

CRESCENTA VALLEY WATER DISTRICT

2700 FOOTHILL BOULEVARD
LA CRESCENTA, CALIFORNIA

Agenda for the Meeting of the Emergency Planning Committee
of the Crescenta Valley Water District

To be held on

June 5, 2018 at 9:00 AM

Posted: June 4, 2018 at 9:00 AM

Call to Order

Adoption of Agenda

Public Comments

At this time, members of the public shall have an opportunity to address the committee on items of interest that are within the subject matter jurisdiction of the Committee. This opportunity is non-transferable and speakers are limited to three (3) minutes each.

Information Items

1. CVWD Emergency Operations Protocol Handbook
2. Public Works Agency Group – Emergency Management and Assistance Network
3. Status of Emergency Response Plan

Committee Member's Request for Future Agenda Items

Next Emergency Planning Committee Meeting – July 17, 2018

Adjournment

CRESCENTA VALLEY WATER DISTRICT

BOARD OF DIRECTORS - STAFF REPORT

Information Item No. 1
June 5, 2018

To: Emergency Planning Committee
From: David S. Gould, P.E. – District Engineer
Subject: CVWD Emergency Operations Protocol Handbook

INFORMATION ITEM:

CVWD Emergency Operations Protocol Handbook – Discussion regarding the District's Emergency Operations Protocol Handbook for staff and Board Members.

BACKGROUND:

Staff is developing an Emergency Operations Protocol Handbook (EOP), which will provide information and CVWD's emergency response procedures that may be used by staff and Board members during a disaster event.

DISCUSSION:

The following is an outline for EOP Handbook, which is being developed by staff, which will be distributed to each employee and Board Member.

1. Introduction
 - a. Purpose
 - b. Disaster Service Worker
 - c. Goals
 - d. Requirements
 - e. Plan Overview
2. When to Mobilize
 - a. Time and Day of Event
 - i. Working Hours
 - ii. After Work – Evenings
 - iii. Before Work - Mornings
 - b. Where to Report
 - i. CVWD
 - ii. Other Agency
 - c. Who to Report to
 - i. Contact numbers for all employees
 - ii. Shift Assignments
3. Personnel Emergency Planning - Home
4. Emergency Operations Center
5. Coordination with Agencies during an emergency event
 - a. Law Enforcement
 - b. Fire Departments
 - c. Local Water Agencies
 - d. Community Emergency Response groups

EMERGENCY PLANNING COMMITTEE SCHEDULE:

- **July 19, 2018** – Emergency Planning Committee – Review draft EOP Handbook for staff and Board Members.
- **August 16, 2018** – Emergency Planning Committee – Review draft Mutual Aid agreements with Glendale, Burbank, Pasadena and other agencies. Coordination and logistics with Law Enforcement, Fire Departments and Community Emergency Response groups.
- **September 20, 2018** – Emergency Planning Committee – Installation and coordination of a Community Water Station
- **October 18, 2018** – Emergency Planning Committee – Discussion on communication to residents during an emergency event

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

As a California city, county, or state agency or public district employee, you may be called upon as a disaster service worker in the event of an emergency. The information contained in this pamphlet will help you understand your role and obligation.

California Public Employee **DISASTER SERVICE WORKERS**

*California Government Code
Section 3100-3109*

For more information, please visit the following websites:

California Emergency Services Act

[http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov
&group=08001-09000&file=8550-8551](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551)

California Government Code 3100-3109

[http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov
&group=03001-04000&file=3100-3109](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=03001-04000&file=3100-3109)

