Emergency Response Plan Supplemental Template

Oregon-specific requirements for community water systems serving more than 3,300 people

Introduction:
Under America's Water Infrastructure Act (AWIA) of 2013 and 2018, all water systems serving more than 3,300 people must conduct a risk and resilience assessment (RRA) and develop an emergency response plan (ERP) based on findings from the assessment. Community water systems serving more than 3,300 people should incorporate this supplemental template in their current AWIA compliant plans to satisfy Oregon's emergency response planning requirements as described in OAR 333-061-0064(2).

The ERP should be updated at least every 5 years or whenever changes to water system staff or components are made. Water systems are not required to certify or verify completion of the RRA or ERP to Oregon Health Authority (OHA) and should not send documents with critical systems information to our offices. All water system staff must be trained in the use of the ERP and the plan must be accessible to staff during emergency situations.

Contents of this supplemental template:
- High Risk Contaminant Sources
- Emergency Procedures
- Chain of Command
- Emergency Contact List
- Notification Procedures
- Institutions Serving Vulnerable Populations
- Additional Resources for Water Systems

High-Risk Contaminant Sources

OHA and Oregon Department of Environmental Quality (DEQ) have completed "source water assessments" for all Community and NTNC public water systems. As a result of the assessments, communities have both a detailed map of where their water comes from and a list of the potential contaminant sources (natural and man-made) that may affect water quality. Individual communities can use the results to develop strategies to protect the source area including emergency response procedures. The assessment report information allows communities to focus limited resources on higher-risk areas within a watershed or recharge zones for wells. Information on how to access your source water assessment can be found here https://www.deq.state.or.us/wq/dwp/swrpts.asp.

Community water systems serving more than 3,300 people are required to develop response procedures for events involving high risk contaminant sources or activities identified in the source water assessment for the following areas:

- One-year time-of-travel for wells or zone 1 in springs for groundwater sources with delineated drinking water source area.
- Within 500 ft radius of a GW well, spring, infiltration gallery without a delineated drinking water source area.
- Eight-hour time-of-travel (or area within eight-hour time-of-travel) that captures high-risk sources based on sensitive area info for surface water sources.

There are several resources for public water systems and their communities to assist in developing protection strategies and response procedures including the following:

- Pollutant reduction strategies for land uses or activities for groundwater sources
- Pollutant reduction strategies for land uses or activities for surface water sources
- Developing strategies for drinking water protection
- Surface Water Resource Guide
- Groundwater Resource Guide

Groundwater or Spring Sources

Potential Pollutant Type	Relative Risk	Potential Impact	Response Procedures for Pollutant
[Example: chemicals stored or used in close proximity to well or spring]	[Example: high]	[Example: chemicals, fuels and equipment maintenance materials may impact groundwater or spring sources]	[Example: verify that fuels, fertilizers, or other chemicals are not being used or stored within 100 ft of the well or spring, consider increased setbacks based on aquifer sensitivity and level of risk, correct any well/spring constructing deficiencies]
[Example: agricultural cropland or grazing animals]	[Example: high]	[Example: improper or over-application of pesticides or fertilizers, improper storage and management of animal wastes in areas of concentrated animals may impact groundwater and drinking water supply]	[Example: encourage farm operator to work with local Soil and Water Conservation District (SWCD), Natural Resources Conservation Service (NRCS) or university extension agent to implement management measures that protect water quality]

[Example: schools]	[Example: medium]	[Example: over application or improper handling of chemicals or cleaning products, vehicle maintenance wastes may impact drinking water supply]	[Example: verify that there are no septic systems, above ground storage tanks or vehicle maintenance and washing, request minimized pesticide use near wells and springs]

Surface Water Sources

Potential Pollutant Type	Relative Risk	Potential Impact	Response Procedures for Pollutant
[Example: commercial or industrial sites]	[Example: high]	[Example: chemicals, fuels and equipment maintenance materials may impact groundwater or spring sources]	[Example: implement best management practices to minimize potential impact from wastewater and stormwater runoff, request notification of spills or releases, develop spill response plan, provide secondary containment for fuels and chemicals]
[Example: managed forest land]	[Example: high]	[Example: cutting of trees, road building, usage or maintenance and improper management of pesticide and fertilizer applications may increase erosion resulting in turbidity and chemical changes to drinking water supply]	[Example: work with landowner to set up direct communication or notification of any chemical application, encourage management practices protective of drinking water for steep slopes or erodible areas]
[Example: transportation corridors, right-of-ways, roads, railroads, transmission lines]	[Example: medium to high]	[Example: vehicle use increases risk for fuel and other chemical leaks, spills and emissions affecting drinking water. Over-application or improper handling of pesticides or fertilizers may impact drinking water supply]	[Example: notify the owner (City, County, ODOT, railroad, transmission line, etc.) and local first responders of your DW Source Area location, request water system notification of any spills, request minimized pesticide use near waterbodies or streams]

Emergency Procedures

Use the following table to describe procedures for staff to complete during emergency situations, who to notify, and follow-up actions. Make a note in the "procedure" column to reference any pre-existing procedures utilized by the system. Emergencies can include but are not limited to; events leading to loss of pressure, disinfection or other treatment failures, microbial or chemical contamination over the MCL, source water contamination, flooding or other natural and man-made emergencies.

