

LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT

MEMORANDUM

DATE: APRIL 27, 2021

TO: BOARD OF DIRECTORS
Lake Arrowhead Community Services District

FROM: MATT BROOKS, Operations Manager

SUBJECT: EMERGENCY PREPAREDNESS PROCEDURES

A. RECOMMENDATION

This is an information item.

B. REASON FOR RECOMMENDATION

This is an information item.

C. BACKGROUND INFORMATION

This report is to give an overview of the District's Emergency Preparedness Procedures.

D. FISCAL IMPACT

This is an information item.

E. ENVIRONMENTAL IMPACT

This is an information item.

F. ATTACHMENTS

- LACSD Emergency Preparedness Procedures Overview

LACSD Emergency Preparedness Procedures Overview

The District takes Emergency Preparedness very seriously and District staff spends ample time each year planning for, discussing, and training for many different emergency scenarios. LACSD has Standard Operating Procedures (SOPs) in place for many emergency scenarios, and District staff reviews them annually and updates them, as necessary. The LACSD's service territory is located within a National Forest and proximity to the San Andreas fault, a major earthquake fault line which is known to be overdue for a major earthquake. Because of this, District staff must always be prepared to respond in the event of a major earthquake or wildland fire, along with many other emergency scenarios that could arise within the District. In the event of a disaster or major emergency, all District personnel have a responsibility to respond to work and help protect and repair facilities, distribution/collection lines, and to protect public health. In addition, as employees of a public agency, District personnel have a responsibility to assist other local agencies and the community at large. Below is a list of SOPs and documents pertaining to Emergency Preparedness that the District currently has on file and uses in these training exercises:

- **Disaster Preparedness Plan** – This SOP includes information pertaining to many different types of disasters and emergency scenarios. This document addresses topics such as:
 - Which personnel are to respond, when, and how to respond?
 - Evaluation of damage and repair of facilities
 - District's involvement with the Emergency Operations Center (EOC)
 - Preparing for disaster, and consideration for employees and their families
 - Types of disasters including fires, earthquakes, utility failures, and chemical spills.
 - Emergency Response phone numbers
- **Disaster Recovery Plan** – This SOP was developed by Computer Options and LACSD to “bring all of the organization's groups and departments back to business-as-usual as quickly as possible.” This includes preventing the loss of LACSD's resources such as hardware, data, physical IT assets, and minimizing downtime related to IT. The goal is to keep the business-end of LACSD running in the event of a disaster. This SOP takes all the following areas into consideration:
 - Network and server infrastructure
 - Telephony, data storage and backup systems
 - Software and database systems
 - Recovery facilities, standby facilities
 - District and Computer Options key personnel contact information
- **Water Shortage Contingency Plan** – This is a chapter found within the District's Urban Water Management Plan and provides guidance for when the available water supply is insufficient to meet normal demand. This not only improves preparedness for droughts, but also earthquakes, extended power outages, or toxic spills that may affect source water quality.

- **Emergency Response Plans for Treatment Plants, Deer Lodge Park (DLP), and Rimforest Distribution Systems** – The treatment plants have Emergency Response Plans located within their O&M manuals. It discusses how to isolate and shut down the systems if necessary, how to respond and handle a failure with the disinfection system, and has information pertaining to alternative sources of supply. The DLP and Rimforest plans contain similar information for those systems.
- **EPA Risk & Resilience Assessment** – As required by the EPA, this risk assessment was recently completed by District staff. This risk assessment supersedes the Vulnerability Assessment required in the Bio-terrorism Act of 2002 and evaluates the vulnerabilities, threats and consequences from potential natural hazards and malevolent acts. This is required to be updated every five years.
- **EPA Emergency Response Plan** – This is a follow-up document to the risk and resilience assessment and includes information, strategies, and resources to improve resilience in the event of a natural hazard or malevolent act. This is required to be updated every five years.
- **Personal Protective Equipment**
- **Lock-Out/Tag-Out**
- **Confined Space Entry Procedures**
- **Wastewater Spill Response Procedures**
- **Lift Station Bypass Plans**

District staff routinely has training on these and other safety related topics through tailgate trainings. Additionally, District staff does scenario-based training on the topics of fire and earthquake disasters. This gives District employees an opportunity for more “hands-on” training, allows for more detailed discussions between departments, and allows the District to evaluate its plan and make modifications if necessary. Of course, proper training is only one piece when it comes to Emergency Preparedness and goes together with the tools, equipment, and resources necessary to accomplish the needs of the specific situation. These tools and equipment are intended to minimize the hazards, and reduce or eliminate the loss of life, property, and infrastructure due to natural hazards or malevolent acts.

- **Stand-alone Emergency Radio Network** – The District has recently developed an “in-house” radio network that will be instrumental in the event of a major emergency where land lines and cellular networks cannot be relied upon. This will also reduce the District’s reliance on the repeater site at Heaps Peak. The repeater site at Heaps Peak is outside of the District service area, is not backed-up by generator power, and is a significant cost annually to lease the space for our repeater.
- **Community Power Resiliency Grant** - In March 2021, the District received notification that it had been approved for a grant for “Community Power Resiliency” in the amount of \$300,000. These funds may be used for the procurement of generators, generator connections, generator fuel and storage, redundant emergency communications

(battery-powered radios and repeater networks), the development of Continuity and Contingency Plans, and public education materials. These funds should allow the District to complete and bolster the newly created stand-alone radio network for emergency communications, along with additional backup diesel-powered generators. Below is a list of items planned to be purchased with the grant monies:

- Diesel-powered generator and Automatic Transfer Switch for the new District Corporation yard.
 - 60kW portable generator
 - Two additional repeater sites for the Emergency radio network
 - Two 60' radio towers
 - 45 mobile radios for the fleet vehicles, and 45 handheld radios
 - These grant monies must be used by November 30, 2021, so District staff is currently working towards making these purchases.
- **GETS/WPS** – Government Emergency Telecommunications Services (GETS) gives priority access to government agencies over landline telephone networks during emergency events. Wireless Priority Services (WPS) gives priority access to government agencies to cellular networks during emergency events. The District is currently enrolled in GETS and is in the process of enrolling in the WPS program.
- **Satellite Phones** – The District currently owns two satellite phones that can be used if neither landline nor cellular networks are available.
- **Emergency Standby Generators** – Most all the District’s facilities have a backup generator onsite in the event of a power outage. The few facilities that do not have been categorized as lower-priority and can be quickly connected to a portable generator if necessary.
- **Tesla Battery Storage Project** – The District has recently installed a bank of batteries at the Grass Valley WWTP that will store power during periods of low demand and “off-peak” pricing and will use the energy during high demand or “on-peak” pricing to be more efficient and save on operational costs. However, during power outages the battery system will take over and power approximately 75% of the plant’s total electrical load until the batteries start to become depleted, and that is when the backup generator will take over.
- **DLP-LACSD Emergency Interconnection** – In 2019 the District completed an interconnection between two of its water systems, LACSD and DLP. This gives the community of Deer Lodge Park a reliable, redundant backup source in the event the well system and CLAWA are not available. DLP has only one primary storage tank, so in the event of heavy demand such as a major fire or major water leak, and if downstream pressure drops too low, a valve will open and allow water to flow from LACSD to the DLP water system. This should ensure that DLP does not lose positive pressure within their system in the event of an emergency.
- **Water Storage Tank Isolation Valves** – The valves necessary to isolate a water storage tank and hold the available water on-site have been identified and clearly marked. Heavy-

duty valve keys and natural gas shut-off keys are at every tank site, along with a site plan showing the location of the onsite valves and piping.

- **Portable Diesel-Powered Bypass Pump** – The District owns a diesel-powered bypass pump that is rated to pump close to 2000 GPM. This pump is kept at Grass Valley WWTP and connected to the Final Effluent wetwell and can be relied upon if the District loses the ability to operate its two Final Effluent pumps. Because of its portability, the District can also use this pump at other facilities if the need arises.
- **Wastewater Collections System Portable Bypass Trailer** – The District owns an enclosed trailer housing the equipment necessary to bypass pump around a failed lift station or section of sewer line in the event of an emergency. Equipment such as bypass pumps and hoses are kept inside this trailer.
- **Confined Space Entry Trailer** – The District owns an enclosed trailer stocked with all the equipment necessary to do a confined space entry. Equipment such as tripods, harnesses, air blower for ventilation, and safety equipment are kept inside this trailer.
- **Critical Worker Passes** – The District has worked with the San Bernardino County Sheriff's Department to allow for a limited number of "Critical Worker" passes. These passes should allow certain employees access to the District during times of emergency, when otherwise access to the public is either limited or denied (during periods of mandatory evacuation, etc.).