



Mendocino City Community Services District Emergency Action Plan

Updated May, 2024

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Record of Changes

The following table describes changes made to the plan since it was introduced:

Date	Description of Change	Page or Section

Acronyms

AAR	After Action Report
ARES	Amateur Radio Emergency Service
CalEMA	California Emergency Management Agency
CalFire	California Department of Forestry and Fire Protection
CalCord	California On-Scene Emergency Coordination System
CalTrans	California Department of Transportation
CDPH	California Department of Public Health
CHP	California Highway Patrol
CDC	U.S. Centers for Disease Control and Prevention
CUEA	California Utilities Emergency Association
CEO	Mendocino County Chief Executive Officer
CESRS	California Emergency Services Radio System
CLEMARS	California Law Enforcement Mutual Aid Radio System
COG/COOP	Continuity of Government/Continuity of Operations
EAP	Emergency Action Plan
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EP	Emergency Plan
EPA	U.S. Environmental Protection Agency
FEMA	Federal Emergency Management Agency
FERC	Federal Energy Regulatory Commission
Hazmat	Hazardous Materials
HHSA	Mendocino County Health and Human Services Agency
HSEEP	Homeland Security Exercise and Evaluation Program
HSGP	Homeland Security Grant Program
IAP	Incident Action Plan
ICS	Incident Command System

IPAWS	Integrated Public Alert and Warning System
LHMP	Local Hazard Mitigation Plan
MCC	Mendocino County Code
MCSO	Mendocino County Sheriff's Office
NALEMARS	National Law Enforcement Mutual Aid Radio System
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Services
OASIS	Operational Area Satellite Information System
OES	Mendocino County Office of Emergency Services
PDA	Preliminary Damage Assessment
RACES	Radio Amateur Civil Emergency Service
REHIT	Redwood Empire Hazardous Incident Team
RFC	NOAA River Forecast Center
RIMS	Response Information Management System
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
TBD	To Be Determined
TICP	Tactical Interoperable Communications Plan
USFS	U.S. Forestry Service
USGS	U.S. Geological Survey

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SECTION I

INTRODUCTION

On September 29, 2020 Governor Gavin Newsome signed AB-2968 –County Emergency Plans: Best Practices (Rodriguez) into California law. The amendment to the California Government codes section 8593.9 requires Cal OES to develop best practices for counties developing and updating a county emergency plan. June 29, 1999 Governor Arnold Schwarzenegger approved Standardized Emergency Management System (SEMS) guidance for Special Districts. The emergency response role of Special Districts is generally focused on their normal services. October 1, 2022 MCCSD current NPDES Discharge Permit No. CA0022870; Order No. R1-2022-0001 with Special Provisions 6.3.2.1 Disaster Preparedness and Assessment Report and Action Plan, due June 1, 2024. MCCSD has and maintains both and Emergency Operating Procedures guide and This Emergency Action Plan aims to address these requirements.

Some natural and human-caused hazards pose unavoidable risks to public health and safety in and around the Mendocino City Community Services District. One important role of the CSD is to mitigate vulnerability; preparing for, and responding to, and recovering from emergencies and disasters that cannot be mitigated. This emergency plan services as the primary guide for mitigating risks within the CSD. It complies with State Law, and state and federal emergency planning guidance. To promote maximum coordination of emergency management this plan follows the development and plans of Mendocino County, the Cities of Fort Bragg, Point Arena, Willits, and Ukiah.

Several factors influence the revision of this plan. The United States continues to experience catastrophic disasters that overwhelm government response capabilities. These disasters appear to be happening with increased frequency and severity. At the same time the nation has experiences reduced capabilities of the government.

The world has also witness explosive growth in the use of social media and mobile devices, which has created new expectation for better safety and public health information. The public's view of community involvement in emergency management and the ways information is managed during and emergency has dramatically changed and continues to do so.

The nation continues to evolve the framework for homeland security that permeates all interagency public health and safety response activities. The National Incident Management System (NIMS) has become a requirement of all jurisdictions using homeland security grant funding.

This revised Emergency Plan addresses each of these major changes.

Specific to increased demands on government and decreased capability nationwide, the Federal Emergency Management Agency (FEMA) has introduced tow nationwide initiatives: While Community and Resilience. Whole Community recognizes the limited capacity of government to completely mitigate disaster risks, immediately respond when disaster strikes, and help disaster

victims fully recover after a disaster. The Whole Community initiative calls for emergency engagement of all parts of a community to manage disasters, before, during, and after they occur. The MCCSD is just one part of the community and wholeheartedly embraces this collective approach to managing risk.

FEMA's Resilience initiative complements Whole Community activity by reinforcing that disaster risk can be viewed as cyclical and is therefore somewhat predictable and easier to manage. Emergencies and disaster need not be surprises. By anticipating and carefully preparing for them, communities can reduce their impact and shorten the time it takes to recover from them.

As entities come together to perform this work, the MCCSD will strive each time to pick up where we left off, avoiding restarting an activity from scratch, and always learning from previous mistakes, whether they were made here or elsewhere. This this way, each action taken to reduce disaster risks is an investment in increased disaster resilience.

Going forward, the MCCSD will use this emergency plan as a means to implement emergency management policy. This plan provides an introduction in Section 1., presents the concept of operations in Section 2, describes the continuity of operations in Section 3, and addresses plan maintenance in Section 4.

1.1 STATEMENT OF POLICY

It is the stated policy of Mendocino City Community Services District to:

1. Protect health and safety of plant staff during emergency conditions.
2. Maintain adequate wastewater treatment and protect the plant's physical facilities during emergency conditions.
3. Not endanger neighbors or individuals in the general vicinity during emergency conditions.

1.2 PURPOSE

The purpose of this plan is to outline procedures, which would be followed to assure that the above policies are realized. The plan helps the Board and staff to identify and address potential emergency situations caused by nature and human-caused hazards and plan for future emergency events. This plan helps address hazards as mandated by California Government Code section 65302 (9g).

This plan identifies roles, resources, practices, and policies of the MCCSD and partner agencies as they conduct work before, during, and after an emergency.

The plan guides MCCSD emergency actions towards

- Prevention
- Mitigation
- Preparedness
- Response
- Recovery

1.3 SCOPE OF PLAN

This plan outlines the chain of command, which is to be followed in an emergency response, responsibilities of individuals within the chain of command, and command center locations, both primary and secondary. An emergency telephone list is also included.

Response actions for the following emergencies are included in this plan:

- * Fire
- * Earthquake
- * Flooding
- * Windstorm
- * Power Failure
- * Critical Equipment Failure
- * Explosion
- * Tsunami
- * Hazardous Material Spill
- * Raw Wastewater Quality Change
- * Hydraulic Overload
- * Lift Station Failure

Also included is an evacuation plan.

1.4 SITUATION

The MCCSD is located approximately 160 miles north of San Francisco and 188 miles west of Sacramento. The District occupies one (1) square mile of land along the Pacific coast or Mendocino County. Most of the areas between the Big River on the South and Jack Peters Creek on the north. MCCSD includes the historic, non-incorporated village of Mendocino. The mild climate, picturesque coastline, state parks, and historic village make the District a popular tourist and recreation destination.

