Water Supply Emergency Response Plan
Review Checklist and Approval Form

PWS ID #:   NY _____   PWS Name: _____

District Office: _____   Reviewer: _____

The Vulnerability Assessment (VA) and Emergency Response Plan (ERP) are provided as separate documents.	☐ Yes	☐ No
VA is marked "CONFIDENTIAL" and "DO NOT COPY."	☐ Yes	☐ No
ERP is marked "CONFIDENTIAL" and "DO NOT COPY." *Please DO NOT forward public versions of the ERP.*	☐ Yes	☐ No
VA and ERP were prepared in coordination with the Local Emergency Planning Committee to the extent possible.	☐ Yes	☐ No
Major infrastructure changes are incorporated into the VA and ERP. *PHL Section 1125 requires the VA and ERP to be updated within 30 days of major infrastructure changes.*	☐ Yes	☐ No
	☐ N/A	
If using the NYSDOH small system template for the VA or the ERP, the 2022 version of template is used. *Only the 2022 version of the small system template is acceptable. Older versions are not to be approved.*	☐ Yes	☐ No
	☐ N/A	
Contact information in SDWIS has been update.	☐ Yes	☐ No
Tracking data in SDWIS has been updated.	☐ Yes	☐ No

Vulnerability Assessment (VA)		
VA was prepared in consultation with law enforcement.	☐ Yes	☐ No
VA uses an all-hazard approach to evaluate vulnerability to malevolent acts and natural hazards.	☐ Yes	☐ No
VA includes an assessment of vulnerability to cyber attack for both process control and business enterprise systems. *VA without an updated cybersecurity vulnerability assessment are not to be approved.*	☐ Yes	☐ No
VA identifies single point of failure assets and other critical assets.	☐ Yes	☐ No
VA evaluates the probability of occurrence of emergency events.	☐ Yes	☐ No
VA evaluates security and operational vulnerabilities.	☐ Yes	☐ No
VA includes an assessment of the monitoring practices.	☐ Yes	☐ No
VA includes an assessment of the use, storage, or handling of chemicals	☐ Yes	☐ No
VA includes an assessment of the operation and maintenance.	☐ Yes	☐ No
VA includes prioritized plan of action to address identified vulnerabilities.	☐ Yes	☐ No

Emergency Response Plan (ERP)					
ERP identifies where the public version of the ERP can be accessed.				☐ Yes	☐ No
ERP contains complete and current water system emergency contact information.				☐ Yes	☐ No
ERP contains a complete and current notification list for State, local, and emergency responders.				☐ Yes	☐ No
ERP describes infrastructure and equipment.				☐ Yes	☐ No
ERP identifies all available water storage.				☐ Yes	☐ No
ERP identifies the capacity and ability to meet peak water demands and fire-flow conditions concurrently during a water supply emergency.				☐ Yes	☐ No
ERP identifies location and capacity of existing and emergency inter-connections.				☐ Yes	☐ No
ERP specifies backup power capacity and duration.				☐ Yes	☐ No

ERP considers the following as ways to lessen the impact of malevolent acts or natural hazards:

Development of alternative source water options	☐ Yes	☐ No	Construction of flood protection barriers	☐ Yes	☐ No
Relocation of water intakes	☐ Yes	☐ No			

ERP includes predefined responses for the following reasonably anticipated emergencies:

Power Outage	☐ Yes	☐ No	Severe Weather	☐ Yes	☐ No
Prolonged Water Outage	☐ Yes	☐ No	Earthquake	☐ Yes	☐ No
Transmission and/or Distribution System Failure	☐ Yes	☐ No	Fire at Water Supply System Facility	☐ Yes	☐ No
Treatment Equipment Failure	☐ Yes	☐ No	Fire in the Community	☐ Yes	☐ No
Pump Failure	☐ Yes	☐ No	Hazardous Material Release/Spill (into Watershed/Source Water)	☐ Yes	☐ No
Loss of SCADA or Other Automated Controls	☐ Yes	☐ No	Terrorism or Vandalism	☐ Yes	☐ No
Contamination of Supply	☐ Yes	☐ No	Cyber attack	☐ Yes	☐ No
Chemical Incident at Facility	☐ Yes	☐ No	Pandemic	☐ Yes	☐ No
Drought	☐ Yes	☐ No	Supply Chain Shortages	☐ Yes	☐ No
Flood	☐ Yes	☐ No	(Other, specify)		

ERP establishes criteria and procedures to determine critical water levels or safe yield of the system.				☐ Yes	☐ No
ERP specifies procedures and authority to issue and enforce water use restrictions or conservation.				☐ Yes	☐ No
ERP contains prioritization of potable water use during a water emergency.				☐ Yes	☐ No

ERP contains procedures to notify customers during a water emergency.	☐ Yes	☐ No
ERP includes a list of emergency equipment and spare parts.	☐ Yes	☐ No
ERP identifies strategies that can be used to detect malevolent acts or natural hazards that threaten the security or resilience of the system.	☐ Yes	☐ No

Comments regarding VA/ERP content or completeness:

Technical Review Complete, Recommended for Final Approval

By: _____ Date: _____

Reviewer, District Office

Final Approval

By: _____ Date: _____

Director, District Office

Upon approval by the District Office Director, please forward the following to the Bureau of Water Supply Protection, Attn: Operations Section Chief:

- *One (1) copy of the approval letter,*
- *One (1) copy of this approval form,*
- *Two (2) copies of the VA, and*
- *One (1) copy of the ERP.*