

# **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 Thursday October 27<sup>th</sup>, 2016 at 7:30 a.m.

## **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.

## **Action Calendar**

1. Update on status of the Emergency Response Plan

## **Committee Member's Request for Future Agenda Items**

## **Adjournment**

# CRESCENTA VALLEY WATER DISTRICT

## BOARD OF DIRECTORS - STAFF REPORT

**To:** Emergency Planning Committee  
**From:** Christy J. Scott  
**Subject:** Emergency Response Plan

October 27, 2016

---

### **Discussion Item:**

#### **1. Crescenta Valley Water District's Emergency Response Plan**

### **BACKGROUND:**

In December of 2004, the District submitted its updated Emergency Response Plant (ERP) as amended by the results of the EPA mandated Vulnerability Assessment. Since that time, sections of the plan such as emergency phone numbers and contacts are updated annually. Most of any operational changes required to be updated are reflected in the appendices which are revised as needed. An outline of the ERP is included as (Attachment A).

Following the Station Fire in 2009 and the mudslides in February of 2010 the District instituted several changes.

1. Policies for procurement were updated
2. Employee response schedules were created
3. Emergency bags for employees were distributed for both their homes and cars
4. Maps and supplies were stored at the Glenwood and Mills facilities

### **EMERGENCY RESPONSE:**

In the event of an emergency, the General Manager serves as the Incident Commander. The incident commander is the person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, and application of resources. In his absence, the District Engineer will serve in that capacity.

The District has developed an Emergency Response shift schedule which is included as (Attachment B) The Glenwood Facility is the primary Emergency Operations Center (EOC) with the Mills Plant and house as a back-up location.

In the event of an imported water outage, the District has its available storage which at capacity is 17 MG and operationally is kept about 80 % or 13.5 MG, local groundwater, which depending on water supply conditions, can yield approximately 2.0 MG per day.

The District has a water supply interconnection with the City of Glendale which can provide up to an additional 3.2 MG per day. The District is currently working on an emergency water interconnection with the City of Los Angeles which will allow the District to receive up to 1.4 MG per day and have the ability to back-feed FMWD and its sub-agencies with up to 2.7 MG per day of water from Glendale and the District during an emergency.

The District also has fifteen emergency hydrant-to-hydrant connections of approximately 1,000 gpm each (1.4 MG per day) with the City of Glendale. These connections can be used to supply either system (Attachment C).

The District has also made progress in back-up power. The most substantial of which is the stationary generator located at the Glenwood plant. This generator can maintain the Glenwood operations and the wells for 24-48 hours on the 1,000 gallons kept in the generator and there is an additional 1,000 gallons of diesel fuel on site. Generators were also added to the District's critical sites for SCADA purposes. This enables the District to monitor and operate its critical resources in the event of power failures. There is also a generator at the main office and 3 portable generators available for operations. An outline of standby power operations is included (Attachment D).

### **COMMUNICATIONS:**

Communication protocols for emergency events are established and submitted to the State as required. (Attachment E). The District also has use of its Water Conservation Alert program "Red Alert" to indicate emergency water use only. During an Emergency event, the General Manager or assigned staff member will send updates to the Board of Directors. In the event of widespread power outages, applicable notices will be posted at District sites, Fire Departments, the Sherriff Station, and grocery stores. Staff will be working with CV Ready and CERT to ascertain if help with communications would be available.

### **CURRENT CONDITIONS:**

In 2015, the State Water Resources Control Board, Division of Drinking Water (State) released an Emergency Response Plan Guidance document for Public Drinking Water Systems serving a population of 3,3000 or more. Staff is currently reviewing the document and revising and updating the District's current plan to encompass updated requirements. This process is slated to be completed by February of 2017.

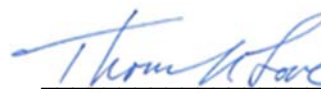
Emergency response has most recently been discussed during the strategic planning process. Brought up as a weakness by both management and supervisors, the District needs to spend more time doing training exercises both actual and desktop, and work to bring new staff up to speed with additional cross training. The completion of an updated plan will require collaboration from all departments within the District, and training exercises will begin after the first of the year to assist in completing an effective update of the ERP and will continue on a regularly scheduled basis.

