



# Section 1. System Information

Keep this basic information easily accessible to authorized staff for emergency responders, repair people, and the news media.

## System information

<b>System Identification Number</b>	CO-0101075	
<b>System Name and Address</b>	Hi-Land Acres Water and Sanitation District	
<b>Directions to the System</b>	Hwy 7 West of Brighton, CO	
<b>Basic Description and Location of System Facilities</b>	2 Ground water treatment facility	
<b>Location/Town</b>	Brighton, CO	
<b>Population Served and Service Connections from Division of Drinking Water Records</b>	350 people	114 connections
<b>System Owner</b>	Water District	
<b>Name, Title, and Phone Number of Person Responsible for Maintaining and Implementing the Emergency Plan</b>	Shilo Williams Operations and Compliance Manager	(303) 307-3205 Phone (303) 912-3856 Cell



## Section 2. Chain of Command – Lines of Authority

The first response step in any emergency is to inform the person at the top of this list, who is responsible for managing the emergency and making key decisions.

### Chain of command – lines of authority

Name and Title	Responsibilities During an Emergency	Contact Numbers
Gabrielle Begeman, Operator in Responsible Charge	Respond to water emergencies	(303) 912-3769 (303) 307-3200
Gabrielle Begeman, Operator in Responsible Charge	Respond to water emergencies	(303) 307-3205 (303) 912-3856
Gary Welp, Professional Engineer	Respond to water emergencies in an engineering capacity	(303) 293-8107
Jim Roos, BOD President	Approval of emergency expenditures	(303) 637-7499



## Section 3. Events that Cause Emergencies

The events listed below may cause water system emergencies. They are arranged from highest to lowest probable risk.

### Events that cause emergencies

Type of Event	Comments	
Water main break	Isolate break area, call in C&L Water Solutions	
Equipment/power failure	United Power, Applied Ingenuity, Canyon Systems	
Source water issues	Sampling, change source	
Fire	Work w/ FD. Turn on boosters, monitor tank	
Drought	Water Restrictions	
Vandalism	Police 911	
Terrorism	Police 911, sampling,	
Tornado	Secure area, assess damage	
Avalanche	N/A	



## Section 4. Emergency Notification

**Notification call-up lists** - Use these lists to notify first responders of an emergency.

<b>Emergency Notification List</b>				
<b>Organization or Department</b>	<b>Name &amp; Position</b>	<b>Telephone</b>	<b>Night or Cell Phone</b>	<b>Email</b>
<b>Local Law Enforcement</b>	Adams County	911		
<b>Fire Department</b>	Adams County	911		
<b>Emergency Medical Services</b>	Adams County	911		
<b>Water Operator (if contractor)</b>	Gabrielle Begeman	(303) 912-3769	(303) 307-3200	gbegeman@swwc.com
<b>Primacy Agency Contact</b>	CDPHE	(303) 692-3500	(877) 518-5608	
<b>Hazmat Hotline</b>				
<b>Interconnected Water System</b>	NA			
<b>Neighboring Water System (not connected)</b>	Todd Creek Farms	(303) 637-0344		
<b>RCAP Contact</b>				
<b>Rural Water Contact</b>				

<b>Priority Customers</b>				
<b>Organization or Department</b>	<b>Name &amp; Position</b>	<b>Telephone</b>	<b>Night or Cell Phone</b>	<b>Email</b>
<b>Hospitals or Clinic(s)</b>				
<b>Public or Private Schools</b>				
<b>Wastewater Treatment Plant</b>				
<b>Adult Care Facility</b>				

<b>State, Federal or Tribal Notification List</b>				
<b>Organization or Department</b>	<b>Name &amp; Position</b>	<b>Telephone</b>	<b>Night or Cell Phone</b>	<b>Email</b>
<b>State or Tribal Police</b>				
<b>Regulatory Agency State/Federal/Tribal</b>	CDPHE	(303) 692-3500	(877) 518-5608	
<b>Authorized Testing Laboratory</b>	Colorado Analytical	(303) 659-2313		

<b>Service / Repair Notifications</b>				
<b>Organization or Department</b>	<b>Name &amp; Position</b>	<b>Telephone</b>	<b>Night or Cell Phone</b>	<b>Email</b>
<b>Electric Utility Co.</b>	United Power	303-637-1300		
<b>Electrician</b>	Begeman Electric	(303) 548-3510		
<b>Gas/Propane Supplier</b>				
<b>Water Testing Lab.</b>	Colorado Analytical	(303) 659-2313		
<b>Sewer Utility Co.</b>				
<b>Telephone Co.</b>	Qwest			
<b>Plumber</b>	Charles Brugger	303-818-5434		
<b>Pump Supplier</b>	Quadna Pumps	1-800-462-7867		
<b>“Call Before You Dig”</b>	UNCC	811		
<b>Rental Equipment Supplier</b>	United Rental	800-ur-rents		
<b>Chlorine Supplier</b>	Harcros DPC Industries	(303) 273-9310 (303) 289-3142		
<b>Well Drilling Co.</b>	Boulder Water Well	303-422-1911		
<b>Pipe Supplier</b>	Dana Kemper	303-623-6161		

