WATER SUPPLY EMERGENCY RESPONSE PLAN

CITY OF ROME, NEW YORK

Prepared for

CITY OF ROME, NEW YORK

Prepared by:
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and
The City of Rome, New York
Water Filtration

Reviewed and Updated by:
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Water Filtration
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CITY OF ROME WATER SYSTEM
EMERGENCY RESPONSE TELEPHONE NUMBERS

NAME OF AUTHORITY	RESPONDS TO	TELEPHONE NUMBER
Primary Emergency Operations Coordinator		
Water Plant Chief Operator	All supply and treatment emergencies	Office (315) 339-7777 Ext 2 Cell (315) 709-7428 Home (315) 271-6455
Superintendent of Water and Sewer	All distribution emergencies	Office (315) 339-7773 Cell (315) 838-0441
Alternate Emergency Operations Coordinators		
Assistant Water Plant Chief Operator	All supply and treatment emergencies	Office (315) 339-7777 Ext 3 Cell (315) 709-7080
Assistant Superintendent of Water and Sewer	All distribution emergencies	Office (315) 838-1766 Cell (315) 240-1161
Maintenance Foreman	All raw water supply emergencies	Work Cell (315) 371-7123 Cell (315) 790-0916
Commissioner of Public Works	All emergencies	Cell (315) 525-8038 Office (315) 339-7627
Mayor of Rome (Jeffrey Lanigan)	All emergencies as appropriate	(315) 271-7864
Chief of Staff (Kim Rogers)	All emergencies as appropriate	(315) 838-1720
Central Oneida County Volunteer Ambulance	Medical emergencies	(315) 853-2118
Eggan Environmental Services	Consultation on chemical spills	(315) 339-1847
Jurisdictional Fire Department		
Rome Fire Department	All emergencies	(315) 339-7784
Lee Fire Department	All emergencies	(315) 339-5050
Town of Lee Fire Chief	All emergencies	(315) 725-2462
NYSDEC Spill Response	All spills over 15 gallons	(800) 457-7362
New York State Police	Traffic control	(315) 366-6000
Verizon	Telephone line failure	(800) 962-7962
Oneida County Department of Health	Consultation/Environmental Health	(315) 798-5064
Oneida County Office of Emergency Management	All Emergencies	(315) 765-2527
Rome Police Department	Traffic Control / Terrorism	(315) 339-7780
City Engineer	All emergencies as appropriate	Office (315) 838-1722 Work Cell (315) 335-2653
Project Manager	All emergencies as appropriate	Office (315) 339-7635

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NAME OF AUTHORITY	RESPONDS TO	TELEPHONE NUMBER
Rome Memorial Hospital	All medical emergencies	(315) 338-7000
Town of Floyd Water System	Loss Penny Street Road Pump Station	(315) 865-4256 ext. 22
Town of Lee Water System	All emergencies pertaining to the Town of Lee Water System	(315) 571-4471
Federal Bureau of Investigation	Deliberate acts of vandalism or terrorism	(315) 732-2157
Oneida County Sheriff	All emergencies	(315) 736-0141
New York State Department of Health Bureau of Water Supply Protection	Consultation on contamination or treatment issues	(518) 402-7650
American Red Cross	All emergencies as appropriate	1-800-733-2767

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List of Acronyms

OCEMO	Oneida County Emergency Management Office
DHS	Department of Homeland Security
EIO	Emergency Information Officer
EOC	Emergency Operations Coordinator
ERP	Emergency Response Plan
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
IC	Incident Commander
MCLs	Maximum contaminant levels
MG	Million gallons
mgd	Million gallons per day
mg/L	Milligrams per liter
MVWA	Mohawk Valley Water Authority
MWCO	Molecular weight cut-off
NYSDEC	New York State Department of Environmental Conservation
NYSDOH	New York State Department of Health
OCHD	Oneida County Health Department
PPE	Personal protective equipment
SPR	Spill Prevention Report
VA	Vulnerability Assessment

1. Introduction

1.1 Purpose of Plan

This Water System Emergency Response Plan (ERP) provides the action plans that will be followed in emergencies in accordance with the 2002 Public Health Security, Bioterrorism Preparedness and Response Act and the New York State Sanitary Code. It is also intended to be integrated with other plans developed by the City of Rome, such as the Spill Response Plan and the Emergency Action Plan for Boyd Dam, and incorporates those procedures into this Rome Water System Emergency Response Plan. It draws upon information in those plans and is organized according to the Integrated Emergency Management System, which is based on the Incident Command System (ICS). Appendix A provides a brief description of the ICS.

