

## **BREVARD PUBLIC SCHOOLS**

### **EMERGENCY OPERATING PROCEDURE FOR RESPONDING TO POSSIBLE POTABLE WATER CONTAMINATION**

**This emergency operating procedure establishes minimum requirements for responding to situations where potable water supplied to a Brevard Public Schools (BPS) school or ancillary facility may have been contaminated.** These situations typically occur when a municipal water supply pipe breaks and there is a drop in water pressure or a water outage. This procedure is designed to assist in protecting students, staff, and visitors from waterborne and foodborne illness associated with the use of contaminated water.

#### **I: GENERAL**

There are numerous ways that BPS personnel may be alerted to situations where potable water for a school or ancillary facility may have been contaminated. In each case, it is imperative that the proper BPS personnel be notified in order to ensure an effective and timely response in coordination with school and district personnel, municipal water suppliers, and county and/or state environmental health agencies having jurisdiction.

**In the event that BPS personnel become aware of:**

- **a water main break,**
  - **significant drop in water pressure,**
  - **water outage, or**
  - **other situation where potable water may have been contaminated, the following protocol must be followed:**
- A) **Notify the BPS Director of School Food Services or Environmental Health & Safety (EH&S) Manager (or their designees) immediately (see attached Water Contamination/Outage Response Flowchart). These individuals are responsible for subsequent notifications and overall coordination of the response.**
  - B) **Ensure that drinking and cooking water sources are not used after the Director of School Food Services or the EH&S Manager (or their designees) has verified the possibility of contamination.**
  - C) **Reduce the number of restrooms being used to the absolute minimum necessary to support the school or facility occupants under emergency conditions. Ensure that hand washing fixtures are not used until**

**hand sanitizer is provided. Hand sanitizer is a required supplement if hands are washed with soap and potentially contaminated tap water.**

- D) **Ensure that accountability is established for provision of drinking water to students, staff, and visitors. The cafeteria staff will be equipped to provide drinking water. The use of water from unverified sources for drinking purposes should be discouraged.**
- E) **Ensure that control measures instituted during a response action (e.g., Mandatory Boil Order, Boil Order Advisory) remain in place until rescinded through notification by the Director of School Food Services, EH&S Manager, or their designees.** The response actions will be rescinded only after consultation with Brevard County Environmental Health Services and/or Brevard County Health Department. **Under no circumstances shall notification from municipal water suppliers and the news media be acceptable in issuing clearance for normal use of potable water.**
- F) **Ensure that all fixtures used for drinking and cooking water are flushed for a minimum of three minutes once the restrictions are lifted and before the water is used.**

## **II: SCHOOL FOOD SERVICES**

- A) Upon notification of the possibility of potable water contamination, the Director (or designee) will contact the EH&S Manager. The EH&S Manager will contact the County Health Department and verify the necessary control measures to be instituted. Following verification, the Director will contact both the Operations Specialist and the Nutrition Specialist. The Director will also provide a courtesy call to the Associate Superintendent of Financial Services relaying the implementation of this procedure.
- B) The Operations Specialist and the Nutrition Specialist will contact kitchen managers of the affected schools or facilities, and will provide a verbal reminder of the protocol to be followed.

**See Protocol on Next Page**

## PROTOCOL FOR CAFETERIA MANAGERS AND STAFF

- All schools will keep in their kitchen inventory two (2) five-gallon bottles of water, a pump, and paper cups. To ensure accountability for the quality of the water, this should be the only water dispensed by the school for drinking by students, staff, and visitors. It may be stored in the walk-in, space permitting, to allow chilling.
- Ice in the ice machines SHALL NOT be used. When notification is received that the water is again safe to use, the ice machines MUST be emptied, drained, sanitized with a bleach solution (1 part bleach : 100 parts water), and allowed to air dry prior to turning the machines back on.
- Fresh fruits and vegetables SHALL NOT be served if they require washing with tap water.

The following items may be served:

- Oranges, bananas, and other fruits with an inedible peel
- Canned fruits and vegetables.

**Any food item that does not require cooking, but does require the use of tap water, SHALL NOT be served including items such as gelatin, icing, salads, beverages, etc.**

- Cafeteria employees MUST use soap and water to wash their hands. In addition, an approved hand sanitizer MUST then be used. Consult School Food Services personnel for a list of approved sanitizers. Each kitchen shall maintain a minimum supply of six bottles of hand sanitizer in the stockroom at all times.
- Managers, whose kitchens have a steamer kettle, should fill the kettle with tap water and bring it to a rolling boil for 3-5 minutes. This water can be used for cooking, hand washing, or as a reserve.
- Kitchen utensils and pans MUST be washed with tap water that has been brought to a rolling boil for 3-5 minutes.

