

**Water System Name**  
**\_\_\_\_\_ Parish, Louisiana**

**CONTINGENCY PLAN**

**SOURCE WATER/WELLHEAD PROTECTION  
CONTINGENCY PLAN FOR PROVIDING  
ALTERNITIVE DRINKING WATER SUPPLIES**

**PWS ID #LA\_\_\_\_\_**

**PRIMARY CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

**ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_

**WORK PHONE: \_\_\_\_\_**

**DATE OF PLAN**

\_\_\_\_\_

*REVIEW AND UPDATE ANNUALLY*

<b>DATE OF REVIEW</b>	<b>REVIEWER</b>	<b>COMMENTS OR CHANGES</b>

PLAN DEVELOPED BY:  
SOURCE WATER PROTECTION SPECIALIST  
LOUISIANA RURAL WATER ASSOCIATION  
P.O. BOX 180 – KINDER, LA 70648  
1-800-256-2591

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## **SECTION 1 - Purpose**

The purpose of this Contingency plan is to establish, provide and keep updated certain emergency response procedures, which may become necessary in the event of a partial or total loss of public water supply service as a result of natural disasters, chemical contamination, or civil disorders. This Contingency Plan is the procedural guide for responding to such emergencies.

**SECTION 2 – Public Water Supply Characteristics**

**A. Basic Water System Information**

Name of System: \_\_\_\_\_  
 Population Served: \_\_\_\_\_  
 Number of Service Connections: \_\_\_\_\_  
 Average Daily Demand: \_\_\_\_\_  
 Maximum Daily Demand: \_\_\_\_\_

**B. Current Supply Source: Wells**

Owner Well Name			
DOTD Well #			
DHH ID#			
Depth (ft.)			
Aquifer			
Diameter (in.)			
Drill Date			
Capacity (gpm)			
Treatment			
Location			
Water Level & Date taken			

**Interconnections with other Public Water Systems:** \_\_\_\_\_

**C. Treatment:**

Describe treatment process:

(example. The only currently applied treatment is chlorination for disinfection. Treatment can be expanded or modified if necessary.)

**D. Storage of Finished Water:**

Name of Storage Facility		
Location		
Capacity in Gallons		

**E. Procedures for Bypass of Storage Facilities:**

Describe:

**F. Source of Power:**

Normal : \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency: List generators, location, watts, etc.:

Size (KW)	Location	Portable or Stationary

**G. Description of Water System:**

(Describe your water system, example: The *Water District* serves the out-lying areas of Anywhere, LA. The water system was established in 1973.

The system is supplied by eight (8) wells that are operated automatically (manually) and are able to meet the needs of the people. The System is split into two (2) zones, east and west, with four (4) wells supplying each. Each zone can operate independently of each other.

All wells pump directly to storage tanks or pressure tanks where the water is disinfected and treated for iron. The water is then pumped to the distribution system.

The demand in the summer is approximately 80,700 gallons more per day than in winter. Three new wells are planned in the future, with one (1) well in the east zone and two (2) wells in the west zone.)

**H. Distribution System:**

(Describe. Example: The distribution system consists of eighty (80) miles of PVC mains ranging from 2" to 8". The wells can be isolated from the system by turning valves if necessary. There are valves throughout the system to isolate areas of concern. Flush valves and fire hydrants are located throughout the system for flushing. Within the next two (2) years New Community will be added to the system. This will add an extra two (2) miles of pipe and approximately seventy-seven (77) customers.)

**SECTION 3 - Priority of Water Users During Water Supply Distribution/Emergency**

**A. Top Priority Users:**  
List users with contact numbers and consumption.

**B. Residential consumption:**  
No. of Connections: \_\_\_\_\_ =

**C. Commercial and Industrial consumption:**  
No. of Connections: \_\_\_\_\_ =

**D. Other Systems Served and consumption:**

**E. Fire protection:**  
No. of fire hydrants \_\_\_\_\_  
No. of flush valves \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 4 - Short Term Replacement/Alternative**

**A. Alternative Sources and Necessary Treatment:**

(Example: Possible tie-in to the City of Anywhere, but the four inch (4”) main is inadequate for the amount of water needed to serve population. Also, can possibly tie-in to North Water System, but the cost will be high. Or The Water Works District system is connected to the Anywhere Water system by a valve on La. Hwy. 84 West between the Western Auto Store and Mitch’s Drive In on the south side of the highway. Water can be purchased from this system if necessary.

