# Sample Discussion Questions

## Purpose

These questions may be used during the group discussion segment of a pre-incident planning meeting. They are designed to gather information about the community’s experience with incidents, the resources it has to respond, and the challenges it may face in responding. For more information about the group discussion segment of a pre-incident planning meeting, please see the Pre-Incident Planning Guide***.***

## Instructions

We recommend printing the discussion questions and providing them to participants during the discussion segment of the pre-incident planning meeting. The recommended instructions for participants appear in italics at the beginning of the document. The italicized instructions refer to the amount of time available for the discussions, and leave a blank for the planning team to fill in after the agenda is set locally. The sample agenda recommends allocating 45-60 minutes for group discussion.

This tool is provided in Word format so it may be modified locally if desired.

## Discussion Questions

Drinking Water Incidents and Response

*Please discuss each of these questions with your discussion group. You will have approximately \_\_ minutes to discuss the questions in this section. Toward the end of the discussion period, the facilitator will ask you to move to the next section and discuss your top priorities for the next steps that should be taken in the pre-incident planning process.*

1. What are the main types of drinking water incidents of concern in our community?

*The answers to the remaining questions may vary by incident type. Your discussion group may wish to choose one incident type to focus on. An incident that affects many different residents and local agencies will provide more opportunity for discussion.*

1. When a drinking water incident occurs in our community, what actions are taken? Who takes them?
2. Who is notified about drinking water incidents, and how? Consider local and state officials, as well as the public.

*Questions continue on next page*

1. Who communicates about the incident with the public?
2. Which of our community residents may have special needs during a drinking water incident? What is the nature of those special needs?   
   *Examples of special needs: special communication strategies for residents with limited English proficiency; assistance obtaining alternative water for populations with mobility concerns; special needs for sensitive facilities (health care, child care, etc.); special communication needs (areas without Internet, populations with limited English proficiency, etc.).*
3. What resources do we have in our community for responding to drinking water incidents?
4. What challenges do we face in responding to incidents in our community?

*At the conclusion of the discussion, please continue to the next page.*

Priorities FOR next steps

*Please discuss these questions to identify your top priorities for next steps in the pre-incident planning process.*

As the pre-incident planning process continues in our community, what are your top priorities for next steps that should be taken? Who should take them?

Is there further information that you think should be obtained? Is obtaining this information a top priority? If the answer to these questions is yes, please identify specifically what kind of information should be obtained, who should obtain it, and with whom it should it be shared.