The purpose of this ERP is to help the City of Rome minimize disruption of normal services to water system consumers and provide public health protection and safety during an emergency caused by both natural and deliberate actions. The objectives of the ERP are to provide for: (1) continued public health protection; (2) public and official notification; (3) sufficient potable water during emergency operating conditions; and (4) rapid and efficient return to normal operating conditions.

This ERP dated January 2025 is an update to the January 2020 *"Water Supply Emergency Response Plan for the City of Rome, NY,"* prepared by the City of Rome.

1.2 Need For Plan

This document presents an emergency plan for community water supply for the City of Rome, NY pursuant to Part 5.1.33 of the New York State Sanitary Code, Section 1125 of the Public Health Law enacted by New York State, and the 2002 Bioterrorism Preparedness and Response Act. Under this regulation and revised Code, community water systems with annual gross operating revenue of $125,000 or more must prepare a Vulnerability Assessment (VA) and an ERP during all phases of a water supply emergency.

The ERP also includes a VA and emergency response procedures for the City's UV Disinfection Facility, which was placed into service in 2017.

1.3 Administrative Authority

1.3.1 Declaration of Emergency

New York State Executive Law Article 2B gives the chief executives of the local government the authority and responsibility to utilize local resources in the event of an emergency. In the City of Rome, for all aspects involving water supply, treatment, or distribution, the executive authority would rest with the Commissioner of Public Works. The Commissioner of Public Works may also designate this duty to another authority.

During a water emergency, the Commissioner of Public Works has the authority to restrict the use of water for non-essential purposes and to pass resolutions for additional water use restrictions, if necessary. The Commissioner of Public Works (or designee):

1. Makes local water emergency declarations.
2. Sets emergency response policies.

3. Approves expenditures.

4. Has the authority to issue a "boil water" notice.

Following an emergency, the Commissioner of Public Works is responsible for rescinding the emergency declaration.

1.3.2 Expenditures and Requests for Assistance

Expenditures for food, equipment, or personnel during response to a water supply emergency must be authorized by the Commissioner of Public Works or designee. Requests for assistance from county, state, or federal authorities must be made by the Commissioner of Public Works. If financial assistance is needed from state or federal resources, the Commissioner of Public Works may apply directly or through the Oneida County Executive for a gubernatorial or federal declaration of emergency. To obtain County assistance, the Commissioner of Public Works must declare an emergency and the County Department of Health must agree that an emergency exists. The County Department of Health will then contact the County Emergency Management Office (CEMO) for specific supplies and equipment requested by the Commissioner of Public Works. If state or federal assistance becomes necessary, CEMO will first contact the State Department of Health for approval and agreement that an emergency exists. CEMO will also contact any additional state or federal agencies whose assistance may be needed.

1.3.3 Prevention of Contamination

The Commissioner of Public Works, or anyone responsible for the maintenance and supervision of the water supply, is responsible for inspecting the reservoir, watercourses, and watershed to ascertain whether the public water supply is protected from contamination. The inspections should be made on a regular basis. Notices of violations should be issued to the violators and reported to the Oneida County Department of Health.

1.3.4 Administrative Chain of Command

The Commissioner of Public Works has jurisdiction over the Department of Public Works, which in turn incorporates the Department of Water Supply and the Department of Water and Sewer.

The Department of Water Supply is responsible for the Rome Water Filtration Plant and the UV Disinfection Facility and is headed by the Chief Operator and staffed by municipal employees. This Department works to maintain the water supply facilities, carries out lab tests of water quality parameters, and maintains operation records. Emergences involving the treatment and supply facilities are handled by this Department.

The Department of Water and Sewer is headed by the Superintendent of Water and Sewer and is staffed by municipal employees. This Department is responsible for operations and maintenance records, service connections, and the distribution system. Emergences involving the distribution system are handled by this Department.

Emergency declarations and notifications of public, state, and local officials in accordance with 10 NYCRR 5-1.23 and 10 NYCRR 5-1.77-78 are the responsibility of the Commissioner of Public Works.

Refer to Figure 1-1 for an organization chart of the Department of Public Works.

1.4 Locations of Plan

Copies of this Plan are available at the following locations:

1. Rome Water Filtration Plant.
2. City of Rome Department of Public Works.
3. City of Rome Department of Water and Sewer.
4. Oneida County Department of Health (OCHD).
5. New York State Department of Health (NYSDOH).
6. City of Rome Fire Department
7. Public Copy- Rome City Hall

1.5 Definitions

A **water supply emergency** is any condition which threatens or actually impedes the ability of the water system to provide a sufficient quantity and/or quality of water to the community. A water supply emergency may occur independently or may be the result of a disaster.

