

# AQUATIC<sup>®</sup> CONTROL

Est. 1966



## PROPOSAL SUBMISSION:

Authorizing Document and  
Executive Summary for Invasive  
Aquatic Plant Control:

Negotiated Bid #300-24-75338

June 13, 2023



**Executive Summary**  
**Authorizing Document**

**Company Bidder ID: 0000001474**

**FEIN: 35-1263215**

**Business Type: Domestic For-Profit Corporation**

**NAICS Code: 115310, 237990, 424910, 444220, 561730**

**Principal Contact: Mr. Leif Willey**

**Company Name: Aquatic Control, Inc.**

**Address: 418 IN-258  
Seymour, IN 47274**

**Phone Number: 1-800-753-5253 ext:2450**

**Email: leifw@aquaticcontrol.com**

**Signature:** \_\_\_\_\_

To: Indiana Department of Administration  
Procurement Division  
Stephanie Nelson-Negotiated Bid #300-24-75338  
402 West Washington Street, Room W468  
Indianapolis, IN 46204

### Executive Summary

This transmittal letter is a written response to the statements described in the Specification Document for Negotiated Bid #300-24-75338. Aquatic Control is a woman-owned (WBE certified) Indiana S-Corporation that has been providing high quality products, services, and staff for managing lakes, ponds, reservoirs, and other water resources for both public and private entities since 1966. Aquatic Control was officially incorporated on December 15, 1971. Aquatic Control's corporate headquarters is in Seymour, IN with 6 branch offices in Northern Indiana, Southwest Indiana, Kentucky, Illinois, Tennessee, and Missouri. Our company is an authorized distributor for various manufacturers of aquatic algaecides and herbicides. Our services include algaecide applications for harmful algal blooms and herbicide applications for invasive and nuisance aquatic weeds performed by certified and licensed applicators, fisheries management, lake mapping, and fountain and aeration installation and maintenance. In addition, our laboratory offers services regarding identification and enumeration of algae, analysis of algal toxins and water quality, and bench-scale algaecide and herbicide efficacy testing. Our professional staff includes aquatic and fisheries biologists, an aquatic ecotoxicologist, a plant biologist, a laboratory and research technician, licensed aquatic applicators, and factory trained fountain specialists. Aquatic Control maintains a fleet of over 50 boats that can be rapidly mobilized to handle a variety of problems on a wide range of water bodies.

Aquatic Control, Inc. understands and agrees with the terms and clauses stated in Attachment B. Aquatic Control, Inc. is registered and in good standing with the Office of the Indiana Secretary of State. Aquatic Control, Inc. is and will not be associated with any parent, affiliate, or subsidiary organization, either formally or informally, in supplying any service or furnishing any supplies or equipment to the bidder which would relate to the performance of this contract. No attempts have been made by Aquatic Control, Inc. to induce any other person or firm to submit or not submit a proposal in response to this RFP. Aquatic Control, Inc. can accept multiple forms of payment for services provided including credit card payment and will accept use handling fees. Aquatic Control Inc. has been accepting credit card payments from clients for several years and uses Authorize.net as our credit card processing system.

Aquatic Control, Inc. does not discriminate in employment practices with regards to race, color, religion, age, sex, marital status, political affiliation, national origin, or disability. Aquatic Control, Inc. has not included any information related to costs in this transmittal letter nor in the technical proposal provided. Aquatic Control, Inc. has no direct or indirect interests, nor will employ persons with direct or indirect interests which would conflict with the performances of the services under this contract. The Aquatic Control, Inc. employee signing this proposal is authorized to make decisions as to pricing quoted and has not participated, and will not participate, in any action contrary to the above statements. Aquatic Control, Inc. agrees that any lost or reduced federal matching money resulting from unacceptable performance in a contractor task or responsibility defined in the RFP, contract or modification shall be accompanied by reductions in state payments. Aquatic Control, Inc. has not been retained, nor has it retained a person to solicit or secure a state contract on an agreement or understanding for a commission,

percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies maintained by the bidder for the purpose of securing business.

