

## **DIRECTIONS FOR COMPLETING AND SUBMITTING A VULNERABILITY ASSESSMENT AND EMERGENCY RESPONSE PLAN FOR UNITED STATES DEPARTMENT OF AGRICULTURE – RURAL DEVELOPMENT BORROWERS**

The Vulnerability Assessment (VA) is a 45-question checklist that you simply answer yes or no. There are two VA's available on this website, one is for water systems and the other for wastewater systems. The VA's are available both as a MS Word Document and as a PDF file.

Download either the water or wastewater VA (both if your system is both a water and wastewater borrower) and answer yes or no to the 45 questions. The VA is a self-assessment of your specific vulnerabilities, therefore it is your responsibility to complete and mail a copy to the Illinois Rural Water Association (IRWA) so that we may certify to United States Department of Agriculture – Rural Development (USDA RD) that it has been completed.

The Contingency Plan for Emergency Preparedness template was designed for systems developing a Source Water Protection Plan and has been tweaked to meet the requirements of an Emergency Response Plan (ERP).

At this site you will be able to download either a Microsoft Word or Adobe PDF version of the Contingency Plan for Emergency Preparedness templates for either Municipalities or Public/Rural Water Districts/Cooperatives.

Download the appropriate document for your facility. If you decide to use the MS Word version, you should be able to fill out the template directly on your computer. If this option is not viable for you, you can print out the PDF version and fill in the blanks (please remember to print legibly to prevent mistakes) and mail it to:

Illinois Rural Water Association  
Attn: Contingency Plan Technical Assistance  
PO Box 49  
Taylorville, IL 62568

We will type it for you and mail it back to you as a hard copy and also on a floppy or compact disk. Please specify if you would prefer your electronic version on a 3½" floppy disk or a compact disk.

If you choose to complete both the VA and the ERP on your own, you must still send IRWA a copy of both so that we may certify to USDA RD that this project has been completed.

If you have any further questions about this project, contact us by e-mail at [ilrwa@ilrwa.org](mailto:ilrwa@ilrwa.org) or by phone at 217-287-2115.