



Water Supply Support Annex

Regional Coordinating Organizations

Metropolitan Washington Council of Governments
Interstate Commission on the Potomac River Basin
Northern Virginia Regional Commission

Local Jurisdictions

Alexandria
Arlington County
Bowie
College Park
District of Columbia
Fairfax
Fairfax County
Falls Church
Frederick County
Gaithersburg
Greenbelt
Loudoun County
Montgomery County
Prince George's County
Prince William County
Rockville County
Takoma Park

State Government Organizations

District of Columbia Department of Health
Maryland Department of the Environment
Maryland Department of Natural Resources
Maryland Department of Health and Mental Hygiene
Virginia Department of Environmental Quality
Virginia Department of Health
Virginia Department of Emergency Response

Federal Government Organizations

U.S. Army Corps of Engineers
U.S. Coast Guard
U.S. Department of Commerce, National Oceanic and Atmospheric Administration
U.S. Department of Health and Human Services
U.S. Department of the Interior

U.S. Environmental Protection Agency
U.S. Geological Survey

Independent and Public Water/Sewer Agencies/Authorities

Alexandria Sanitation Authority
District of Columbia Water and Sewer Authority
Fairfax County Water Authority
Loudoun County Sanitation Authority
Prince William County Service Authority
Virginia-American Water Company
Washington Aqueduct Division, USACE
Washington Suburban Sanitary Commission

Power/ Telecommunications Utilities

PEPCO
Verizon
Potomac Electric Power Company
Dominion Power
Washington Gas
Allegheny Power

I. Introduction

A. Purpose

The Water Supply Support Annex is the capstone of the actions of the 2002 Water Supply Emergency Plan. The Annex is intended to facilitate communication and coordination among regional jurisdictions to ensure an effective and timely communications and coordination before, during, and after a regional incident or regional emergency concerning regional water supply. The plan will provide guidance in the case of a disruption, outage, or threat to regional water supplies that could adversely affect fire protection, sanitation, and potable water services. When activated, the Water Supply Emergency Plan will enable local jurisdictions to set up conference calls, develop a common message, and distribute information amongst themselves.

B. Scope

The Water Supply Support Annex will focus on the communication and coordination related to situations involving:

1. A drought affecting two or more jurisdictions in the region;
2. Biological/chemical/radiological contamination of the area's water supply;
3. Potential or actual disruptions of water supply and wastewater systems that have regional impacts;
4. Threats, either manmade or by environmental causes, to the regional water supply and wastewater systems and their conveyance systems; and
5. Coordination of monitoring, tracking, and modeling of water, wastewater, and solid waste stream events that may affect water supply and waste systems.

II. Policies

- A.** The Water Supply Annex will not usurp or override the authority, policies or inter-jurisdictional agreements of any federal agency, state government, or local government or jurisdiction.
- B.** The Water Supply Support Annex includes the 2002 Water Supply Emergency Plan which also includes the Metropolitan Washington Water Supply and Drought Awareness Response Plan: Potomac River System. The 2002 Water Supply Emergency Plan is divided into five basic sections:

incident detection, notification, coordination/actions, communication, and termination.

- C. The Potomac River Low Flow Allocation Agreement will be implemented as required during extreme low flow regional public emergencies.
- D. Essential elements of information (EEIs) will be coordinated through the Regional Incident Communication and Coordination System (RICCS) based on the regional incident or regional emergency.

III. Situation

A. Emergency Condition

A regional incident or regional emergency affecting water supply, be it small or large-scale, would warrant significant regional attention. A small shortage or contamination in one jurisdiction could adversely impact the surrounding jurisdictions, causing a need for regional coordination and communication. Likewise, a region-wide drought or contamination would necessitate immediate coordination and communication throughout the region. A threat of disruption to the water supply, water distribution systems and/or wastewater collection and treatment plants would constitute a regional incident.

