



## **Announcing WAWARN Mutual Aid Website Service**

**Greetings** to Members, Associates, and supporters of the **Mutual Aid and Assistance Agreement for Washington State for Intrastate Water/Wastewater Agency Response Network** (aka **WAWARN**):

On Feb. 27, the **WAWARN** website was launched to better serve the emergency response needs of our Members. We would like to provide you with additional information on how to access our new website, guide you to useful website features, and provide a preview of some WAWARN activities that we will be organizing for your participation in the months ahead. If you have questions, there are WAWARN contacts at the end of this announcement who can assist you.

You can access the WAWARN website at [www.wawarn.org](http://www.wawarn.org). The website is divided into two portions: (A) Public site and (B) WAWARN Member's Site.

### **A. Public site:**

The first page that opens up is the WAWARN Home Page, which provides promotional information about WAWARN. On this Home Page, perspective WAWARN members can learn about the purpose of our mutual aid agreement, how it works, and the benefits of being a WAWARN member. Near the top of the Home Page, you will find links to pdf files of the [Mutual Aid Agreement](#), [WAWARN Operational Plan](#), and the [WAWARN Brochure](#). Please send the WAWARN link to colleagues so they might review the benefits and consider joining.

At the top of the Home Page are additional buttons that will take you to other pages within the website. Click on the **Committees** button to see who serves on your WAWARN Regional Committee and see how the State of Washington is divided up into four regions. While on the **Committees** page, click on the *Charter* links to see how both the Regional and Statewide Committees are organized. The **Resources** button takes you to a page of links to learn more about some of the special features of the WAWARN system in the United States and training opportunities.

Near the top of the Home Page, please notice the section titled: **How to Join WAWARN**. This section provides perspective WAWARN members an easy, on-line step that will start them on the path towards formally signing the mutual aid agreement and thereby become official WAWARN Members. The on-line registration is followed by a Statewide Committee approval process that will provide registrants access to the rest of the WAWARN site, but does not include rights to request and provide

assistance. Other WAWARN systems have found that many perspective Members really need to have full website knowledge in order to commit to the legal process of signing the Agreement. Increasing the number of WAWARN Members will benefit all of us.

## **B. WAWARN Member's Site:**

For existing WAWARN Members, you should have already received a default password in a Feb. 27 e-mail when we tested the WAWARN Assistance Request process. If you need assistance with your password, please contact Dave Brown (509-575-6204, [david.brown@yakimawa.gov](mailto:david.brown@yakimawa.gov)).

When you login with your email address and password, you will land on the **WAWARN Member's Site**. Through this webpage you will gain access to the following special features that are not available to the general public.

1. **My Profile:** Describes your utility or organization. Click on **My Profile** to see your Utility Detail, Phone Numbers, Address, and Contacts. Please use the Edit, Add, and Delete Buttons to update your information. For *Utility Detail*, just provide the information for the first seven (7) items that are displayed on the **My Profile** page.
2. **Member Utilities:** Lists WAWARN Members. Click on **Member Utilities** to see the entire listing. The column headings organize the information for the utilities listed. The "MAA on File" column identifies utilities (with a "Yes") that have actually signed the WAWARN Mutual Aid Agreement (MAA) and identifies other utilities (with a "No") that have only registered with WAWARN and are in process of signing their MAAs. Only those utilities that have a "Yes" designation in the "MAA on File" column may engage in WAWARN requesting assistance and responding to requests for assistance.

The other column headings provide the name and phone number of the Member's primary contact person. Additional contact information can be displayed by clicking on the selected Utility Name.

Please check that your utility information correctly displays your county and WAWARN Region. If not, that information can be corrected by editing **My Profile**.

3. **Emergency Assistance:** Broadcasting tool for requesting assistance from WAWARN Members.

In its simplest form, requesting assistance can be accomplished by directly contacting another WAWARN Member.

If you wish to broadcast an e-mailed *Emergency Assistance Notice* to either (a) WAWARN Members in a particular WAWARN Region or (b) all WAWARN Members in the State, then the **Emergency Assistance** tool should be used. Click on **Emergency Assistance** to open the page called "Active Notices." From here you can display Active Notices, Closed Notices, or All Notices. Currently only a few "test" notices are posted.

To post an actual *Emergency Assistance Notice*, click on the **Add a New Request** button. A template page will open with a blank *Emergency Assistance Notice* form to complete. First enter a brief *Title* of your need. Then select the WAWARN Region to which you wish to broadcast

your *Notice*. Next, describe your need in more detail in the *Message* box. Finally, click *Enter Notice* to send an e-mailed *Emergency Assistance Notice* to all of the WAWARN Members that you have selected.

**Planned events:**

- At the Pacific Northwest Section American Water Works Association Annual Conference in Spokane, May 8 – 10, 2013, we will host a joint meeting of the three PNWS-AWWA-WARN Committees (Oregon, Idaho, and Washington). Please check Committee meeting schedule at the Conference for location and time.
- Have a meeting in each WAWARN Region where we can reaffirm and/or elect officers for that Region, review the Operational Plan and discuss how we might add Associates.
- After the four WAWARN Regional meetings, schedule a Statewide Committee meeting where we can reaffirm and/or elect officers, review any proposed changes to the Operational Plan and set a policy for adding Associates.
- Begin the process of Resource Typing for your utility; using the AWWA method (this manual is available on our web site).
- Develop a robust process for recruiting and keeping Members.
- Develop a process for insuring the web site is up to date – administered.

For questions on how to navigate the website, please contact one of the following:

Dave Brown	Matt Everett	Carl Baird
509-575-6204	206-592-8902	425-257-8852
<a href="mailto:david.brown@yakimawa.gov">david.brown@yakimawa.gov</a>	<a href="mailto:meverett@highlinewater.org">meverett@highlinewater.org</a>	<a href="mailto:cbaird@everettwa.gov">cbaird@everettwa.gov</a>