A **disaster** is any occurrence or imminent threat of widespread or severe damage or loss of life or property.

1.6 Emergency Operations Coordinator

An Emergency Operations Coordinator (EOC) will be available at all times. The EOC will be the Superintendent of Water and Sewer (**Tony Nash**) if the emergency is limited to the distribution system, or the Water Filtration Plant Chief Operator (**Justin Pacicca**) if the emergency is limited to the supply and filtration components of the system. Each primary EOC will designate one or two alternates. The EOC and any alternates are responsible for coordinating all emergency response measures for the City's water supply system.

The following is a list of individuals qualified to act as the EOCs and alternates. This list will be kept current and all other concerned organizations will be notified of any change in this information.

1.6.1 Water Distribution System

Primary Emergency Operations Coordinator

Title:	Superintendent of Water and Sewer
Cell Phone:	(315) 838-0441
Office Phone:	(315) 339-7773
After Hours:	Contact Police Department

Alternate Emergency Operations Coordinator

Title:	Assistant Superintendent of Water and Sewer
Office Phone:	(315) 838-1766
Cell Phone:	(315) 240-1161
After Hours:	Contact Police Department

1.6.2 Water Supply and Treatment System

Primary Emergency Operations Coordinator

Title:	Water Treatment Plant Chief Operator
Cell Phone:	(315) 709-7428
Home Phone:	(315) 271-6455
After Hours:	Use cell number or contact Police Department

Alternate Emergency Operations Coordinator

Title:	Maintenance Forman
Cell Phone:	(315) 371-7123
After Hours:	Contact Police Department

1.7 Incident Command System (ICS)

A single ICS will be used for water supply emergencies not associated with or serious enough to be classified as a disaster (i.e., broken water mains or power outages caused by an electrical storm). A unified ICS will be implemented to incorporate the roles of all responding agencies and private contractors for disasters.

1. If the water supply system emergency is below the disaster classification and is limited to the water supply and distribution systems, the Incident Commander (IC) will be the head of either the Water Supply and Treatment System or the Water Distribution System.
2. If the water supply emergency arises from a comprehensive disaster (e.g., hurricane, earthquake) that encompasses other types of emergencies, the Water Distribution EOC will report to an overall IC designated by the Commissioner of Public Works, such as the Chief of Police. He or she would also be part of the Integrated Emergency Management System, or unified ICS, for the incident.
3. If the emergency is a disaster limited to the water supply system, the EOC will serve as the IC.

The ICS includes the following functions as necessary:

1. Incident Commander
2. Safety Officer
3. Information Officer
4. Liaison Officer
5. Operations Chief
6. Planning Chief
7. Logistics Chief
8. Finance Chief

The function of the Water Distribution System or the Water Supply and Treatment System EOC will vary according to the specific water supply emergency. The complexity, severity, and duration of an incident will determine which of the functions listed above will be assigned to individuals and which

will be retained by the IC. The positions will be staffed by the IC based on available personnel and the level of activity required by a particular function during the incident. The IC is responsible for carrying out any functions not delegated.

The first person to arrive at the scene of an emergency serves as the IC until that role is delegated to someone else, such as the EOC. Upon arriving at the site, the jurisdictional emergency service becomes responsible for controlling the incident and will assign an IC. The EOC will then coordinate with the new IC as appropriate.

1.8 Assessing Incident Priorities

The EOC will immediately identify the type of emergency, its extent, the actions to be implemented, and the resources needed. In the case of a chemical spill, the character, exact source, amount, and extent of released materials must be determined. Based on the emergency, the EOC will:

1. Activate applicable internal alarms and communications systems.
2. Notify appropriate state or local jurisdictional emergency response teams.
3. Provide emergency first aid for any injured personnel.
4. Notify the appropriate regulatory agencies.
5. Initiate actions to end the emergency.

In carrying out these actions, the priorities of the EOC are, in order of importance:

1. Life safety.
2. Incident stabilization.
3. Restore water supply to critical users.
4. Restore situation to normal.
5. Property conservation.

1.8.1 Life Safety

The safety of staff, emergency workers, and citizens takes precedence over any structure, vehicle, or other form of property. The EOC must decide if an immediate evacuation of personnel is necessary and direct the evacuation. The EOC will also coordinate with the designated IC to notify the Commissioner of Public Works and Chief of Police if evacuation of local areas is advisable.

