

**Fact Sheet: 7**

***DRINKING WATER CONTINGENCY PLAN***

***Noncommunity Public Water Supplies***

For the water system serving \_\_\_\_\_

Water Supply Serial Number (WSSN) \_\_\_\_\_

**Contingency Plan Purpose:** In the event of an emergency pertaining to the drinking water supply it is necessary to act promptly and effectively to protect public health and welfare. In the context of this plan, emergencies could include complete loss of water pressure, contamination of water supply, and threats or observed vandalism to water system. Complete loss of water normally would require closure of the facility. Threats or contamination with unknown substances may also warrant such action. However, under certain situations where water is flowing but has been determined unsafe to drink by health authorities, it may be possible to operate the facility with approval of the appropriate local or state agencies. If approved, operation for an interim period is dependent on providing an approved source of water for consumption and notification to the users to not consume the piped water in the facility. This fact sheet is intended to outline procedures and contacts to address such emergencies. If an emergency occurs, immediately contact your local health department for further instructions.

1. **Facility Personnel:** List person(s) responsible for facility (owner or designee), and person(s) in routine charge of water system operation and treatment (certified operator where required), title and telephone number.

Name

Title

Phone

2. **Other Contacts:** List local and state contacts for notification of emergencies involving drinking water.

Local Health Department contact : \_\_\_\_\_ Telephone: \_\_\_\_\_

Department of Environmental Quality - Drinking Water and Radiological Division:  
Lansing: 517-241-1370

District Office: \_\_\_\_\_ Name: \_\_\_\_\_ Tel. \_\_\_\_\_

3. **Certified laboratory:** List local laboratory(s) and telephone number used by your facility for analysis of total coliform bacteria.

4. **Contractors :** List qualified contractors who may be used during emergencies.

Water Well Drilling Contractor:

Plumber:

Other:

5. **Alternate Water Source**: List options for providing safe source of drinking water on a temporary basis:

Purchase bottled water at:

Quantity:

Method of dispensing water to individuals in sanitary manner:

Other Alternate approved source:

6. **Other consumptive water uses or equipment that may be directly connected to the potable water supply**. Indicate if these are in the facility need to addressed.

Drinking Fountains to shut off: Yes / No

Ice machines discard contents: Yes / No

Post mix soft drinks disconnect Yes / No

Coffee machines, tea, juices, soups, vending, etc. Yes / No

Other:

***Note: If the water supply lost pressure or could not be used due to unsafe conditions, any equipment used for food service or consumption which is connected to the water supply will need to be disinfected or sanitized per the manufacturers specifications.***

7. **Public Notification**: Consumers are required to be advised of problem with water and availability of alternate source of water for consumption.
- Post public notice at sinks and any other potential drinking water outlets that can not be shut off. List locations to be posted:
  
  - Retain copy of signed and dated public notice. List any other means to notify public. *(Schools/Child Care Centers/Children's Camps are recommended to provide notice to parents.)*

Consult your local health department for the required public notification language and format. **YOU MUST HAVE APPROVAL FROM YOUR LOCAL HEALTH DEPARTMENT PRIOR TO RESUMING USE OF YOUR WATER SUPPLY FOR CONSUMPTION.**