**WATER QUALITY EMERGENCY NOTIFICATION PLAN**

|  |  |  |
| --- | --- | --- |
| Name of Utility: |  | |
|  | | |
| Physical Location/Address: | |  |

The following persons have been designated to implement the plan upon notification by the Division of Drinking Water, SWRCB that an imminent danger to the health of the water users exists:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Water Utility:**  **Contact Name & Title** | | **Email Address** | **Telephone** | | |
| **Day** | **Evening** | **Cell** |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |

The implementation of the plan will be carried out with the following DDW-SWRCB personnel:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DDW-SWRCB:**  **Contact Name & Title** | | | | **Telephone** | | |
| **Day** | | **Evening** |
| **1.** | **Janice M. Thomas, Sonoma District Engineer**  **DDW-SWRCB** |  | **W (707) 576-2006**  **C (707) 849-6526** | | **(707) 533-4510** | |
| **2.** | **Sheri Miller, Mendocino District Engineer**  **DDW-SWRCB** |  | **W (707) 576-2734**  **C (707) 974-8004** | | **(707) 974-8004** | |
| **3.** | **Drinking Water Field Operations Branch, Santa Rosa**  **DDW-SWRCB** |  | **(707) 576-2145** | | **Same** | |

**4. If the above personnel cannot be reached, contact:**

|  |  |
| --- | --- |
| **Office of Emergency Services Warning Center (24 hrs)** | **(800) 852-7550 or (916) 845-8911** |
| When reporting a water quality emergency to the Warning Center, please ask for the State Water Resources Control Board – Division of Drinking Water Duty Officer | |

**NOTIFICATION PLAN**

**Attach a written description of the method or combination of methods to be used.** (radio, television, door-to-door, sound truck, etc.) **to notify customers in an emergency.** For each section of your plan, give an estimate of the time required, necessary personnel, estimated coverage, etc. Consideration must be given to special organizations (such as schools), non-English speaking groups, and outlying water users. Ensure that the notification procedures you describe are practical and that you will be able to actually implement them in the event of an emergency. Examples of notification plans are attached for large, medium, and small communities.

Templates for many public notices are available at the SWRCB website:

http://www.swrcb.ca.gov/drinking\_water/certlic/drinkingwater/Notices.shtml

Disinfection and sampling guidance can be found at: http://www.waterboards.ca.gov/drinking\_water/programs/districts/sonoma\_district.shtml

Report prepared by:

Signature and Title Date

**EXAMPLE OF WATER QUALITY EMERGENCY NOTIFICATION PLAN**

**TRANSIENT-NONCOMMUNITY WATER SYSTEM**

Customize for your water system

Upon notification that the water is unsafe to drink, the Winemaker will notify all supervisory personnel who will in turn notify all employees verbally. (Specify who the supervisory personnel are by name and/or position). Pre-made signs kept at the main office in tasting room building will be *posted* at all employee and public restrooms, break rooms, drinking fountains, tasting room sinks, and all faucets and hose bibs where the water may be accessed. The signs will state that the water is not safe to drink and will be bilingual if appropriate. Tenants of the residence also served by the water system will be notified by phone or in person. If tenants cannot be contacted, a sign will be posted on the front door. Signs will stay posted until the State Water Resources Control Board **Division of Drinking Water** advises us that the water is safe to drink.

Approximate time to complete the notification is 2 hours.

Water System Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_