

*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

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*

*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.

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

Arrange for \_\_\_\_\_ with \_\_\_\_\_ (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.

- 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.

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.

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

When emergency is over, or advisories are lifted, send \_\_\_\_\_ 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.

Complete a summary incident report and involve input from all staff that participated in the activities.

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.



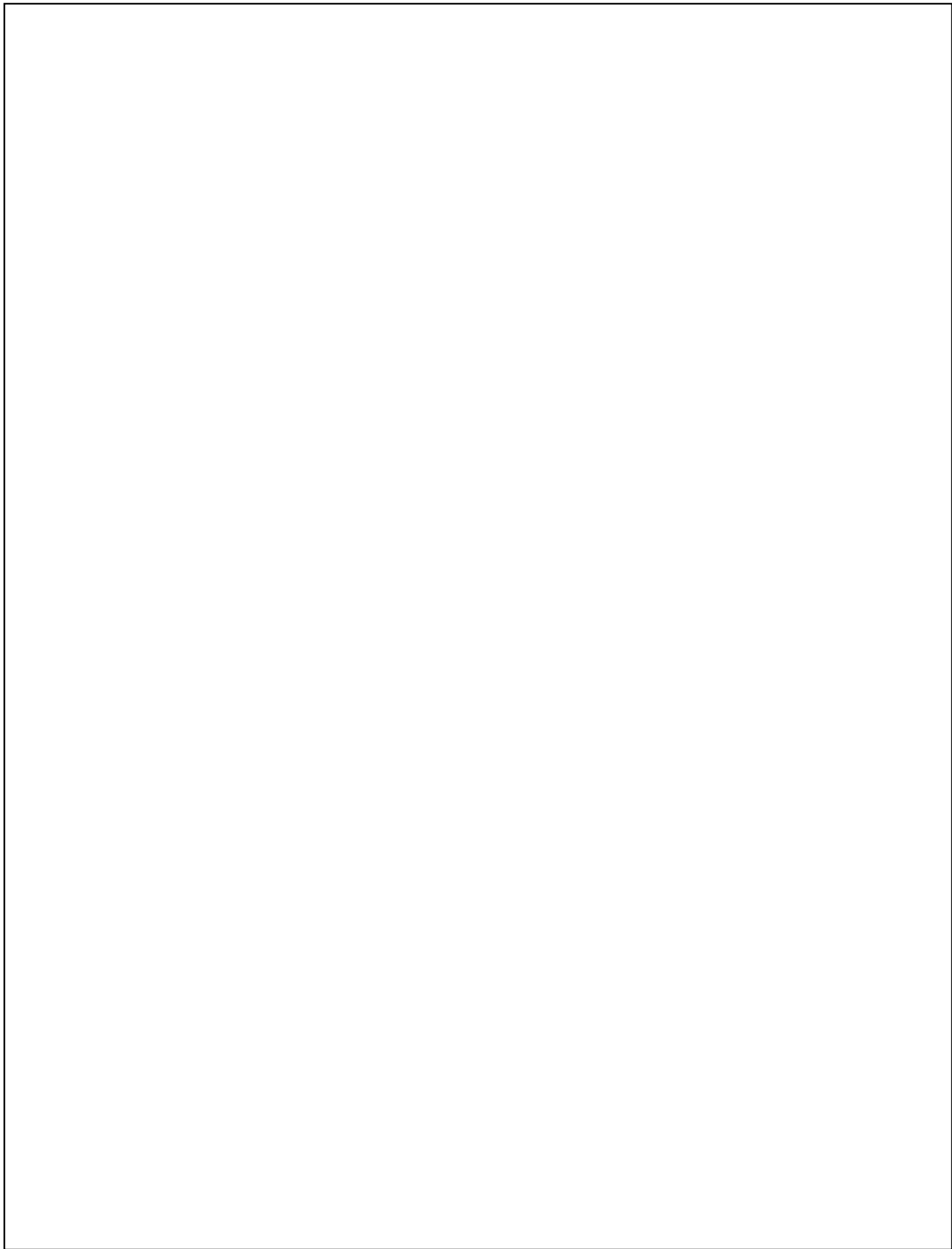
at approximately a water leak was discovered. Veolia Water of Pennsylvania was called in and has repaired the leak that was in a . The campus was without water until . The water company does not expect another interruption in water service. However, they have issued the attached advisory. Please read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

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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

004 Bottle Fill Station  
115 Bottle Fill Station

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  
238C 2 - Hot Water Heaters for Tea  
238C 2 - Ice Machines

C014 Bottle Fill Station  
C029 Water Fountain  
C147 Bottle Fill Station  
C154 Water Fountain

F052 Bottle Fill Station  
F142 Bottle Fill Station  
F172 Water Fountain  
F242 Water Fountain  
F342 Water Fountain

A004 Bottle Fill Station

High 105 Water Fountain  
High 124 Water Fountain  
High 119 Water Fountain  
High 025 Water Fountain  
High 044 Water Fountain  
High 009 Water Fountain



J060 Water Fountain  
J060 Water Fountain  
J162 Water Fountain  
J162 Water Fountain  
J254 Water Fountain  
J254 Water Fountain  
J354 Water Fountain  
J354 Water Fountain

C-002 (Laundry) Bottle Fill Station

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

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

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

1 Water/Ice and Coffee Machine in Beakroom  
131B Bottle Fill Station  
126B Water Fountain  
110 Water Fountain

006 Bottle Fill Station  
018 Bottle Fill Station  
117B Bottle Fill Station  
2 Coffee Makers

B005 Bottle Fill Station

A125 Bottle Fill Station



