INSTRUCTIONS
The purpose of this worksheet is to help organize information about a contamination threat warning used during the Threat Evaluation Process. It gathers information that can be used to help determine threat credibility and to provide information to outside agencies. The individual responsible for conducting the Threat Evaluation (typically the Incident Commander or his/her designee) should complete this worksheet. This individual could be someone from the utility or if necessary ODW staff. The worksheet is generic to accommodate information from different types of threat warnings; thus, there will likely be information that is unavailable or not immediately available.

THREAT WARNING INFORMATION

Date/Time threat warning discovered: ________________________________

Name of person who discovered threat warning: __________________________

Type of threat warning:

☐ Security breach  ☐ Witness account  ☐ Phone threat
☐ Written threat  ☐ Law enforcement  ☐ Unusual water quality
☐ News media  ☐ Consumer complaints  ☐ Public health notification
☐ Other

Identity of the contaminant:  ☐ Known  ☐ Suspected  ☐ Unknown
If known or suspected, provide additional detail below

☐ Chemical  ☐ Biological  ☐ Radiological

Describe ____________________________________________________________

Time of contamination:  ☐ Known  ☐ Estimated  ☐ Unknown
If known or estimated, provide additional detail below

Date and time of contamination: _______________________________________

Additional Information: _____________________________________________

Mode of contamination:  ☐ Known  ☐ Suspected  ☐ Unknown
If known or suspected, provide additional detail below

Method of addition:  ☐ Single dose  ☐ Over time  ☐ Other _____________

Amount of material: ___________________________________________________
Additional Information: ____________________________________________

**Site of contamination:**  □ Known  □ Suspected  □ Unknown

_If known or suspected, provide additional detail below_

Number of sites: ________________________________________________

Proveedor the following information for each site.

**Site #1**

Site Name: _____________________________________________________

Type of facility

□ Source water   □ Treatment plant   □ Pump station
□ Ground storage tank □ Elevated storage tank □ Finished water reservoir
□ Distribution main □ Hydrant □ Service connection
□ Other  _______________________________________________________

Address: ______________________________________________________

Additional Site Information: ______________________________________

**Site #2**

Site Name: _____________________________________________________

Type of facility

□ Source water   □ Treatment plant   □ Pump station
□ Ground storage tank □ Elevated storage tank □ Finished water reservoir
□ Distribution main □ Hydrant □ Service connection
□ Other  _______________________________________________________

Address: ______________________________________________________

Additional Site Information: ______________________________________

**Site #3**

Site Name: _____________________________________________________

Type of facility

□ Source water   □ Treatment plant   □ Pump station
□ Ground storage tank □ Elevated storage tank □ Finished water reservoir
□ Distribution main □ Hydrant □ Service connection
□ Other  _______________________________________________________

Address: ______________________________________________________

Additional Site Information: ______________________________________
ADDITIONAL INFORMATION

Has there been a breach of security at the suspected site? □ Yes □ No
If “Yes”, review the completed ‘Security Incident Report’

Are there any witness accounts of the suspected incident? □ Yes □ No
If “Yes”, review the completed ‘Witness Account Report’

Did the threat occur verbally over the phone? □ Yes □ No
If “Yes”, review the completed ‘Phone Threat Report’

Was it a written threat? □ Yes □ No
If “Yes”, review the completed ‘Written Threat Report’

Are there unusual water quality data or consumer complaints? □ Yes □ No
If “Yes”, review the completed ‘Water Quality/Consumer Complaint Report’

Are there unusual symptoms or disease in the population? □ Yes □ No
If “Yes”, review the completed ‘Public Health Report’

Are results of sample analysis available? □ Yes □ No
If “Yes”, review the analytical results report, including appropriate QA/QC data

Is there relevant information available from external sources? □ Yes □ No
Check all that apply
- □ Local law enforcement
- □ FBI
- □ VDH-ODW
- □ Public health agency
- □ Hospitals/911 call centers
- □ US EPA/WaterISAC
- □ Media reports
- □ Homeland security alerts
- □ Neighboring utilities
- □ Other

Point of Contact: ________________________________

Summary of key information from external sources (provide detail in attachments as necessary):

__________________________________________________________________________

__________________________________________________________________________

THREAT EVALUATION

Is normal activity the cause of the threat warning? □ Yes □ No
Normal activities to consider
- □ Utility staff inspections
- □ Routine water quality sampling
- □ Construction or maintenance
- □ Contractor activity
- □ Operational changes
- □ Water quality changes with known cause
Is the threat ‘possible’? □ Yes □ No

Summarize the basis for this determination: ____________________________________________________________

Response to a ‘possible’ threat:
□ None □ Site characterization □ Isolation/containment
□ Increased monitoring/security □ Other

Is the threat ‘credible’? □ Yes □ No

Summarize the basis for this determination:

Response to a ‘credible’ threat:
□ Sample analysis □ Site characterization □ Isolation/containment
□ Partial EOC activation □ Public notification □ Provide alternate water supply
□ Other

Is there confirmation of a contamination? □ Yes □ No

Summarize the basis for this determination:

Response to a confirmed incident:
□ Sample analysis □ Site characterization □ Isolation/containment
□ Full EOC activation □ Public notification □ Provide alternate water supply
□ Initiate remediation and recovery □ Other
## How do other organizations characterize the threat?

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**SIGNOFF**

Name of person responsible for threat evaluation:

Print name

Signature

Date/Time: