

East New Market Water Treatment Plant

Emergency Response Plan



Date: 6-19-26

Completed By:

William J. Gullion III

Operator

410-330-8560

gullionbj@hotmail.com

Contents

Section 1. System Information.....	2
Section 2. Chain of Command--Lines of Authority.....	3
Section 3. Events that Cause Emergencies.....	4
Section 4. Emergency Notification.....	5
Section 5. Effective Communication.....	9
Section 6. Response Actions for Specific Events.....	10
Section 7. Alternative Water Sources.....	16
Section 8. Returning to Normal Operation.....	17
Section 9. Plan Approval.....	18

Section 1. System Information

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

System Identification Number	009-0004	
System Name and Address	East New Market Water Treatment Plants 12 Academy St. Well House, 34 Academy St. Water Tower, 10 Murphys Alley Well House	
Directions to the system	From Rt 16 head NW on Academy St. to get to 12, and 34 Academy St. From Rt 16 head SE to Buckland Pkwy., turn right on Mitchell Alley, then left on Murphys Alley well house is at dead end on the right.	
Basic Description and Location of System Facilities	The system runs 1-75gpm well and 1-100gpm well which are chlorinated and then pumped into the distribution system which back feeds an elevated 100,000 gal water tank.	
Location/Town	East New Market, Maryland	
Population Served and Service Connections for Drinking Water	410 People	232 Connections
System Owner	The Town of East New Market	
Name, Title, and Phone Number of Person Responsible for Maintaining and Implementing the Emergency Plan	BJ Gullion Operator Cell 410-330-8560	Back Up Operators Melvin Dukes 443-521-4037
Cyber Security Point of Contact	BJ Gullion, Operator	410-330-8560 gullionbj@hotmail.com
Location of treatment and distribution schematics and operations manuals	Town Hall in meeting room	

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.

Name and Title	Responsibilities During an Emergency	Contact Numbers
Operator B.J. Gullion	Investigate the Incident, Initiate a Response Plan, Contact Appropriate Regulatory Agencies, and Contractors, Supervise the Incident, etc...	410-330-8560
Back Up Operator Melvin Dukes	Perform the duties of the Superintendant in his absence, and assist him in his duties.	443-521-4037
Mayor Gary Lucks	Oversee logistics, and notify press agencies and Town Residents	410-251-0985
MDE	State Spill Hotline	866-633-4686
MDE Cyber Division	State Security Operations Center (SSOC)	410-697-9700

Section 3.

Events that Cause Emergencies

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

Type of Event	Probability or Risk (High- Med-Low)	Comments
Distribution Contamination	Med	Small town so not a big target for terrorism.
Water Main Break	Med	Always possible for lines to rupture, but not likely unless hit during construction.
Natural Hazards (Hurricane, Tornado, Earthquake, etc..)	Low	System doesn't regularly deal with such hazardous events
Loss of Power	Low	System has 3 days of storage. Loss of power events never last more than 4 hrs.
Water Treatment Plant Failure	Low	The probability of a catastrophic plant failure is very low due to plant simplicity.
Cyber Attack	Low	The chance of cyber attack affecting the water plant is low due to not being able to control anything from the SCADA.

Section 4.

Emergency Notification

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

Emergency Notification List			
Organization or Department	Name and Position	Telephone	Cell Phone
Local Law Enforcement	Dorchester Co. Sheriff	410-228-4141 911	
Fire Department	East New Market Fire Co.	410-943-3663 911	
Emergency Medical Services	Secretary Vol. Fire Company	410-943-3545 911	
Water Operator (If Contractor)			
EPA Contact	Ghassan Khaled Technical Assistance	215-814-5780	
Hazmat Hotline	Cambridge Fire Co.	911	
Neighboring Water System	Town of Secretary Yvonne Pritchett	410-943-3113	443-477-4019
RCAP Contact	SERCAP Juel Gibbons	302-396-3091	
State Security Operations Center	Cyber Security	410-697-9700 soc@maryland.gov	
Rural Water Contact	Scott Delude		410-808-0295

Priority Customers			
Organization or Department	Name and Position	Telephone	Cell Phone

Bottled Water Co.	Eastern Springs	888-312-7669	
Telemetry Repair	Shorite Controls	410-651-3611	
	Lywood Automation	410-754-8631	Ben 410-924-0482
	Whel Tech	410-744-5308	
Computer Techs	Jason's Computers	410-820-9467	
	Computers of Easton	410-763-9200	
Equipment Repair	Hills Electric	410-228-4447	

State, Federal or Tribal Notification List

Organization or Department	Name and Position	Telephone	Cell Phone
State or Tribal Police	Maryland State Police	410-819-4747	
Regulatory Agency State/Federal/Tribal	MDE	866-633-4686	
Authorized Testing Laboratory	Water Testing Labs Envirocorp Labs	1-302-398-4313	410-603-1871

