

APPENDIX IV
CONTINGENCY PLAN

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1. Purpose

The purpose for a contingency plan is to establish, provide, and keep updated emergency response procedures and information that is needed to effectively respond to partial or total loss of public water supply services that are caused by contamination or mechanical failure. In particular, the 1) pumping capacity of each well, 2) the vulnerability of each well due to its construction, and 3) the aquifer vulnerability at the wells were considered in determining how to respond to contamination issues.

2. Public Water Supply Characteristics

The water supply distribution system that is operated by City of Faribault provides drinking water to approximately 22,000 customers and is summarized in this section.

2.1 Water Supply Sources

Information describing the water supply wells used by the City of Faribault is presented in Table 1 and is taken from the discussion of the public water supply system in the WHP plan.

Local Well Name	Unique Number	Use/ Status	Casing Diameter (inches)	Casing Depth (feet)	Well Depth (feet)	Date Constructed/ Reconstructed	Well Vulnerability	DWSMA Vulnerability
1	217737	P	16	216	750	1936	Vulnerable	High
2	217736	E	20	290	450	1938	Vulnerable	High
3	217741	P	16	346	420	1912	Vulnerable	High
5	217746	P	24	67	407	1969	Vulnerable	High
6	541549	P	18	327	403	1996	Vulnerable	High
7	716426	P	18	312	414	2004	Not Vulnerable	High

(Primary = P, Emergency backup = E, Unused = U)

2.2 Treatment

The City of Faribault adds Chlorine, Ammonia, Fluoride and Sodium Silicate to all 5 wells.

2.3 Water Storage and Distribution System

The general characteristics of the water supply system are summarized as follows:

1. A 150,000 gallon elevated storage tank;

2. Two 2 million gallon ground storage tanks;
3. 712,475.456 feet of water supply lines; and
4. Four booster pumps at a rate of 2400 gallons per minute and 1 booster pump at a rate of 1000 gallons per minute.

The water storage reservoirs can be isolated for maintenance or in the event of a water supply disruption. The majority of the water distribution system is looped, with the exception of 5 dead ends in the system. The water system contains the necessary valves and piping to meet its operational needs and all service connections are metered.

2.4 Maps/Plans

Maps of the water distribution system are on file at City offices and summarized in Appendix I, Figure 8.

3. Priority Water Users During a Water Supply Emergency

The following table identifies the priority that water users will receive in the event of a major system disruption, failure or an emergency. Water conservation procedures will be enacted by the City and coordinated between the Public Works Director, City Administrator, Mayor, and City Council.

Table 2 - Water Use Priority Grouping		
Priority Group and Rank	Maximum Daily Use (gal per day)	Minimum Daily Use (gal per day)
#1 Residential	1,425,000	990,000
#2 Institutional	126,500	30,360
#3 Commercial	902,000	216,480
#4 Industrial	231,000	55,440
Unaccounted	110,000	26,400

4. Alternative Water Supply Options

4.1 Surface Water Sources and Treatment Needs

The Cannon and Straight Rivers flow through the City of Faribault and the Minnesota National Guard will provide emergency treatment of the waters for human consumption. In the event that this action is required, the following procedure will be followed:

- a) The City of Faribault will contact the Rice County Sheriff's office at (507)334-4391 and request assistance from the Minnesota National Guard;
- b) The sheriff's office will contact the National Guard; Division of Emergency Management State Duty officer (800) 422-0798, and the

Community Support Group at (651) 282-4013 to request assistance for the City;

- c) The Minnesota National Guard will provide a portable reverse osmosis water purification system. The MDH will be notified at (651)643-2105 so that monitoring of the temporary source of drinking water can be scheduled to ensure that federal and state drinking water regulations are met.

4.2 Bottled Water or Bulk Water Delivery Supplies and Distribution

Culligan Water at (507)334-1693 has bottled water available as do several convenience stores in the community such as Wal-Mart, Hyvee and Nelsons. The City of Faribault has made arrangements with Culligan Water to provide bottled water to residents upon notification of interruption of the public water supply system. Larger quantities of water for long-term distribution will be provided by:

1. Caledonia Haulers at (800) 325-4728
2. Hope Creamery at (507) 451-2029

4.3 System Interconnection with Another Water Supply

The City of Faribault has an agreement with the MN State Correctional Facility to temporarily connect to its water supply. In the event of an emergency, MN State Correctional Facility can supply the City with enough water to supply District One Hospital and the medical campus with 1.5 million gallons per day. Mutual Aid Agreement and Memo from the MN State Correctional Facility can be found as Attachment A and Attachment B, respectively, at the end of this document. The City of Faribault will notify the MDH district engineer (651-643-2105) that the interconnection is being pursued and discuss water quality monitoring requirements that are required to ensure potability.

4.4 Construct New Well

One new well is planned to be constructed as part of the routine maintenance and capital improvement plan of the water supply system around 2012. However, in the event that a City well goes down permanently, the City of Faribault will contact the MDH district engineer (651-643-2105) to initiate procedures for constructing a replacement water supply well under emergency circumstances.

4.5 Emergency Backup Wells

The City of Faribault has Well #2 that it maintains for emergency use only. In the event that one or more of the primary water supply wells cannot be operated, the emergency backup well can provide 2000 gallons per minute. The City will 1) contact the MDH district engineer (651-643-2105) that the well is being placed on line and 2) test the bacterial quality of the water from the emergency backup well.

4.6 Emergency Treatment of Drinking Water

In the event of the loss of electrical service to its water treatment equipment, the City of Faribault can provide power using an on site electrical generator or via two portable generators. The generators are owned and maintained by the

City. In the event of contamination levels or contaminants that the City's treatment capabilities cannot address, treatment options will be discussed with MDH district engineer (651-643-2105).

4.7 Source Management (blending)

The City of Faribault has the capability to blend water that is pumped from its water supply wells by adjusting the amounts pumped from each well at the water treatment plant. The MDH district engineer (651-643-2105) will provide recommendations' regarding the amount of blending that is required to maintain contaminant levels below federal and state drinking water limits.

4.8 Scheduling Pumping of City Wells to Minimize the Spread of Contamination.

The City of Faribault will contact the MDH hydrologist (651-201-4698) upon notification that a contaminant level has been exceeded to assess whether pumping of the impacted well(s) should be continued to avoid contamination of other City wells.

5. Inventory of Available Emergency Equipment and Materials

The following table identifies the services, equipment and supplies that are available to the City of Faribault for responding to a disruption of its water supply. The items listed should be adequate to respond to the water system emergencies that are most likely to affect the City.

Table 3 - Available Emergency Response Equipment and Suppliers				
Description	Owner	Telephone	Location	Acquisition Time
Well and Pump Repair	1. Northwest Power & Equipment	1. 651-628-0683	1. Roseville	1. 2-3 hrs
	2. McCarthy Well Company	2. 952-854-5333	2. Shakopee	2. 2-3 hrs
	3. W W Goetch Assoc.	3. 952-831-4340	3. Minneapolis	3. 2-3 hrs
Electrician	1. Bob's Electric	1. 507-334-9012	Faribault	1 hr
	2. Cedar Lake Electric	2. 507-334-9546		
Plumber	Faribo Plumbing	507-334-6673	Faribault	1 hr
Backhoe/Excavator	1. Heselton Construction	1. 507-334-3901	Faribault	1 hr
	2. Glende Excavation	2. 507-334-5235		
	3. Met-Con Construction	3. 507-332-2266		
	4. B & B Excavation	4. 507-334-9203		
	5. Jandro Excavating	5. 507-334-6673		
Chemical Feed	1. DPC Industries	1. 651-437-1333	1. Rosemount	1. 2-3 hrs
	2. Hawkins Chemical	2. 612-331-9100	2. Minneapolis	2. 2-3 hrs

Table 3 - Available Emergency Response Equipment and Suppliers (Continued)				
Description	Owner	Telephone	Location	Acquisition Time
Meter Repair	HD Supply	952-937-9666	Eden Prairie	2-3 hrs
Generator	1. Ziegler 2. MTU-Katolight	1. 952-445-4292 2. 800-325-5450	1. Bloomington 2. Mankato	1. 2-3 hrs 2. 2-3 hrs
Pipe, pipe fittings and valves	1. Minnesota Pipe & Equipment 2. Davies Northern Waterworks	1. 800-325-5636 2. 763-560-5200	1. Farmington/ Rochester 2. Blaine	1. 2-3 hrs 2. 2-3 hrs

6. Emergency Response Procedures

The emergency response coordinator:
 Name: Dennis Duchene
 Address: 1200 Belview Tr., Faribault MN 55021
 Work Phone: (507) 339-3106
 Alternate contact number: (507) 384-0559
 E-mail contact: dduchene@ci.faribault.mn.us

The alternate response coordinator:
 Name: Jim Hausen
 Address: 1200 Belview Tr., Faribault MN 55021
 Work Phone: (507) 339-1454
 Alternate contact number: (507) 384-0559
 E-mail contact: jhausen@ci.faribault.mn.us

The duties of the response coordinator or the alternate are listed in the following table.

Table 4 - Duties of the Emergency Response Coordinator or the Alternate	
Incident	Response Procedure & Comments
Identify Disruption (Mechanical Failure or Contamination)	Identifies the nature of the water supply disruption and communicates this information to the city government, the alternate response coordinator, and members of the emergency oversight committee.
Notify Response Personnel	Notifies City staff and others who will be responding to the water supply emergency about the disruption and coordinates their efforts to correct it.
Incident Direction and Control	Identifies the actions that are needed to correct the water supply emergency and directs responders to implement corrective actions.

Table 4 - Duties of the Emergency Response Coordinator or the Alternate (Continued)	
Incident	Response Procedure & Comments
Internal Communication	Communicates the status of response efforts to the primary spokesperson and the emergency oversight committee as needed to keep these parties informed of progress.
Assess Incident Response on Continual Basis	Assesses the efforts to correct the water supply disruption on a continual basis so that the emergency oversight committee can take additional corrective actions and the city government and public are updated on issues and progress.
Define the Extent of a Contamination Disruption	Coordinates efforts to define the extent and level of the contamination with local, state, and federal agencies. This may continue after initial corrective actions have been implemented.
Define the Extent of a Mechanical Disruption	Coordinates efforts to define the cause(s) of the mechanical failure and the equipment, data, and expertise that are needed to correct it. Identifies measures for reducing the likelihood that a similar mechanical failure will not occur in the future.
Identify Need for an Alternate Water Supply	Evaluates the need to obtain an alternate water supply, the time period it is needed before the water supply emergency is corrected, and the actions that are needed to achieve it.

7. Notification Procedures

7.1 Responder Contacts

Table 5 contains the names and telephone numbers of the local and state agency contacts as well as other individuals, businesses, or members of the public that will be notified depending on the nature of the public water supply emergency. The emergency response coordinator (Dennis Duchene) will use this list to select the members of an emergency oversight committee (Table 5). The committee will meet throughout the duration of the emergency to aid in decision-making and to update the City regarding their roles in correcting the problem.