1.8.2 Incident Stabilization

The jurisdictional emergency service will assign an IC upon arriving at the site. The IC must determine a strategy for minimizing the geographical extent, severity, and duration of the incident. Any outside assistance for equipment needed to control the situation should be identified. State, local, county, and federal agencies should be notified. The EOC will assist as necessary, for example, by stopping processes and operations, collecting and containing released waste, and removing or isolating containers.

If the facility suspends operations, the EOC will monitor for leaks, pressure buildups, vapor or gas generation, and ruptures. This person will notify all appropriate local and state officials of the water

supply situation (e.g., amount of water in storage, current water demand, estimate of duration of current supply, quality, etc.) so that decisions can be made regarding public notification, restrictions on water use, and/or procurement of alternative supplies.

1.8.3 Restore Water Supply to Priority Users

Critical needs must be met first. Where possible, the EOC should try to temporarily suspend or curtail non-essential uses to alleviate stress on capacity. In some cases, interim measures such as boiling water or sending residents to a water hydrant in another neighborhood can be implemented.

Appendix B lists users who must be contacted if water services are contaminated or interrupted for critical periods of time. The following provides guidance for determining priority services.

1. Any Water Service Interruptions - Firefighting demand is continuous; therefore, the jurisdictional fire department should be notified immediately after a service interruption occurs.
2. Short-Term Service Interruptions (less than four hours), assuming some treatment capacity exists - Medical facilities and any consumers on life support systems should be notified (Appendix B).
3. Service Interruptions Greater Than 4 Hours But Less Than 12 Hours, assuming some treatment capacity exists - Schools and nursing homes.
4. Service Interruptions That Exceed 12 Hours - All affected consumers should be actively notified and water use should be limited for health and safety purposes only. Appendix C provides water restrictions that can be implemented in such an emergency situation.

1.8.4 Restore Situation to Normal

Procedures for making repairs and restoring the system to normal operations should be implemented as soon as the emergency has been stabilized. Immediately after an emergency, the EOC will:

1. Oversee cleanup and repair efforts and ensure that recovered waste or contaminated material is properly treated, stored, or disposed of.
2. Make sure emergency equipment is cleaned and ready for future use.
3. Notify local and state regulatory agencies that the above items have been completed.
4. In the daily operating log, record the time, date, and details of the incident which required implementing the Emergency Plan. See Section 6 of this ERP.
5. Notify the Commissioner of Public Works that normal operations have been restored.
6. Within 15 days after the emergency, file a written report with Oneida County Emergency Management. See Section 6 of this plan.

1.8.5 Property Conservation

Responses to the emergency may necessitate damage to streets or other property to reach broken mains. Although the EOC should take all reasonable precautions to minimize such damage, restoring the water supply system to normal takes precedence over property conservation.

1.9 Homeland Security Advisory System

The Department of Homeland Security (DHS) has established a five-tiered advisory system to provide notification regarding the nature and degree of terrorist threats. The threat levels are color coded; Green represents the lowest threat, ascending through Blue, Yellow, and Orange, with the highest threat level represented by the color Red. The U.S. Environmental Protection Agency has prepared a document (Appendix D) offering suggested measures or precautions that could be implemented for each of the threat levels.

1.10 Threat Management

Water system personnel should be prepared to deal with both written or oral threats. Such threats should be immediately reported to local law enforcement and water system management personnel and responded to accordingly. Threat Identification Checklists for recording threats are included in Appendix E.

1.11 Emergency Response Plan Drills

To be prepared for actual emergencies, the City should implement a policy of holding ERP drills. Drills should cover procedures such as notification and emergency response and setting up an ICS command post. Drills should be performed, at a minimum, once per year, and each time the DHS advisory is raised to elevated (Yellow). Refer to Section 7 for more details.

2. Description of Water System

2.1 Water Supply Reservoirs and Dams

2.1.1 Boyd Dam

Constructed in 1959, Boyd Dam is located in the Town of Lewis in Lewis County and impounds approximately 1.5 billion gallons of water in the Tagasoke Reservoir. The Boyd Dam was constructed by the City of Rome to regulate water flow into the Fish Creek and expand the capacity of their water supply system. The structure has a height of 87.5 feet and a spillway length of 150 feet. The facility has minimal equipment, including a valve house containing flow regulating valves. The dam is accessed from a driveway off Swancott Mill Road.

2.1.2 Kessinger Dam

Constructed in 1910, the Kessinger Diversion Dam is located on Fish Creek north of the City of Rome in the Town of Lee. The dam is relatively small compared to Boyd Dam, having only a 75-foot spillway. This facility was constructed to impound water in an upstream pool for withdrawal of raw water for treatment.

