WSP manual supplementary tool
Module 8: general checklist for emergency preparedness

This tool is intended to support the practical application of the guidance presented in the *Water safety plan manual: step-by-step risk management for drinking-water suppliers, second edition* (WHO & IWA, 2023). Refer to Module 8 in the manual for detailed guidance.

Use this checklist of minimum actions to consider to support preparedness for emergency response.[1]

- ☑ Adequate training of multiple staff on critical tasks required for continuity of supply (e.g. filter backwashing, disinfection, critical valve operation, generator refuelling)
- ☑ Remote online monitoring and control at vulnerable sites (e.g. sites that may be inaccessible as a result of road closures, travel restrictions or shelter-in-place orders)
- ☑ A clear understanding of water storage capacity, residence times and flow paths in the network
- ☑ Minimum levels of stock for critical water treatment chemicals and additives (ensuring good stock management practices)
- ☑ Adequate redundancy for analytical testing services, supply chains and transportation (e.g. multiple supplier options available, with multiple pre-planned transportation routes to critical sites for heavy and light goods vehicles)
- ☑ On-site storage of critical spare parts at vulnerable sites
- ☑ Provision for on-site back-up power generators at critical infrastructure points (e.g. pumping stations, treatment plants, booster disinfection stations), as well as mobile generators (supported by adequate fuel stocks)
- ☑ For flood-prone areas, adequate permanent flood defences around critical assets (e.g. low-lying pumping station, treatment plants), supported by an adequate stock of, and reliable access to, emergency flood-prevention measures (e.g. sand bags)
- ☑ For bushfire-prone areas, routine vegetation clearing around vulnerable sites, supported by fire control systems (e.g. internal and external water sprinklers)
- ☑ Provision for emergency drinking-water treatment capacity (e.g. granular activated carbon for chemical contaminant removal, additional capacity for clarification of very high turbidity source water, mobile water treatment units)
- ☑ Access to adequate water carting capacity and/or bottled water supply
- ☑ Pre-prepared public notices and communication protocols for “boil water” or “do not consume water” events, planned locations for temporary water distribution points (e.g. from water carting trucks or bottled water), including mechanisms for this information to reach all users (including vulnerable or disadvantaged users)
- ☑ Routine training drills for emergency response plans with relevant internal and external stakeholders

[1] This list is not exhaustive, and should be reviewed and adapted to the local context.