Prepared by:



Christy Scott

Submitted by:



Thomas A. Love, PE  
General Manager

Attachments:

- A. Outline of existing ERP
- B. Emergency Response Shift Schedule
- C. Fire Hydrant Connections
- D. Generator SOP
- E. Communications Plan

# ERP Contents

## **1.0 Introduction**

- 1.1 Purpose
- 1.2 When to Mobilize
- 1.3 Goals
- 1.4 Requirement
- 1.5 Access Control
- 1.6 Plan Overview

## **2.0 Emergency Planning Process Information**

- 2.1 General Information
  - 2.1.1 Planning Partnerships
    - Emergency Response Phone Numbers**
  - 2.1.2 Mutual Aid Agreements
  - 2.1.3 Relationship between ERP and Other Plans
- 2.2 Disaster Events or Scenarios
  - 2.2.1 Natural Disasters
  - 2.2.2 Events Caused by Human Intervention (Man-made Threats)

## **3.0 Water System Information**

- 3.1 System Specific Information
- 3.2 General System Map/Service Area Map
  - 3.2.1 Distribution System Map
  - 3.2.2 Pressure Boundary Map
  - 3.2.3 Site Plans and Facility “As-Built” Engineering Drawings
  - 3.2.4 Operating Procedures and System Descriptions including Backup Systems
  - 3.2.5 SCADA System/Process Control Systems Operations
- 3.3 Critical System Components
  - 3.3.1 Glenwood Operations and Maintenance Facility
  - 3.3.2 Mills Operations Plant
  - 3.3.3 Blending Stations
  - 3.3.4 Auxiliary Disinfection Stations
- 3.4 Water Sources
  - 3.4.1 Emergency Water Supplies
- 3.5 Emergency Water Supply calculations
  - 3.5.1 Amount of Water Needed for Various Durations
  - 3.5.2 Estimated Emergency Supply of Water
- 3.6 Emergency Equipment and Supplies
  - 3.6.1 Facility Emergency Equipment List
  - 3.6.2 Personnel Protective and Other Emergency Equipment
  - 3.6.3 Telephone Equipment
  - 3.6.4 VHF Radio Communications
    - 3.6.4.1 VHF Communications Channel
  - 3.6.5 Citizen’s Band Radio / Military Radios

### 3.7 Property Protection

## **4.0 SEMS/ICS Integration and Organization**

### 4.1 Five Levels of SEMS

### 4.2 Five Principle Functions of SEMS

### 4.3 CVWD Incident Command Structure

### 4.4 Emergency Operations Center

#### 4.4.1 EOC Description

#### 4.4.2 EOC Activation

## **5.0 Concept of Operations**

### 5.1 Decision Process

#### 5.1.1 Threat Warning

#### 5.1.2 ERP Activation

### 5.2 Response Capability Identified in the Water System VA

### 5.3 Personnel Safety

#### 5.3.1 Facility Protective Actions

#### 5.3.2 Personnel Accountability

#### 5.3.3 Off-site Protective Actions

#### 5.3.4 First Aid and Emergency Medical Treatment

### 5.4 Protective Action Protocols

#### 5.4.1 Sheltering-in-Place Protocol

#### 5.4.2 Evacuation Procedures

#### 5.4.3 Evacuee Assembly Areas

#### 5.4.4 Shelter Locations

## **6.0 Communication Procedures**

### 6.1 CVWD Chain of Command

### 6.2 Drinking Water Field Operation Branch – Chain of Command

### 6.3 Notification Procedures

#### 6.3.1 Initial Notifications

#### 6.3.2 Internal Contact List

#### 6.3.3 External Contact List

#### 6.3.4 Additional Information on State of California Agencies

#### 6.3.5 Critical Customers Contact List

#### 6.3.6 Contact Information for Fire-fighting Water Alternate Sources

#### 6.3.7 Contact Information for Bulk and Bottled Water Suppliers

### 6.4 Public Notice Procedures

#### 6.4.1 Media Notification

#### 6.4.2 Public Notification

### 6.5 Cancellation of Public Notification

## **7.0 Water Quality Sampling**

### 7.1 Laboratory Resources

### 7.2 CDHS Laboratory

- 7.3 California Mutual Aid Laboratory Network
- 7.4 Chemical Analysis Classification
- 7.5 Biological Analysis Classification
- 7.6 Natural Disaster
- 7.7 Terrorist Event/Contamination Event
  - 7.7.1 Emergency Water Quality Sampling Kit
  - 7.7.2 Sample Collection
  - 7.7.3 Laboratory
  - 7.7.4 Sample Transport
  - 7.7.5 Sample Analysis
- 7.8 CVWD Water Sampling and Monitoring Procedures

## **8.0 Emergency Response, Recovery, and Termination**

- 8.1 Response Phase
  - 8.1.1 Initial Response
  - 8.1.2 Damage Assessment
- 8.2 Recovery Phase
  - 8.2.1 Recovery Planning
  - 8.2.2 Recovery Activities
- 8.3 Termination and review phase

## **9.0 Emergency Plan Approval, Update, Training, and Exercises**

- 9.1 Plan Review and Approval
  - 9.1.1 CVWD Approval Authority
  - 9.1.2 Local Government Approval
- 9.2 Practice and Update Schedule
  - 9.2.1 Schedule and Responsibility for Training and Exercises
  - 9.2.2 Schedule for ERP Review and Update
- 9.3 Assessment of ERP Effectiveness
- 9.4 Training, Exercises, and Drills

## **10.0 References and Links**

Public Health Information Report Form Instructions

## **Appendices**

- A Action Plans
- B System and Facility Information
- C Emergency Phone Lists
- D Public Notices and Press Releases
- E California Statewide Emergency Notification Plan
- F Incident Reports and Forms
- G ERP Certification Form

## CVWD - Shift Assignment and Schedule

Shift A		Shift B		Shift C	
1	Assessment	1	Assessment	1	Observation
2	Protection	2	Protection (2 pm to dusk)	2	Assessment for Shift A
3	Clean-up	3	Clean-up (2 pm to dusk)	3	Protection (if necessary)
		4	Observation (dusk to 10 pm)		

Shift A (6 am - 2:30 pm)			Shift B (2pm - 10:30 pm)			Shift C (10 pm - 6:30 am)		
1	Management	Tom Love	7	Management	David Gould	14	Management	Ron Mitchell
2	Management	Dennis Maxwell	8	Management	Christy Scott	15	Management	Mark Hass
3	Shift Supervisor	Cory Whitman	9	Shift Supervisor	Bryan Jones	16	Shift Supervisor	Alex Sandoval
4	Sewer Eq. Operator	Rob Wood	10	Sewer Eq. Operator	Jaysen Ortega	17	Utility Worker	Jim Halaszynski
5	Welder	Carlos Alvarez	11	Utility Worker	Steve Dulay	18	Utility Worker	Dave Rawlings
6	Utility Worker	Jake Whittaker	12	Utility Worker	Cesar Avila		Utility Worker	
			13	Utility Worker	Siaki Mortensen			

OFFICE - Normal Shift		
19	Pam Leddy	
20	Wendy Holloway	
21	Natalie Bellissimo	
22	Lynn Sovich	
23	Darlene Telles	
24	Christina Olmedo	
25	Joe Huerta	
26	Pete Hilke	
27	Brook Yared	
28	Steve Korejo	
29	Roy Spaulding Sr	

*David Inman (T)*

Operators					
Shift A (5:30 am - 6 pm)			Shift B (5:30 pm - 6 am)		
30	Operator 1	David Spain	32	Operator 1	Kellen Boyce
31	Operator 2	Morgan DuRose	33	Operator 2	Raymond Dodge

## SYSTEM INTERCONNECTIONS

	Interconnection Number	Address	Interconnection
1	Markridge Road & Quail Cyn Road	5301 Quail Canyon	In front of Markridge Resv - Pg 2, FH -2 2 FH, across street 165' apart
2	Markridge Road & North P/L New York Ave	5211 New York	5222 New York pg 2, FH -1 2 FHs across street 46' apart
3	Santa Carlotta & New York Ave	In front of 3420 Santa Carlotta	3400 Santa Carlotta pg 7, FH-8 2 FH, CK 300' apart
4	Santa Carlotta & New York Ave N/O Reta St	In front of 3400 Santa Carlotta	4828 New York pg 7, FH-9 2 FH, across street 235' apart
5	Cheryl Ave & Pennsylvania Ave	SW Corner 4919 New York	4946 New York pg 7, FH-5 2 FH, across street 355' apart
6	Los Olivos Lane & Maryland Ave	4702 Maryann	4702 Maryland pg 14, FH-2 2 FH, OK 20' apart
7	New York Ave & Fairmont Ave	4557 New York	3357 Fairmont pg 14, FH-1 2 FH, across street 93'
8	New York Ave & Community Ave	3400 Community	3400 Maryann pg 14, FH-7 2 FH, across street 365' apart
9	Encinal ave & Dunsmore	4212 Dunsmore	4212 Dunsmore pg 13, FH-1 2 FH, OK 80' apart
10	3504 Encinal Ave		3452 Encinal 2 FH, pg 13, FH-3 2 FH, OK 130' apart



## SYSTEM INTERCONNECTIONS

	Interconnection Number	Address	Interconnection
11	Encinal Ave & New York Ave	4223 New York	3356 Encinal pg 20, FH-6 2 FH, across street 100' apart
12	Honolulu Ave & Dunsmore	3601 Honolulu	3602 Montrose pg 19, FH-1 2 FH, OK 226' apart
13	New York Ave & Honolulu Ave	3505 Montrose	4002 New York pg 20, FH-1 2 FH, across street 545' apart
14	3318 Honolulu Ave		3301 Honolulu pg 20, FH-8 2 FH, across street 312' apart
15	Ramsdell Ave & Manhattan	Corner	2852 Manhattan pg 26, FH-22 2 FH, OK 298' apart

# CRESCENTA VALLEY WATER DISTRICT STANDBY EMERGENCY POWER OPERATIONS OVERVIEW

## DESCRIPTION AND LOCATION OF EQUIPMENT

Crescenta Valley Water District has four (4) portable generator sets and one stationary generator. The stationary generator, Unit 35, is located at the Glenwood Plant located at 3730 Glenwood Ave, La Crescenta, CA 91214. The portable generator sets, units 28, 29, 30, and 41 are stored at the Rosemont Reservoir site located at 4745 Rosemont Ave, La Crescenta, CA 91214.

1. The Glenwood Plant stationary generator is a KOLHER 500kW, Unit 35, **SCAQMD permit F82714**, and is equipped to power the Glenwood Office, SCADA system and all wells and boosters.
2. The WISPERWATT 70 kW, Unit 28, **SCAQMD PERP Registration No: 111229** portable generator, is equipped to power only one booster or well at a time and can also be used at the LIFT STATION and for the Glenwood Plant and Main Office connections. It is easy to maneuver and can be used to get into tight places.
3. The PERKINS 200 kW, Unit 29, **SCAQMD permit F99686**, portable generator is equipped to power multiple boosters. It can power all the boosters in every pump station. Start one booster at a time to allow starting amps to engage and then come back to normal before starting another booster. It can be used around residential housing because it is very quiet. It is also equipped with 240 and 120 outlets.
4. The SPECTRUM 150 kW, Unit 30, **SCAQMD permit F39093** portable generator, is equipped to power multiple boosters. It can power at least two boosters at the same time. It is very noisy so try using it during daylight hours. Mobilize the 200 KW before using this one.
5. The Main Office generator is a WISPERWATT 70 kW, Unit 41, **SCAQMD PERP Registration No: 133806** and is used to run the Main Office lighting and computer/phone systems.

## MOBILIZING THE GENERATORS DURING A POWER OUTAGE

The initial notification of a power outage at any of the District sites may come by way of a SCADA alarm, auto dialer or by a customer. During off-duty hours, the System Operator will report to work immediately and make an initial assessment of the situation. He will also call the corresponding power company (So Cal Edison or GWP) and get an estimated time of arrival and time to repair. The Operator will then call the Superintendent or Supervising System Operator. If it is determined that mobilizing of the generators is necessary, the Standby employee will be notified to come in to assist. The Standby employee will help the System Operator move the generator to that site(s) and will assist in connecting the generator to the motor control center. He will also maintain the generator while it is operating. The System Operator will be responsible in keeping in contact with the Superintendent or Supervising System Operator as to the reservoir levels, when power is restored, or if additional help is needed.

Revised 7/4/13

\\AD2CVWD\Data\Management\Emergency Response\2016\STANDBY EQUIPMENT OPERATIONS  
GUIDE FINAL July 31 2013.doc

## **HOW DOES A GENERATOR WORK?**

A generator uses mechanical energy (an engine) to create physical energy (electricity). This process involves the engine's crank shaft turning a rotor made of copper wire inside a magnetic field. As the rotor spins in this magnetic field a current is induced onto the copper wire and transferred to the big power cords that would be connected to a motor control center (MCC) at one of CVWD's facilities.

## **HOW DOES A GENERATOR INTERGRATE INTO A UTILITY SUPPLIED SYSTEM?**

Generator supplied electricity cannot be mixed with utility supplied electricity. There must always be a separation between the two sources by means of a transfer switch or circuit breaker. The two sources mixed together will cause severe damage to the equipment and any personnel that may be operating the equipment.

## **CONNECTING THE POWER CORDS ON PORTABLE GENERATOR SETS TO THE POWER BOXES ON THE MOTOR CONTROL CENTERS**

Each generator is equipped with a set of power cords which are used to connect the generator to the power box at the motor control center. One side of the lead is directly wired to the generator output and the other end of the cord has a 400 amp connector which will be used to insert into the receiving connector on the power box. The cord set is stored inside a metal box mounted on each generator trailer. The cord set consists of three leads and one ground. The ground lead connector is green in color and the other lead connectors are numbered and are inserted into the power box with the same corresponding number. **The ground connector must be the first connector** to be inserted into the power box to unlock the internal lock inside. This will allow the operator to insert the other numbered leads into the power.

## **PROCEDURES FOR TRANSFERING TO GENERATOR POWER**

1. Turn off the main breaker at the MCC to prevent any utility power from energizing the MCC if the power is restored.
2. Turn off all the remaining circuit breakers in the MCC.
3. Turn all hand switches to the "OFF" position.
  - a. These first three steps are referred to as **Shedding the Load**. This allows a smooth transfer of power from the generator to the MCC by not creating a power surge.
4. Turn on the main feed breaker for the generator located behind access panel #3.
5. Check that out-going amperage and voltage to MCC adjustments are correct (See Load Chart).
6. Turn on the main breaker marked "generator power" in the MCC.
7. Turn on all the breakers in the MCC one at a time and then all the corresponding hand switches to the "AUTO" or "ON" position as required.

## **PROCEDURES FOR GENERATOR SHUTDOWN AND TRANSFERING BACK TO UTILITY POWER**

1. Turn the hand switches for the boosters to the “OFF” position. The boosters should be shut down **one at a time** allowing them to completely shut off.
2. Turn off all the breakers in the MCC. **Shed the load!**
3. Turn off the main breaker for the generator behind access panel #3.
4. Turn the hand switch to “OFF” on the generator rear panel.
5. After the generator has shut down, record the runtime on the log sheet located in the rear panel.
  - a. The run time is calculated from the previous read which is recorded on the log from the previous event.
6. Disconnect all the generator leads in the order that they where plugged into the MCC receptacle and return them to the storage area in the front of the trailer.
7. Turn the main breaker for the utility to the “ON” position.
8. Turn the breakers in the MCC to “ON”. Turn all the hand switches to the “AUTO” position. (The System Operator should complete this step).
9. Check for proper rotation on the boosters. The System Operator or the Electrical Telemetry Technician should complete this step).
10. Check the amperage and voltage to assure power quality. (To be conducted by the System Operator or the Electrical Telemetry Technician)

## **RETURNING GENERATORS BACK TO STORAGE**

1. Plug in the battery charger.
2. Remember to securely chock the wheels.
3. Make sure that all access doors are locked.

See attached load chart to determine the maximum amps per generator set.

**LOAD CHART**

**400 AMP CONNECTION SITES**

MILLS  
OCEAN VIEW  
OAK CREEK  
MARKRIDGE

**200 AMP CONNECTION SITES**

LIFT STATION  
GLENWOOD OFFICE  
WELL 5  
WELL 7  
WELL 8  
WELL 9  
WELL 11  
WELL 14  
PASCHALL  
ROSEMONT  
EAGLE CANYON  
GOSS CANYON  
CRESTA HEIGHTS  
EDMUND 1  
EDMUND 2  
ENCINAL

**ADAPTERS**

As mentioned above, each generator cord lead is equipped with a 400 amp connector, except for Unit 41 which is equipped with 200 amp connectors. These connectors will not fit into the 200 amp power boxes. In order to use these leads at the 200 amp sites, an adapter must be used. The adapters are two foot cords and have a 400 amp connector on one end and a 200 amp connector on the other end. The four adapters, one for each lead, are stored in the metal box on the 70kW generator. An additional spare set of adapters is stored in the Rosemont “Production” storage bin.

Revised 7/4/13

\\AD2CVWD\Data\Management\Emergency Response\2016\STANDBY EQUIPMENT OPERATIONS  
GUIDE FINAL July 31 2013.doc

**FUEL CAPACITIES**

- 1. **500 kW..... 898 gals**
- 2. **200 kW..... 275 gals**
- 3. **150 kW..... 100 gals**
- 4. **70 kW..... 60 gals**
- 5. **Unit # 5..... 100 gals**
- 6. **Unit # 27..... 100 gals**
- 7. **Unit # 41 ..... 103 gals**

**AUTHORIZED VEHICLES FOR TOWING**

**These trucks are authorized to tow the following generators.**

- 1. **Unit 5        70kW**
- 2. **Unit 6        70kW**
- 3. **Unit 7        70kW**
- 4. **Unit 9        70kW**
- 5. **Unit 18       ALL**
- 6. **Unit 25       ALL**
- 7. **Unit 27       ALL**
- 8. **Unit 34       ALL**
- 9. **Unit 35       ALL**

## Medium Community Plan

During regular working hours our people will contact the news media to broadcast the necessary warning at the following television stations:

Channel 2, CBS	323-575-2345
Channel 4, NBC	818-840-4444
Channel 5, KTLA	323-460-5500
Channel 7, ABC	310-557-5811
Channel 9, KCAL	323-860-3899
Channel 11, KTTV	310-584-2369

The following local radio stations will also be contacted:

Station KNX 1070 AM	323-460-3343
Station KABC 790 AM	310-840-4900

The television and radio personnel are available at all hours. As a follow-up measure, we will also contact the Glendale Newspress and the CV Weekly, local newspapers which serve Glendale, La Crescenta, and La Canada-Flintridge.

The warnings will be issued in both English and Spanish to cover all members of the community.

A special telephone answering service can also be quickly set up at the utility headquarters (using the regular company numbers) to answer questions that will come in from consumers. The billing system will be used to verify addresses and will be available to the telephone answering personnel to determine the water company serving the caller.

It is anticipated that the time for notification to the television and radio audiences will be very short. For notification to be issued in other than normal hours, the same media will be contacted and an announcement will be scheduled for as long as is necessary. Bill boards and message boards will be used to alert those not tuned into local television and radio shows.

The District also utilizes NIXLE text and email alerts for communication with customers who are enrolled in public safety agencies' notification program.