2.2 Transmission Facilities

Constructed in 1909, the raw water tunnel channeled raw water from the Kessinger Dam by gravity to the water treatment plant. This shotcrete-lined tunnel runs for about 1 mile and connects into a junction chamber. From this chamber, the water is then sent by gravity to the water treatment facilities through a 48-inch pipe, constructed in 1964. See table 2-5 for information on the 48 inch transmission main.

2.3 Treatment Facilities

The treatment facilities for the City of Rome system include both a water filtration plant and a UV disinfection facility.

2.3.1 Rome Water Filtration Plant

Located at 6105 Stokes-Lee Center Road in Lee, NY, this facility provides potable water for a service population of about 37,000 in the City of Rome, as well as the Town of Lee Water District, Floyd Water District, Mohawk Correctional Facility, and Griffiss Technology Park. The filtration plant was constructed in 1987 and originally consisted of eight U.S. Filter Trident TR-840A packed filtration units. In 1991, a ninth filtration unit was added, and in 1998, conventional flocculation and sedimentation tanks were added to improve finished water quality.

Raw water enters the treatment process where aluminum sulfate and a cationic polymer are added in two rapid mix tanks. After this process, the water passes into four parallel, three-stage flocculation tanks. Following flocculation, the water enters two sedimentations tanks. It then passes through the nine filtration units; sodium hydroxide is added to control pH and the water is sent to the two reservoirs. Prior to being discharged to consumers, treated water is injected with chlorine gas for disinfection and to maintain chlorine residual and zinc orthophosphate is added for corrosion control.

Beginning in 2017, finished water will be additionally treated with a UV disinfection facility prior to discharge and before chlorine treatment.

See Table 2-1 for information on chlorine gas equipment and Table 2-2 for corrosion control equipment. Appendix F contains maps of the filtration plant and the Chlorine Gas Building.

2.3.2 UV Disinfection Facility

Constructed in 2016/2017, this facility will provide additional disinfection and help to satisfy new regulations regarding uncovered finished water storage. The facility will also serve as a new storage and injection location for various chemicals including an emergency chlorine and corrosion inhibitor.

See Table 2-1 for information on chlorine gas equipment and Table 2-2 for corrosion control equipment. Appendix F contains maps of the UV disinfection facility.

2.4 Storage and Distribution System

2.4.1 Water Filtration Plant Storage Reservoirs

Filtered water is stored in two reservoirs on site. The first was constructed in 1909 and has a maximum volume of 15 million gallons (MG). In 1937, an additional reservoir was constructed that can contain a maximum volume of 50 MG. Filtered water flows from the 15 MG reservoir under Stokes-Lee Center Road into the 50 MG reservoir. From the 50 MG reservoir, water flows to the UV Disinfection Facility and then to the distribution system.

Table 2-3 contains information regarding the two storage reservoirs.

2.4.2 South Rome Storage Tank

Located at 7425 Coleman Mills Road in the City of Rome, this storage tank has a capacity of 450,000 gallons. The tank has an overflow elevation of 710 feet when full and is filled by a booster pump station located at 6216 Lamphear Road. Refer to Table 2-3 for information regarding the South Rome storage tank.

2.4.3 Northwest Rome Storage Tank

Located on the dead end of Sunset Dr. just off Lorena Rd., this storage tank has a 531,000-gallon capacity and pressurizes North/Northwest Rome. The North West water district provides water to 550 buildings and the Town of Verona transmission main. The tank is filled by a pump station located at 8509 Turin Rd. and has an overflow outlet 715 ft. Refer to table 2-3.

2.4.4 Booster Pump Stations

There are 15 pump stations located throughout the City of Rome water distribution system. Of these stations, six have either secondary power or the ability to be connected to a generator. Two of the 15 pumps are diesel pumps used for fire prevention at Griffiss Technology Park. Refer to Table 2-4 for information regarding the booster pumps.

2.4.5 Water Distribution System

The City is supplied by a pair of 30-inch finished water transmission mains which then connect to the water distribution system in the City, consisting of about 148 miles of piping ranging from 4- to 24-inch diameter. Refer to Table 2-5 for information regarding the transmission lines.

2.5 Emergency Interconnections and Water Supplies

There are no interconnections with any other water sources, although interconnections with the Mohawk Valley Water Authority (MVWA) are possible at Stittville on River Road. The MVWA runs its system at a hydraulic grade line 50 feet higher than the Rome system, allowing for interconnect however, these mains are only 8" and 12", limiting the possible flow. In addition to the physical difficulties, the MVWA fluoridates their water supply, making interconnections undesirable.