Emergency Type	Procedure	Designated Staff
[Example: loss of pressure in distribution system]		
[Example: source water contamination]		
[Example: disruption of disinfection or other treatment]		
[Example: detection of E. coli or chemical contaminant over the MCL]		
[Example: treatment plant shutdown procedure]		
[Example: wildfires]		
[Example: water conservation plan]		
[Example: water hauling or emergency source procedure]		
[Example: issuing a water advisory]		

Chain of Command

(Review and update annually)

Staff name & title	Responsibilities during emergencies	Decision making authority	Emergency contact info

Where will the Emergency Response Plan be stored? _____

Have all personnel listed above been trained in the use of this plan? Yes ☐ No ☐

Would they all have access to the stored plan in an emergency? Yes ☐ No ☐

Emergency Contacts List

(Review and update annually)

Organization	Contact Name	Contact Info	After Hours
OHA Drinking Water Services		**(971) 673-0405**	**(971) 704-1174**
County Health Department			
Fire Department			
Law Enforcement			
Emergency Management Agency			
Lab			
Equipment or Chemical Supply			
Cybersecurity Emergency Response	Cybersecurity & Infrastructure Security Agency Region 10	CISARegion10@hq.dhs.gov	888-282-0870
Engineering Company			
Electrical Utilities			
Alternate Water Suppliers			
Pump Maintenance Company			
Media			

TO REPORT A DRINKING WATER SYSTEM EMERGENCY
Be prepared provide the following when contacting emergency response personnel, primacy agency, or other responding agencies:

1. Your name, phone number & current location
2. Type of incident
3. Exact location of incident
4. The date and time the incident occurred
5. Nature of threat to the water system

Notification Procedures

Use the table below to describe procedures for notifying customers, your primacy agency, local media, or emergency response personnel.

Notify water system customers, institutional customers serving vulnerable populations

Who is responsible?	
Procedures:	

Notify local/state drinking water services, emergency managers, local public health officials

Who is responsible?	
Procedures:	

Emergency intertie, alternate water sources

Who is responsible?	
Procedures:	

Issuing a boil water advisory or public health issue

Who is responsible?	
Procedures:	

Institutions Serving Vulnerable Populations

Use this section to identify institutional customers serving vulnerable populations and list their emergency contact information to notify them during a water advisory or emergency. Customers serving vulnerable populations can include but are not limited to, hospitals, day-care facilities, schools, nursing homes or rehabilitation facilities.

Hospitals or Medical Facilities

Institution Name	Contact Information (person, emergency phone number, etc.)	Advisory, emergency or contaminant over the MCL these customers are vulnerable to
		[Example: nitrate detection over the MCL, lead and/or copper detections, etc.]

Nursing or Elder-Care Facilities

Institution Name	Contact Information (person, emergency phone number, etc.)	Advisory, emergency or contaminant over the MCL these customers are vulnerable to
		[Example: nitrate detection over the MCL, lead and/or copper detections, etc.]

Rehabilitation Facilities

Institution Name	Contact Information (person, emergency phone number, etc.)	Advisory, emergency or contaminant over the MCL these customers are vulnerable to
		[Example: nitrate detection over the MCL, lead and/or copper detections, etc.]

Child-Care Facilities

Institution Name	Contact Information (person, emergency phone number, etc.)	Advisory, emergency or contaminant over the MCL these customers are vulnerable to
		[Example: nitrate detection over the MCL, lead and/or copper detections, etc.]

Schools or Educational Facilities

Institution Name	Contact Information (person, emergency phone number, etc.)	Advisory, emergency or contaminant over the MCL these customers are vulnerable to
		[Example: nitrate detection over the MCL, lead and/or copper detections, etc.]

Additional Resources for Water Systems

- DWS Emergency Preparedness and Planning website
  https://www.oregon.gov/oha/PH/HEALTHYENVIRONMENTS/DRINKINGWATER/PREP
  AREDNESS/Pages/emergency.aspx

- DEQ's drinking water protection publications and technical assistance
  https://www.oregon.gov/deq/wq/programs/Pages/DWP-Pubs.aspx

- EPA's AWIA requirements for CWSs serving over 3,300 people:
  https://www.epa.gov/waterresilience/awia-section-2013

- Risk & resilience assessment requirements and template:
  https://www.epa.gov/waterresilience/awia-section-2013#RRA

- EPA's Vulnerability Self Assessment Tool (VSAT)
  https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-
  risk-assessment

- Emergency response plan requirements and template:
  https://www.epa.gov/waterresilience/awia-section-2013#ERP

- How to certify:
  https://www.epa.gov/waterresilience/awia-section-2013#CP