Service/Repair Notifications

Organization or Department	Name and Position	Telephone	Cell Phone
Electric Utility Co.	DP&L	1-800-898-8045	
Electrician	Barnes Electric	410-943-3211	
	Lywood	410-754-8631	
Gas/Propane Supplier	Pep-Up	1-800-638-7802	
	Tri Gas and Oil	410-943-8418	
Water Testing Lab.	Water Testing Labs	410-603-1871	
	Envirocorp Labs	1-302-398-4313	
Sewer Utility Co.	Town of East New Market	410-943-8112	410-330-8560
Telephone Co.	Verizon	1-800-837-4966	
Plumber	George Jackson Plumbing	410-228-2550	
	S.O.S. Plumbing	410-221-1317	
	Mr Rooter	888-677-6683	
Pump Supplier	DSI Inc.	800-237-5379	
	Envirep	717-761-7884	
	Hills Electric	410-228-4447	
Call Before You Dig	Miss Utilities	1-800-441-8355	
Rental Equipment Supplier	Sun Belt Rental	302-907-1921	
	Grand Rental	410-820-7450	
Chemical Supplier	Intercoastal Trading Inc.	410-228-1111	
	Coyne Environmental	215-785-3000	
Well Drilling Co.	A.C. Shultes	302-337-8254	
	Somerset Well Drilling	855-651-3721	
Pipe Supplier	Ferguson	410-677-6793	
	Dover Plumbing Supply	302-674-0333	
	Northeastern Supply	443-972-5950	
	R.D. Grier	410-749-4131	
Excavator/Backhoe	Retallick & Sons	410-822-9467	443-496-6511
	Wyatt Barnes	443-521-6232	
	TK Construction	410-742-5684	443-783-4987

Media Notification List

Organization or Department	Name and Position	Telephone	Cell Phone
Newspaper-Local	Dorchester News	410-228-3131	
Newspaper-Regional/State/Tribal	Star Democrat	410-822-1500	
Radio	WAAI	410-943-4636	
Radio	WCEM	410-228-4800	
TV Station	WBOC	410-749-1111	
TV Station	WMDT	410-742-4747	

Notification Procedures

Notify water system customers of potential water shortage.

Who is Responsible:	Operator, and or Back-up Operator
Procedures:	Put on Town Facebook, Contact Local News and Radio, and Door to Door

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

Who is Responsible:	Operator, and or Back-up Operator
Procedures:	Contact them via phone or email.

Contact service and repair contractors

Who is Responsible:	Operator, and or Back-up Operator
Procedures:	Contact them via phone and also advise the Mayor of the costs.

Contact neighboring water systems, if necessary

Who is Responsible:	Operator, and or Back-up Operator, Mayor
Procedures:	Call Town of Secretary and let them know what has happened and what we are planning.

Procedures for issuing a health advisory

Who is Responsible:	Operator, and or Back-up Operator
Procedures:	Contact MDE and the Dorchester Co. Health Department and follow there procedures.

Other procedures as necessary

Who is Responsible:	
Procedures:	

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.

Spokesperson	Alternate
Operator, and or Back-up Operator	Mayor, and or Council President

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 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

Assessment	Operator
Immediate Actions	Check all generators for proper operation. Keep a check on all plants with generators. Obtain rental generator.
Notifications	Call DP&L for information on repair. Call about renting generators for prolonged outtages.
Follow-up Actions	Make sure all plants are back online and all generators are fueled and back on stand-by mode.

B. Distribution line break

Assessment	Find line break and cut off valves.
Immediate Actions	Cut appropriate valves off to isolate the leak. Fix leak
Notifications	Notify repair crew. Notify affected homeowners. Notify MDE, and Dorchester County Health Dept.
Follow-up Actions	Contact Lab for BacT Test. Follow up report to MDE, and Health Dept.

C. Chlorine treatment equipment failure

Assessment	Operator
Immediate Actions	Secure appropriate equipment. Fix accordingly and put back online.
Notifications	Notify MDE and Health Dept. if serious or complete loss of chlorination.
Follow-up Actions	Follow up with MDE and Health Dept. Retest for proper chlorine residual.

D. Treatment equipment

Assessment	Operator
Immediate Actions	Secure appropriate equipment. Fix accordingly and put back online.
Notifications	Notify MDE and Health Dept. if serious. Also the public if directed by MDE.
Follow-up Actions	Follow up with MDE, Health Dept. and the public.

E. Source pump failure

Assessment	Operator
Immediate Actions	Find the well with the problem. Troubleshoot the problem. Secure the well.
Notifications	Contact electrician, and/or pump technician. Contact MDE if well is to be taken offline for a long time repair. Public notice if necessary.
Follow-up Actions	Follow up with MDE when well is put back online and public if necessary.