Aquatic Control Inc, has a disaster recovery plan in place. A copy of that document is included as part of this Executive Summary. All company records, both internal and external in origin are stored digitally on a secured server. Access to this server is granted only through clearance from Aquatic Control, Inc's IT department. Printed hard copies of contracts and critically important documents are kept in secured storage.

Aquatic Control Inc, has served the aquatic environmental management, algae and vegetation control and laboratory service needs for many state, federal and local government entities including but not limited to Indiana Department of Natural Resources Division of Fish and Wildlife (Aquatic Vegetation control), City of Oakland City, IN (Aquatic Vegetation Control), City of Indianapolis, IN (Aquatic Vegetation control), Kentucky Fish and Wildlife, Iowa Department of Natural Resources (Aquatic Vegetation Control), City of Milan, IN, United States Army Corps of Engineers Kansas City District (HAB research collaboration), Kansas Department of Health and Environment (HAB research collaboration), City of Concord, NC (HAB monitoring for drinking water supply). Aquatic Control Inc, has served several state clients including the State of Indiana for Aquatic Vegetation or algae control. A list of clients and examples is listed below:

Client	Body of water	Project Description	Year(s) Completed
Indiana DNR, DFW	Lake Manitou, Rochester IN	Hydrilla eradication	2006-2016
Lake Tippecanoe Home Owners (IDNR LARE Grant)	Tippecanoe Lake, Kosciusko County, IN	Annual Starry Stonewort Treatment	2017-present (300+acre-feet)
USACE/KDHE	Lake Marion, Kansas	Preventive Akinete treatment	2020-2022
Iowa DNR	Multiple public lakes	Nuisance aquatic vegetation control	2019-present
Kentucky American Water	Jacobsen Reservoir, Ky	Algaecide sales and application service	2008-present
Citizens Energy	Eagle Creek Reservoir, Indianapolis, IN	Control of T&O producing cyanobacteria	2000-present
Daviess-Martin Joint County Park and Recreation	West Boggs Lake, Loogootee, IN	HAB treatments and monitoring	2019-present

Sincerely,

Leif Willey  
Lake and Special Project Supervisor

# **Aquatic Control Inc. Disaster Recovery Plan**

## Emergency notification contacts

Name	Office location	Mobile phone
Carol Hayden	Seymour IN	812-521-3582
Matt Johnson	Seymour IN	812-525-9863
Nathan Long	Seymour IN	812-525-9859
Leah Essex	Seymour IN	812-343-2330
Adam Charlton	Elizabethtown KY	502-744-6497
Mike Whitacre	Truesdale MO	314-650-1808
Randy Kramer	Truesdale, MO	314-630-0829
Nick Pearce	Valparaiso IN	219-510-2026
Cody Bragg	Elizabethtown KY	502-264-3261
Grant Greenman	Ankeny, IA	515-473-2397
Damon Hooker	Evansville, IN	812-459-0030
Jacob Hamilton	Memphis TN	901-618-1038
Tim Holt	Canton IL	309-357-4044



- **Purpose**

The purpose of this disaster plan is to prepare Aquatic Control Inc. in the event of extended service outages caused by factors beyond our control (e.g., natural disasters, man-made events), and to restore services to the widest extent possible in a minimum time frame. All Aquatic Control Inc. sites are expected to implement preventive measures whenever possible to minimize operational disruptions and to recover as rapidly as possible when an incident occurs.

The plan identifies vulnerabilities and recommends necessary measures to prevent extended communication and service outages. It is a plan that encompasses all Aquatic Control Inc. sites and operations facilities.

**Scope**

The scope of this plan is limited to restoring reasonable day to day operations in a timely manner. This is a disaster plan, not a daily problem resolution procedures document.

***Plan objectives***

- Serves as a guide for the Aquatic Control Inc. recovery teams.
- References and points to the location of critical data.
- Provides procedures and resources needed to assist in recovery.
- Identifies response teams that must be notified in the event of a disaster.
- Assists in avoiding confusion experienced during a crisis by documenting, testing and reviewing recovery procedures.
- Documents storage, safeguarding and retrieval procedures for vital records.

***Assumptions***

- Key people will be available following a disaster.
- A national disaster such as nuclear war is beyond the scope of this plan.
- This document and all vital records are stored in a secure off-site location and not only survive the disaster but are accessible immediately following the disaster.

