

**Name of System**

\_\_\_\_\_ **Parish, Louisiana**

**CONTINGENCY PLAN**

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

**PWS ID #**

**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

# **INDEX**

- 1. Purpose**
- 2. Public Water Supply Characteristics**
  - A. Basic Water System Information
  - B. Current Supply Source(s)
  - C. Describe intake(s)
  - D. Pump Operation
  - E. Treatment
  - F. Storage of Finished Water
  - G. Procedures for bypass of storage facilities
  - H. Source of Power
  - I. Description of Water System
  - J. Distribution
- 3. Priority of Water Users During Water Supply Disruption/Emergency**
  - A. Top Priority Users/Consumption
  - B. Residential Usage/Consumption
  - C. Commercial and Industrial usage
  - D. Other Water Systems Served/Consumption
  - E. Fire Protection and Flush Valves
- 4. Short Term Replacement Alternatives**
  - A. Alternative Sources and Necessary Treatment
  - B. Bottled Water and Other Alternatives Location of Sources/Contact Persons
- 5. Inventory of Available Equipment and Materials for Use in Emergency**
  - A. Equipment
  - B. Materials
  - C. Contractor/Contacted Service Providers
- 6. Notification Procedures – Personnel Contact Plan and List of Telephone Numbers**
  - A. Lead Coordinating Agency/Office
  - B. Incident Assessment Team
  - C. System Personnel
  - D. Public Announcement Plan
    - a. Contact Procedure
    - b. Plan for notifying priority users
    - c. Plan for notifying public affected by emergency including method used during power outages.
  - E. Miscellaneous Contacts
    - a. Nearby Water Utilities
    - b. Nearby Laboratories

- c. Contractors/Contracted service providers
- d. Suppliers
- e. Other

**7. Appendix**

- A. Public Education/Media Relations Form
- B. Event and Action Log
- C. Sample Boil Order

## **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(s):**

### **C. Describe intake(s):**

Intake Name Pump No.	Capacity (gpm)	Diameter (in.)	Location

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

### **D. Pump Operation:**

Describe the method used to operate pumps (manual or automatic).

### **E. Treatment:**

Describe treatment process.



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.)

### **G. 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 Water Sources and Necessary Treatment:**

List Location, size of emergency interconnections with other supplies include person to contact and telephone numbers.

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

#### **a. Bottled Water**

Vendors located in \_\_\_\_\_

Contact/Location/Phone:

---

---

---

---

---

#### **b. Tank Trucks**

Louisiana National Guard can provide water.

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



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

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

<b>Organization</b>	<b>Contact Person</b>	<b>Received Copy of Plan Y/N*</b>	<b>(area code) Home Phone</b>	<b>(area code) Work Phone</b>	<b>(area code) Cell Phone</b>	<b>24 Hour Emergency Phone</b>
Water System Superintendent						
Board President						
Board Members						
Water System Employees						
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>

**D. Public Announcement Plan:**

**a. Contact procedure:** List the order of contacts (example chain of command).

**b. Plan for notifying priority users.**

**c. Plan for notifying public affected by emergency including method used during power outages.**

(Example. After incident has been identified by the “Incident Assessment Team” and determined to be a hazard to public health, then all Local media outlets will be notified.)





## **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

---

(Water Supply Name)

---

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.