- C) Upon notification from Brevard County Health Department that water restrictions have been lifted, the Director of School Food Services will inform the Operations Specialist and the Nutrition Specialist. For bacteriological testing, two consecutive days worth of favorable results are required.
- D) The Operations Specialist and Nutrition Specialist will notify the affected kitchen managers that all cooking and drinking water fixtures under their control should be flushed for a minimum of three minutes. Following the flushing, emergency procedures may cease.

### **III: PLANT OPERATIONS AND MAINTENANCE**

- A) The Area Maintenance Team supervisors will ensure that their shop (or satellite site) maintains a minimum supply of two cases of approved hand sanitizer for emergencies.
- B) Upon notification of the possibility of potable water contamination, the EH&S Manager (or designee) will contact the Director of School Food Services. The EH&S Manager or Director will contact the Brevard County Health Department and verify the necessary control measures to be instituted. Following verification, the EH&S Manager will notify the school principal(s) or facility administrator(s), area superintendent(s), and Maintenance Team Supervisor. The EH&S Manager will also provide a courtesy call to the Director of Plant Operations and Maintenance relaying the implementation of this procedure.
- C) Upon notification, the Area Maintenance Supervisor or Maintenance Communicator will dispatch staff to assist the school/facility in making the water fountains inoperative.
- D) The Area Maintenance Team will provide hand sanitizer for use in the restrooms. The sanitizer is a supplement to regular hand washing with soap and tap water. Unused hand sanitizer will be collected and returned to stock once emergency conditions have ceased.
- E) In the event of a total water outage, the Area Maintenance Team will assist the school/facility, as required, in filling of toilets with water between uses.
- F) If a total water outage is expected to last for more than 24 hours, the Director of Plant Operations and Maintenance will be contacted for guidance as to whether portable toilets should be brought to the school or facility.

- G) Upon notification that the Brevard County Health Department has lifted water restrictions, the EH&S Manager will inform the school principal(s) or facility administrator(s), area superintendent(s), and Area Maintenance Team(s) Supervisor(s).
- H) The Area Maintenance Team will make the water fountains operative and assist the school/facility, as required, in flushing of all drinking and cooking water fixtures for a minimum of three minutes.

Distribution:

Leadership Team  
Food Services Office  
Cafeteria Managers  
Area Maintenance Supervisors  
Brevard County Environmental Health Services  
Brevard County Health Department

# WATER CONTAMINATION/OUTAGE RESPONSE FLOWCHART



Revised: August 2016

**Cynthia Leckey**  
 Environmental Health Division, Manager  
 Florida Dept. of Health – Brevard County Office  
 off. 633-2053 x. 52305  
**PRIMARY CONTACT PERSON**

-OR-

Melissa Brock, Director  
 Florida Dept. of Health – Brevard County Office  
**SECONDARY CONTACT PERSON**  
 cell 321-749-2394

**Kevin Thornton, Director**  
 School Food Services  
**PRIMARY CONTACT**  
 633-1000 x690  
 Cell: 412-0643  
 -or-  
**SECONDARY CONTACT**  
 Jimmy Johnson, Operations Manager  
 633-1000 x693

**Jim Powers, EH&S Manager**  
 Plant Operations and Maintenance  
**PRIMARY CONTACT**  
 633-3496 x 13074  
 cell: 302-9168  
 -and-  
**Anne Everly – Coordinator of**  
**Communication Dev. & Customer Service**  
 Emergency Dispatch, 633-3600

Penny Zuercher,  
 Associate Superintendent,  
 Financial Services  
 633-1000 x600

**Jim Ross**  
 Director, Plant Operations and  
 Maintenance 633-3580 x 0  
 Cell: 986-7047

**Assistant**  
**Superintendent(s)**  
**and Affected**  
**Principals**

**Jimmy Johnson**  
 Operations Manager  
 633-1000 x693

**Dawn Menz**  
 Nutrition Specialist  
 633-1000 x697

**Maintenance Shop Supervisor**  
 Herb Johnson, cell 321-544-3582  
 Customer Service Center – dispatch # 633-3600

**Affected Kitchen Manager(s)**