Contact: John Doe – Superintendent                      Work Cell Phone: 318-555-1234

**B. Surface Water Source and Necessary Treatment:**

(Example: There is no surface water source and no equipment to treat surface water.)

**C. Bottled water and Other Alternative Locations of Source/Contact Persons:**

**Bottled Water**

Vendors located in \_\_\_\_\_  
Contact/Location/Phone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tank Trucks**

Louisiana National Guard can provide water.

National Guard (\_\_\_\_\_) Contact: \_\_\_\_\_ Phone: \_\_\_\_\_





**SECTION 6 - Notification Roster – Personnel Contact Plan  
 and List of Telephone Numbers:**

**A. Lead Coordinating Agency/Office:**

Organization	Contact Person	Received Copy of Plan Y/N*	(area code) Home Phone	(area code) Work Phone	(area code) Cell Phone	24 Hour Emergency Phone
Water System Superintendent						
Board President						
Fire Department						911
Energy Supplier						
Parish Health Unit						
School Board						
Police						911
Ambulance						911
Sheriff						911
DOTD						911
Civil Defense/ National Guard Armory						911
Federal Disaster Assistance						
Hospital						911
Police Jury						
Parish Homeland Security & ER Preparedness (OEP)						
Louisiana Rural Water Association		Y		800-256-2591		

**B. Incident Assessment Team:**

<b>Organization</b>	<b>Contact Person</b>	<i>(area code)</i> <b>Home Phone</b>	<i>(area code)</i> <b>Work Phone</b>	<i>(area code)</i> <b>Cell Phone</b>	<b>24 Hour Emergency Phone</b>

**C. System Personnel**

<b>Organization</b>	<b>Contact Person</b>	<i>(area code)</i> <b>Home Phone</b>	<i>(area code)</i> <b>Work Phone</b>	<i>(area code)</i> <b>Cell Phone</b>	<b>24 Hour Emergency Phone</b>





**Event And Action Log:**

- Type of Event to be Logged \_\_\_\_\_
- Date \_\_\_\_\_
- Time \_\_\_\_\_
- Action Taken \_\_\_\_\_
- Evaluation \_\_\_\_\_
- Costs (*system's own forces*)
  - Labor \_\_\_\_\_
  - Equipment \_\_\_\_\_
  - Materials \_\_\_\_\_
- Contract Services \_\_\_\_\_

## BOIL ADVISORY

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(Water Supply Name)

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PWS\_ID #

---

date

### For Immediate Release to Water System Customers

The \_\_\_\_\_ has experienced problems with the water supply system.  
Water supply Name

Because of these problems, the water produced by our water supply system is of questionable microbiological quality.

Therefore, as a **precaution**, we are issuing a BOIL ADVISORY effective immediately. This BOIL ADVISORY is to remain in effect until rescinded by your Water Supply owners.

It is recommended that all consumers disinfect their water before consuming it (including fountain drinks), making ice, brushing teeth, or using it for food preparation or rinsing of foods by the following means:

Boil water for one (1) *full* minute in a clean container. The one minute starts after the water has been brought to a rolling boil. (The flat taste can be eliminated by shaking the water in a clean bottle, pouring it from one clean container to another, or by adding a small pinch of salt to each quart of water that is boiled.)

Again, please be sure to disinfect your own water prior to consumption until you have been advised otherwise.

The Water Supply Providers will rescind this Boil Advisory upon notification from the Louisiana Department of Health and Hospitals - Office of Public Health that additional water samples collected from our water supply system have shown our water to be safe.