**CONTINGENCY PLAN**

**For the System name**

**Date updated**

**Public Water System Number xxxxxx**

Names and titles of contact personnel

**Address and phone number**

**City hall**

***Review and Update Annually***

|  |  |  |
| --- | --- | --- |
| **Date Reviewed** | **Reviewer** | **Changes or Comments (attach additional documents as needed)** |
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**Table 1. Emergency Contact Information.**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Contact Person** | **Phone Number** |
| **Safe Drinking Water Hotline** |  | 1-800-426-4791 |
| State Communications |   | 1-800-632-8000 |
| National Response Center |  | 1-800-424-8802 |
| Bureau of Hazardous Materials  |   | 208-422-5726 |
| Solid Waste Management |  | 208-793-2447 |
| Bureau of Environmental Health and Safety  |  | 208-334-2584 |
| Environmental Emergency Consulting | Environmental Management Solutions | 208-895-0326 |
| Idaho DEQ  | State office |   |
| Regional Health Department  |  |  |
| Water System Management |  |  |
| Law Enforcement |  |  |
| Fire Station |  |  |
| Transportation Department |  |  |
| Hospital/Health Clinic |  |  |
| Ambulance Service |  | 911 |
| Power Company |  |  |
| Regional DEQ contact |  |  |
| Idaho Rural Water Association | Adrianna Hummer | 208-392-3576 |
| County commissioner |  |  |
| County Emergency Response |  |  |
| County Emergency Management |  |  |
| **Local Incident Assessment Team** |  |   |

|  |  |  |
| --- | --- | --- |
| **Neighboring Water Systems** | **Phone number** | **After hours number** |
|  |  |  |
|  |  |  |
|  |  |  |
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**EMERGENCY ACTION GUIDE**

**Drinking Water Source Protection Plan**

**If a hazardous chemical incident occurs in the Drinking Water Source Protection Area and is likely to pose a threat to drinking water sources (wells, springs, surface water intake, storage facility), implement the emergency action steps below immediately.**

**IMPORTANT: Remain uphill and upwind of any chemical release area. Coordinate with the Incident Commander of emergency response agencies and provide assistance relative to protecting the drinking water sources. Activate the Idaho Contingency Plan by contacting State Communications at 1-800-632-8000.**

**EMERGENCY ACTION STEPS**

**Determine need to implement drinking water use restrictions.**

**Enact appropriate level of Priority use as per Contingency Plan.**

**Implement restrictions as determined appropriate.**

**NO**

**Contact Dispatch (911)**

**Isolate area**

**Establish Incident Command**

**Contact State Comm. 1-800-632-8000**

**YES**

**Notify leadership. Coordinate with Incident Commander**

**INVESTIGATE**

**Has emergency response been activated?**

**ISOLATE**

**Shut down or isolate threatened drinking water source ONLY IF IT CAN BE DONE SAFELY!**

**Chemical spill threatens drinking water source**

**I. INTRODUCTION**

The purpose of developing a Contingency Plan is to establish, provide, and keep updated certain emergency response procedures that may become necessary in the event of a partial or total loss of public water supply service because of natural disasters, chemical contamination, mechanical failure, or civil disorders. This Contingency Plan is the procedural guide for responding to such emergencies.

Regardless of protection strategies and efforts to prevent contamination or exposure of the municipal water system to harmful materials, it is recognized that contamination may still occur, either from accidental chemical releases, intentional acts of vandalism, or as unforeseen results of the otherwise legal use of hazardous materials. To that end, the *system name* has established this Contingency Plan as a strategy guide for emergency actions should such an incident occur. This Plan is developed on the premise that *\_\_\_\_\_\_\_\_\_ is the most likely threat to the drinking water system*. However, the provisions of this Contingency Plan may be employed in any event that poses a threat to the municipal drinking water system. If deemed of sufficient severity, the *system name* may declare a state of emergency or disaster under the provisions of Idaho Code Chapter 10, title 46, Idaho Emergency Preparedness Act in order to request resources and support assistance from *county name*, the state of Idaho, and/or federal agency sources.

**II. HAZARD ANALYSIS/RISK ASSESSMENT**

The water system and planning team has conducted an initial hazard analysis and risk assessment. Derived through discussion, historical occurrence and review of available statistical reports, the planning team has assigned a priority class to each identified hazard/threat, and a probability rating. Outcome of the process indicates that the most likely and most significant threat to the existing municipal water supply is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.The following table illustrates contamination sources considered.

