- Facility description—type and location of facility, type of population(s) served (e.g., urban, suburban, rural, mixed, age groups), essential services, types of care offered (e.g., medical, surgical, pediatric, obstetrics, emergency room, trauma center, burn center, intensive care units, dialysis), size of facility (e.g., square footage), number and distribution of beds (e.g., critical/intensive care, surgical, pediatric, obstetrical)
- Water supply—clear descriptions of facility's water source(s)/supplier(s) (including utility and other source/supplier contact information) and supply main(s) and corresponding meter(s) for water entering the facility
- Water demand—both during normal usage, as well as during potential reduced usage during an emergency. This guide provides detailed information about how to understand water usage patterns by means of a water use audit.
- Facility drawing(s)—drawings, diagrams, and/or photos showing all water mains, valves, and meters for the facility. These drawings, diagrams, and/or photos should accurately show main lines for all utilities (e.g., water, sewer, gas, electric, cable television, telephone) and their physical relationship to each other. For larger facilities, a table with valve tags (showing the numbers for each valve) should be included.
- Equipment and materials list—all equipment, processes, and materials (e.g., HVAC, food preparation, laundry, hemodialysis, laboratory equipment, water-cooled compressors) that use water, including location of all plumbing fixtures
- Backflow prevention plan— to prevent possible reversal of water flow and resultant water contamination that can occur from unwanted pressure changes
- Maintenance plan, including valve exercising (i.e., testing the operation of water valves)—Valve exercising is a routine scheduled maintenance program that involves opening and closing water valves to ensure proper operation.
- Copies of all contracts and other agreements related to supplying emergency water and providing any equipment or other supplies that would be used to produce/supply an emergency water supply (e.g., bottled water, tankers, mutual aid agreements, portable water treatment units).
- Menu of emergency water supply alternatives identified as a result of the analysis of the alternatives discussed in Section 7.
- Operational guidelines and protocols that address treatment processes and water quality testing (if treatment and/or disinfection of water is included as part of the EWSP). Implementation timeline during an emergency—the EWSP should be part of, and implemented in conjunction with, the facility's overall EOP and Incident Command System activation. The communications plan should be part of this timeline.
- Recovery plan—addresses how the facility will return to normal operations, including cleaning and/or decontamination of any HVAC equipment, internal plumbing, and medical and laboratory equipment. Post-incident surveillance plan—guidance and protocol for detecting any increase in health care-associated illness due to biological and/or chemical agents in the water. EWSP evaluation and improvement strategy—guidance and protocols for testing and exercising the plan and refining it (e.g., use of after-action reports).
- Post-incident surveillance plan—guidance and protocol for detecting any increase in health care-associated illness due to biological and/or chemical agents in the water.
- EWSP evaluation and improvement strategy—guidance and protocols for testing and exercising the plan and refining it (e.g., use of after-action reports).