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TO: Board of Commissioners

FROM: Brian J. Valentino

DATE: 22 March 2020

RE: COVID-19 Update No. 5

## 1. Overview

WMUA is operating on Day 9 under the National Incident Management System (NIMS). We are operating 12-hour operational periods from 0700-1900 and 1900-0700 daily. As of 0700 today, we are currently operating on a **Level 2 – Reduced Operations** schedule with normal staffing levels but **the Authority will transition to Level 3 – Emergency Operations at 0700 Monday, 23 March 2020.** We continue to serve our customers via all available technological means.

As of 1200 Saturday 21 March 2020, the Executive Director/Chief Executive Officer of **the Western Monmouth Utilities Authority has declared a State of Emergency** for the Authority. This will result in several administrative actions that will dramatically reduce the size and scope of our operations beginning at 0700 on 23 March 2020. Details may be found herein.

## 2. Intelligence

We have not received a Situation Report since Friday. As such, no further intelligence is available other than that available from public sources of information.

Governor Murphy has expanded the scope of the present emergency to include extraordinary restrictions in the operating hours of businesses and a strict demand that individuals not travel unless they must travel.

We continue to actively seek expert information that can be utilized in making informed decisions about the best way to operate in the current atmosphere.





A conference call between the Chairman and Vice Chairman and the Leadership Team (CEO, COO, CAO, CFO, HRO) was held at noon 20 March 2020 to discuss Governor Murphy's expanded State of Emergency and the potential need to transition to the Level 3 – Emergency Operations staffing model. It was agreed that **WMUA will institute the Level 3 – Emergency Operations model at 0700 on 23 March 2020.**

A conference call for the entire staff was held at 1900 last night to review the implementation order (SOG 2020.1) and the scheduling parameters.

### **3. Intergovernmental Affairs & Coordination**

The Townships of Manalapan and Marlboro have declared local states of emergency.

The majority of our partner agencies across the county and the state have both declared states of emergency and have instituted wide ranging measures for the reduction and sequestering of key staff

### **4. Continuity of Government & Operations**

**Level 2 – Reduced Operations** featuring moderate disruptions from primarily external sources (ie: supply train delays, financial system disruptions, travel impairments, family emergencies, etc.)

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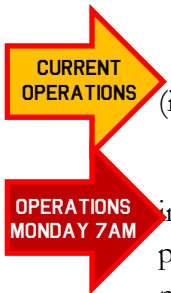
The Emergency Operations tiers are as follows:

**Level 1 – Normal Operations** featuring routine disruptions

**Level 2 – Reduced Operations** featuring moderate disruptions from primarily external sources (ie: supply train delays, financial system disruptions, travel impairments, family emergencies, etc.)

**Level 3 – Emergency Operations** featuring critical interruption of mission delivery from internal and/or external sources (ie: any or all of the Level 2 disruptions and additional significant personnel or internal systemic disruptions requiring significant changes to staffing or procedural norms.)

NOTE: This is the last time the three operational tiers will be listed in this update.





## **5. Incident Command**

The Incident Command System has been in effect for more than nine days. The Authority will continue to operate under ICS for the duration of the emergency.

Detailed instructions on the use of Incident Command are included in the implementation SOG.

**It shall be the explicit responsibility of the Incident Commander to convene an Incident Briefing at the end of his/her operational period and complete Incident Briefing form ICS-201.**

**All transfers of command must:**

1. Be done face to face and in writing via ICS-201.
2. Be relayed verbally to the Chief Executive Officer and to the OIC assigned to Wastewater Treatment Plant Operations; and
3. Form ICS-201 will be logged in the Control Room log in the Filter Building; and
4. Be relayed via radio by the OIC assigned to WWTP to all receivers; OR
5. If the transfer of command is announced via radio by both the outgoing and oncoming Incident Commanders, it shall be acknowledged and repeated via radio by the OIC in WWTP.

**NOTE:** Copies of all ICS forms with instructions may be found on the WMUA Network at <S:\ICS – INCIDENT COMMAND FORMS> and “fillable” forms are available in both Word and PDF format on the internet at < <https://training.fema.gov/icsresource/icsforms.aspx> >

**NOTE:** Given the severity of the emergency and the foreseeable length thereof, we will transition to a new update format beginning at 0700 23 March 2020.

A COPY OF STANDARD OPERATING GUIDELINE 2020.1 “IMPLEMENTATION GUIDELINE FOR OPERATIONS DURING A STATE OF EMERGENCY” IS ATTACHED HERETO.

A COPY OF THE DECLARATION OF EMERGENCY DATED 21 MARCH 2020 IS ATTACHED.