

# Meiners Oaks Water District

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## Emergency/Disaster Response Plan

To continue minimum service levels and mitigate the public health risks from drinking water contamination that may occur during a disaster or other emergency events and in order to provide reliable water service and minimize public health risks from unsafe drinking water during those events, the Meiners Oaks Water system proposes the following plan that defines how it will respond to emergencies and/or disasters that are likely to affect its operation.

Disasters/emergencies that are likely to occur in the water system's service area that are addressed are: earthquake, major fire emergencies, water outages due to loss of power, localized flooding, water contamination, and acts of sabotage.

- 1) **DESIGNATED RESPONSIBLE PERSONNEL:** For designated responsible personnel and chain of command and identified responsibilities, see the attached "Emergency and Disaster Personnel and Responsibilities".
- 2) **INVENTORY OF RESOURCES:** An inventory of system resources that are used for normal operations and available for emergencies; includes maps and schematic diagrams of the water system, lists of emergency equipment, equipment suppliers, and emergency contract agreements that are kept at the water system office.
- 3) **EMERGENCY OPERATIONS CENTER:** The water system office has been designated as the communication network emergency operations center. Emergency contact information for equipment suppliers is attached. The telephone and FAX will be the primary mode of communication in an emergency. In addition, the local fire department and law enforcement have a radio and we have made arrangements to use it to contact police, fire and other emergency response personnel should telephone communication be lost.

Agency	Address, City	Phone #	FAX #
Water System	202 W. El Roblar	805-646-2114	805-646-2297
Fire Department	VCFD	805-389-9710	
Law Enforcement	VCSD	805-646-1414	

- 4) **OTHER AGENCY COORDINATION:** Coordination procedures with governmental agencies for health and safety protection; technical, legal, and financial assistance, and public notification procedures are continually being developed and updated through regulation and experience and will be added as necessary to this plan. (See attached sheet.)
- 5) **RESPONSE PROCEDURES:** Personnel will, as quickly as possible, determine the status of other employees, assess damage to water system facilities, provide logistics for emergency repairs, monitor progress of repairs and restoration efforts, communicate with health officials and water users according to the "Emergency Notification Plan" on file with the regulatory agency (i.e., State Water Resources Control Board-Division of Drinking Water (SWRCB-DDW) or Local Primacy Agency (LPA)), and document damage and repairs.
- 6) **RESUME NORMAL OPERATIONS:** The steps that will be taken to resume normal operations and to prepare and submit reports to appropriate agencies will include identifying the nature of the emergency (e.g., earthquake-causing water outage/leaks, fire or power outage causing water shortage/outage, sabotage resulting in facility destruction or water contamination).
  - a. **Leaks or service interruption (Result of earthquake, etc.)**
    - i. Isolate leak. Turn power or flow off, if necessary, to control leak.
    - ii. Repair or isolate break to allow service to the maximum system population possible. Disinfect as per attached AWWA Standards; increase system disinfectant residual as precaution, until normal service is resumed.
    - iii. Do bacteriological sampling until 3 good consecutive samples are confirmed.
    - iv. Reestablish normal service.
  - b. **Low pressure (Result of earthquake, fire, storm)**
    - i. Increase production, if possible, to provide maximum system output.
    - ii. Increase disinfectant residual as precaution to potential contamination.
  - c. **Power outage**
    - i. Place emergency generator on line to provide minimum water pressure to system.
    - ii. Increase disinfectant residual as precaution to potential contamination.

**d. Contamination**

- i. Identify location and source of contamination.
- ii. If contamination is from system source, isolate or treat source.
- iii. If contamination is an act of sabotage, take appropriate action based on nature of contamination. Immediately contact local law enforcement and your regulatory agency (SWRCB- Division of Drinking Water or LPA). Actions should be taken in consultation with the regulatory agency and could include shutting off water until all contaminants are identified.

**e. Physical destruction of facility (sabotage)**

- i. Immediately contact local law enforcement and regulatory agency for consultation.

All significant water outages (widespread and lasting more than eight hours) or disinfection failure will be reported to the SWRCB- Division of Drinking Water District Office, or Local Primacy Agency (LPA) by telephone or equally rapid means. All emergencies will be documented along with action taken, and kept in the files of the water system office. Acts of sabotage will be reported to the local law enforcement agency.

