

priority measures plan

|  |  |
| --- | --- |
| Public Water System (PWS) ID# |  |
| Name/title of main contact: |  |
| Address: |  |
| City, State, Zip: |  |
| Phone number: |  |
| Email: |  |
| Fax number (if applicable): |  |
| Date of PMP: |  |
| Revision number: |  |
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 Contents

Most emergency response planners follow this common saying: “Plan for the worst possible event and then deescalate your strategies and procedures base on the impact of the threat.” If you think about the worst that can happen, you will be much better prepared for any events that may cause disruption to your system.

In the space below list basic system information.

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Introduction

A Priority Measures Plan (PMP) is a documented plan that describes the actions a Public Water System (PWS) would take in response to various major incidents that could impact the water system’s ability to provide safe drinking water to its customers.

All PWS owners/operators should be prepared before an incident occurs that poses a threat to the quality of drinking water. To be prepared, PWS owners should complete, or review and update, their operational plans and emergency response plans. Being prepared gives everyone the best possible chance of avoiding significant problems if an incident occurs.

Requirement under the 18 AAC 80.055

The purpose of the 18 AAC80.055 requirement is to enhance the preparedness of all **Community** water systems (CWS) to maintain service and operations during and after a natural or human-caused emergency that would directly or indirectly affect drinking water quality or quantity.

Under this requirement, all **CWS** serving a population of **1,000 or less** persons are required to complete a Priority Measures Plan (PMP).

This Template

The Drinking Water (DW) Program developed this template make it easier for PWS’s to develop a plan. Please note this template is simply a guide; you can modify it as you see fit. However, you must address the topics listed on the Table of Contents.

Since this document may contain sensitive information about your PWS, please DO NOT submit this plan to the Department of Environmental Conservation’s (DEC) DW Program. The only required document for submittal is the Priority Measures Plan Certification Form. This form can be found on our DW Program’s security website at the following address: <http://dec.alaska.gov/eh/dw/security/regulations/>.

Internal Chain of Command

Appropriate and timely communication is essential during an emergency. Using the table below, identify your PWS internal notification list. This information should contain all appropriate staff and personnel to be notified during a major incident including their names, titles, applicable land lines, cellular phone numbers, fax numbers and email addresses.

Keep in mind, that in a major incident, it may not be possible to use normal channels of communication. Provisions should be made for an efficient and fail-safe form of communication to be available during conditions when the use of normal means may not be possible.

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| --- | --- | --- | --- | --- | --- | --- |
| **order** | **name** | **home phone** | **work phone** | **cell phone** | **e-mail** | **fax** |
| Emergency Lead |  |  |  |  |  |  |
| Alternate Emergency Lead |  |  |  |  |  |  |
| Owner |  |  |  |  |  |  |
| PWS Manager/ Director |  |  |  |  |  |  |
| Utility Director or Elected Official |  |  |  |  |  |  |
| Safety Officer |  |  |  |  |  |  |
| Media Spokesperson |  |  |  |  |  |  |
| Operator(s) |  |  |  |  |  |  |
| Partners |  |  |  |  |  |  |

External Communication

During an emergency, it is important to contact individuals and/or organizations outside your facility that might also be impacted. Your external non-PWS notification list should ensure that all appropriate first responders, the Drinking Water Program, affected customers, and critical users are notified. In the table below, enter the phone number and alternate contact beside the appropriate external entity:

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Title** | **Phone Number** | **alternate contact** |
| First Responders | EMS |  |  |
| Local Emergency Responder |  |  |
| Local Fire Department |  |  |
| Community Contacts | Mayor’s Office |  |  |
| Clinic or Hospital |  |  |
| Critical Customers |  |  |
| Regional Health Corporation |  |  |
| Radio Station |  |  |
| Newspaper |  |  |
| State Contacts | DEC Drinking Water Program  |  |  |
| Public Health Department |  |  |
| Remote Maintenance Worker |  |  |
| State Emergency Operations Center | 1-888-462-7100 |
| Alaska FBI Terrorism Contact | 276-4441 |
| State HAZMAT Team | 1-800-478-9300 |  |
| Other Contacts | Heavy Equipment Operator |  |  |
| Laboratory/ Water Testing |  |  |
| Other Service Provider (i.e., Well/Pump Service) |  |  |

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| **Our basic fact sheets and sample health advisories are located:** |  |
| Our notification plan for delivering messages (such as public health advisories) includes the following distribution methods: |  |

Public and Media Communication Strategies

Any decision to issue a public notification should be made in consultation with the Drinking Water Program. You also should make arrangements with your local health department and/or other appropriate organizations prior to a major event in order to establish clear lines of communication.

