



Instructions for Emergency Response Plan

NOTE: When your emergency response plan is complete, system personnel should be thoroughly familiar with the plan. In addition, emergency measures should be practiced to be ready for actual situations.

Cover Page:

Fill in your basic system information as it is requested. Note that an individual other than the preparer should review the plan.

Section 1 - Organization Table (Page 1-1 to 1-2):

By order of who is in charge, fill in the individual's name, position, and the corresponding contact numbers. If your system uses radios, fill in the radio column as well. If you need to add another method of communication, the last column has been left blank.

Section 2 – Communication Procedures and Contact Information (Pages 2-1 to 2-4):

Part A Emergency Reference Table (Page 2-1): First, fill in who you might need to contact during an emergency in the shaded heading boxes. Some contacts have been filled in already.

In addition, twelve emergency situations have already been filled in for you. These are the same emergency situations from Section 6 - Corrective actions for Probable Emergencies, which are required in the plan.

For each emergency situation, place an "X" in the column that corresponds to the correct contact. The purpose of this table is to provide a quick reference to which persons should be called during an emergency.

Part B Emergency Reference Table Contacts and Phone Numbers (Page 2-2 through 2-4): These tables provide space for key contact information and any specific communication procedures/instructions.

Section 3 – Means of Communications (Page 3-1 to 3-2):

1. Lines of Communication

- In Part 1.A., check which types of communication you have available.
- Under 1.B. Specific Communication Instructions, describe any instructions for communication during an emergency. For example, you may have a certain radio frequency that is utilized during emergencies.

2. Emergency Communications Equipment

- Fill out the number and location for each piece of communication equipment.

Section 4 - Summary Description of the System (Pages 4-1 to 4-4):

1. Location of Pertinent Information

- Describe the location(s) of the items listed. Two location columns are given, since you may have more than one copy of these items. Place additional items in the blank rows.

2. Source Information

- In parts A and B, describe the location of your groundwater or surface water source. When describing the location, try to use landmarks and approximate distances.
- In part C, fill in the pump information table. This table applies to groundwater or surface water sources.

3. Treatment Information

- In part A, fill in the requested disinfection information.
- In part B, fill in the same information for any other type of treatment, such as any corrosion control treatment that you may use.
- In part C, describe any other information about your disinfection system that has not already been covered in part A or B.

4. Description of Surrounding Area

- Describe any potential sources of contamination in the surrounding area of your system. This should include gas stations, industrial areas, farms, large parking lots, highways, etc.

5. Finished Water Storage

- Fill in the type, location, and capacity of your finished water storage. For the type, describe the construction of the storage (i.e., "Concrete Tank").

6. System Demand

- This information can be obtained from your operation and maintenance manual.

7. Other Pertinent System Information

- Describe any components of your system that have not already been covered. This should be summary information that could be useful during an emergency.

Section 5 – Assessment of Available Equipment (Pages 5-1 to 5-5):

1. Mutual Aid Agreement(s)

- List any formal agreements with other companies or organizations. Identify what the agreement includes by checking the appropriate box.

2. Procedures for Providing Reserve Capacity or an Approved Alternative Water Supply

- Fill in information regarding reserve capacity, water supply trucks, bottled water, and emergency interconnections.
- More detailed information should be described in your drought contingency plan.

3. Power Supply Equipment

- In part A, fill in the information pertaining to your power supply.
- In part B, if you have one or more back-up generators available, fill in the table. If you do not have a backup generator, check the "None Available" box at the top-right of the table. If your generator will be borrowed, be sure to fill in the contact individual and phone number to obtain the generator.

4. Inventory of Repair Equipment

- List any specialty tools that you have available for emergency repairs.

5. Vehicles and Construction Equipment

- In parts A, B, and C, fill in the tables that pertain to the pickup trucks, dump trucks, and construction equipment available. Be sure to fill in the location, especially if the equipment is borrowed from another owner.

Parts 6, 7, 8, and 9.

- Fill in the tables in parts 6, 7, 8, and 9 which pertain to spare source parts, spare distribution system parts, spare treatment system parts, and miscellaneous system parts, respectively.

Section 6 – Corrective Actions for Probable Emergencies:

1. List of Probable Emergencies

- To meet the Pennsylvania regulatory requirements regarding emergency response plans (109.707), a system must write corrective actions for the emergencies listed in the template.
- List any additional emergencies that could potentially occur at your system.

2. Description of Corrective Actions

- First, fill in the emergency on the line provided. Please note that the same emergencies from part 1 have been filled in already. You will need to write emergency measures for these emergencies.
- Secondly, write corrective actions for all of your additional anticipated emergencies. When writing corrective actions try to be as detailed as possible and use a step-by-step format. Include such things as:
 - Any persons/organizations to contact
 - Public notification information, if necessary
 - Locations of reserve supplies
 - Location of emergency equipment and what equipment to use
 - Emergency corrective actions (i.e. repairs)

**Quick Reference Guide to Water System
Emergency Response Plan Form**

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Section 2 - Communication Procedures and Contact Information ----- pg. 2-1
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