SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. V-C**

FROM: Steve Mack, General Manager

MEETING DATE: November 7, 2013

Subject: DISCUSSION/ACTION RE DISTRICT EMERGENCY PREPAREDNESS, RESPONSE AND RECOVERY PLAN

RECOMMENDED ACTION: Receive a presentation on the District's Emergency Preparedness, Response and Recovery Plan.

FISCAL IMPACT: none

DISCUSSION:

The District has an Emergency Preparedness, Response and Recovery Plan (Emergency Response Plan), it gets reviewed on an annual or more frequent basis, and it is an essential element of District operations and disaster preparedness. Emergencies happen all the time and District staff need to be prepared for every potential disaster. Moreover, the District's Emergency Response Plan is required by the Department of Public Health – the value of emergency plans is well recognized. An outline of the District's plan is attached as Exhibit A. We review this plan every year prior to the rainy season as flooding is the most likely disaster that the District will face – flooding in Guerneville can be expected to happen, on average, once every five years. Last year Russian River flooding was projected in mid December but the actual rainfall from the event was less than expected and we only achieved bankfull conditions.

Water supply in all emergencies is a critical need; District staff's first responsibility will be maintaining that supply. In larger, more diverse organizations, employees may have disaster responsibilities that are much different than their normal jobs – that's not likely for District staff. We will be maintaining the water supply.

A recent event with the District's emergency response effort was the discovery that the District's office generator appeared to be not working properly. This gave District staff the opportunity to have the generator serviced – it is now working properly – and to test the office procedures for switching to generator power in the event of a power outage. This test was done on October 24.

In our review of the Emergency Response Plan, we are considering some changes to make the manual more user friendly – it's still in the discussion stages.

The District participated in the Great Shakeout on October 17, responding to an email from the Department of Public Health, and on November 15, District staff will attend the annual flood response meeting at the Graton Fire Station.

The District has an active emergency response program which include procedures for responding to the emergencies that we know will happen – power will go out, we're due for a flood even though we are thinking more about drought these days, and a massive earthquake is always possible here. The Emergency Response Plan is relevant to possible emergencies and gets updated on at least an annual basis. The District is plugged into the County emergency response network and will provide an appropriate response to whatever emergency or disaster occurs.

EXHIBIT A. SWEETWATER SPRINGS WATER DISTRICT

EMERGENCY RESPONSE PLAN

Section No. 1 – Administrative
- Preface
- Points and Authorities
- Mutual Aid Agreements
  - Resolution Adopting SEMS
  - WARN – Water Agency Response Network

Section No. 2 – District Chain of Command

Section No. 3 – Phone Lists
- SSWD Staff and Responsibilities during an Emergency
- Official Water System Quality Contacts
- Emergency Services Providers
- Automated Telephone Notification
- Water System Technical Support Contacts
- Utility and Supply Providers
- Communications Service Providers
- Lock Combinations
- Media Contacts
- Purchased Water Suppliers
- Other Water Agencies
- Board of Directors and Professional Staff
- Official Posting Locations

Section No. 4 – General Emergency Plan
- Plan
- Contact List

Section No. 5 – Water Quality Notification Plan – Guerneville

Section No. 6 – Water Quality Notification Plan – Monte Rio

Section No. 7 – Boil Water Orders
- Boil Water Order
- Cancellation of Boil Water Order
- Unsafe Water Alert
- Cancellation of Unsafe Water Alert

Section No. 8 – El Bonita Power Outage Procedures
- Emergency Generator During Power Outage

General Procedures
Generator Log and Checklist

Section No. 9 – Monte Rio Power Outage Procedures
Emergency Generator During Power Outage
General Procedures

Section No. 10 – Fire Emergency Plan

Section No. 11 – Earthquake Emergency Plan

Section No. 12 – Flood Emergency Plan
Well Field Flooding or High Turbidity Level
General Procedures
Power Outage Procedures
CT Compliance Charts