

Emergency Support Function (ESF) #14b: UTILITIES: Potable Water

ESF Activation Contact: Cornell Facilities Customer Service (607)255-5322	
Primary Department	Cornell IPP: Utilities and Energy Management, Energy and Sustainability PH: (607) 255-5322 Contact: W. S. (Lanny) Joyce Contact: Chris Bordlemay
	Facilities Management: Grounds PH: (607) 745-0307 Contact: Nicholas Ensign
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	Bolton Point Water 1402 East Shore Drive Ithaca, NY 14850 PH: 607-277-0660
	City of Ithaca – Water & Sewer 510 First Street Ithaca, NY 14850 607-272-1717

I. Purpose:

- a) This ESF lists the internal and external departments responsible for drinking water production and delivery on campus
- b) This ESF lists the internal and external departments responsible to provide and coordinate resources (personnel, equipment, facilities, materials and supplies) to support water production and distribution needs during an emergency or disaster.
- c) This ESF encompasses the facilities that make up the Water Filtration Plant including:
 - i) Water Filtration Plant
 - ii) Pumping Station and Pressure Reducing Valve Station
 - iii) Water storage facilities (tanks)
 - iv) Intake facilities

- d) This ESF also encompasses water distribution system that provides water to campus in three different pressure zones, portions of Cornell Heights in the City of Ithaca, and Forest Home community in the Town of Ithaca.\

II. Scope:

- a) May include the following, but is not limited to:
 - i) Infrastructure protection and emergency repair
 - ii) Damage assessments
 - iii) Emergency restoration of critical public services and facilities.
 - iv) Repair and maintenance of production and distribution systems
 - v) Provide potable water system related engineering support
- b) May be activated by the Incident Commander to respond to incidents that are beyond the capabilities of the initial emergency response actions.
- c) May be activated to respond to incidents that overwhelm normal Incident Command response actions.

III. Situation

- a) Emergency Conditions and Hazards
 - i) Cornell University may periodically experience emergency and disaster situations that will require restoration of essential services. Potential emergencies and disasters include both natural and human-caused incidents.
 - ii) See Cornell's Risk Assessment for a description of potential emergencies.

IV. Assumptions

- a) Initial emergency response capabilities may be inadequate to manage the incident
- b) University resources will be quickly overwhelmed.
- c) Communication systems may fail during a major incident.
- d) Backup systems will be available but may take time to activate.
- e) Shortfalls can be expected in both support personnel and equipment.

- f) State and federal assistance may not be immediately available.

V. Concept of Operations:

a) General

- i) The Cornell University Emergency Operations Plan provides overall guidance for emergency operations.
- ii) ESF Annexes define roles and responsibilities, planned concept of operation, and internal and external capabilities and resources.
- iii) ESF annexes are designed to provide basic information to include points of contact in case additional resources or expertise is needed at the incident scene or on an Incident Management Team.

b) Organization

- i) National Incident Management System concepts will be used for response to all incidents.
- ii) Incident or Unified Command will be used by responding departments.
- iii) When requested, ESF personnel will report to the Incident Command Post or other location, or will participate as members of an Incident Management Team.

c) Notification

- i) Campus incidents involving requests for ESF-14b assistance are to be reported to the Cornell University Police Department (CUPD) Dispatch Center by calling 911 from a campus phone or (607)255-1111 from an off campus phone.
- ii) The CUPD Dispatch Center will notify Cornell IPP Customer Service Center or EMCS Operator (607) 255-5322 of the incident or request for ESF-14b assistance.
- iii) The Cornell IPP Customer Service Center or EMCS Operator will notify appropriate Utilities personnel.
- iv) Requests for additional resources shall occur under the authority of the Incident/Unified Command

d) Direction, Control and Authority to Act

- i) The Incident Command System (ICS) is used by University personnel to respond to emergencies and incidents.

