

“First Hour” Checklist – **Water Utility Manager**

Customize these checklists as appropriate for your utility. Consider contact lists (chain of command trees or flowcharts), equipment, resources, priority actions. Word files are on <https://potomacspills.groups.io/g/main>. This document is just an example.

1. Support operators in accomplishing immediate actions. Gain further knowledge of contaminant - quantity of material, time and date it reached river, location where it entered river, contaminant identity and treatability. Determine immediate protective measures by utility.
2. Report the event

If you are the first entity responding to the spill, contact the **National Response Center (NRC) at **800-424-8802 (24 hours)** to report the spill**

The National Response Center (NRC) is the sole federal point of contact for reporting all hazardous substances releases and oil spills.

Call the **Interstate Commission on the Potomac River Basin (ICPRB) at **773-913-8462**.**

ICPRB’s spill team can model river conditions and estimate travel times to intakes.

3. Contact your State Response Agency – Refer to Appendix G of DWSP Utility Spill Response Plan
 - Determine who responding parties are
 - Set up lines of communication with response agency and water utility
 - Customize table

Agency	Role	Contact

4. Alert, as applicable:
 - State drinking water regulatory agency
 - Wholesale customers
 - Local government, community partners
 - Retail customers
5. Communicate problem; communicate emergency response needs; and escalate via National Response Framework/ National Incident Management System/ Incident Command System framework to access needed resources.
 - Plan communication with first responders, potentially responsible party, etc.
 - Coordinate with ICPRB for spill modeling, travel time estimates
 - Share information with upstream and downstream utilities, agencies via Potomac Spills listserv: send email to main@PotomacSpills.groups.io.