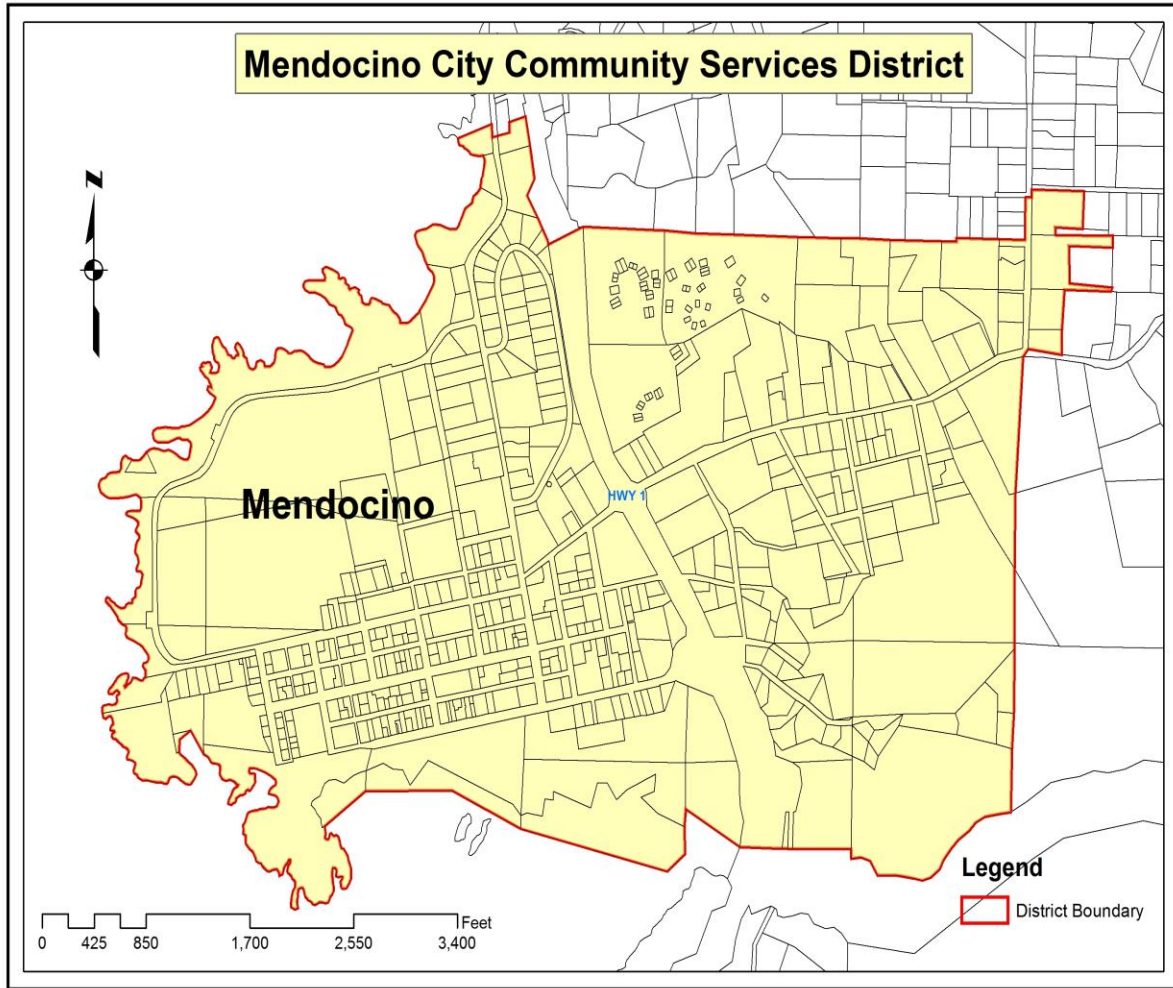
The District's primary responsibility is wastewater collection and treatment within the one square mile boundary. To accomplishing this MCCSD owns and operates approximately nine (9) miles of collection system, which includes two lift stations, a 996' ft ocean outfall pipe, a 0.3 MGD wastewater treatment plant, and biosolids dewatering press and dryer.

MCCSD is also the local groundwater management authority, responsible for issuing groundwater extraction permits, collecting water meter data, and implementing a groundwater shortage contingency plan to help protect over 420 privately owned wells within the one square mile, which are susceptible to aquifer overdraft and drought.

Lastly the District has street lighting authority, however the lights are owned and maintained by PG&E which MCCSD's role is to pay the electrical bill to operate the lights.

The U.S. Census reported a population of 855 in 2020. State Highway 1 is the predominant north-south transportation route through the District and State Highway 20 (10 miles north) State Highway 128 (10 miles south) are the primary east-west routes. Little Lake Rd. which travels east-west does connect with CA Hwy 20 via old logging road 408, and avoids the need to cross several bridges to reach and east-west evacuation route.

MCCSD is most vulnerable to severe winter storm, drought, earthquake, prolonged power outage, fire, transportation accident, disease outbreak, tsunami, flood, and/or landside. Effectively managing risks and emergencies, within the District is challenging because of the District's limited resources, rural setting, and vulnerable access –and thus requires close collaboration by entities within the District, along the Coast, and throughout the County.



SECTION II Authorities:

2.1 AUTHORITIES

The following local, State, and federal statutes authorize emergency management activity and for the basis for this plan.

Per California Code of Regulations (CCR), Title 19, §2443(b), compliance with SEMS shall be documented in the areas of planning, training, exercises, and performance.

Per CCR, Title 19, §2401, SEMS is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies to use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. Local government (including Special Districts) must use SEMS by December 1, 1996, in order to be eligible for state reimbursement of response-related personnel costs pursuant to activities identified in CCR, Title 19, §2920, §2935, and §2930.

By standardizing key elements of the emergency management system, SEMS is intended to:

- Facilitate the flow of information and resources within and between levels of the system.
- Establish emergency communication system, channels, and contacts in advance.
- Facilitate coordination among all responding agencies.
- Improve mobilization, use and tracking of resources.
- Manage priorities with limited resources.