## Media Notification List

Organization or Department	Name & Position	Telephone	Night or Cell Phone	Email
Newspaper - Local				
Newspaper – Regional/State/Tribal				
Radio				
Radio				
TV Station				

### Notification procedures

#### Notify water system customers of potential water shortage

<b>Who is Responsible:</b>	Gabrielle Begeman with ORC
<b>Procedures:</b>	Type up notice and give to District Manager for website posting and coordinate with BOD to distribute to the residents of Hi-Land Acres Water and Sanitation District

#### Alert local law enforcement, state, federal, or tribal drinking water officials, and local health agencies

<b>Who is Responsible:</b>	Gabrielle Begeman with ORC
<b>Procedures:</b>	Call CDPHE incident reporting line and or the District Engineer or Rule Manager

#### Contact service and repair contractors

<b>Who is Responsible:</b>	Gabrielle Begeman with ORC
<b>Procedures:</b>	Will contact whichever service and repair contractors the District uses depending on the situation at hand.

**Contact neighboring water systems, if necessary**

<b>Who is Responsible:</b>	Jim Roos, BOD Chairman
<b>Procedures:</b>	

**Procedures for issuing a health advisory**

<b>Who is Responsible:</b>	Gabrielle Begeman with ORC
<b>Procedures:</b>	Will notify CDPHE of the issue. Write the health advisory up and give to the Management company for website posting. Will then coordinate with BOD to distribute notices to residents of Hi-Land Acres Water and Sanitation District



## Section 5. Effective Communication

Communication with customers, the news media, and the general public is a critical part of emergency response.

### Designated public spokesperson

Designate a spokesperson (and alternate) and contact your local primacy agency for delivering messages to the news media and the public.

### Designate a spokesperson and alternates

Spokesperson	Alternate
Jim Roos, BOD Chairman	Gabrielle Begeman with ORC

### Health advisories

During events when water quality and human health are in question, it may be necessary to issue a health advisory that gives advice or recommendations to water system customers on how to protect their health when drinking water is considered unsafe. These advisories are issued when the health risks to the consumers are sufficient, in the estimation of the water system, state or tribal, or local health officials, to warrant such advice.

Health advisories usually take the form of a drinking water warning or boil water advisory. Communication during these times is critical. Health advisories should always be well thought out and provide very clear messages.

The U.S. Environmental Protection Agency has put together a number of tools, including fact sheets, brochures, forms, and templates to help prepare for a health advisory. These are on the web at: <http://www.epa.gov/safewater/pn.html>





## Section 6. Response Actions for Specific Events

In any event, there are a series of general steps to take:

1. Analyze the type and severity of the emergency;
2. Take immediate actions to save lives;
3. Take action to reduce injuries and system damage;
4. Make repairs based on priority demand, and
5. Return the system to normal operation.

The following tables identify the assessment, set forth immediate response actions, define what notifications need to be made, and describe important follow-up actions.

### A. Power outage

<b>Assessment</b>	Assess the situation.
<b>Immediate Actions</b>	Call power company
<b>Notifications</b>	Notify residents of the situation and put out water use restrictions
<b>Follow-up Actions</b>	Run plant until tank is full

### B. Distribution line break

<b>Assessment</b>	Pin-point the location of the break
<b>Immediate Actions</b>	Close necessary valves. Call contractor to fix break; Call CDPHE
<b>Notifications</b>	Notify residents as to why they are out of water
<b>Follow-up Actions</b>	Take bacteriological samples to ensure water is safe for consumption

### C. Chlorine treatment equipment failure

<b>Assessment</b>	Assess the situation
<b>Immediate Actions</b>	Determine the cause and come up with a solution. Notify CDPHE
<b>Notifications</b>	Notify residents
<b>Follow-up Actions</b>	Take chlorine and bacteriological samples in the distribution system to ensure water is safe to drink.

### D. Treatment equipment

<b>Assessment</b>	Assess the situation
<b>Immediate Actions</b>	Determine cause and formulate remediation plan
<b>Notifications</b>	Notify CRS and BOD Chairman
<b>Follow-up Actions</b>	Purchase repair parts or schedule service as necessary

### E. Source pump failure

<b>Assessment</b>	Assess the situation
<b>Immediate Actions</b>	Determine cause and formulate remediation plan
<b>Notifications</b>	Notify CRS and BOD Chairman
<b>Follow-up Actions</b>	Purchase repair parts or schedule service as necessary

**F. Microbial (coliform, *E. coli*) contamination**

<b>Assessment</b>	Receive notice of a positive coliform sample
<b>Immediate Actions</b>	Check chlorine levels and ensure chlorine equipment is working properly and take 4 repeat check samples within 24 hours of notice, take source water samples.
<b>Notifications</b>	Notify residents via public notice
<b>Follow-up Actions</b>	Take 5 samples the following month.

