

Pre-Visit Checklist: Emergency Response Plan (ERP)

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. DEQ is available to assist in completing this critical document; however, preparing for the completion of an Emergency Response Plan can take a bit of prep work.

Prior to your scheduled meeting with DEQ, you will want to gather relevant data, which includes the following:

- Personnel Information- including names, titles, contact information, and job duties/responsibilities
- Primary utility components- such as wells, intakes, treatment plants, storage tanks, pump stations, valves, chemical additions, etc.
 - their location, capacity, and any associated drawings
- Response resources- such as generators, fuel, pumps, etc.
- Key local services- such as hospitals, gas stations, pharmacies, ATMs, and grocery stores
 - their location and contact information
- Critical customers- such as senior living centers, nursing homes, hospitals, hotels, schools, daycares, factories, and government buildings
 - their location and contact information
- External response partners- this includes police, fire, elected officials, neighboring water and wastewater utilities, power utility, laboratories, and any mutual aid
 - their contact information and responsibilities during an emergency
- Media outreach partners- such as social media coordinator, local newspaper, radio station, etc.
 - their location and contact information

In addition, you will need to be prepared to designate an “Emergency Response Lead,” and assign emergency roles to certain personnel in your system during our visit.

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.

If you have any questions, please contact:

Lisa Stewart

Capacity Development Section Manager
Water Quality Division Oklahoma Department of Environmental Quality
(405) 702-8270

DW- 242b
Capacity Development Checklist
Revised 7/14/2023
File 1 Clip 1