Table 5 - Emergency Contact Listing

Personnel	Name	Home Telephone	Work Telephone
Public Works Director	VACANT		
Mayor/Board Chair	John Jasinski	507-334-3913	507-291-1341
Council Members	<ol style="list-style-type: none"> 1. Kay Duchene 2. Roger Johnson 3. Carol King 4. Dave Miller 5. Steve Underdahl 6. Kevin Voracek 	<ol style="list-style-type: none"> 1. 507-334-3032 2. 507-334-5860 3. 507-334-0003 4. 507-334-4763 5. 507-332-8222 6. 507-332-4024 	<ol style="list-style-type: none"> 1. 507-334-9344 2. 507-210-2154 3. 507-720-9573 4. 507-334-5434 5. 507-332-0990 6. 507-291-1121
Response Coordinator	Dennis Duchene	507-331-6506	507-339-3106
Alt. Response Coordinator	Jim Hausen	507-384-0559	507-339-1454
State Duty Officer	Varies	800-422-0798	800-422-0798
County Emergency Director	Jennifer Hauerschmitz	507-332-6119	507-332-6119
Fire Chief	VACANT		
Sheriff	Richard Cook	507-332-6000	507-332-6000
Police Chief	Dan Collins	507-334-0920	507-334-0920
System Operator	Jim Hausen	507-210-0855	507-339-1454
Alt. System Operator	Dennis Duchene	507-331-6506	507-339-3106
School Superintendent	<ol style="list-style-type: none"> 1. Faribault Public-Kevin Hildebrant 2. Bethlehem Academy-Steve Zabel 3. Faribault Lutheran Schools 4. Faribault Lutheran-Peace 5. Divine Mercy Catholic 6. MN Academy for the Deaf 7. MN Academy for the Blind 	<ol style="list-style-type: none"> 1. 507-789-6848 2. 507-334-3948 3. 507-334-7982 4. 507-334-9270 5. 507-384-7827 6. 507-384-6600 7. 507-384-6700 	<ol style="list-style-type: none"> 1. 507-323-4322 2. 507-210-9375 3. 507-331-1965 4. 507-334-9270 5. 507-334-7706 6. 507-339-1270 7. 507-384-6700
Ambulance	911	911	911
Hospital	Tim Johnson	507-332-4785	507-332-4785
Medical Facility or Doctor	<ol style="list-style-type: none"> 1. District One Hospital 2. Allina Health Clinic 3. Cannon Valley Clinic 	<ol style="list-style-type: none"> 1. 507-334-6451 2. 507-339-3921 3. 507-333-3300 	<ol style="list-style-type: none"> 1. 507-334-8333 2. 612-539-0398 3. 507-789-6865
Power Company	Xcel Energy	800-895-1999	800-895-1999
Co. Highway Department	Kevin Lindquist	507-384-6426	507-332-6110
State Highway Department	Larry Kruckeberg	507-456-5353	507-456-5507
Neighboring Water System	MN Correctional Facility Mike Jandro	507-334-0708	507-291-0274
MPCA	State Duty Officer	800-222-1222	800-222-1222
MDH District Engineer	Bassam Banat	651-643-2105	651-643-2105
MDH Source Water Protection	Terry Bovee	507-334-2744	507-334-2744

7.2 Critical Assessment Team

Table 6 - Critical Response Personnel		
Title	Name	Response Assignment
Response Coordinator	Dennis Duchene	Implement items as listed in Table 4
Alt. Response Coordinator	Jim Hausen	Implement items as listed in Table 4
Water Operator	Jim Hausen	Water plant and water pumping station
Alt. Water Operator	Mike	Water distribution system such as area isolation and shut downs
Primary Spokesperson	Timothy Madigan	Implement Public Information Plan as outlined in Sec. 7.3
Public Health/Medical	Mary Ho	Director of Rice County Public Health Dept.
MDH District Engineer	Bassam Banat	Advise public water supply provider on items as outlined in Section 4
MPCA Contact (contamination)	State Duty Officer	Advise public water supply provider and assist as needed

7.3 Public Information Plan

Primary Spokesperson:

Name: Director of Public Works/City Administrator

Address: 208 1st Ave NW, Faribault MN 55021

Work Phone: (507)333-0355

Alternate contact number: (507)339-2605

E-mail contact:

The responsibilities of the primary spokesperson are to:

1. Give public statements that have been prepared by the City regarding the water supply emergency;
2. Coordinate and compile information submitted by responders to the water supply emergency;
3. Schedule official meetings between the City and members of the media; and
4. Coordinate efforts to keep the public informed about the water supply emergency.