- ii) During the emergency response phase, all responders will be under the direction and control of the incident's Incident/Unified Command.
 - iii) Responders reporting to the incident scene will report to the Incident Commander at the Incident Command Post unless otherwise directed by the Incident Commander.
 - iv) The Incident/Unified Command is authorized to take actions necessary to contain and control the incident to protect and reduce impact to lives, research, property, the environment, and campus operations.
- e) Actions
- i) Preparedness
 - (1) Cornell Utilities and Energy Management shall develop and maintain response plans and procedures, a cadre of trained personnel, equipment and supplies to respond to and manage incidents that impact campus water utility service.
 - (2) Cornell Utilities and Energy Management shall maintain continuity of operation (COOP) plans for the scope of capabilities identified in the ESF. Service recovery priorities and resources shall be identified in the C-COOP planning tool and further detailed through plans and procedures.
 - (3) Cornell Utilities and Energy Management shall develop and maintain a list of campus, community, and vendor resources that could be requested during an emergency.
 - (4) Cornell Utilities and Energy Management shall maintain a list of personnel (at least one primary and one back-up) that can be called to serve on an Incident Management Team to manage campus water utility service related support functions.
 - (5) Develop procedures to document costs for any potential reimbursement.
 - (6) Participate in exercises and training to validate this annex and any supporting plans and procedures.
 - ii) Response
 - (1) Manage impacts to the campus water production and distribution system including but not limited to:
 - (a) Obtaining, prioritizing and allocating equipment and resources.

- (b) Providing damage assessments of the utility systems.
 - (c) Identifying and procuring services and equipment from private contractors and outside companies.
 - (d) Prioritize restoration of water utility services to campus facilities.
- (2) When requested, provide personnel to respond to the incident command post or other location to serve on an Incident Management Team to manage water utility service related support functions.
 - (3) In conjunction with the Incident Commander, coordinate emergency information for public release through ESF-17 Communications.
- iii) Recovery
 - (1) Prioritize and implement the restoration of critical university facilities and services, including but not limited to: potable water service.
 - (2) Coordinate assistance as needed by the Incident Commander, Incident Management Team, and/or Incident Executive Leadership Team.
 - (3) Ensure that ESF-14b personnel, departments or agencies maintain appropriate records of costs incurred during the event.

VI. Responsibilities

- a) Primary Department: Cornell IPP: Utilities and Energy Management
 - i) Responsible for the supply of potable water to all on campus facilities, Cornell Heights and Forest Home.
 - ii) Serve as the lead agency for ESF-14b supporting the response and recovery operations for water production and distribution after ESF activation.
 - iii) Develop, maintain, and update plans and procedures for use during an emergency.
 - iv) Identify, train, and assign personnel to serve as ESF-14b representatives at an Incident Command Post or on an Incident Management Team (IMT) when a University IMT is assembled.
 - v) General Responsibilities

- (1) Provide technical Information and direction for any work needed for the water production and distribution systems.
- (2) Assist with and guide shutdown and start-up of all system components
- (3) Assist with all recovery efforts to assure safe and reliable operation.
- (4) Provide operations personnel and maintenance personnel during emergencies.

a) Support Departments

- i) Develop, maintain, and update plans and procedures for use during an emergency.
- ii) Identify, train, and assign personnel to assist the primary department at the Incident Command Post or on the Incident Management Team as needed.
- iii) Support the primary department as needed.

VII. Capabilities

- a) Refer to Cornell Utilities and Energy Management's Emergency Plans (CU Water ERP)

VIII. Resource

- a) Refer to Cornell Utilities and Energy Management's Emergency Plans (CU Water ERP)

IX. Policies and Procedure

- a) Water Plant Emergency Procedures
- b) Cornell Utilities and Energy Management Emergency Plans

X. Attachment

- a) <https://es.fs.cornell.edu:8448/WFP/erp/Shared%20Documents/CU-ERP%20v9-2015.docx>

Plan Review and Revision History

Summary of Changes	Date	Completed By
Full ESF review and update to version 2.0	3/23/2017	W.Joyce
Version 2.0 updates	9/12/2017	Office Emg. Mgmt.