**Table 2. Threats/Hazards Considered.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Priority Rating1** | **Threat/Hazard** | **Highly Probable** | **Probable** | **Possible** | **Possible but Unlikely** |
|  | Natural contamination (natural sources) |  |  |  |  |
|  | Agricultural chemical leaching |  |  |  |  |
|  | Electrical/mechanical failure |  |  |  |  |
|  | Chemical spill – Residential |  |  |  |  |
|  | Chemical spill – Transportation related |  |  |  |  |
|  | Intentional contamination – Vandalism or terrorism |  |  |  |  |
|  |  |  |  |  |  |

1=Priority rating based upon known or perceived threats to the aquifer and water system.

**III. PUBLIC WATER SUPPLY CHARACTERISTICS**

**Table 3. Water System Specifics.**

|  |  |
| --- | --- |
| Storage volume |  |
| Supply source(s) |  |
| Treatment method |  |
| People served |  |
| Distribution method |  |
| Production capacity (gpm) |  |

**Please note:** Water storage values provided in Table 3 do not include water needed for fire suppression.

**IV. CONTINGENCY PLAN – CONCEPT OF OPERATION**

Upon notification of an emergency or other event that may impact or threaten to impact the *system name’s* water supply, \_\_\_\_\_\_\_\_\_\_ (*water operator? Police chief?*) will be notified immediately. \_\_\_\_\_\_\_\_\_\_\_\_ will serve as the lead coordinator for mitigation efforts. Governing officials or water board members will participate in unified command structure to assist in managing and mitigating the emergency incident. Refer to Table 1 on page \_\_ for contact information.

**V. CHEMICAL RELEASE ACTION STEPS**

The following emergency action guide will be implemented in the event of a chemical release or spill that may threaten any portion of the water supply system:

**1. EMERGENCY ACTION STEPS:**

Figure 1 on page \_\_ of this Contingency Plan provides an emergency action guide that may be implemented immediately upon discovery of a chemical spill or other event that threatens *system name’s* drinking water sources. The best protective step to maintain system integrity is to isolate first, then investigate further. It MUST be understood, however, that no one should enter into a hazardous environment unless properly trained and equipped to do so. Actions should be taken using the Idaho Hazardous Materials Response Plan and the Idaho Transportation Department (ITD) Guidebook to determine exclusion zones and protective actions.

To find a copy of the Idaho Hazardous Materials Response Plan, visit DEQ’s website at: *http://bhs.idaho.gov/Pages/HazardousMaterials/Plan.aspx* or call your regional DEQ contact listed on page \_\_. The following action steps should be taken:

* If not already established by emergency response agencies, an Incident Command System (ICS) will be established. If an ICS is already established, the water operator, system engineer and/or governing board/officials will coordinate and serve as liaisons with the Incident Commander to assess threats and implement water system protection measures.
* If not already done by the Incident Commander, the Idaho State Communications Center (State Com) will be notified of the type and properties of the release. Contact phone number is **1-800-632-8000**.
* The water operator will initiate system source isolation (e.g. shutting down wells; isolating spring sources, etc.) as determined appropriate for the event.
* Working with the water operator and *city council/ board members/mayor*, public notifications, water usage restrictions, and priority use protocol will be implemented as necessary.
* The Idaho Department of Environmental Quality (DEQ), District Health Department, and other state and/or federal agency(s) that may be involved will be consulted and coordinated with to ensure the mediation and safety of delivered drinking water.
* If the event makes drinking water unusable, the need to supply supplemental drinking water (bottled water, etc.) will be assessed and determined by the water operator and *city council/ board members/mayor’s* leadership.
* In keeping with the County Emergency Operations Plan, the County Office of Emergency Management and the Bureau of Disaster Services Area Field Officer (BDSAFO) will be notified. In the event that needed resources are not available within the County, the County Emergency Manager and BDSAFO will work through the State Emergency Operations Center to facilitate resource requests.

**2. PRIORITIES FOR USE OF DRINKING WATER DURING WATER SUPPLY EMERGENCIES**

During periods of water system emergencies, priorities for use of drinking water may be established depending upon the severity and anticipated duration of the emergency. Those services and uses determined less critical to public health and safety will be suspended for a period to be determined by the *system name.* This Contingency Plan is developed to prepare for management in the event of a water system emergency, and shall not be deemed to contravene the authority of *city council/ board members/mayor’s* leadership. It is recognized that the  may exercise its authority and impose other more or less restrictive controls, based upon the particular event.

