

Water Supply Emergency Plan Review Checklist and Endorsement Form

PWS ID #: NY PWS Name: _____

City/County: _____ Reviewer: _____

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

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

Emergency Response Plan (ERP)					
ERP identifies where the public version of the ERP can be accessed.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP contains complete and current water system emergency contact information.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP contains a complete and current notification list for State, local, and emergency responders.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP describes infrastructure and equipment.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP identifies all available water storage.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP identifies the capacity and ability to meet peak water demands and fire-flow conditions concurrently during a water supply emergency.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP identifies location and capacity of existing and emergency inter-connections.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP specifies backup power capacity and duration.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP considers the following as ways to lessen the impact of malevolent acts or natural hazards:					
Development of alternative source water options	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Construction of flood protection barriers	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Relocation of water intakes	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
ERP includes predefined responses for the following reasonably anticipated emergencies:					
Power Outage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Severe Weather	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Prolonged Water Outage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Earthquake	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Transmission and/or Distribution System Failure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire at Water Supply System Facility	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Treatment Equipment Failure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Fire in the Community	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pump Failure	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hazardous Material Release/Spill (into Watershed/Source Water)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Loss of SCADA or Other Automated Controls	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Terrorism or Vandalism	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Contamination of Supply	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cyber attack	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chemical Incident at Facility	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pandemic	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Drought	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Supply Chain Shortages	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Flood	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(Other, specify)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ERP establishes criteria and procedures to determine critical water levels or safe yield of the system.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP specifies procedures and authority to issue and enforce water use restrictions or conservation.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
ERP contains prioritization of potable water use during a water emergency.			<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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

Comments regarding VA/ERP content or completeness:

Endorsed for Final Approval

By: _____ Date: _____
 Director of Environmental Health

Upon endorsement by the Director of Environmental Health, please forward the following to the Bureau of Water Supply Protection, Attn: Operations Section Chief:

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