

Water Supply Emergency – Incident Report

This Report format was developed to obtain available information about the water supply emergency. Water system representatives are encouraged to be familiar with the Report content so that as applicable, information is expeditiously and accurately reported to the NJDEP.

Water Supply Emergency – Incident Report

Water System Name:

Water System PWSID No:

System Point of Contact: (name, title, work/cell numbers)

1) **Incident Description:** A water supply emergency has caused the system (or portion(s) of the system service area – identify zone) to be without water and/or experience a loss of positive pressure or has caused the delivery of potable water that is not in compliance treatment requirements and/or water quality standards established in the Federal and State Safe Drinking Water Act regulations.

2) **Time of Incident:** (day, date, time)

3) **Details of Incident:**

4) **County/Municipality Impacted:**

5) **Area Impacted:** (provide northern, southern, western, and eastern street boundaries impacted by the water main break)

6) **Number of service connections/population impacted:**

7) **Critical facilities/sensitive populations affected:** (hospitals, nursing homes, assisted living facilities, dialysis centers, surgical centers, endoscopy suites, schools, daycare facilities, etc., indicate “none” if not applicable.

8) **Notifications made:** (includes local police, fire, public works, health departments, school districts and mayor(s) of any affected municipalities, county health department(s) and offices of emergency management, and critical/sensitive populations, as appropriate).

9) **Cause of water supply Incident:** (physical damage, treatment malfunction, unknown, etc.)

10) **Estimated time to repair/restore normal service:**

11) **Provisions for alternate water supply:** (includes interconnection with another community water system, bottled water, water tanker, temporary overland (hydrant to hydrant) connections, or Not Required

12) **Corrective Actions Status:**

(Establish corrective actions implemented which may include the following (subsequent status reports may expand on the corrective actions implemented):

- a. A Boil Water Advisory (BWA) was issued by the system.
- b. Establish BWA delivery methods (includes telephone notification system ie. Reverse 911, TV/Radio Broadcasts, Hand Delivery (door-to-door), sound truck, etc.)
- c. Status of repairs/replacement, etc.
- d. Disinfection and flushing of the repaired infrastructure in accordance with Industry Standard: AWWA C651.
- e. Samples collected to verify restoration of water quality.