea

238C 2 - Ice Machines

Fine Arts

C014 Bottle Fill Station

C029 Water Fountain

C147 Bottle Fill Station

C154 Water Fountain

Frey Hall

F052 Bottle Fill Station

F142 Bottle Fill Station

F172 Water Fountain

F242 Water Fountain

F342 Water Fountain

Fry

A004 Bottle Fill Station

High Center

High 105 Water Fountain

High 124 Water Fountain

High 119 Water Fountain

High 025 Water Fountain

HIgh 044 Water Fountain

High 009 Water Fountain

Attachment E (continued)

Water Fountains, Bottle fill stations, Ice machines, Coffee makers, etc. Locations By Building

Jordan

J060 Water Fountain

J060 Water Fountain

J162 Water Fountain

J162 Water Fountain

J254 Water Fountain

J254 Water Fountain

J354 Water Fountain J354 Water Fountain

Kelly

C-002 (Laundry) Bottle Fill Station

Kline

K104 Water Fountain

K011 Water Fountain

K127 Bottle Fill Station

K211 Bottle Fill Station

K233 Bottle Fill Station

K323 Bottle Fill Station

K303 Bottle Fill Station

Sollenberger Sports Center

124 Bottle Fill Station

132 Bottle Fill Station

157 Water Fountain

170 Bottle Fill Station

204-E Bottle Fill Station

204-J Bottle Fill Station

206 Bottle Fill Station

Larsen

1 Coffee Maker

1 Espresso Machine

2 Soda Machines

2 Ice/Soda Machines

1 Ice Coffee

Kitchen 1 Ice Machine

103 Bottle Fill Station

232 Bottle Fill Station

Lenhert

1 Water/Ice and Coffee Machine in Beakroom

131B Bottle Fill Station

126B Water Fountain

110 Water Fountain

Library

006 Bottle Fill Station

018 Bottle Fill Station

117B Bottle Fill Station

2 Coffee Makers

Mellinger

B005 Bottle Fill Station

Naugle

A125 Bottle Fill Station