

**APPENDIX O**  
**MAINTENANCE FORMS**









## Water System Emergency Plan Checklist

Pierce County seeks to assure a safe and adequate water supply to its citizens. Each water purveyor, which is required to submit a Water System Plan (WSP){WAC 246-290-100}, is required to address emergency management within its WSP. The checklist below serves to provide such necessary information in a concise and understandable document.

### I: System Data and Information

Water System Name: MILTON ID # 54905

System Owner: CITY OF MILTON

System Operator: GLEN BAKER

System description:

Source type: GW, # of Wells: 7, # of Pump Houses 9

Storage facilities: 3 TANK SITES WITH 3.350,000 TOTAL GAL

Population served: 8078 # of Connections: 3231

### II: Emergency Contact Information

Emergency Contact (24/7):

Name: GLEN BAKER

Office Ph: 253-5177-2736, Cell Ph: 253-370-9851, Home Ph: 253-445-8525

Name: FIFE DISPATCH (ON CALL PERSONAL)

Office Ph: 253-922-6656, Office Ph: 253-922-6633, Home Ph: \_\_\_\_\_

Chain of Command:

Immediately Responsible Person: GLEN BAKER

2<sup>nd</sup> in Command: MIKE HOSTETTER

Person to take calls: JANICE LJUNGGREN

Media contact: LETTICIA NEAL

Customer contact responsibilities: LETTICIA NEAL

Person to assess facilities & organize repairs: GLEN BAKER  
MIKE HOSTETTER

PC Emergency Operations Center Liaison: DUTY OFFICER (253) 798-7470.

Notification Procedures:

Who to Contact (customers, list, phone tree, etc): LOCAL GOVERNMENT AND ASSOCIATED AGENCIES, CUSTOMERS

How (phone, email, door to door, door hangers, etc): PNONE, RADIO READER BOARD, REVERSE 911, DOOR HANGER

**III. Operations:**

Sampling Procedures:

Who: JEFF THOMAS

Lab: WATER MANAGEMENT

Procedures: Sampling as required by DOH. See Coliform Monitoring Plan and Water Quality Monitoring Schedule in 2010 Water System Plan

Return to Normal Operation (procedures):

Who: GLEN BAKER

Procedures: Notify customers that system is back to normal operation if necessary

Alternate Sources of Water:

Interties with other PWS:

MT. VIEW-EDGEWOOD WATER COMPANY

LAKEHAVEN UTILITY

Other suppliers:

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\_\_\_\_\_

Sources of Equipment for Repairs:

CITY OWNED ITEMS

RENTAL SUPPLIERS

OTHER UTILITY AGENCIES

**IV. Events which may cause emergencies:**

Source or system contamination

Power failure

Earthquake

Major fire

Severe cold weather

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**V. Vulnerabilities (ID, Response, Mitigation needed):** See above IV. Response and mitigation varies for each event/emergency and include but are not limited to water usage limitations, system repairs, using back-up sources, and boil water notices.

**VI. Training and Plan Maintenance**

Responsible Person: GLEN BAKER

Annual Review: GLEN BAKER

Training/Exercises: Operators acquire CEUs from a variety of institutions including AWWA, DOH, Washington Environmental Training Resources Center, and others. All operators are trained in CPR and first aid, traffic flagging, and AC pipe safety, and are encouraged to become trained in confined space entry, trenching and shoring, and cross connection control.

**VII. Map of System (for emergency purposes, should duplicate WSP)**

See Figure 1-6 of the 2010 Water System Plan