

# Pre-Visit Checklist

## Emergency Response Plan



### Overview

Emergency response planning is a process that helps water system managers and staff explore vulnerabilities, make improvements, and establish procedures to follow during an emergency. Preparing and practicing a response plan can save lives, prevent illness, enhance system security, minimize property damage, and lessen liability.

Prior to your scheduled meeting with DEQ, please gather the following relevant information to include locations, details, and contact information.

### Checklist

#### Personnel Information

- ☐ Names, titles, contact information, job duties, roles and responsibilities during emergency response.
- ☐ A designated "Emergency Response Lead".

#### Primary Utility Assets

- ☐ Utility component locations, capacity, other details - wells, intakes, treatment plants, storage tanks, pump stations, valves, chemical additions, storage facilities, safety materials, etc.

#### Resources & Key Local Services

- ☐ Response resources (available on site or readily off site) - generators, fuel, pumps, extreme temperature, communications equipment, etc.
- ☐ Hospitals, gas stations, pharmacies, ATMs, grocery stores.

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### External Partners

- ☐ Location and contact information - Police, fire, elected officials, neighboring water and wastewater utilities, power utility, laboratories, any mutual aid.

### Critical Customers

- ☐ Location and contact information - Senior living centers, nursing homes, hospitals, hotels, schools, daycares, factories, and government buildings.

### Media Partners

- ☐ Location and contact information - Social media coordinator, local newspaper, radio station, etc.

### Emergency Plans & Procedures

- ☐ Documents and SOPs - Core response procedures, physical security, cybersecurity, power loss, alternate drinking water supplies, detection strategies, incident-specific response procedures, etc.

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## Questions or Concerns

Emergency preparedness and security are vital for the reliable delivery of safe drinking water, the protection of public health, and the safety of staff.

DEQ looks forward to meeting with you and providing technical assistance for your system. If you have any questions between now and our meeting- please do not hesitate to reach out to our Capacity Development section.

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