***Disaster definition***

Any loss of power, connectivity to company database, or catastrophic event (weather, natural disaster, vandalism) that causes an interruption in the services provided by Aquatic Control Inc.. The plan identifies vulnerabilities and recommends measures to prevent extended service outages.

***Recovery teams***

- Strategic Planning Committee (SPC)
- Disaster recovery team (DRT)
- IT technical services (IT)

See Appendix A for details on the roles and responsibilities of each team.

### ***Team member responsibilities***

- All of the members should keep an updated calling list of their work team members' work, home, and cell phone numbers both at home and at work.
- All team members should keep this plan for reference at home in case the disaster happens after normal work hours. All team members should familiarize themselves with the contents of this plan.

### ***Instructions for using the disaster plan***

#### **Invoking the plan**

This plan becomes effective when a disaster occurs. Normal problem management procedures will initiate the plan, and remain in effect until operations are resumed at the original location or a replacement location and control is returned to the appropriate functional management.

#### **Disaster declaration**

The Aquatic Control Inc. SPC, with input from the DRT and IT, is responsible for declaring a disaster and activating the various recovery teams as outlined in this plan.

In a major disaster situation affecting multiple locations, the decision to declare a disaster will be determined by the SPC. The DRT and IT will respond based on the directives specified by the SPC.

#### **Notification**

Regardless of the disaster circumstances, or the identity of the person(s) first made aware of the disaster, the SPC and DRT must be activated immediately in the following cases:

- Aquatic Control Inc. home office or any branch office will be forced to cease operations for more than 3 days.
- Company database is unavailable for 3 days.
- Communication (land line, cell phone, email) with any Aquatic Control Inc. office is completely lost for more than 3 days.
- Any problem at an office that would cause any of the above conditions to be present or there is certain indication that any of the conditions are about to occur.

#### **External communications**

SPC personnel are designated as the principal contacts with the media (radio, television, online, and print), regulatory agency, government agencies, and other external organizations following a formal disaster declaration.



## **Database backup and recovery**

### **Data backup policy**

Full and incremental backups preserve corporate information assets and should be performed on a daily basis for all files that are irreplaceable, have a high replacement cost, or are considered critical. Backup media should be stored in a secure, geographically separate location from the original and isolated from environmental hazards. Cloud based backup is preferred.

Department-specific data and document retention policies specify what records must be retained and for how long. All organizations are accountable for carrying out the provisions of the instruction for records in their organization.

### **Off-site database backup**

Backup Filemaker database, Business Works database, and AC Shared Info files are stored in Cloud based format at locations that are secure, isolated from environmental hazards, and geographically separate from the location housing the system.

### **Access to database backup**

- Files are backed up by Axiom Solutions. FileMaker is backed up by Soliant and is on their hosted server.
- Files may be accessed from Axiom Solutions by contacting them. FileMaker files can be restored by contacting Soliant.

## Emergency management procedures

The following procedures are to be followed by Aquatic Control Inc. personnel in the event of an emergency. Where uncertainty exists, the more reactive action should be followed to provide maximum protection and personnel safety.

**Note:** Anyone not recognized by Aquatic Control Inc. staff as normally having business in the area must be challenged by the staff who should then notify company management or law enforcement personnel.

These procedures are furnished to Aquatic Control Inc. management personnel to take home for reference. Several pages have been included to supply emergency contacts.

In the event of any situation where access to Aquatic Control Inc. (home and branch offices) is not safely possible, personnel should contact their direct supervisor for instructions. Only critical personnel should be allowed to enter a compromised facility, and only when it is safe to do so.

### In the event of a natural disaster

In the event of a major catastrophe affecting Aquatic Control Inc. facility, immediately notify Carol Hayden or current Safety Officer.