The California Constitution Oath or Affirmation

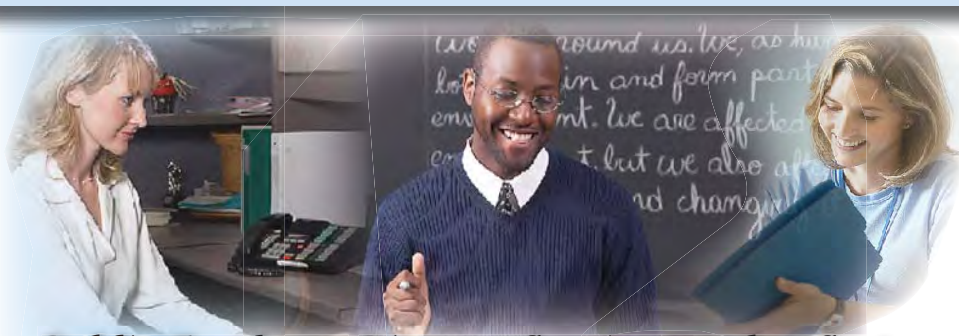
http://www.leginfo.ca.gov/.const/.article_20

Governors Office of Emergency Services

[http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/
Laws&RegsCalCodePDFs/\\$file/Ch2.3_%20
DSW.pdf](http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Laws&RegsCalCodePDFs/$file/Ch2.3_%20DSW.pdf)



Did you know?



Public Employee Disaster Service Worker Status

California Government Code Section 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers...

All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation...

What does disaster service mean?

Disaster service means all activities authorized by and carried out pursuant to the California Emergency Services Act*.

Who is included in the disaster service worker status?

All public employees are included in the disaster service worker status which are all persons employed by any county, city, state agency or public district.

What are the scope of duties of employee disaster service workers?

Any public employees performing duties as a disaster service worker shall be considered to be acting within the scope of disaster service duties while assisting any unit of the organization or performing any act contributing to the protection of life or property or mitigating the affects of an emergency.

How are public employees assigned disaster service activities?

Public employees are assigned disaster service activities by their superiors or by law to assist the agency in carrying out its responsibilities during times of disaster.

What is the oath or affirmation referred to in the government code?

Before entering upon the duties of employment, all public employees take and subscribe to the oath or affirmation set forth in the California Constitution that declares them to be disaster service workers in time of need.

When do public employees take the oath or affirmation?

Most public employees sign the oath or affirmation during the hiring process and it is kept with the employer.

Do public employees acting as disaster service workers get paid?

Public employees acting as disaster service workers get paid only if they have taken and subscribed to the oath or affirmation.

Can disaster service workers be sued for actions taken while performing duties?

Public employee disaster service workers for non-profit organizations and government cannot be held liable for their actions during a disaster while acting within the scope of their responsibilities.

What if public employees are injured while acting as disaster service workers?

Claims sustained by public employees while performing disaster services shall be filed as worker compensation claims under the same authorities and guidelines as with all employees within their agency.



As a public employee, you may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

*California Emergency Services Act

<http://www.loginfo.ca.gov/cgi-bin/displaycode?section=gov&group=08001-09000&file=8550-8551>

For further information, please visit the websites listed on the back.



Cal OES Divisions

! 2017 Wildfires Resources & Information

Emergency Management Training Program

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The California Specialized Training Institute (CSTI) provides training in all phases of emergency management: preparedness, response, recovery, and mitigation. Additionally, CSTI offers specialized training in crisis communications, exercise design, and emergency planning for schools and populations with access and functional needs. Our emergency management curriculum covers the full spectrum of hazards, including: earthquakes, floods, fires, severe weather, tsunamis, hazardous materials, and terrorism.

Emergency management professional development is also a key component in CSTI's training programs. Our course choices include: Basic and Advanced Training for Emergency Services Coordinators, EOC Position Specific Training, EOC Action Planning Training, and all levels of the California's Standardized Emergency Management System (SEMS) and Incident Command System (ICS) approved courses.

All CSTI's Emergency Management courses can be applied to Cal OES's Emergency Management Specialist Certificate Program as either a core or elective course.

EMERGENCY MANAGEMENT SPECIALIST CERTIFICATE

Required Courses (4):

- Introduction to Emergency Management: Earthquake
- Disaster Mitigation
- Disaster Planning
- Disaster Recovery

Elective Courses (3):

Must equal 72 elective hours of instruction.

Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) was developed from legislation introduced in 1992 and signed into law in 1993. Its policies and procedures are set forth in the California Government Code, Section 8607, Emergency Services Act (Chapter 7, Division 1, Title 2). All state agencies are required by law to use the Standardized Emergency Management System. Local agencies eligible for funding of response-related costs under disaster assistance programs are also encouraged to use SEMS when responding to disasters or major events involving multiple agencies.

CSTI was principally involved in the development of the Standardized Emergency Management System in 1992. SEMS has been incorporated into all of Cal OES/CSTI's programs. Our SEMS training programs are individually tailored to fit specific agency needs and may address a wide range of emergency management topics and issues. Our staff considers a jurisdiction's facilities, plans, and personnel in the design of each program. Programs designed for your jurisdiction or agency could include components from any of the SEMS Courses.





! 2017 Wildfires Resources & Information

For Governments & Tribal

Building Partnerships with Tribal Governments is essential in emergency management planning, response and recovery. Effective relationships with tribes are a necessary step in working together to build more resilient and better prepared communities.



Plan & Prepare



In California, we prepare for floods, wild land fires, earthquakes and tsunamis, storms, droughts, terrorism, pandemics, landslides, hazardous material spills, protecting nuclear power plants, and any other emergency that might occur or all types of hazards.

- [Access & Functional Needs](#)
- [California Animal Response Emergency System](#)
- [Catastrophic Planning](#)
- [Continuity Planning](#)
- [Cybersecurity Task Force](#)
- [Disaster Council Accreditation](#)
- [Administrative Orders](#)
- [Disaster Service Worker Volunteer Program](#)
- [Earthquake Preparedness](#)
- [Hazard Mitigation Planning](#)
- [Hazardous Materials](#)
- [Tribal Coordination](#)
- [National Incident Management System](#)
- [Pre-Disaster & Flood Mitigation](#)
- [Spill Release Reporting](#)
- [Standardized Emergency Management System](#)
- [State of California Emergency Plan & Emergency Support Functions](#)
- [State Emergency Response Commission](#)
- [Statewide Emergency Planning Committee](#)
- [Tsunami Preparedness](#)
- [Volcano Preparedness](#)
- [Waste Isolation Pilot Plant Program](#)

Response

The California Governor's Office of Emergency Services (Cal OES) Response consists of Regional Operations, Local Emergency Agencies, Mutual Aid, Fire and Rescue, Hazardous Materials, Law Enforcement, Volunteer, Threat Response and Reporting Suspicious Activity. In partnership, Cal OES works with, coordinates and responds to multiple types of emergency response situations.

- [California Accidental Release Prevention](#)
- [Warning Center](#)
- [Earthquake Early Warning System](#)
- [Fire & Rescue](#)
- [Law Enforcement](#)
- [Nuclear Power Plant Program](#)

- [HazMat By Rail](#)
- [Regional Operations](#)



Recovery

Within Cal OES, the Recovery Section is responsible for managing disaster recovery and providing assistance to local governments and individuals impacted by disasters.



- [After Action-Corrective Action Reporting](#)
- [Fire & Rescue](#)
- [Public Assistance](#)
- [Tsunami Recovery](#)
- [Volcano Recovery](#)
- [Earthquake Recovery](#)
- [Individual Assistance](#)



Grants & Funding

Cal OES' Grants Management Section is responsible for administering more than \$2 billion in funds for homeland security, emergency management, justice programs and victim services, a majority of which are distributed to local and regional entities to enable the most effective prevention, detection, response and recovery efforts.



- Criminal Justice, Emergency Management & Victim Services Grant Programs
- Forms
- Grants Monitoring
- Grants Processing Programs
- Homeland Security & Prop 1B Grant Programs
- Pre-Disaster & Flood Mitigation

Search for Grants



Training

Cal OES provides training support to the First Responder community within California. The Training Division, while working closely with the California State Training Institute (CSTI) ensures the most comprehensive access to training courses which enhance the capability to accomplish the critical mission areas of Prevent, Protect, Respond, Mitigate and Recover in support of the California statewide training strategy.



- [CSTI Exercises](#)
- [CSTI Training Delivery](#)
- [CSTI Training Support & Compliance](#)
- [Recovery Training](#)

Public Safety

Public Safety Communications (PSC) serves the State of California by providing public safety communications to the State's first responders and oversight of the 9-1-1 system to the People of California. The PSC is dedicated to the preservation and protection of human life and public safety by delivering reliable and dependable communication services keeping the public connected during times of crisis.

CRESCENTA VALLEY WATER DISTRICT

STAFF REPORT

Information Item No. 2

June 5, 2018

To: Emergency Planning Committee

From: David S. Gould, P.E. – District Engineer

Subject: **Public Works Agency Group – Emergency Management and Assistance Network**

INFORMATION ITEM:

Public Works Agency Group – Emergency Management and Assistance Network – Discussion regarding the Public Works Agency Group (PWAG) – Emergency Management and Assistance Network.

BACKGROUND:

The Public Water Agencies Group (PWAG), which consists of 17 public water agencies in the Los Angeles County, has hired Mr. Mike Holmes as the Emergency Preparedness Coordinator. Mr. Holmes will be responsible for documenting standard emergency response operating guidelines and operational checklists and related training, coordinate overall emergency planning activities, conduct regular review and editing of participating agencies' emergency response plans and many other services.

DISCUSSION:

Staff met with Mr. Holmes on May 23, 2018 and we discussed CVWD's emergency response plan, any mitigation efforts underway, how is CVWD preparing for an unplanned event, its communication capabilities, what training CVWD has done, and what training / additional expertise CVWD would like to see implemented. We also discussed how PWAG's Emergency Preparedness Coordinator can best serve the District's needs; and, what, if any, ideas we may have to make this collaboration even better. See attachment for additional information.

Staff provided additional input including requesting scheduling classes for Standardized Emergency Management System (SEMS) and Incident Command System (ICS) training that would be implemented during a disaster event.

Mr. Holmes will be meeting with the 16 other public water agencies to get their input and will provide a summary of his finding to PWAG. When completed, he will have a better understanding of each agencies level of preparedness, which will result in better mutual coordination and shared training and how the PWAG Emergency Preparedness Coordinator can better assist its local agencies.

Prepared & Submitted by:



David S. Gould, P.E.
District Engineer

Site Visits Background & Discussion Outline

Revised: May 2018



Communicate • Cooperate • Coordinate

Emergency Response Plan: Purpose

The overall purpose of an Emergency Response Plan (ERP) is to provide safe and proper operations of your water system during emergency events. The ERP is a means to provide a standardized response and recovery procedure to prevent, minimize, and mitigate injury and damage resulting from emergencies or disasters of man-made or natural origin.



One of the operational requirements for a public water system in California is to “provide a reliable and adequate supply of pure, wholesome, healthful and potable water” (CA Health & Safety Code, Section 11655). Emergency Response Planning for both terrorist activities and natural disasters is an essential part of ensuring customers receive a reliable and adequate supply of potable water.”¹

Developing an ERP may be a legal requirement, but until you train key personnel and exercise your plan that document is just another notebook on the shelf.

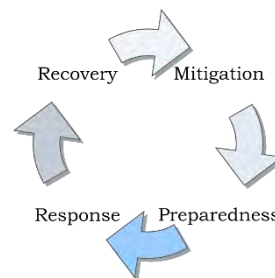
Emergency Response Plans: Goals

- Respond quickly to save lives, protect property and the environment.
- Provide emergency public information concerning customer service.
- Provide water system information for first responders and other outside agencies.
- Ensure effective communication between all those involved in an emergency.
- Prevent, avoid or stop threatened or an actual attack to the infrastructure integrity.
- Mitigate the loss of life, property and environmental impacts
- Provide design, maintenance and reporting protocols using standards consistent with California’s (SEMS) and national emergency response standards (NIMS).

Planning Cycle for Emergency Responses

Being ready to respond to an emergency incident requires engaging in a continuous cycle of activities that focuses on pre-incident planning, preparedness, prevention, response, recovery, mitigation and return to operations. The objectives of a typical Emergency Response Plan are to:

1. Provide hazard and risk information using appropriate methods to enable proper decisions.
2. Implement mitigation strategies to minimize potential future losses.
3. Build capacity to respond quickly and effectively to disasters.
4. Enable competent Emergency Operations Management
5. Coordinate effective management of post-disaster activities
6. Improve community understanding of risks in order to enhance their resilience in the face of disasters.



Standardized Emergency Management System (SEMS)



In California, public emergency response agencies are required to utilize SEMS to mitigate disasters or emergency incidents. A component of SEMS is the Incident Command System (ICS), which is implemented to manage resources in the field during an event. It is important for water systems to understand the use and terminology associated with the Incident Command System to adapt and integrate into the

¹www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/security/ddw_emergency_guidelines_0215.pdf

incident management structure when public response agencies are requested by the water utility for a disaster event.² PWAG will coordinate training on these concepts.

*State Guidelines: Checklist for Emergency Management*³ [to be reviewed during the site visit]

	Item	Notes
1	Vulnerability Assessment results and analysis of recommendations for improvements (see page 3)	
2	Development of a field incident management structure (Water Utility Staff) for both prior to the arrival of public response agencies and after the arrival of response agencies (Water Utility Staff and Public agency personnel).	
3	Development of a Water Utility Emergency Operations Center (EOC) management structure. Development or update of existing Emergency Response Plan.	
4	Develop guidelines that identify various levels of plan activation and appropriate personnel to respond.	
5	Identify internal resources and capabilities.	
6	Development of Mutual Assistance agreements.	
7	Development of a communication strategy with the local Emergency Services agency (OES) to request resources during a disaster.	
8	Development of 24-hour interagency contact lists.	
9	Identify or develop alternate water sources, such as interties with other water agencies. Include contingencies for temporary emergency water supplies, such as water trucks or buffaloes, and bottled water.	
10	Conduct and maintain comprehensive mapping of all customer areas, facilities and pipelines.	
11	Prearranged contracts for water, food, and supplies for response staff.	
12	Development of resource lists for items expected to be needed during a response.	
13	Development of cost accounting and recovery systems that meets Federal Emergency Management Agency (FEMA) and state Office of Emergency Services (CalOES) reimbursement requirements, including how information will be collected during all phases of the emergency and how expenditures will be tracked.	
14	Development of plans to assist employees and their families during an event (home and work). Development of a plan to provide information to the local Joint Information Center, the media, the primacy agency and customers.	
15	Provide a schedule to regularly test emergency equipment (i.e. generators, radios, light, etc.).	
16	Training and exercising of the Emergency Response Plan with planning partners.	
17	Business recovery plan.	

² *ibid.*

³ *Op. cit.* (see page 8)

Vulnerability Assessment

A four-step approach to assessing vulnerability could be developed as each water system is different but can be described and analyzed in terms of its components and expected levels of service. This analysis which is intended to estimate the degree to which your system would be adversely affected by each type of emergency situation which could reasonably be expected to occur, including but not limited to: natural disaster, civil unrest, sabotage, faulty maintenance, negligent operation, cyber-attack, or accident.

Action 1: Identify and describe the separate components of the water supply for a system service area.

Action 2: Estimate the potential effects of probable hazard on each component of the system.

Action 3: Establish performance goals and acceptable levels of service for the system service area.

Action 4: Should the system fail to meet the performance goals due to the conditions produced by the hazard, identify the key or critical components of the system that are primarily responsible for the failure.

What are the major components of your system's service area that should be listed and described under the following general headings: source water, transmission system, storage, treatment facilities, distribution system, administration, electric power, transportation and communications.