**Table 4. Prioritizing Water Use During Restrictions and Emergencies**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Use Advisory** | **Priority Use** | **Prohibited Use** |
| Level 1: Minor contaminants – follow Health District recommendations | Boil Order, or other treatment dependent upon nature of the contaminant. Follow Health District recommendations.  | Drinking WaterYard and other uses | Boil Order or other treatment for domestic usesNo restrictions |
| Level 2: Reduced supply due to source closure or limitation (including drought) | Watering Restriction Notice | Drinking WaterLimited yard and other uses | Yard or garden use by scheduled watering hours **ONLY** |
| Level 3: Reduced supply due to source closure or limitation (including drought) | Water Restriction Notice | Drinking Water | **NO OUTSIDE WATER USE** |
| Level 4: Serious hazard affecting water source | Bottled Water **ONLY**Notification of all media outlets |  | **NO DOMESTIC USE** |
| Level 5: Serious environmental and health hazard affecting water source | Bottled water **ONLY** No physical contactNotification of all media outlets | **NO USE ALLOWED** | **ANY USE OR CONTACT PROHIBITED** |

**3. SHORT-TERM REPLACEMENT ALTERNATIVES**

The *system name* has water storage capacity to last \_\_\_\_ days. However in the event it becomes necessary to isolate or shut down any drinking water sources, drinking water may have to be provided through a state-certified water hauler, or by bottled water. Water conservation practices should be put into effect. The water system would coordinate with the Health Department to identify certified water haulers and shippers who would be contacted to provide water by truck. Potential water providers are listed in the following section.

Depending upon the anticipated duration of the water emergency, *system name* may request support from the Idaho National Guard Potable Water Transportation Purification Unit at Boise. Such requests must be made through the Idaho Bureau of Disaster Services (BDS) and can be fulfilled by contacting the *county name* Office of Emergency Management at *phone number* or the Idaho BDSAFO by contacting State Communications at 1-800-632-8000.

*System name* may have to identify and contract with commercial water purification companies to provide short or long-term water services until the water emergency can be remedied.

**4. INVENTORY OF AVAILABLE RESOURCES FOR EMERGENCY USE**

Locally available resources:

 Bottled water – Available at \_\_\_\_\_\_\_\_\_\_\_ (Phone number)

 Bottled water and filtration services – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone number)

State assets available through the Idaho Bureau of Disaster Services:

 Idaho National Guard transportable potable water tanks

 Idaho National Guard transportable water purification system

**VI. LOCAL INCIDENT ASSESSMENT TEAM**

Upon notification of a water emergency and as soon as possible, a local Incident Assessment Team will be assembled to assess impact to the water system, long-range outlook, and alternatives for rectifying the water emergency. The Team will include but may not be limited to those positions identified in Table 1 on page \_\_.

**VII. PUBLIC NOTIFICATION PLAN**

**1. PUBLIC NOTIFICATIONS**: Upon notification of an incident impacting the water system and upon recommendation from the water operator, regulatory agencies or other relevant sources, the *city council/board members/mayor* for *system name* will order the appropriate level of public notification to me made.

The provisions of this Contingency Plan will guide the level of notification used, however the particular threat or seriousness of impact shall be the deciding factor as to the level and method of public notification.

**2. MEDIA OUTLETS**: Depending upon the nature of the threat and the severity and seriousness of potential public health implications, the *city council/board members/mayor* will decide upon a dissemination method for public notification. The *regional health district* should not be overlooked as a resource for notification and special expertise in dealing with media information issues. The following are notification methods and media outlets that may be employed at the discretion of *city council/board members/mayor:*

Mailers and posted public announcements

* Utility bill mailers
* Special announcement mailers or flyers
* Public announcements posted at identified sites within the community

Local and area newspapers (Provide)

Broadcast media (Public Service Announcements) (Provide local radio stations and tv stations, phone numbers and station numbers)

Idaho Emergency Alert System (For immediate public health and safety)

* Central Activation Center (CAC)
* Idaho State Communications Center 1-800-632-8000
* National Weather Service NOAA Weather Radio (NWR)
* Automatically included via EAS Activation
* All LOCAL Broadcast Media
* Automatically included via EAS Activation