

OAR CHAPTER 333
DIVISION 061
PUBLIC WATER SYSTEMS
Effective 10-21-04

**333-061-0064 Emergency Response Plan and Water System Operations
Manual Requirements**

- (1) All public water systems shall maintain a current emergency response plan.
 - (a) The emergency response plan shall be completed according to the following schedule and shall be reviewed and updated at least every five (5) years.
 - (A) Completed by September 30, 2003 for public water systems serving 100,000 population or more.
 - (B) Completed by June 30, 2004 for public water systems serving a population of 50,000 or more but less than 100,000.
 - (C) Completed by December 31, 2004 for public water systems serving a population greater than 3,300 but less than 50,000.
 - (D) Completed by June 30, 2005 for public water systems serving a population of 3,300 or less.
 - (E) If a public water system applying for funds from the Safe Drinking Water Revolving Loan Fund Program is required to develop an emergency response plan as a part of a capacity assessment, then the emergency response plan is required to be completed before final payout of the loan.
 - (b) All public water systems shall complete a security vulnerability assessment and incorporate the results of the assessment into their Emergency Response Plan.
 - (c) As evidence of completion, all public water systems shall submit a statement to the Department certifying that the Emergency Response Plan and vulnerability assessment have been completed according to the requirements of this rule and that staff have been instructed in the use of the emergency response plan. The emergency response plan/vulnerability assessment shall be made available for review by the Department and/or the County Health Department. All Community water systems > 3,300 population are required to submit a copy of their Vulnerability Assessment and certification of completion for their Emergency Response Plan and Vulnerability Assessment to EPA as required in the federal Bioterrorism Preparedness and Response Act of 2002.
 - (d) Community water systems shall coordinate with the lead County Emergency Coordinator when preparing or revising an emergency response plan.
 - (e) The emergency response plan shall include but is not limited to the following elements:
 - (A) Communications and authority

- (i) Develop an emergency contacts list, and review and update this list at least annually.
 - (ii) Decision-making authorities and responsibilities of water system personnel shall be determined and detailed in the emergency response plan.
 - (iii) Procedure for notification of agencies, the water users, and the local media.
- (B) Water system security
Public water systems shall develop a security program. The security program shall include, but is not limited to, the following components: security management, physical activity, physical security, chemical storage and use, personnel, computer system, and program evaluation as defined in the State Model Emergency Response Plan.
- (C) Water system hazard review
 - (i) Public water systems shall conduct an inspection of the water system annually to identify the hazards that could affect the water system.
 - (ii) Public water systems shall correct construction deficiencies to eliminate hazards or potential hazards, correct major sanitary survey deficiencies as determined by the Department, and perform regular maintenance.
- (D) Emergency equipment and water supplies
 - (i) Public water systems shall make provisions for an auxiliary power supply if not a gravity system, and redundant equipment for critical components. Community water systems shall identify equipment that can be utilized in the event of an intentional attack which can render harmless or significantly lessen the impact of the attack on the public health and safety and supply of public drinking water.
 - (ii) Public water systems shall develop a plan for emergency water to include the rationing of drinking water, identifying and utilizing alternative drinking water sources and supplies, and alternative distribution of drinking water.
- (E) Emergency response procedures
 - (i) Public water systems shall develop procedures for responding to emergencies most likely to strike the water system. Community water systems shall develop plans and procedures that can be implemented in the event of a terrorist or other intentional attack on the water system.
 - (ii) The emergency response plan shall describe procedures to isolate all parts of the water system. Community water

systems shall develop actions and procedures which can render harmless or significantly lessen the impact of terrorist attacks or other intentional actions on public health and safety and supply of public drinking water.

- (iii) The emergency response plan shall describe the emergency disinfection procedure, process for issuing a boil water advisory, and process for handling a waterborne disease outbreak.
- (f) Water system staff shall be instructed and trained in the use of the emergency response plan.
- (2) All public water systems shall maintain a current water system operations manual.
 - (a) The water system operations manual shall be completed according to the requirements of the capacity assessment or sanitary survey and shall be reviewed and updated at least every five (5) years. If a public water system applying for funds from the Safe Drinking Water Revolving Loan Fund Program is required to develop a water system operations manual as a part of a capacity assessment, then the water system operations manual is required to be completed before final payout of the loan.
 - (b) As evidence of completion, public water systems shall submit a statement to the Department certifying that the water system operations manual has been completed according to the requirements in this rule, and that staff have been instructed in the use of the water system operations manual.
 - (c) The water system operations manual shall include, but is not limited to, the following elements if they are applicable:
 - (A) Source operation and maintenance;
 - (B) Water treatment operation and maintenance;
 - (C) Reservoir operation and maintenance;
 - (D) Distribution system operation and maintenance; and
 - (E) Written protocols for on-site operators describing the operational decisions the operator is allowed to make under OAR 333-061-0225.
 - (d) Water system staff shall be instructed and trained in the use of the water system operations manual.