**G. Chemical contamination**

<b>Assessment</b>	Determine what chemical caused the contamination
<b>Immediate Actions</b>	Shut off water
<b>Notifications</b>	Notify CDPHE and residents
<b>Follow-up Actions</b>	Put plan into place to not allow that to happen

**H. Vandalism or terrorist attack**

<b>Assessment</b>	Assess the situation
<b>Immediate Actions</b>	Gather all parties together to decide on game plan
<b>Notifications</b>	Notify CDPHE, Sheriff's office and residents
<b>Follow-up Actions</b>	

### I. Reduction or loss of water in the well

<b>Assessment</b>	Assess the situation
<b>Immediate Actions</b>	Post the Red flag to enable no outdoor watering
<b>Notifications</b>	Notify residents of the situation
<b>Follow-up Actions</b>	Monitor the wells, haul water in if necessary

### J. Drought

<b>Assessment</b>	Determine how much water is available
<b>Immediate Actions</b>	Put water restrictions in place
<b>Notifications</b>	Notify residents
<b>Follow-up Actions</b>	Charge over-users fee

### K. Flood

<b>Assessment</b>	Assess the situation
<b>Immediate Actions</b>	Shut plants down, gather all parties together for emergency planning meeting
<b>Notifications</b>	Notify CDPHE and residents
<b>Follow-up Actions</b>	Complete the plan of action that was decided in the planning meeting

**L. Earthquake**

<b>Assessment</b>	Assess the situation to determine what damage was done
<b>Immediate Actions</b>	Gather all parties together for planning meeting
<b>Notifications</b>	Notify CDPHE and residents
<b>Follow-up Actions</b>	

**M. Hazardous materials spill in vicinity of sources or system lines**

<b>Assessment</b>	Assess the situation
<b>Immediate Actions</b>	Test water for primary contaminants
<b>Notifications</b>	Notify CDPHE, Fire and residents
<b>Follow-up Actions</b>	Ensure all precautions were taken during clean-up

**N. Electronic equipment failure**

<b>Assessment</b>	Assess the situation
<b>Immediate Actions</b>	Get contractor to fix problem
<b>Notifications</b>	
<b>Follow-up Actions</b>	Monitor the equipment

**O. Other**

<b>Assessment</b>	
<b>Immediate Actions</b>	
<b>Notifications</b>	
<b>Follow-up Actions</b>	



## Section 7. Alternative Water Sources

### Intertie to adjacent water supply system

Water Systems within One-Quarter Mile of our System	Feasibility of Connecting
Todd Creek Farms	May be possible to connect temporarily

### Alternate source(s) of water

Alternative Sources	Names	Phone	Availability	Is the Water Safe for Drinking?
<b>Bottled water Suppliers for potable water use</b>	Deep rock	800-695-2020	Buisness hours	y
<b>Tanker trucks in the area available to deliver bulk water for non potable use</b>	McDonald Farms	(303) 772-4577	24/7	y



## Section 8. Returning to Normal Operation

### Returning to normal operations

Action	Description and Actions
	When returning to normal operations, the District will work with CDPHE and follow all regulatory guidelines, including but not limited to, taking all required samples, following plant start-up procedures and proper notifications.





## Section 9. Plan Approval

### Plan approval

This plan is officially in effect when reviewed, approved, and signed by the following people:

Name/Title	Signature	Date
Gabrielle Begeman		



## Section 10. Certificate of Completion

I certify to the United States Department of Agriculture, Rural Development (USDA/RD) that this community water system has completed an Emergency Response Plan (ERP) that incorporates the results of the Security Vulnerability Assessment (SVA) completed for the system.

I certify that this document was prepared under my direction or supervision. I am aware that there are significant penalties for submitting false information (Safe Drinking Water Act (42U.S.C. 300f et seq.).

**Mail the completed certificate only (do not send your SVA or ERP) to the appropriate USDA Rural Development office.**

**Public Water System ID Number:** CO 101075

**System Name:** Hi-Land Acres Water and Sanitation District

**Address:** 9902 E 157<sup>th</sup> Ave, Brighton, CO 80601

**Print Name of Person Authorized to Sign this Certification on behalf of the System:**

Gabrielle Begeman                      **Title:** ORC

**Signature:** \_\_\_\_\_

**Phone:** 303-912-3769      **Fax:** 303-307-3200      **Email:** gbegeman@swwc.com

**Received Technical Assistance from the following:**

- Rural Community Assistance Partnership  
(CRG, Great Lakes RCAP/WSOS, MAP, RCAC, RCAP Solutions, Southeast RCAP)
- Rural Water Association

**Completing the following:**

- Security Vulnerability Assessment
- Emergency Response Plan

## **Disclaimer**

This document contains information on how to plan for protection of the assets of your water system. The work necessarily addresses problems in a general nature. You should review local, state, tribal (if applicable), and federal laws and regulations to see how they apply to your specific situation.

Knowledgeable professionals prepared this document using current information. The authors make no representation, expressed or implied, that this information is suitable for any specific situation. The authors have no obligation to update this work or to make notification of any changes in statutes, regulations, information, or programs described in this document.

Publication of this document does not replace the duty of water systems to warn and properly train their employees and others concerning health and safety risks and necessary precautions at their water systems.

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