

PUBLIC HEALTH DIVISION

Center for Health Protection, Drinking Water Services

**Emergency Response and Planning Checklist for Water Systems**

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| **Elements of a Complete Risk & Resilience Assessment and Emergency Response Plan for Community Water Systems Serving Over 3,300 People**  [PWS Name, #41-0000] [Date] | | | |
| Risk and Resilience Assessment Elements | Required by AWIA | Required by Oregon | Complete?  Yes No |
| Risks to the system from malevolent acts or natural hazards | X | X |  |
| Resilience and security of water system infrastructures such as pipes, constructed conveyances, physical barriers, source water, intakes, pre-treatment, treatment, storage, and distribution facilities, electronic computer, network, or other automated systems | X | X |  |
| Monitoring practices | X | X |  |
| Financial infrastructure (such as business continuity or rate setting) | X | X |  |
| The use, storage, or handling of chemicals | X | X |  |
| Operations and maintenance of system | X | X |  |
| Evaluation of capital and operational needs for risk & resilience management for the system | X |  |  |
| Systems must review the assessment to determine if updates are needed at least once every 5 years | X | X |  |
| System must certify that the risk and resilience assessment is complete | X |  |  |
| Emergency Response Plan Elements | Required by AWIA | Required by Oregon | Complete?  Yes No |
| Incorporate findings from the risk & resilience assessment | X | X |  |
| Strategies and resources to improve physical and cyber security and resilience of the system | X | X |  |
| Actions, equipment, plans, and procedures that can be used to lessen impact of an emergency, including how to isolate parts of the water system (if applicable) | X | X |  |
| Actions, equipment, plans, and procedures that can be used to lessen impact of an emergency, including the process for emergency disinfection | X | X |  |
| Actions, equipment, plans, and procedures that can be used to lessen impact of an emergency, including the process for issuing a water advisory and procedure for responding to waterborne disease outbreak | X | X |  |
| Response procedures for events involving high-risk contaminant sources or activities as identified in the water system’s source water assessment within a one-year time-of-travel for wells or zone 1 for springs for  groundwater sources with a delineated drinking water source area (if applicable) |  | X |  |
| Response procedures for events involving high-risk contaminant sources or activities as identified in the water system’s source water assessment within a 500 ft. radius of a groundwater well, spring, or infiltration gallery without a delineated drinking water source area (if applicable) |  | X |  |
| Response procedures for events involving high-risk contaminant sources or activities as identified in the water system’s source water assessment within an eight-hour time-of-travel or an area within the eight-hour time-of-travel that captures high risk sources based on sensitive area information in the source water assessment for surface water sources (if applicable) |  | X |  |
| Provisions for auxiliary power and redundant equipment for critical components |  | X |  |
| Identify and develop plans for alternative drinking water sources and supplies | X | X |  |
| Develop plans for water rationing |  | X |  |
| Develop a plan for emergency provision of water |  | X |  |
| Identify strategies that will aid in the detection of malevolent acts or natural hazards | X | X |  |
| Describe communications and authority used by water system staff |  | X |  |
| Coordinate with local emergency planning committees when preparing or revising plans | X | X |  |
| Identify decision-making authorities and responsibilities for staff |  | X |  |
| Procedure for notification of government agencies, customers, and local media |  | X |  |
| Develop and maintain a list of institutional customers that serve vulnerable populations |  | X |  |
| Systems must review the emergency response plan to determine if updates are needed at least once every 5 years | X | X |  |
| System must certify that the emergency response plan is complete | X |  |  |

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| **Elements of a Complete Emergency Response Plan for Community and Non-transient, Non-community Water Systems Serving 3,300 people or less**  [PWS Name, #41-0000] [Date] | |
| Emergency Response Plan Elements | Complete?  Yes No |
| Must include response procedures for reasonably anticipated emergencies |  |
| Plan for physical security measures |  |
| Procedures for isolating parts of the water system, emergency disinfection and process for issuing water advisories to customers |  |
| Response procedures and process for issuing water advisories to customers in the event of loss of electrical power |  |
| Response procedures and process for issuing water advisories to customers in the event of a loss of pressure in the distribution system |  |
| Response procedures and process for issuing water advisories to customers in the event of a disruption or failure of disinfection or other treatment systems |  |
| Response procedures and process for issuing water advisories to customers in the event of a detection of E. coli bacteria or another contaminant exceeding the MCL |  |
| If computer networks, or automated control or monitoring systems are utilized by the system, implement cybersecurity measures such as establishing a password policy based on current cybersecurity standards |  |
| If computer networks, or automated control or monitoring systems are utilized by the system, implement cybersecurity measures such as creating a software update plan |  |
| If computer networks, or automated control or monitoring systems are utilized by the system, implement cybersecurity measures such as monitoring suspicious activity |  |
| If computer networks, or automated control or monitoring systems are utilized by the system, implement cybersecurity measures such as installing and updating antivirus or anti-malware software |  |
| Coordinate with local emergency management agencies in the event of an emergency that overwhelms water system staff’s ability to respond |  |

**Additional Resources**

* DWS Emergency Preparedness and Planning web page with resources for water systems <https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/PREPAREDNESS/Pages/emergency.aspx>
* [EPA’s AWIA requirements for community water systems serving over 3,300 people](https://www.epa.gov/waterresilience/awia-section-2013) includes resources on developing a risk and resilience assessment and developing an emergency response plan