

## Local Profile Worksheet

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## Purpose

This worksheet is a tool for communities to gather information that may be useful when a drinking water incident occurs.

## Instructions

The local profile worksheet is intended to be a basic planning tool for local communities. It asks a series of questions to elicit information that may be useful to several local goals, such as:

- Identifying local partners to include in the pre-incident planning process.
- Locating or creating a source of information about the local businesses, facilities, and residents in your community that may need special assistance when a drinking water incident occurs.
- Gathering information about community resources that may be relevant to pre-incident planning or incident response.

The tool may be most useful when used in conjunction with a local pre-incident planning meeting. The planning team for the local meeting may use the worksheet before the meeting to identify meeting participants or speakers, or may incorporate the worksheet into the meeting by using the information gathered to inform the discussion session (or vice versa, by using the discussion session to aid in the completion of the worksheet).

## ADDITIONAL TOOLS TO USE WITH THIS WORKSHEET

The toolkit includes the following additional tools that communities may wish to use in conjunction with this worksheet:

- DWACT: Critical Customer Checklist
- DWACT: Communicating with Susceptible Populations Worksheet

The worksheet specifically identifies when these tools may be of use. It also identifies other external resources as appropriate.

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#### DRINKING WATER SUPPLIERS

1. How many drinking water utilities serve your community? Identify a contact person for each utility.

*Resource Note: North Carolina Drinking Water Watch provides a website where public water supply systems may be searched at <https://www.pwss.enr.state.nc.us/NCDWW2/>.*

2. Approximately how many residents (or what proportion of residents) receive drinking water through private drinking water wells? Are there particular areas in your community that are known to be served entirely or primarily by private drinking water wells?

*Resource Note: Some information about private drinking water supplies is available from the U.S. Geological Services at [https://waterdata.usgs.gov/nc/nwis/water\\_use/](https://waterdata.usgs.gov/nc/nwis/water_use/). This resource includes both statewide aggregate data, and county-specific information.*

#### SENSITIVE FACILITIES AND RESIDENTS

3. Identify the sensitive facilities in your community. What is their drinking water supplier? The types of sensitive facilities to consider include:
  - ☐ Hospitals
  - ☐ Other residential health care or assisted living
  - ☐ Schools
  - ☐ Child care facilities
  - ☐ Jails, prisons, or other detention facilities
  - ☐ Other (for example, summer camps): \_\_\_\_\_

*Resource Notes: Drinking water utilities maintain critical customer lists that may be useful in responding to this question. The DWACT Critical Customer Checklist may also be helpful.*

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4. Are there any people in your community who have special needs, such as alternative communication strategies or assistance obtaining alternative water supplies when necessary? Are there any areas in your community where residents with special needs may be concentrated, such as areas without internet access?

*Resource Note: The DWACT tool for communicating with special populations is focused on communication needs, but is a useful guide to consider what types of populations may have a variety of special needs, not just communications.*

## LOCAL GOVERNMENT & OTHER RESOURCES

5. Which local government agencies have information or resources that may be helpful in responding to drinking water incidents? What is the nature of those resources?

*For example, local health departments may have information about the location of private drinking water wells. The local public information officer may have information about Spanish-language media outlets. These are just a couple of examples. Communities are encouraged to think broadly about the full range of local government resources.*

6. Are there local nongovernmental organizations, such as disaster relief organizations, or other private sector entities that have information or resources that may be helpful in responding to drinking water incidents?

## OTHER IMPORTANT INFORMATION

7. Are there other characteristics of your community that you anticipate may be a factor in effective response to drinking water incidents?