#### Procedure

STEP	ACTION
1	Notify SPC and DRT of pending event, if time permits.
2	If the impending natural disaster can be tracked, begin preparation of site within 48 hours as follows: <ul style="list-style-type: none"><li>• Relocate critical equipment to a safe area (Appendix G)</li><li>• Deploy unessential personnel to branch offices not affected by the disaster</li><li>• Locate and acquire temporary business location</li><li>• Basic necessities are acquired by essential personnel:<ul style="list-style-type: none"><li>• Cash for one week</li><li>• Food and water for one week</li><li>• Gasoline and other fuels</li><li>• Supplies, including chainsaws, batteries, rope, flashlights, medical supplies, etc.</li></ul></li></ul>
3	24 hours prior to event: <ul style="list-style-type: none"><li>• Create an image of the system and files</li><li>• Back up critical system elements</li><li>• Create backups of e-mail, file servers, etc.</li><li>• Fuel vehicles</li></ul>

## In the event of a fire

If fire or smoke is present in the facility, evaluate the situation, determine the severity, categorize the fire as major or minor and take the appropriate action as defined in this section. Call 9-1-1 as soon as possible if the situation warrants it.

- Personnel are to attempt to extinguish minor fires (e.g., single hardware component or paper fires) using hand-held fire extinguishers located throughout the facility. Any other fire or smoke situation will be handled by qualified building personnel until the local fire department arrives.
- In the event of a major fire, call 9-1-1 and immediately evacuate the area.
- In the event of any emergency situation, system security, site security and personal safety are the major concerns. If possible, the safety officer or branch manager should remain present at the facility until the fire department has arrived.
- In the event of a major catastrophe affecting the facility, immediately notify SPC and management.

### Procedure

STEP	ACTION
1	Dial 9-1-1 to contact the fire department.
2	Immediately notify all other personnel in the facility of the situation and evacuate the area.
3	Alert emergency personnel. Provide them with your name, extension where you can be reached, building, and the nature of the emergency. Follow all instructions given.
4	Alert the Safety Officer and SPC. <i>Note:</i> During non-staffed hours, Safety Officer will notify the manager responsible for the location directly.
5	Safety Officer will establish security at the location and not allow access to the site unless notified by the SPC that it is safe to enter.
6	Contact appropriate insurance agent or vendor.
7	All personnel evacuating the facilities will meet at their assigned outside location (assembly point) and follow instructions given by the designed authority. <b>Under no circumstances may any personnel leave without the consent of supervision.</b>

### **In the event of a network services provider outage**

In the event of a network service provider outage to any location, the guidelines and procedures in this section are to be followed.

**Procedure**

<b>STEP</b>	<b>ACTION</b>
<b>1</b>	Notify SPC of outage.
<b>2</b>	Determine cause of outage and timeframe for its recovery. If outage will be greater than one hour, route all calls via alternate services.

### **In the event of a flood or water damage**

In the event of a flood or broken water pipe within any facility, the guidelines and procedures in this section are to be followed.

#### **Procedure**

STEP	ACTION
1	Assess the situation and determine if outside assistance is needed; if this is the case, dial 9-1-1 immediately.
2	Immediately notify all other personnel in the facility of the situation and be prepared to cease operations accordingly.
3	Water detected may have different causes: If water is slowly dripping from an air conditioning unit, pipe, or fixture and not endangering equipment, contact repair personnel immediately.  If water is of a major quantity (water main break), immediately implement power-down procedures. While power-down procedures are in progress, evacuate the area and follow management's instructions.

### ***Plan review and maintenance***

This plan must be reviewed annually. Additionally, with the dynamic environment present within Aquatic Control Inc. it is important to review the listing of personnel and phone numbers contained within the plan regularly.

The hard-copy version of the plan will be stored in a common location (Safety Officer's office) where it can be viewed by site personnel, the SPC, and the DRT. Electronic versions will be available via ACsharedinfo. Each recovery team will have its own directory with change limited to the recovery plan coordinator.

## ***Notification of incident affecting the site***

### **On-duty personnel responsibilities**

#### **During business hours:**

Upon observation or notification of a potentially serious situation during working hours at a facility, ensure that personnel on site have enacted standard emergency and evacuation procedures if appropriate and notify the SPC.

#### **After business hours:**

Personnel should contact the SPC and emergency responders as deemed necessary.

### ***Provide status to SPC***

Contact SPC and provide the following information when any of the following conditions exist: (See Appendix B for contact list.)

- Any office is unable to conduct business for three or more hours.
- Any problem at any location that would cause the above condition to be present or there is certain indication that the above condition is about to occur.

The SPC will collect and disseminate the following information:

- Location of disaster
- Type of disaster (e.g., fire, tornado, flood)
- Summarize the damage (e.g., minimal, heavy, total destruction)
- Designate a meeting location that is a safe distance from the disaster scene
- Provide an estimated timeframe of when a damage assessment group can enter the facility (if possible)
- The SPC will contact the DRT members and report that a disaster is eminent or has taken place.

### ***Decide course of action***

Based on the information obtained, the SPC will need to decide how to respond to the event: mobilize DRT and IT, repair/rebuild existing site(s) with location staff, or relocate to a new facility.

### ***Inform team members of decision***

**If a disaster is not declared**, the on-site personnel will continue to address and manage the situation through its resolution and provide periodic status updates to the SPC/DRT.

**If a disaster is declared**, the SPC will notify DRT and IT members immediately for deployment.

**Declare a disaster** if the situation is not likely to be resolved within predefined time frames. The SPC is authorized to declare a disaster. If possible, this group must communicate and agree that a disaster has taken place. If this is not possible, any member of the SPC may make the declaration.

***Contact insurance companies (see Appendix H)***

***Disaster declared: Mobilize DRT***

Once a disaster is declared, the DRT is mobilized as directed by the SPC. This team will initiate and coordinate the appropriate recovery actions. Members assemble at the designated location as quickly as possible. See Appendix D for emergency locations.

***Conduct detailed damage assessment (This may also be performed prior to declaring a disaster.)***

1. Under the direction of local authorities, insurance company, and/or SPC/DRT, assess the damage to the affected location and/or assets.
  - A. Participate in a briefing on assessment requirements, reviewing:
    - (1) Assessment procedures
    - (2) Specify information gathering requirements
    - (3) Review safety and security issues

***NOTE: Access to the facility following a fire or potential chemical contamination will likely be denied for 24 hours or longer.***

- B. Document assessment results using assessment and evaluation forms contained in Appendix E.

**Building access permitting:**

- Conduct an on-site inspection of affected areas to assess damage to essential records, inventory, equipment, and electronic data.
      - Obtain information regarding damage to the facility(s) (e.g., environmental conditions, physical structure integrity, furniture, and fixtures) from the DRT.
- 2. Develop a restoration priority list, identifying facilities, vital records and equipment needed for resumption activities that could be operationally restored and retrieved quickly.
- 3. Make recommendations to SPC for required resources.



### ***Contact DRT: Decide whether to continue to business recovery phase***

The SPC and DRT gather information regarding the event. If Owners are not present, provide them with detailed information on status.

Based on the information obtained, Owners decide whether to continue to the business recovery phase of this plan. If the situation does not warrant this action, continue to address the situation at the affected site(s).

### ***Business recovery phase***

This section documents the steps necessary to activate business recovery plans to support full restoration of systems or facility functionality at an alternate/recovery site that would be used for an extended period of time. Coordinate resources to reconstruct business operations at the temporary/permanent system location, and to deactivate recovery teams upon return to normal business operations.

#### ***Aquatic Control Inc. facility, database and equipment operation requirements***

Owners and SPC will determine a proper course of action to return to normal operation as quickly as possible. This may include securing a temporary location, relocation to the home or a branch office, distribution of useable equipment, reestablishing database, and acquisition of replacement inventory.

#### ***Notify IT staff/Coordinate relocation to temporary/new facility***

See Appendix A for IT staff associated with a temporary/new location being set up.

#### ***Secure funding for relocation***

Make arrangements in advance with suitable backup location resources. Make arrangements in advance with local banks, credit card companies, hotels, office suppliers, vendors and others for emergency support.

#### ***Notify SPC and Owners of recovery startup***

Using the call list in Appendix B, notify the appropriate company personnel. Inform them of any changes to processes or procedures, contact information, hours of operation, etc. (This may be used for media information.)

#### ***Operations recovered***

Assuming all relevant operations have been recovered to an alternate site, and employees are in place to support operations, the company can declare that it is functioning in a normal manner at the recovery location.