7.4 Public Information Center Location during Emergency

Public information center locations and contacts are stated in Table 7.

Table 7 - Public Information Center Location			
	Name	Location	Phone #
Primary	City Hall	208 1 st Ave NW Faribault MN 55021	507-334-2222
Secondary	Public Works and Parks Facility	1200 Belview Tr Faribault MN 55021	507-333-0371

Either the primary or secondary locations would remain open as needed in the event of an emergency.

7.5 Information to be conveyed to the public and media

1. Name of the Water System;
2. Nature of the water supply emergency;
3. Steps being taken to replace the water supply;
4. *If applicable*- Contaminant(s) of concern & date first detected;
5. *If applicable* - Source(s) of contamination;
6. *If applicable* - Public health impacts of the contamination or water supply interruption;
7. Steps the public should be taking;
8. Other responders who are cooperating with the City; and
9. Steps being taken to eliminate the source of contamination or mechanical failure.

7.6 Media Contacts

Table 8 - Contact Information			
Media	Name	Telephone	Address
Newspaper	Faribault Daily News	507-333-3105	514 Central Ave Faribault MN 55021
Television	FCTV	507-333-6169	PO Box 363 Faribault MN 55021
Radio	KDHL/Power 96	507-334-0061 507-333-4222	601 Central Ave Faribault MN 55021

8. Mitigation and Water Conservation Plan

8.1 Mitigation

Mitigation of a water supply interruption that is related to mechanical failure involves direct participation by MDH to ensure that all state and federal regulations relating to the design and approval of mitigation efforts are met. Also, possible sources of funding or the continued use of the emergency alternative water supply will be identified with the assistance of the emergency oversight committee.

Mitigation of a water supply interruption that is related to high levels of chemical contamination or pathogen contamination will involve the direct

participation of the MDH and likely the Minnesota Pollution Control Agency. Short-term versus long-term mitigation efforts will need to be developed through the emergency oversight committee.

The City of Faribault will take the following preventative steps to avoid the interruption of the water supply due to mechanical failure:

1. Infrastructure maintenance/upgrades/maps: The water system is flushed 2 times a year and the City has included the replacement of water lines under its capital improvement plan. The City maintains maps and records of system maintenance at the Public Works and Parks Facility and at City Hall.
2. Regular inspection of tower, well, pump house: All of these facilities are inspected daily. The well house and chemical rooms have keyed entries and are locked. The water tower and underground reservoirs are inspected and cleaned by Liquid Engineering every other year.
3. System security analysis: The City has assessed the likelihood that vandalism or terrorism may disrupt its water supply and has determined that much of this can be avoided by locking all facilities and have keyed entries to buildings. Also, the City of Faribault Police Department makes periodic sweeps of the water supply facilities.
4. Divide the water distribution system into separate districts: The City has installed control valves on the water supply distribution system so that sections can be isolated to repair leaks or to address contamination entry.
5. Ensure that proper sanitation procedures are followed during system maintenance: The City has established disinfection protocols identified by the MDH that must be followed after repair or installation work has been performed on water mains. Also, the City has a cross connection control/backflow preventer program according to the MN State Plumbing Code to help reduce the possibility that contamination may be introduced into its water supply distribution system.

8.2 Conservation Measures

The City of Faribault has developed the following measures to conserve water as well as to identify the minimum capacity that it needs to provide for its residents.

1. Evaluating water use:
 - a) Water meters have been installed on all service connections and monthly readings are taken to identify the water supply needs of the community; and
 - b) Water usage is reported annually to the Minnesota Department of Natural Resources and is used to identify the minimum daily

requirements for residential water use. This information provides the basis for assigning water supply priority that is shown in Table 2.

2. Public Education:
 - a) The City mails out a consumer confidence report annually to water users in which State water recommendations are presented;
 - b) Water use conservation tips are occasionally included on the City Website; and
 - c) Water conservation is presented as part of tours of the water treatment plant.

3. Rate structure: All water is billed at \$.17 per 100 gallons.

Table 9 - Rate Structure		
	Meter Size (Inches)	Base Water Rate
Residential	5/8	\$11.25
	1	\$12.76
Commercial/Industrial	1.5	\$21.45
	2	\$24.37
	3	\$66.49
	4	\$76.97
	6	\$102.10

4. Emergency Response - In the event of a water supply shortage the City will impose the following water use restrictions to reduce demand.
 - a) No lawn watering will be allowed;
 - b) Non-essential municipal uses such as street cleaning and vehicle washing will be discontinued.
 - c) The City Council has the authority to meet during water supply shortage to impose other restrictions as deemed necessary.

ATTACHMENT A
Mutual Aid Agreement

MUTUAL AID AGREEMENT

WHEREAS, the parties listed below (hereinafter referred to as municipalities or parties), by appropriate action of their governing bodies, have agreed to assist each other with emergency equipment and personnel in the event of need, IT IS HEREBY AGREED AS FOLLOWS:

1. PARTIES

- A. City of Faribault
- B. State of Minnesota, Department of Corrections, Minnesota State Correctional Facility of Faribault

2. EMERGENCY

In the event an emergency occurs caused by natural disaster, terrorist attack, or vandalism to either party's water distribution system's service area, and the equipment, personnel and water supply of that party is inadequate to address the situation in a timely manner, an emergency shall exist for the purpose of this agreement.

3. REQUEST FOR ASSISTANCE

In the event of an emergency, the designated personnel of the party needing assistance may call upon the other party for such assistance. The responding party will make every effort to provide equipment, personnel, and water supply as requested, but such response will be in the discretion of the responding party.

4. CONTROL BY REQUESTING PARTY

Any equipment, personnel, and water supply provided by a responding party to a requesting party shall be under the direction and control of the requesting party upon arrival at the location designated by the requesting party.

5. NO LIABILITY FOR FAILURE TO RESPOND

No party to this Agreement, nor any officer or employee of a party, shall be liable to any other party or any person for failure to furnish equipment or personnel in the response to a call for assistance under this Agreement. Further, a responding party may recall any assistance provided under the Agreement if the responding party, in the best judgment of the responsible official, deems this necessary to provide for the best interests of his/her own community; such action will not result in liability to any party.

6. LIABILITY FOR INJURY OR DAMAGE TO RESPONDING PARTY'S PERSONNEL OR EQUIPMENT

Each party will be responsible for their own acts and behavior and the results thereof. City of Faribault's liability is governed by the Municipal Tort Claims Act, Chapter 466 and the Minnesota State Correctional Facility of Faribault's liability is governed by the State Tort Claims Act, Minn. Stat. 3.736.

7. REIMBURSEMENT FOR SERVICES

Services provided during the initial twenty-four (24) hours of an emergency shall be provided without charge to the requesting party. The requesting party shall reimburse the responding party for the costs of assistance provided after the initial twenty-four (24) hour period.

8. TERMINATION

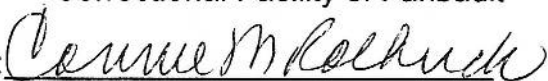
Any party to this Agreement may withdraw from the Agreement upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by authority of their respective governing bodies.

City of Faribault

State of Minnesota, Department
of Corrections, Minnesota State
Correctional Facility of Faribault

By: 


By: 

Title Mayor

Title Warden

Date 1/11/2005

Date 12/14/04

By: 

By: 

Title City Administrator

Title Asst. Comm.

Date 1/11/2005

Date 12/28/04