The Goal is to Seek Continuous Improvement

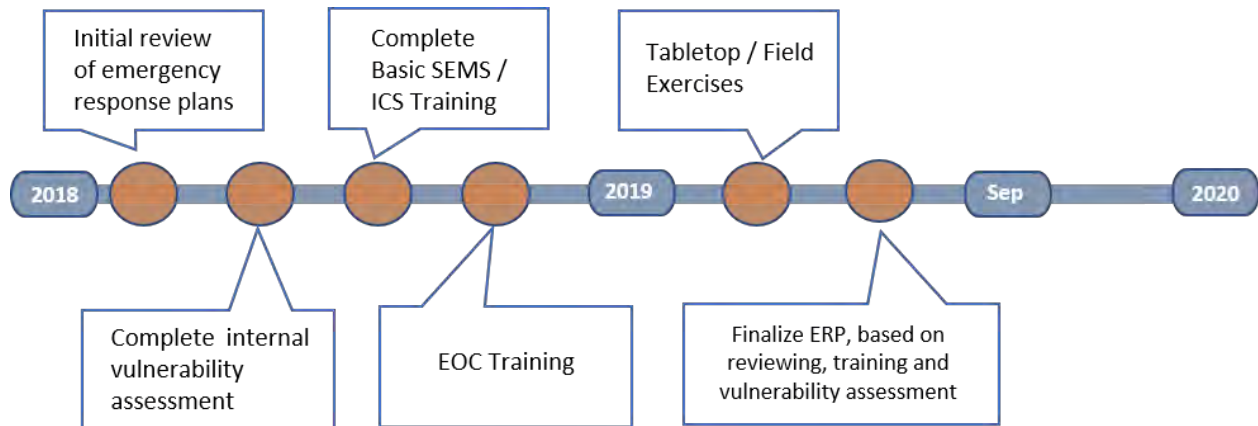
Continuous capability improvement, including incremental and transformational change, is undertaken systemically as an integral part of emergency response functions and practices at all levels, as appropriate, to minimize the recurrence of problems. As well, conducting an evaluation of the entire ERP once every two years or as appropriate should be considered.

- The primary purpose of an ERP is to save lives; therefore, every plan should contain evacuation procedures, incorporating secondary routes in case initial routes are blocked.
- Other important aspects of a good ERP are supply and contact lists. Having this information will help make any response more efficient.
- An essential early step in the development of the ERP is carrying out a vulnerability assessment (see below)
- How can all levels of management be engaged in evaluating and updating the ERP?
- Does the ERP reflect lessons learned and best practices from exercises and actual events?
- Do members engaged in the ERP process understand their respective responsibilities?
- Are new members being trained?
- Is the agency attaining its training objectives?
- Have the hazards affecting you changed?
- Are the names, titles and telephone numbers in the contact list current?
- Have partner agencies and other government units been briefed on the plan? Are they involved in evaluating your ERP?
- Is your ERP updated in response to any significant change in the organization, and reviewed on a regular basis, either annually or biennially, to ensure they remain valid?

Summary

Response plans are likely to be successful when an individual or small group has strong ownership of the planning process and the confidence to take the lead. This self-confidence will only be effective if the plan is accepted and supported by senior management.

PWAG DRAFT Training Schedule



Conclusion

Developing an effective ERP that fits the needs of your utility is a very effective use of your resources. However, it is important not to get bogged down looking for the ideal plan; *no plan is perfect*. It is also important to remember that it is unlikely that anyone will have time to read an emergency plan during the actual event. The success of a plan will come from the staff already knowing exactly what to do or having someone who can tell them what to do, in the event of an emergency. Remember, during an emergency:

"You don't rise to the occasion...you sink to the level of your preparation"

In order for any plan to prevent an emergency from turning into a disaster, it must be tested, evaluated, and updated frequently to ensure its relevance and impact. Always, there is more to come...