

Emergency Response Plan Audit Checklist

1. Does the Emergency Response Plan have a Review and Revision Log that is in use? ☐ yes ☐ no
2. Has a review of the Emergency Response Plan's accuracy occurred within the last year? ☐ yes ☐ no
3. Is the Emergency Response Plan accessible to the on duty operator at all times? ☐ yes ☐ no
4. Are updated copies of the Emergency Response Plan in all locations? ☐ yes ☐ no
5. Have Boil Advisory forms and other forms and guides from the VDH-ODW website been updated with system-specific information and saved as a printed copy? ☐ yes ☐ no

Section A: Does the Emergency Response Plan include the following elements:

1. Identification of water system personnel responsible for Emergency Response? ☐ yes ☐ no
2. Are there phone numbers for water system personnel responsible for Emergency Response? ☐ yes ☐ no
3. Identification of local, state and federal emergency contacts? ☐ yes ☐ no
4. Are there phone numbers for local, state and federal emergency contacts? ☐ yes ☐ no
5. Identification of water shortage events? ☐ yes ☐ no
6. Identification of outage events (i.e. major equipment (e.g. raw water pumps, finished water pumps) failure or power failure)? ☐ yes ☐ no
7. Identification of other foreseeable natural (e.g. hurricane, tornado, thunderstorm, fire) and human-caused (deliberate water contamination, vandalism) emergency events? ☐ yes ☐ no
8. Is there a description of the emergency response plan for each identified event? ☐ yes ☐ no
9. Description of the notification procedures (e.g. protocol for notifying appropriate Emergency Response contacts, communication vehicle)? ☐ yes ☐ no
10. Identification and evaluation of all facilities and equipment whose failure would result in a water outage? ☐ yes ☐ no
11. Identification and evaluation of all facilities and equipment whose failure would result in water quality violations? ☐ yes ☐ no

Section B: Does the Emergency Response Plan include the following elements:

1. Position of responsible persons to contact in case of an emergency? ☐ yes ☐ no
2. Are there phone numbers of responsible persons? ☐ yes ☐ no
3. Identification of local, state and federal emergency contacts? ☐ yes ☐ no
4. Are there phone numbers for local, state and federal emergency contacts? ☐ yes ☐ no

Additional Notes/Comments: