

### Emergency Response and Planning Checklist for Water Systems

<b>Elements of a Complete Risk &amp; Resilience Assessment and Emergency Response Plan for Community Water Systems Serving Over 3,300 People</b>			
[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	<input type="checkbox"/> <input type="checkbox"/>
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	<input type="checkbox"/> <input type="checkbox"/>
Monitoring practices	X	X	<input type="checkbox"/> <input type="checkbox"/>
Financial infrastructure (such as business continuity or rate setting)	X	X	<input type="checkbox"/> <input type="checkbox"/>
The use, storage, or handling of chemicals	X	X	<input type="checkbox"/> <input type="checkbox"/>
Operations and maintenance of system	X	X	<input type="checkbox"/> <input type="checkbox"/>
Evaluation of capital and operational needs for risk & resilience management for the system	X		<input type="checkbox"/> <input type="checkbox"/>
Systems must review the assessment to determine if updates are needed at least once every 5 years	X	X	<input type="checkbox"/> <input type="checkbox"/>
System must certify that the risk and resilience assessment is complete	X		<input type="checkbox"/> <input type="checkbox"/>
Emergency Response Plan Elements	Required by AWIA	Required by Oregon	Complete? Yes    No
Incorporate findings from the risk & resilience assessment	X	X	<input type="checkbox"/> <input type="checkbox"/>
Strategies and resources to improve physical and cyber security and resilience of the system	X	X	<input type="checkbox"/> <input type="checkbox"/>
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	<input type="checkbox"/> <input type="checkbox"/>
Actions, equipment, plans, and procedures that can be used to lessen impact of an emergency, including the process for emergency disinfection	X	X	<input type="checkbox"/> <input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for auxiliary power and redundant equipment for critical components		X	<input type="checkbox"/>	<input type="checkbox"/>
Identify and develop plans for alternative drinking water sources and supplies	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Develop plans for water rationing		X	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan for emergency provision of water		X	<input type="checkbox"/>	<input type="checkbox"/>
Identify strategies that will aid in the detection of malevolent acts or natural hazards	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Describe communications and authority used by water system staff		X	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate with local emergency planning committees when preparing or revising plans	X	X	<input type="checkbox"/>	<input type="checkbox"/>
Identify decision-making authorities and responsibilities for staff		X	<input type="checkbox"/>	<input type="checkbox"/>
Procedure for notification of government agencies, customers, and local media		X	<input type="checkbox"/>	<input type="checkbox"/>
Develop and maintain a list of institutional customers that serve vulnerable populations		X	<input type="checkbox"/>	<input type="checkbox"/>
Systems must review the emergency response plan to determine if updates are needed at least once every 5 years	X	X	<input type="checkbox"/>	<input type="checkbox"/>
System must certify that the emergency response plan is complete	X		<input type="checkbox"/>	<input type="checkbox"/>

## 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	<input type="checkbox"/>	<input type="checkbox"/>
Plan for physical security measures	<input type="checkbox"/>	<input type="checkbox"/>
Procedures for isolating parts of the water system, emergency disinfection and process for issuing water advisories to customers	<input type="checkbox"/>	<input type="checkbox"/>
Response procedures and process for issuing water advisories to customers in the event of loss of electrical power	<input type="checkbox"/>	<input type="checkbox"/>
Response procedures and process for issuing water advisories to customers in the event of a loss of pressure in the distribution system	<input type="checkbox"/>	<input type="checkbox"/>
Response procedures and process for issuing water advisories to customers in the event of a disruption or failure of disinfection or other treatment systems	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
If computer networks, or automated control or monitoring systems are utilized by the system, implement cybersecurity measures such as creating a software update plan	<input type="checkbox"/>	<input type="checkbox"/>
If computer networks, or automated control or monitoring systems are utilized by the system, implement cybersecurity measures such as monitoring suspicious activity	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate with local emergency management agencies in the event of an emergency that overwhelms water system staff's ability to respond	<input type="checkbox"/>	<input type="checkbox"/>

### 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](#) includes resources on developing a risk and resilience assessment and developing an emergency response plan