

**LAKE ARROWHEAD COMMUNITY SERVICES DISTRICT**

**MEMORANDUM**

**DATE:** APRIL 25, 2017

**TO:** BOARD OF DIRECTORS  
Lake Arrowhead Community Services District

**FROM:**

  
MATT BROOKS, Operations Manager

  
MIKE BLACKWOOD, Field Operations Manager

**SUBJECT:** LACSD EMERGENCY PREPAREDNESS PROCEDURES

**A. RECOMMENDATION**

This is an information item.

**B. REASON FOR RECOMMENDATION**

This is an information item.

**C. BACKGROUND INFORMATION**

This information item is in response to a question posed by President Thompson at the February 28, 2017 regular meeting of the Board. The question was "What are we doing to promote and increase, if at all possible, pressure for fire suppression in our system?" Not only meant to answer this question, this information item is also intended to show what the District has done to prepare for multiple different emergency scenarios.

Since 2003, the District has been faced with a number of challenging scenarios such as the Old Fire (2003), Grass Fire (2007), Pilot Fire (2016), along with major storm events which resulted in hydraulic overloading, extended power outages, and damage to District facilities and equipment to name a few. Through each scenario, the District learned from and either developed or updated existing Standard Operating Procedures (SOPs) for the various scenarios.

In 2014 the District put together a notebook labeled "Emergency Preparedness Procedures", which contains information that would be critical in the event of an emergency situation. This notebook is housed at each of the four main District

facilities, is bright red in color, and is put together with the thought that any employee can grab it off the shelf and assist in an emergency situation. This Emergency Preparedness Procedures notebook is a “living” document, and is constantly in need of being updated. This notebook contains:

- Employee emergency contact information, list of District “Critical Workers” and their qualifications (certifications, available skills)
- List of entire District Fleet
- List of all District generators (Includes location, size, type and amount of fuel, portable? Y/N)
- List of contact information for other local agencies
- Facility evacuation plans
- List of emergency equipment available at each facility (backhoes, vehicles generators, supplies, etc...)
- Emergency vendor list (chemicals, pump rentals, etc...)
- Maps of the water and wastewater systems including pressure zones
- Various SOPs

To go along with this notebook, the District has also clearly identified, marked, and made visible the critical valve(s) at each water tank site that would isolate the tank(s) if necessary in the event of an emergency. This was also done with the thought that any employee should be able to respond and assist; with valves clearly marked, maps, and valve keys available at every site.

To answer the question posed by President Thompson directly, the District has taken steps to identify where and how to connect different pressure zones together in the event of an emergency. Many times this is done with a temporary connection (connecting two zones by way of hydrant-to-hydrant), or can be done with a permanent connection (such as CIP project DLP-LACSD Emergency Interconnection).

The District takes Emergency Preparedness very seriously. We are constantly striving to learn from every scenario that we are faced with; to ensure that if and when we face a similar challenge in the future, we can respond as safely and effectively as possible.

#### **D. FISCAL INFORMATION**

This is an information item.