

Water System Emergency Plan Checklist

Pierce County seeks to assure a safe and adequate water supply to its citizens. Each water purveyor, which is required to submit a Water System Plan (WSP){WAC 246-290-100}, is required to address emergency management within its WSP. The checklist below serves to provide such necessary information in a concise and understandable document.

I: System Data and Information

Water System Name: _____ ID # _____

System Owner: _____

System Operator: _____

System description:

Source type: _____, # of Wells: _____, # of Pump Houses _____

Storage facilities: _____

Population served: _____ # of Connections: _____

II: Emergency Contact Information

Emergency Contact (24/7):

Name: _____

Office Ph: _____, Cell Ph: _____, Home Ph: _____

Name: _____

Office Ph: _____, Cell Ph: _____, Home Ph: _____

Chain of Command:

Immediately Responsible Person: _____

2nd in Command: _____

Person to take calls: _____

Media contact: _____

Customer contact responsibilities: _____

Person to assess facilities & organize repairs: _____

PC Emergency Operations Center Liaison:

Notification Procedures:

Who to Contact (customers, list, phone tree, etc):

How (phone, email, door to door, door hangers, etc):

III. Operations:

Sampling Procedures:

Who: _____

Lab: _____

Procedures:

Return to Normal Operation (procedures):

Who: _____

Procedures:

Alternate Sources of Water:

Interties with other PWS:

Other suppliers:

Sources of Equipment for Repairs:

IV. Events which may cause emergencies:

V. Vulnerabilities (ID, Response, Mitigation needed):

VI. Training and Plan Maintenance

Responsible Person: _____

Annual Review: _____

Training/Exercises: _____

VII. Map of System (for emergency purposes, should duplicate WSP)

(attach basic map of system)