

POLICY TITLE: Emergency Preparedness

POLICY NUMBER: 2300

2300.1 This Policy establishes the District's authority to respond to emergencies affecting District operations and to ensure the continued provision of essential services.

2300.2 The District shall maintain an emergency preparedness program and an Emergency Action Plan ("EAP"), which is adopted as Appendix A to this Policy and provides operational procedures for emergency response. Emergency response activities shall be conducted in accordance with the Standardized Emergency Management System (SEMS) pursuant to Government Code § 8607.

2300.3 The EAP is an operational document intended to provide detailed procedures, system information, and response actions.

Because the EAP is operational in nature, it may be revised, updated, or supplemented administratively by the General Manager or designee as necessary to:

- ❖ Reflect current system conditions
- ❖ Update contact information
- ❖ Incorporate regulatory requirements
- ❖ Improve response effectiveness

Such updates do not require Board approval, provided they do not materially alter the policy framework established by this Policy. For purposes of this section, a "material change" means any revision that alters the scope of authority, governance structure, or responsibilities established by this Policy, as opposed to operational procedures or administrative details.

2300.4 The General Manager, or designee, may declare a District Emergency when conditions warrant immediate action. Any such declaration shall be presented to the Board of Directors for ratification within 14 days.

2300.5 During a declared emergency, the General Manager is authorized to take actions necessary to protect public health and restore service, including:

- ❖ Procuring equipment, materials, and services
- ❖ Entering into emergency contracts in accordance with Public Contract Code § 22050
- ❖ Coordinating with other public agencies and mutual aid partners

2300.6 The District shall maintain a line of succession for key personnel to ensure continuity of operations during emergencies.

2300.7 This Policy shall take effect upon ratification by the Board of Directors.

CHRISTIAN VALLEY PARK

APPENDIX A – EMERGENCY ACTION PLAN (EAP)

Adopted as Appendix A to Policy 2300 – Emergency Preparedness

The purpose of this Emergency Action Plan is to provide basic procedures for responding to emergencies affecting the Christian Valley Park CSD water system. The goals are to protect public health, maintain safe drinking water, restore service as quickly as possible, and comply with California State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) requirements.

This Emergency Action Plan is an operational document adopted as Appendix A to Policy 2300. It is intended to provide field-level response procedures and may be updated administratively by the General Manager or designee in accordance with Policy 2300.

PERSONNEL AND CONTACTS

Don Elias / GM	Primary contact, coordination	(530) 305-6781
Shane Burr / Ops	Operations and repair	(530) 277-2770
Gerry LaBudde / Ops	Operations and repair	(530) 906-5181

EXTERNAL CONTACTS

Local Law Enforcement / Fire Department	911
Placer County Office of Emergency Services	(530) 886-5300
Placer County Public Health Emergency Line	(530) 889-7153
Placer County Water Agency	(530) 823-4850
Division of Drinking Water	(916) 449-5600
PG&E Emergency Line	(800) 743-5000

SYSTEM OVERVIEW

Christian Valley Park, CSD operates a small public water system serving 632 residents in Placer County, California. The system consists of:

- ❖ Raw water intake
- ❖ Treatment facility
- ❖ Storage tanks
- ❖ Distribution system

See Appendix B for system map.

EMERGENCIES

During emergencies, the General Manager or designated operations staff may take actions necessary to protect public health and restore service. Emergency response shall be conducted in accordance with the Standardized Emergency Management System (SEMS), using an Incident Command structure appropriate to the size of the incident. Emergencies include:

- ❖ Power outage / Public Safety Power Shutoff (PSPS)
- ❖ Wildfire / post-fire contamination
- ❖ Earthquake / pipe breaks
- ❖ Flood / canal failure
- ❖ Contamination (chemical, microbial)
- ❖ Treatment plant failure
- ❖ Major distribution break / low pressure
- ❖ Drought / low storage
- ❖ Sabotage

BASIC RESPONSE STEPS

- 1) Notify operations personnel
- 2) Assess the situation and determine impacts on water quality, pressure, and supply
- 3) Secure access to affected facilities
- 4) Isolate affected portions of the system if possible
- 5) Contact appropriate outside agencies
- 6) Implement event-specific response actions
- 7) Document all incident actions, including timeline, personnel involved, communications, and costs incurred. Records shall be maintained in accordance with District recordkeeping practices.
- 8) Maintain communication with Placer County OES during large-scale emergencies
- 9)

EMERGENCY RESPONSE ACTIONS

Power Outage

- 1) Start generator (if available)
- 2) Monitor tank levels
- 3) Prioritize treatment
- 4) Notify customers directly impacted

Contamination Suspected

- 1) Isolate zone immediately
- 2) Issue appropriate public notification in accordance with DDW requirements
- 3) Begin sampling
- 4) Notify Division of Drinking Water and Placer County Public Health

Major Break / No Pressure

- 1) Isolate section
- 2) Shut down if needed
- 3) Issue boil water notice if system pressure falls below regulatory thresholds
- 4) Notify emergency services as necessary
- 5) Distribute bottled water as needed
- 6) Repair ASAP
- 7) Sample water before safe water notification

Wildfire Threat

- 1) Activate defensible space
- 2) Open facility gates for ingress and egress
- 3) Prepare to shut intake if ash risk
- 4) Truck water if supply lost

Earthquake

- 1) Inspect treatment plant and storage tanks
- 2) Check distribution system for leaks or breaks
- 3) Isolate damaged sections
- 4) Issue boil water notice if pressure loss occurs
- 5) Conduct bacteriological sampling

Low Storage

- 1) Send out conservation notice
- 2) Implement rationing stages
- 3) Monitor tank levels

PUBLIC NOTIFICATIONS

Public notifications will be issued by the General Manager or designated operations staff when required.

DDW templates will be used for:

- ❖ Boil Water Notices
- ❖ Do Not Drink Notices

Notification methods may include:

- ❖ Phone
- ❖ Text alerts
- ❖ Website
- ❖ Door hangers
- ❖ Direct contact with affected customers

Potable water shall be distributed as necessary.

Customers will be notified again when water is confirmed safe.

EMERGENCY PURCHASING AUTHORITY

Emergency purchasing shall be conducted in accordance with Policy 2300. Field personnel shall coordinate procurement through the General Manager or appointee when feasible.

Normal purchasing procedures may be temporarily suspended when immediate action is required to protect the water system or public health.

Emergency purchases may include, but are not limited to:

- ❖ Repair materials for treatment or distribution facilities
- ❖ Contracted equipment or repair services
- ❖ Water hauling services
- ❖ Bottled water for customer distribution
- ❖ Emergency generators or fuel
- ❖ Temporary water storage or distribution equipment

All emergency expenditures will be documented and reported to the Board of Directors as soon as practical following the incident.

RECOVERY

- ❖ Repairs, disinfection, and flushing will follow American Water Works Association (AWWA) standards
- ❖ Water quality sampling will be conducted as required
- ❖ Service restoration shall occur only after required regulatory clearance where applicable
- ❖ After the event, staff will review the response and update this plan if needed
- ❖ A brief summary of the incident and response actions will be retained in District records

CHRISTIAN VALLEY PARK

APPENDIX B – SYSTEM MAP