## **Appendixes**

### **Appendix A: Aquatic Control Inc. recovery teams**

**Strategic Planning Committee (SPC) - See Appendix B for contact list**

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#### **Charter:**

Responsible for overall coordination of the disaster recovery effort, evaluation and determining disaster declaration, and communications with Owners.

- **Support activities:**

- Evaluate which recovery actions should be invoked and activate the recovery teams
- Evaluate damage assessment findings
- Set restoration priority based on the damage assessment reports
- Provide Owners with ongoing status information
- Act as a communication channel to branch offices, major customers, and media
- Work with service providers and vendors to develop a rebuild/restock schedule

**Disaster Recovery Team (DRT) - See Appendix B for contact list**

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- **Charter:**

Responsible for overall coordination of the disaster recovery effort, and establishment of the emergency command area.

- **Support activities:**

- Determine recovery needs
- Establish command center and assembly areas
- Advise on when to activate plan(s) if applicable, based upon the disaster situation
- If no disaster is declared, take appropriate action to return to normal operations using regular staff
- Determine if vendors or other teams are needed to assist with detailed damage assessment
- Prepare post-disaster debriefing report

**IT technical services (IT)**

- **Charter**

IT will facilitate technology, communication, and database restoration activities.

- **Support activities**

- Upon notification of disaster declaration, review and provide support as follows:
  1. Facilitate technology recovery and restoration activities, providing guidance on replacement equipment and systems, and database recovery as required
  2. Coordinate removal of salvageable equipment at disaster site that may be used for alternate site operations

## ***Appendix B: Recovery team contact lists***

### **Strategic Planning Committee (SPC)**

<b>Name</b>	<b>Office location</b>	<b>Title</b>	<b>Mobile/Cell Phone</b>
Matt Johnson	Seymour IN	President	812-525-9863
Nate Long	Seymour IN	Executive Vice President	812-525-9859
Carol Hayden	Seymour IN	Chief Financial Officer	812-521-3582
Leah Essex	Seymour IN	Owner	812-343-2330

### **Disaster Recovery Team (DRT)**

<b>Name</b>	<b>Office location</b>	<b>Title</b>	<b>Mobile/Cell Phone</b>
Matt Johnson	Seymour IN	President	812-525-9863
Nate Long	Seymour IN	Executive Vice President	812-525-9859
Carol Hayden	Seymour IN	Chief Financial Officer	812-521-3582
Leah Essex	Seymour IN	Owner	812-343-2330
Nick Pearce	Valparaiso IN	Manager	219-510-2026
Randy Kramer	Truesdale MO	Manager	314-630-0829
Cody Bragg	Elizabethtown KY	Manager	502-264-3261
Grant Greenman	Ankeny, IA	Manager	515-473-2397
Jacob Hamilton	Memphis TN	Manager	901-618-1038
Tim Holt	Canton IL	Manager	309-357-4044
Adam Charlton	Elizabethtown KY	Director Branch Operations	502-744-6497
Damon Hooker	Evansville, IN	Manager	812-459-0030

### **IT technical services (IT)**

<b>Name</b>	<b>Office location</b>	<b>Title</b>	<b>Mobile/Cell Phone</b>
Carol Hayden	Seymour IN	Chief Financial Officer	812-521-3582
Matt Johnson	Seymour IN	Executive Vice President	812-525-9863
Bryan Coley	Elizabethtown KY	Database/System Admin	502-240-2942
AXIOM Solutions	Elizabethtown KY	IT Consultants	270-506-0000
Mike Duncan	Soliant Consulting	FileMaker Consultants	312-863-4331