F. Microbial (coliform, E. coli) contamination

Assessment	Operator
Immediate Actions	Follow the Bacteriological Site Plan accordingly. Find and Fix the problem for the contamination.
Notifications	MDE, Lab, Mayor, Health Dept., Public
Follow-up Actions	Follow up report to MDE

G. Chemical contamination

Assessment	Operator
Immediate Actions	Isolate the contamination or take system off line. Call for repairs and clean up. Work on long term plan for water.
Notifications	MDE, Lab, Mayor Health Dept., Public
Follow-up Actions	Follow up report to MDE, Health Dept., Public

H. Vandalism or terrorist attack

Assessment	Operator determines severity of the incident.
Immediate Actions	Contact law enforcement. Isolate area of attack. Fix, Repair, and Clean up. Work on long term plan for water distribution.
Notifications	Police, MDE, Mayor, Health Dept., Public
Follow-up Actions	Follow up report to MDE, Health Dept., Public

I. Reduction or loss of water in the well

Assessment	Operator
Immediate Actions	Investigate the problem. Call appropriate resources for repair. Work on contingency plan for long term and water distribution.
Notifications	MDE, Health Dept. Mayor, Contractor, Public
Follow-up Actions	Follow up report to MDE and Health Dept., Public

J. Drought

Assessment	Operator: review well production and monitor static water level.
Immediate Actions	Call contractors for water delivery for customers. Put a water usage ban into effect.
Notifications	Citizens, Mayor, Health Dept., MDE, Water Delivery Contractors
Follow-up Actions	Lift water usage ban and return to normal operation.

K. Flood

Assessment	Operator determines severity of the incident.
Immediate Actions	Secure wells to keep Tower water from being contaminated. Put a water ban into effect if needed. Assess damage.
Notifications	MDE, Health Dept, Mayor, Public, Water Delivery Contractor
Follow-up Actions	Follow up report to MDE, Health Dept., Public. Put WTP back online.

L. Earthquake

Assessment	Operator look for damage to buildings, and all utility systems.
Immediate Actions	Investigation of all systems and components.
Notifications	Alert appropriate responders, contractors, and Dept. heads
Follow-up Actions	Inspect situation when fixed

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

Assessment	Operator and Hazmat Team
Immediate Actions	Investigation, assist Hazmat team
Notifications	Alert appropriate responders, contractors, and Dept. heads
Follow-up Actions	Inspect situation when fixed, make repairs.

N. Electronic equipment failure

Assessment	Operator
Immediate Actions	Investigation, run wells manually.
Notifications	Alert appropriate responders, contractors, and Dept. heads, and public if repair will take a lengthy time.
Follow-up Actions	Inspect situation when fixed. If residents were notified let them know problem has been fixed.

O. Cyber attack

Assessment	Operator to determine the severity of the attack.
Immediate Actions	Investigation, Disconnection of internet from key systems, repair hardware and software. Install improved security.
Notifications	Alert appropriate responders, law enforcement, State Security Operations Center (SSOC), contractors, and Dept. heads
Follow-up Actions	Inspect situation when fixed and advise Mayor of the situation. Add additional security to prevent further attacks.

P. Other

Assessment	
Immediate Actions	
Notifications	
Follow-up Actions	

Q. Other

Assessment	
Immediate Actions	
Notification	
Follow-up Actions	

Section 7.

Alternative Water Sources

Intertie to adjacent water supply system

Water Systems Within One-Quarter Mile of our System	Feasibility of Connecting
Town of Secretary	It would take a mile of hose and booster pumps in between the two towns. We can also run tankers from town to town.
Irrigation sources outside of town	It would take 1,000 feet of hose with a possible booster pump in between. There will have to be treatment tied into the line also.

Alternate source(s) of water

Alternative Sources	Names	Phone	Availability	Is the Water Safe for Drinking?
Bottled water Suppliers for potable water use	Eastern Springs	888-312-7669	Within 24hr	YES
	COKE	410-341-8800	Within 24hr	YES
	PEPSI	410-546-8539	Within 24hr	YES
Tanker trucks in the area available to deliver bulk water for non potable use	Waterboy Pool Service	410-726-3110	Within 24hr	No
	Chesapeake Water Supply	410-758-8598	Within 24hr	No

Section 8.

Returning to Normal Operation

Return to normal operations

Action	Description and Actions
Inspect, flush and disinfect the system	Water system operator and staff inspect all system facilities, ensure all water quality tests have been done and the system has been flushed and disinfected if necessary.
Verify water quality	Water system operator verifies water quality results.
Coordinate with local primacy agency	Water system operator coordinates with MDE and local primacy agency on system condition and water quality results.
Notify customers	Water system operator informs system customers by public notice.

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
B.J. Gullion, Operator		

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: 009-0007

System Name: Secretary Water Treatment Plant

Address: 152A Main St., Secretary, MD 21664

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

Name: William J. Gullion III **Title:** Superintendent

Signature: _____

Phone: 410-943-3113 **Fax:** 410-943-3926 **Email:** tcwwtp@gmail.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