



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
DRINKING WATER AND ENVIRONMENTAL HEALTH DIVISION

EMERGENCY RESPONSE PLAN (ERP)

Administrative Rule R325.12302(1) states, unless specifically waived by the department, a community water supply (CWS), including one that purchases water from another public water supply, shall prepare, or cause to be prepared, an ERP. An ERP is designed to help a CWS to prepare plans and procedures and identify personnel and equipment that can be implemented or utilized in the event of an emergency.

SUPPLY NAME: _____ **PWSID/WSSN:** _____

In case of an emergency, contact the Michigan Department of Environment, Great Lakes, and Energy (EGLE) as soon as possible (e.g., loss of pressure, inadequate quantities of water available, contamination).

GENERAL INFORMATION:

Personnel:

List personnel available during emergency conditions. Include position, job duties, telephone number, and whether the individual is available during strikes.

Miscellaneous:

List other telephone numbers that may be needed during emergencies.

EGLE:

District Engineer: _____

Environmental Quality Analyst: _____

Emergency Number: _____

Fax: _____

Appropriate Municipal Officials: _____

Local Health Department: _____

Department of Agriculture: _____

Police: _____

Fire Department: _____

Newspapers: _____

Radio/TV Stations: _____

Nearby Water Utilities: _____

Nearby Laboratories: _____

Other: _____

Contractors:

List telephone numbers of reputable contractors which may be needed during emergencies.

Excavators: _____

Well Drillers: _____

Welders: _____

Electricians: _____

Plumbers: _____

Other: _____

Suppliers:

List telephone numbers of suppliers which may be needed during emergencies.

a. Chemical Suppliers: _____

b. Pump Suppliers: _____

c. Water Main Repair Materials Supplier: _____

d. Other: _____

CRITICAL CUSTOMERS:

1. List critical customers or users for whom the provision of a continuous supply of safe water is most urgent. Include their name, telephone number, and address.

2. Describe the methods to provide critical customers with a continuous supply of water.

COMMUNICATIONS:

1. Describe the methods of communication available during power outages.

PLANS and AGREEMENTS:

1. **General Layout.** Attach the general layout (piping schematic) of the waterworks system or indicate the location of the General Plan, as well as valve and hydrant records and any other information that would be helpful in fully describing the water system.

2. **Personnel Safety Plans.** List relevant plans and indicate their locations. Examples may include evacuation plans, lock down procedures, location of personal protective equipment (PPE) and procedures for use, and location of Material Safety Data Sheets (MSDS).

3. **Water Sampling and Monitoring Plans.** Describe monitoring to be conducted to identify potential public health threats. List plans and their locations. Examples include the Bacteriological Sample Siting Plan, sampling procedures for different types of contaminants, locations of sampling containers and procedures to obtain more, laboratories to analyze other contaminants, identify laboratories to contact (with telephone numbers) to arrange for rapid sampling for volatile organic chemicals or other unknown compounds.

4. **Mutual Aid Agreements.** Describe the types and terms of agreements with other water supplies that may be implemented during an emergency. Attach or include location of the agreements. Examples include sharing personnel and equipment, and loaning supplies.

5. **Emergency Supplies and Equipment Plans.**
 - a. **Emergency equipment available.** Identify and indicate location of equipment and vehicles that may be needed in an emergency. If the equipment is leased, rented, shared, or otherwise not immediately available, describe the procedure for securing the equipment including contact information.

 - b. **Replacement equipment.** Identify and indicate the location of replacement equipment or parts that may be needed in an emergency. Describe how to secure replacements, if not on site, including contact information (or refer to the Contacts section of this ERP).

 - c. **First aid supplies and equipment.** Include the locations and contact information for securing additional supplies and equipment.

SOURCE:

Master Meter:

Location(s) and Size(s):

Ground Water Sources:

Well Number	Diameter (inches)	Depth (feet)	Capacity (gpm)	Location	Treatment Type

Surface Water Sources:

Pump Number	High or Low Service	Capacity (gpm)	Location

1. Describe the method to operate wells for ground water sources, or pumps for surface water sources (manual or automatic).

2. Auxiliary power available:

Type: _____

Location: _____

Capacity: _____

a. Describe how to activate and operate auxiliary power.

b. If auxiliary power is leased, rented, shared, or otherwise not immediately available on the property, describe the procedure for securing the equipment.

Owner: _____

Contact Name and Telephone Number: _____

Type and Terms of Agreement: _____

TREATMENT:

1. If treatment is employed at wells, describe the method to provide auxiliary power to chemical feed pumps.

2. If centralized treatment is employed (e.g., iron removal, zeolite softening, etc.):
 - a. Describe the method to provide auxiliary power to high service pumps.

 - b. Describe the method to provide auxiliary power to chemical feed pumps.

 - c. Describe the procedure to bypass treatment facility.

3. If no treatment, describe the method to provide emergency chlorination.

4. If surface water treatment is employed, describe the method to provide auxiliary power.

DISTRIBUTION:

1. Storage:

Tank Type	Capacity	Location

- a. Describe the procedure to bypass storage facility.

2. Pumping Stations:

- a. Identify the location and capacity of pumps.

 - b. Describe the method to provide auxiliary power to pumps.

3. Describe any emergency interconnections with other water supplies. List contacts, telephone numbers, and procedures to secure water from and provide water to those other water supplies.

4. List available licensed water haulers and sources of bottled water with telephone numbers.

ADDITIONAL INSTRUCTIONS:

The ERP shall be located and distributed as necessary to assure effective use by all necessary waterworks personnel.

This plan shall be updated every _____ year(s) or as necessary (e.g., changes in personnel, contact information, or other factors).

Print Name

Title

Signature

Date

Submit your completed document to EGLE via your Michigan Environmental Health and Drinking Water Information System (MiEHDWIS) account, or via email to your EGLE district office email address.

People with disabilities may request this material in an alternate format by emailing EGLE-Accessibility@Michigan.gov or call 800-662-9278.

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