B. Planning Assumptions

1. The water supply and wastewater management activities may be hampered by damaged facilities, equipment, and infrastructure, as well as disrupted communications, and transportation.
2. Resources including equipment, materials, and skilled personnel are available within the region or can be obtained from outside the Washington Metropolitan area. A Mutual Aid Emergency Equipment Contacts list is located in the 2002 Water Supply Emergency Plan.
3. There may be increasing and conflicting demands for water for firefighting, potable water, and sanitation which exceed available resources during a regional emergency.
4. If severe water use restrictions are needed or imposed, the public may need to be informed on ways to conserve water. Water use restriction messages are under development in the 2002 Water Supply Emergency Plan. These restrictions will require vigilant enforcement to ensure compliance.

5. Local governments may need to coordinate hygienic measures due to impaired wastewater systems.
6. Emergency water supply points may need to be established and supported for the distribution of potable water.
7. Lack of water may be so severe and sustained that relocation to residents of some communities may be required.
8. The water supply or wastewater treatment infrastructure may be temporarily or permanently inoperable, causing raw sewage to run into receiving waters, including the Potomac River.
9. A lack of water supply entering the water and/or wastewater treatment plants may significantly impair or shut down these plants.

IV. Concept of Coordination

A. General

1. Regional incidents or regional emergencies involving water supply, and/or wastewater treatment and disposal, will be cause for utilization of the Water Supply Support Annex.
2. The Water Supply Annex will establish a capability to collect, analyze, synthesize, and disseminate information concerning regional water supply, wastewater management, and solid waste related issues with the RICCS.
3. The Water Supply Support Annex representative will work with the R-ESF #3 representative within the RICCS regarding all water supply and wastewater regional issues.
4. A Water Supply Annex liaison will be provided to R-ESF #5 as necessary.

B. Organization

Coordination of regional water supply and wastewater issues will be handled by the Special Water Utility Group.

C. Notification

1. Upon detection of a water supply or wastewater emergency, the detecting utility will first conduct an internal notification. If necessary, they would then convene a conference call via the RICCS to alert other area water/wastewater utilities as well as any other organization/official directly involved in the incident. During the call, affected participant(s) will report their own incident assessment.

D. Coordination

1. General

There will be coordination with other Regional Emergency Support Functions:

R-ESF #1—Transportation

- Coordination of the transportation of potable water

R-ESF #2—Communications Infrastructure

- Coordination of the Common Message

R-ESF #4—Firefighting

- Coordination of water supplies for firefighting

R-ESF #5—Information Planning

- Coordination and communication with RICCS

R-ESF #7—Resource Support

- Coordination of needed resources

R-ESF #12—Energy

- Coordination of energy supplies needed to run water utilities, water distribution systems, and wastewater plants

R-ESF # 8—Health

R-ESF # 13—Law Enforcement

R-ESF # 14—Media

2. Water and Wastewater Groups

Initial Actions

- Upon detection of a water supply or wastewater regional incident or regional emergency, COG or any participating water or wastewater organization, agency, or jurisdiction will first make an internal assessment of the situation. If that organization, COG, or any other water or wastewater organization, agency, or jurisdiction determines that the event is of regional significance, they may contact the RICCS concerning the regional emergency and ask that the CAOs, Water Utility Group, and/or Wastewater Utility Group be notified of the regional incident/emergency.

- Based on the nature and extent of the regional incident or regional emergency, COG or any participating water or wastewater organization, agency, or jurisdiction may request a conference call to be convened through the RICCS to discuss the regional incident/emergency.
- The conference call would be used to determine the type and extent of the regional incident/emergency, ongoing actions, responses and public messages, identify the next steps, and discuss any other key regional issues.

Continuing Actions

- Additional conference calls may be scheduled by conference call participants or may be requested by COG or any participating water or wastewater organization, agency, or jurisdiction as required by the ongoing regional incident/emergency.
- There will be continuous monitoring, coordination, communication, and response for each incident/emergency with information facilitated through the RICCS.
- Subject-matter experts from any participating water or wastewater organization, agency, or jurisdiction will provide the appropriate analysis of the regional impact of the regional incident/emergency to the CAOs, Water Utility Group, and Wastewater Utility Group through the RICCS to facilitate the regional response.

Stand Down

Every incident/emergency will necessitate continuous monitoring, coordination, communication and response. Members of the water or wastewater utility groups will be responsible for determining when the regional incident/emergency will be terminated. With their consensus as appropriate, a formal declaration of termination will be issued through local government, state government, utility, or COG Public Information Officers (PIOs).

After-action Critique

Once the regional incident/emergency has been terminated, the Water/Wastewater Utility Group will prepare an Incident Assessment Summary Report on the lessons learned and will present this at a regularly scheduled meeting.

V. Responsibilities

A. Water Supply Annex Participating and Supporting Agencies

Agencies participating in a regional response will contribute EEIs to RICCS based on the regional incident/emergency.

B. Essential Elements of Information

Participating agencies are responsible for providing information concerning water and wastewater activities to RICCS and to their respective group, in regional public incidents/emergencies with regional implications as stated in the planning assumption for the Water Supply Annex.

1. One of the primary purposes of the RECP is to facilitate the exchange of information among the signatory agencies during regional public emergencies. R-ESF #5—Information and Planning is responsible for the exchange, analysis, reporting and dissemination of regional information. R-ESF #5 contains detailed information about the process of information exchange and describes regional EEIs that have been determined as the minimum essential information categories, to satisfy coordination needs across the R-ESFs and with RICCS.
2. From the perspective of the Water Supply Annex, the agencies listed are responsible for providing the following EEI concerning regional public incidents/emergencies involving regional water and wastewater functions:

- Status of transportation network;
- Location and status of potable water supplies;
- Status of key contractor support;
- Communication process and procedures;
- Location of the water and/or wastewater regional incident/emergency;
- Jurisdictions involved;
- Description of significant disruptions in the water and/or wastewater system in any jurisdiction that has the potential for regional impacts;
- Status of resources, personnel, equipment and facilities impacted by the regional incident/emergency/threat of regional incident/emergency;
- Actual/potential (social, economic, political) impacts on the function and/or jurisdiction;
- Other R-ESFs and Annexes potentially impacted;
- Relevant historical and demographic information;
- Short term, medium and long-range response and recovery plans;
- Recommendations for emergency ingress/egress for responders;
- Access points to emergency areas;
- Hazard-specific information;
- Overall priorities for response;

Status of Annex activation;
Status of energy systems;
Status and analysis of initial assessments (needs assessments and damage assessments, including Preliminary Damage Assessments);
Injuries and medical emergencies; and
Logistical problems.

VI. Preparedness Cycle

The Preparedness Cycle is a means of assuring a high level of readiness for the RECP through continuous improvement in the plans and procedures. The cycle begins with sound planning practices, followed by training of personnel who will be engaged in executing those plans. When personnel have been trained, plans and procedures are tested through exercises or simulations designed to check planning assumptions against a range of scenarios. The performance of the respective organizations is evaluated as a means of refining the plans, and the cycle repeats.

A. Planning

1. Representatives from the Special Water Utility Group are responsible for coordinating planning under the Water Supply Annex, including review and revisions of the Water Supply Annex. All participating Water Supply Support Annex supporting agencies will contribute to the planning of the Water Supply Support Annex.
2. Planning will include a comprehensive assessment of current capabilities in the water and wastewater sector, and identification of unfunded regional water and wastewater emergency response and coordination needs.

B. Training

Ongoing and scheduled training related to the RECP and the Water Supply Annex responsibilities will be developed and carried out.

C. Exercise

In order for the RECP to be effective, a series of water and wastewater simulations/exercises are to be conducted on a regularly scheduled basis. The exercise series is comprised of tabletop exercises, functional communications and coordination drills, and field exercises conducted by COG and/or other organizations.

D. Evaluation

In order to assure continuous improvement in the water and wastewater function in the RECP, the plans, policies and procedures that support operational proficiency are evaluated through real world experience and exercises.

E. Corrective Action

Lessons learned from exercises and real world experiences will be captured in a corrective action system and the issues tracked to ensure that they are resolved and incorporated into plan revisions as appropriate.