## Emergency and Disaster Personnel and Responsibilities

Name	Telephone No. (Work)	Role
Title	Telephone No. (Home)	
Mike Hollebrands General Manager	805-646-2114 805-297-7240	Initial contact at office, in charge for all emergencies until replaced by Chairperson or Director. Emergency assistance FBI/ Notification of local emergency services.
Secretary Mike Hollebrands	805-646-2114 805-297-7240	
James Kentosh	805-646-2114 805-646-2622	In charge for all emergencies in the absence of General Manager
Board President		
Mike Krumpschmidt	805-646-2114 805-646-3997	Assist President and General Manager in absence of the President and in charge of all emergencies in the absence of both.
Vice-President		
Larry Harrold	805-646-2114 805-646-5294	Contractor information and support
Board Member		
Mike Etchart	805-646-2114 805-646-3377	Local media contact and control
Board Member		
Diana Engle	805-646-2114	Environmental consultant services
Board Member		
Justin Martinez	805-646-2114 805-297-6587	Emergency assistance and support Treatment Plant/Wells 1&2/Zone 1 Assist in District wide recovery
Operator		
Ian McMahan	805-646-2114 805-297-7241	Zone 2/Zone 2 Booster station/Wells 4&7/ Assist in District recovery
Operator		
Brandi Malone Office Administrator	805-646-2114	Initial contact in the office/coordinate and direct office assistant meeting with C.E.R.T. official and O.E.S. report
Summer McComas	805-646-2114	Assist Office Administrator with coordination duties

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### **Additional Mutual Assistance or Emergency Resources**

Agency/Department	Telephone No. (Day) Telephone No. (After Hours)
Another Water Agency Casitas Municipal Water District	805-649-2251 805-649-2251
Fire Department VCFD Station 22	805-640-2777 805-389-9710 911
Local Law Enforcement Ventura County Sheriff	805-646-1414 911
County Office of Emergency Services Ventura OES	805-654-2551 805-654-2552
FBI Office (terrorism or sabotage) Ventura County Sheriff	1-310-477-6565 805-646-1414
SWRCB- Division of Drinking Water District Office	805-566-1326 805-570-7830
Local Environmental Health Agency Ventura County Environmental Health	805-654-5011

**Water system contact information:**

Name: Mike Hollebrands  
Address: 202 W. El Roblar  
City, State, Zip code: Ojai, CA 93023  
Phone: 805-646-2114  
FAX: 805-646-2297

## Emergency Contact Numbers and Operational Practices

- A. List of equipment on hand for emergency repairs
  - 1. Needed pipe from 2" – 12" including fittings new and repair fittings, extra hydrants, berry's and valves. Additionally, safety barricades, cones, traffic plates, two truck mounted generators and lighting are on hand. Trash pumps from 1 ½" – 3"
  - 2. Famcon Pipe and Supply 805-485-4350
  - 3. Aqua Flow and Supply 805-646-7244
- B. List of sources of needed equipment, not on hand
  - 1. Quinn Company – Large rental equipment, including generation equipment. Office 805-485-2171 Ryan 805-660-7068
  - 2. Oilfield Electric – Electric Motor Repair 805-648-3131
  - 3. Sunbelt Rentals – Small and large equipment and generation 805-643-0996
  - 4. Evans Excavating – Small and large leak repair
- C. List of distributors or suppliers of replacement parts for the system
  - 1. Famcon Pipe 805-485-4350
  - 2. FH Pumps 805-650-8796
  - 3. California Mechanical 805-643-7828

D. List of emergency contact numbers:

	<b>Name</b>	<b>Phone #</b>
1.	SWRCB- Division of Drinking Water	805-566-1326
2.	County Regulator Cross-connection	805- 654-2436
3.	County Public Health Officer (EHD)	805-654-2813
4.	Law Enforcement -	805-646-1414
5.	Electrician	805-648-3131
6.	Laboratory	805-392-2037
7.	Pump repair service	805-650-8796
8.	Chemical disinfectant supplier	1-310-523-1629
9.	Equipment supplier (Quinn)	805-485-2171
10.	Owner	

Updated 9/22/17

## APPENDIX

[Please include the following completed forms in the Appendix]

Emergency Notification Plan (ENP)

System Map of Sources and Distribution Area

Consumer Alert During Water Outages or Periods of Low Pressure

Boil Water Order (Emergency Situation)

Unsafe Water Alert – Do Not Drink

Unsafe Water Alert – Do Not Use

Note: Copies of the above documents, including Spanish language version and one-liner translations for non-English speakers, can be obtained at: <http://www.dhs.ca.gov/ps/ddwem/Homeland/default.htm>