

## **What is WARN?**

A Water/Wastewater Agency Response Network (WARN) is a network of utilities helping other utilities to respond to and recover from emergencies. The mission of WARN is to provide expedited access to specialized resources needed to respond to and recover from natural and human caused events that disrupt public and private drinking water and wastewater utilities.

## **Who can use WARN?**

Any public or private drinking water or wastewater utility can participate in WARN, regardless of size.

## **What are the steps for accessing and using WARN?**

1. Analyze the situation, determine your resource needs, and decide whether mutual aid/assistance is needed.
  - Attempt to access local resources first. If the situation requires resources beyond those available at the local level, contact WARN to access resources from additional utilities throughout the state.
  - Be sure to notify your local emergency management agency of your need for mutual aid/assistance.
2. Be specific in your resource requests. Refer to the *AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual*<sup>1</sup> for help in accurately describing the resources you need.
3. Contact WARN to formally initiate a request.
  - If you do not have contact information for your WARN, you can access contact information for your WARN through AWWA:  
<http://www.awwa.org/government/content.cfm?ItemNumber=30229>
  - See the *WARN Emergency Notification Form* on the following page for the type of information you will be asked to provide concerning your request.
  - Be sure you understand and agree to adhere to the procedures and standards set forth by the *WARN Mutual Aid and Assistance Agreement*, as it outlines terms for issues such as liability, workers' compensation, and reimbursement. Your WARN representative can provide you with a copy of the Agreement.
4. If a WARN member offers to provide assistance, be sure to obtain an estimate of their costs and discuss the terms of deployment. You as the requesting utility have final approval of acceptance of the aid/assistance.
5. Identify a person at your utility to manage all incoming mutual aid/assistance resources, including care, feeding, and other support for all personnel.
6. Notify your local emergency management agency to inform them of the arrangements for the incoming resources.
7. Consider how to integrate incoming mutual aid/assistance resources with your existing workforce and identify work assignments for teams to carry out.
8. Develop a demobilization plan that includes protocols on how and when mutual aid/assistance resources will be released.

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<sup>1</sup> View the *Water & Wastewater Mutual Aid & Assistance Resource Typing Manual* and other WARN resources online: <http://www.NationalWARN.org>

## WARN Emergency Notification Form

**Purpose:** Provide written information regarding the emergency, level of impact, and conditions.

**Instructions:** Complete form by checking boxes or circling where appropriate. Provide level of detail available. Complete this form and send to city/county and/or WARN representative.

<b>INCIDENT</b>			
Date/Time:			
Utility Name:		Type: Water or Wastewater Utility	
City and County:		General Phone Number:	
Authorized Representative Name:		Title:	
E-mail:		Cell Number:	Fax:
General Location of Emergency:		Agencies Responding: Law Enforcement / Fire / Public Works	
Declaration of Local Emergency made by local government: Yes or No			
If Yes, when and by whom:			
<b>TYPE OF EMERGENCY</b> (check all that apply)			
<input type="checkbox"/> Contamination	<input type="checkbox"/> Earthquake	<input type="checkbox"/> Fire	
<input type="checkbox"/> Flood	<input type="checkbox"/> Hurricane	<input type="checkbox"/> Ice Storm	
<input type="checkbox"/> Tornado	<input type="checkbox"/> Low Pressure	<input type="checkbox"/> Other	
<b>DAMAGE</b> (check all that apply)			
<input type="checkbox"/> Storage	<input type="checkbox"/> Treatment	<input type="checkbox"/> Waste Collection	
<input type="checkbox"/> Water Aqueduct System	<input type="checkbox"/> Water Supply	<input type="checkbox"/> Water Distribution System	
Describe Damages:			
# of Customers Affected:			
Operational Status:	Boil Water Notice/Advisory	Do Not Use Notice/Advisory	Do Not Drink/Advisory
	Not Operating	Status Unknown	
Power Sources:	Power is operational	Power is out	Generator power
Damage area:	Accessible	Under water	Inaccessible due to debris
Communications Operating:	Landline	Cell	Satellite Radio (what band)
<b>MUTUAL AID/ASSISTANCE REQUESTED:</b> Yes No			
If yes, obtain WARN Request and Authorization Form from WARN Representative.			
Form Completed By Authorized Rep:			
Name:		Title:	
Signature:			
Phone Number:		Cell Phone:	