In your press release or notice you should explain to the media what information you are trying to communicate and why. The most important information, including a description of the situation, populations at risk, instructions to consumers, and potential health effects, should be near the beginning of any press release or notice. Be sure to include a contact name and telephone number so that the media can call you for more information. Remember to avoid technical or confusing language in your press releases and notices.

General Tips on Working with the Media

* Be truthful and up-front.
* Answer questions as well as you can, but don’t be afraid to say that you need to check on something. If there is a question you can’t answer (once you find the information, quickly report back on what you’ve found).
* Be sensitive to the fact that reporters may be working on tight deadlines.
* Provide a list of elements that should be addressed.
* Don’t be upset if a newspaper article or news report isn’t exactly as you would want it, but politely. Tell a reporter if a significant piece of information is wrong or missing.
* Don’t be defensive when answering questions.

You should consider the amount of water needed to address short-term (hours to days) and long-term (weeks to months) outages. A short-term disruption in service might be due to communication or electrical power outages. However, if your PWS will need extensive restoration or if portions of the system have been destroyed, you will need a long-term alternate water supply. Fill out the table below with the appropriate information about your alternate water supply:

Short-Term Alternate Water Supply

|  |  |
| --- | --- |
| **what is the name/description for your short-term water source?**(e.g., lake, well, water hauler) |  |
| Where is the source located?(Describe the physical location, you may want to use GPS coordinates, if applicable) |  |
| Is the water supply treated?(If the emergency water supply is NOT treated, how do you plan to make the water safe for human consumption?) |  |
| describe any sampling or field tests that will be done prior to using the short-term alternative source(s). |  |

Long-Term Alternate Water Supply

|  |  |
| --- | --- |
| **what is the name/description for your long-term water source?**(e.g., lake, well, water hauler) |  |
| where is the source located?(Describe the physical location, you may want to use GPS coordinates, if applicable) |  |
| Is the water supply treated?(If the emergency water supply is NOT treated, how do you plan to make the water safe for human consumption?) |  |
| describe any sampling or field tests that will be done prior to using the long-term alternative source(s). |  |

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| **Describe how and where your alternative water supply will be stored.** |  |
| How much water can be stored (in gallons)? |  |
| Describe how the alternative water supply will be distributed to customers. |  |
| Describe how you will communicate with your customers about where they can get access to potable drinking water during an emergency if normal delivery methods are compromised. |  |
| If your PWS provides water for other purposes like fire suppression, describe how water will be distributed to those customers. |  |

A commonly reported impact from many natural disasters is the loss of electrical power from the normal utility supplier. You can be prepared for a loss of power through redundant electrical service supplies. In the space below, document the electrical service system operation and power needs for your utility:

|  |  |
| --- | --- |
| **describe your primary power source.** |  |
| Please list the critical parts of your electrical system. |  |
| Describe where the critical parts of the electrical system are located (if you have back-up power, please include the manufacturer, model/serial number and vendor contact information). |  |

Can your system produce water without electricity? [ ] Yes [ ] No If so, for how long? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Describe how your system can operate with less power.** |  |

Do you have backup power? [ ] Yes [ ] No If *Yes*, provide the following information in the table below:

|  |  |
| --- | --- |
| **auxiliary power model number or description:** |  |
| type of spare parts on hand: |  |
| Auxiliary power primary manufacturer or supplier: |  |
| Contact phone: |  |
| Alternate supplier: |  |
| Contact phone: |  |

Do you have a generator? [ ] Yes [ ] No If *Yes*, provide the following information in the table below:

|  |  |
| --- | --- |
| **MAKE/MODEL:** |  |
| Contact for replacement parts: |  |
| Phone number: |  |
| Fuel type: |  |

Training can include briefing sessions, classroom sessions, or mock exercises. You should also remember to do “refresher” training on a regular basis. Training should include testing of the plan. Drills and exercises that challenge the information in the PMP should be conducted at least annually. In the table below, record any future exercises and/or training events:

|  |  |  |
| --- | --- | --- |
| **date** | **description of exercise or training event** | **participants** |
|  |  |  |
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