### ***Appendix C: Service provider numbers***

#### **Phone, internet, public utility companies, others**

<b>Company name</b>	<b>Service provided</b>	<b>Office location</b>	<b>Phone</b>
Jackson Connect	Internet	Seymour IN	812-358-4458
Frontier	Phone	Seymour IN	260-459-6007
Jackson County REMC	Electric	Seymour IN	812-358-4458
Jackson County Water	Water	Seymour IN	812-358-3654
McIntire Alarm	Fire & thermo system	Seymour IN	812-445-3025
Ameren	Gas and electric	Truesdale MO	877-426-3736
Spectrum	Internet	Truesdale MO	800-314-7195
Interface	Security system	Truesdale MO	866-593-3480
City of Warrenton	Water and sewer	Truesdale MO	636-456-3535
Comcast	Internet	Valparaiso IN	800-391-3000
Martin	Security system	Valparaiso IN	219-464-4364
Nipsco	Gas and electric	Valparaiso IN	800-464-7726
Valparaiso City Utilities	Water and sewer	Valparaiso IN	219-462-6174
Comcast	Internet	Elizabethtown KY	800-391-3000
Elizabethtown Utilities	Gas	Elizabethtown KY	270-765-6121
Hardin County Water	Water and sewer	Elizabethtown KY	270-737-1056
Kentucky Utilities	Electric	Elizabethtown KY	800-383-5582
Evansville Water and Sewer	Water and sewer	Evansville IN	812-436-7846
Vectren	Gas and electric	Evansville IN	800-227-1376
WOW	Internet	Evansville IN	888-969-4249
Comcast	Internet	Memphis TN	800-391-3000
Memphis Gas	Gas, electric, and water	Memphis TN	952-222-9738
Comcast	Internet	Canton IL	800-391-3000
Ameren	Electric and gas	Canton IL	800-232-2477

### ***Appendix D: Emergency Command Center (ECC) location***

#### **Emergency command center -**

Primary: Rust Conference Center  
Alternate: Sales office  
Alternate: Nearest unaffected branch office

## ***Appendix E: Forms***

### **Incident/disaster form**

Upon notification of an incident/disaster situation the on-duty personnel will make the initial entries into this form. It will then be forwarded to the ECC, where it will be continually updated. This document will be the running log until the incident/disaster has ended and “normal business” has resumed.

#### **TIME AND DATE**

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#### **TYPE OF EVENT**

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#### **LOCATION**

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#### **BUILDING ACCESS ISSUES**

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#### **PROJECTED IMPACT TO OPERATIONS**

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**RUNNING LOG (ongoing events)**

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## CRITICAL EQUIPMENT STATUS ASSESSMENT AND EVALUATION FORM

Recovery team: \_\_\_\_\_

<u>Equipment</u>	[-----STATUS-----]		<u>Comments</u>
	<u>Condition</u>	<u>Salvage</u>	
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

### Legend

Condition:           OK - Undamaged  
                           DBU - Damaged, but usable  
                           DS - Damaged, requires salvage before use  
                           D - Destroyed, requires reconstruction



### ***Appendix F: Building evacuation information***

If the area is safe, all employees should evacuate to the facilities entrance driveway. Each profit center manager or branch manager will make sure all employees are accounted for. Under no circumstances should personnel leave the property without notifying management.

### ***Appendix G: Inventory of essential equipment and network services***

Office	Equipment	Location
Seymour/Home office	Two servers	Server Room
All offices	Laptop computers	Employee's office/truck
All offices	Personal computer towers	Employee's office
All offices	Treating boats/ATVs & trailers	Parking lot or building

### ***Appendix H: Aquatic Control insurance companies***

Company Name	Service Provided	Phone
Moore and Shepherd Insurance	Insurance agent	812-522-8555
Selective Insurance Company	Comprehensive business insurance	800-777-9656
Great American Insurance Group	Workman comp. insurance – MO, IL	863-606-7183
Bridgefield Casualty Co	Workman comp. insurance – IN, KY, TN	800-282-7648

## Key Personnel

### Project Manager: Leif Willey, MS

- Direct tasks, assignments, and schedules
- QA/QC
- Responsible for Deliverables
- Primary Contact for Project
- Assist with field applications

### Supervising Applicators: Nathan Long, Adam Charlton, Nick Pearce

- Assign travel and labor schedules for applicators.
- QC of equipment
- Ensure proper volumes are ordered and delivered.
- Supervise/assists with field applications.

### Aquatic Applicators

- Perform algaecide applications
- Assist/perform loading and handling of algaecides
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#### Contact Information for key personnel

Name	Title	Company Office Location	Email Address
Leif Willey, M.S.	Lakes and Special Projects Supervisor	Headquarters Seymour, IN	leifw@aquaticcontrol.com
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Nick Pearce	Northern Indiana Office Manager	Valparaiso, IN	nickp@aquaticcontrol.com

