**Appendix C: Additional Information Checklist**

Check off the following items as you add them to your Emergency Response and Contingency Plan.

**Communication Protocols**

* Communications Protocols with contact list of water system users (include phone numbers and addresses).
* “Water Quality Advisory”, “Boil Water Notice”, “Do Not Consume Notice” and “Do Not Use Water Notice” signs, and instructions for issuance.
* Operating equipment instructions.
* Instructions for switching to alternative source (if applicable).
* Instructions for switching to generator / alternative power supply.
* Instructions for shutting off water supply.
* Disinfection procedures for wells, distribution system and reservoir (refer to Resource/Reference List)
* Disinfection operation.
* Electrical schematics for generator.
* Electrical schematics for disinfection equipment and room.

**Map of Water Supply System**

* Source (include GPS settings and directions as needed).
* Mains.
* Critical control points (where a loss of control could result in a risk of adverse health effects or equipment damage).
* Intake(s).
* Shut-off valves.
* Access routes to critical control points.
* Pump house.
* Locations of emergency contact list, tools, spare parts and maintenance equipment.
* High-water-use industries.
* High-risk facilities:
	+ schools
	+ day-care centres
	+ seniors residential housing complexes (e.g. supportive housing or assisted living)
	+ long-term-care facilities
	+ hospitals and medical/dental offices