

Attachment 3 – Emergency Management Checklist for PFAS

The following checklist provides Emergency Management Coordinators (EMCs) with an overview of actions that should be considered when preparing for a PFAS response.

- Many of the listed items will not fall under the responsibility of the EMC and their Emergency Management Program alone and are designed to keep other stakeholders on task or can only be accomplished in coordination with other stakeholders.
- The listed items only represent a starting point for preparing for a PFAS response. While carrying out tasks, new tasks and needs will emerge that all stakeholders will need to address collaboratively.

Initial Actions

Review Sampling Schedule (MPART website) and identify sampling dates. ☐ Contact local stakeholders and schedule meeting(s) to ensure coordination and awareness. Stakeholders include:

- Local Public Works agency and/or water system operator
- Local Health Department
- Municipal Officials (e.g., City Manager/Township Supervisor)
- Local Voluntary Organizations ☐ Liaison with MSP/EMHSD District Coordinator.

Coordination Meetings with other Stakeholders

Verify if Public Works agency and/or water system operator have current contingency plans in place for the event of a contamination of their system. ☐ Verify if Public Works agency and/or water system operator have evaluated or are in the process of evaluating options for the restoration of water quality, in coordination with the MDEQ Drinking Water and Municipal Assistance Division. Options might include:

- Interconnecting the water system with an adjacent water supply and flushing of the water system.
- Installing new municipal wells.
- Treating water at the source or at the treatment plant.
- Verify if municipalities have records of all homes and facilities on public water system and on private wells.
- Designate PIO(s) and determine if a JIC needs to be established.
- Discuss feasibility of different options for ensuring all residents have access to clean drinking water, such as:
 - Residents will be expected to purchase their own drinking water (bottled water).
 - Ensure that local retailers are capable of handling increased demand for water.
 - Distribution of bottled water (PODs, Door-to-door distribution, etc.).
- If a large-scale bottled water distribution operation is planned, verify if municipalities coordinate with waste haulers regarding additional volume of trash/recyclable material.
- Distribution of filter systems (PODs, Door-to-door distribution, etc.).

- Before filters are distributed, verify with MDEQ Drinking Water and Municipal Assistance Division whether the filters are appropriate for the contaminants identified during sampling.
- If filters are distributed, ensure measures for proper installation, use and maintenance of filter systems are in place. ☑ Identify special populations and ensure that the Whole Community, including Non-English speakers and individuals with Access and Functional Needs, have sufficient access to all provided commodities, public information, and other resources. ☑ Establish clear and measurable goals and objectives for response and recovery operations.

Purchasing of Commodities (if applicable)

- Identify funding sources. ☑ Identify vendors for purchases (state contracts). ☑ Establish purchasing procedures.

POD Operations (if applicable)

- Review FEMA IS-26: “Guide to Point of Distribution.” ☑ Identify POD locations. ☑ Identify and procure required resources. ☑ Identify staffing options. ☑ Establish POD layout, operations plan and safety plan.

Door-to-Door Operations (if applicable)

- Compile address lists. ☑ Identify who can establish routing (which stakeholder has GIS capabilities). ☑ Identify and procure required resources. ☑ Identify staffing options. ☑ Establish operations plan and safety plan.

Pre-sampling Public Information

- Message that sampling is occurring in the community and provide basic information regarding PFAS.

Post-sampling Public Information (if results are below health advisory level)

- Message that sampling has concluded, and that water is below the health advisory level.

Post-sampling Public Information (if results are above health advisory level)

- Issue news releases in coordination with local stakeholders, MDHHS and MDEQ PIOs to provide information on topics such as:
 - Do Not Drink Water Advisory (no drinking, cooking, making baby formula, rinsing fruits and vegetables, provide water to pets and service animals) status.
 - Actions being taken to resolve PFAS contamination.
 - Temporary alternative water sources (bottled water, filters, etc.)
 - If applicable, POD locations and hours, etc. ☑ Evaluate need to hold local press conferences and town halls.
 - Evaluate need to create fact sheets, FAQs and talking points to answer media and public inquiries.
 - Evaluate need to establish a Public Inquiry Hotline or engage 2-1-1.

Volunteer Management

- Ensure Volunteer and Donations Management plans are current.
- Identify local voluntary organizations available to support response and reach out.
- Evaluate if it is necessary to establish a VRC or Donations Intake and Processing Center.

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