

## How to Use This Toolbox



The RCAP Security and Emergency Response Planning Toolbox for Small Water and Wastewater Systems (the “RCAP Security Toolbox”) consists of five core modules, appendices, and introductory text that relates security and emergency preparedness to best practices of system operation and management. The appendices include resources, a glossary, an emergency notification and contact list, eBulletin subscription forms, and powerpoint training presentations.

The core modules consist of:

- a simple and practical vulnerability assessment guide for small water systems (applicable to wastewater systems);
- emergency response planning instructions for small drinking water systems;
- an emergency response planning template for small drinking water systems;
- emergency response planning instructions for small wastewater systems; and
- an emergency response planning template for small wastewater systems.

The instructions demonstrate how to conduct the procedures, and the templates are blanks, identical to forms in the instructions, that can be printed and completed by hand, or saved on your computer and filled in by typing into the saved document. The templates also contain a page to certify that the process has been completed. Some state agencies require that small water and wastewater systems (population of 3,300 or fewer) certify completion of a vulnerability assessment and emergency response plan. Certification of completing a VA and ERP is also a prerequisite for funding from the U.S. Department of Agriculture.

The Emergency Notification and Contact List can be printed, or photocopied from the manual, and posted in the facility with phone numbers for each of the first responders, priority customers (e.g., vulnerable customers such as hospitals, pre-schools, and nursing homes), alternative water suppliers, and repair sources that may be needed. These forms should be updated as needed.

The Security Resources section is a comprehensive annotated bibliography of resources and tools available to small systems. It includes web sites, publications, and workshops with hyperlinks to many of the resources available to assist small water and wastewater systems.

The eBulletin subscription form should be printed or copied, and faxed or mailed to the addresses indicated. Trainers can photocopy or print multiple copies for distribution. Two different styles are available.

The powerpoint training presentations can be used as a template, and modified to suit needs of a specific training session. There are five powerpoint presentations covering the following topics: security and emergency preparedness, and how it relates to building capacity; a case study describing the events before and after a contamination outbreak; an animated presentation demonstrating how a backflow incident can happen; developing a security program that incorporates setting policies and procedures, exercising the plan, and continual review of the plan; and a brief description of the resources available to small systems to meet the USDA Rural Development conditional requirement to have completed a VA/ERP in order to obtain funding. Some of the presentations include trainer's notes.