Operational Area

- Government Code §8559(b) states that an "Operational Area" is an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.
- Government Code §8605 states that each county is designated as an operational area. The governing bodies of each county and of the political subdivisions in the county may organize and structure their operational area. An operational area may be used by the county and the political subdivisions comprising the operational area for the coordination of emergency activities and to serve as a link in the communications system during a state of emergency or a local emergency.

Operational Areas are the link between the local government (including special Districts) and the EOS Regions for the purpose of managing resources and informational exchange.

Organizational Functions

SEMS utilizes five emergency response functions which are activated as necessary:

Management

This function provides the overall direction and sets priorities for an emergency.

Operations

Standardized Emergency Management Systems (SEMS) Guidance for Special Districts

This function implements priorities established by management.

Planning/Intelligence

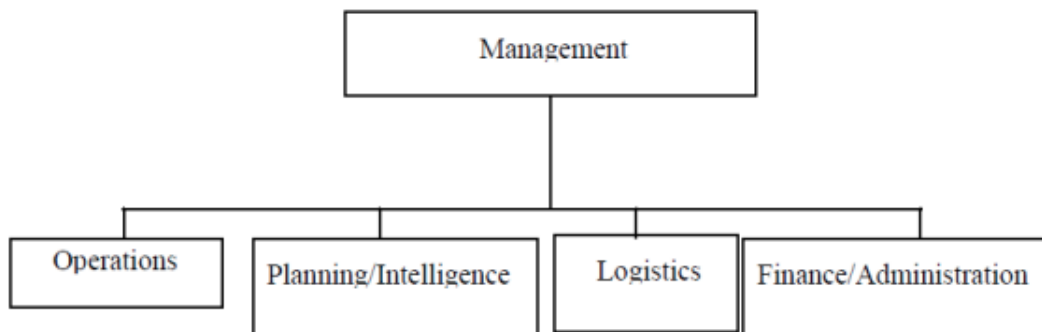
This function gathers and assesses information and develops an Incident Action Plan (IAP). The IAP sets the objectives for the operational period. The operational period is set by management.

Logistics

This function obtains the resources to support the operations.

Finance/Administration

This function tracks all costs related to the operations.



Mendocino County

- Mendocino County Code, Title 2, Chapters 2.28, 2.33
- Mendocino County Code, Title 5, Chapter 5.12
- Mendocino County Code, Title 7, Chapter 7.04
- Mendocino County Code, Title 8, Chapter 8.80
- Mendocino County Code, Title 9, Chapter 9.05
- Mendocino County Code, Title 15, Chapter 15.32

State of California

- California Emergency Services Act
- California Disaster Assistance Act
- California Code of Regulations, Title 19
- California Code of Regulations, Title 2
- California Disaster and Civil Defense Master Mutual Aid Agreement
- Governor's Executive Order W-9-91

Federal

- Title 44, Code of Federal Regulations
- Federal Civil Defense Act of 1950 (Public Law, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- U.S. Army Corps of Engineers Flood Fighting (Public Law 84-99)
- Homeland Security Presidential Directive 5, 2005, National Incident Management System
- Homeland Security Policy Directive 8, 2011, National Preparedness

Local Government Level

Local governments include cities, counties, and special districts (some special districts such as metropolitan water districts, have county or multicounty scope of authority). Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. CCR, Title 19, §2407 states that SEMS shall be utilized when the local government Emergency Operation Center (EOC) is activated, and when a local emergency is declared or proclaimed. It also states that local government shall use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities. The EOC is a centralized location for decision making relating to the jurisdiction's emergency response. It can be a very elaborate facility or a conference room that is converted when needed. The EOC is where emergency response actions can be managed and resource allocations and responses can be tracked and coordinated with the field, operational area, and OES Region.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

2.2 ASSUMPTIONS

The following assumptions were deemed necessary during development of this plan:

- Any extraordinary set of circumstances that meets the definition of "State of Emergency" under state law is referred to in this plan as an "emergency." The terms "disaster" and "emergency" are considered synonymous.
- Normal systems of public health and safety response (i.e., law enforcement, fire and rescue, and emergency medical assistance) will respond according to their respective authorities and procedures. The focus of this plan is to facilitate coordination among agencies when resources are exhausted or severely limited, or when extraordinary multi-agency coordination is required.
- All jurisdictions, agencies, and personnel responding to a bona-fide emergency will do so in a manner consistent with statutes, policies, plans, and procedures, including SEMS and NIMS.
- The city will lead responses to emergencies that occur within the city. The county or state may lead the response to nearby incidents that lie outside of city boundaries. The county,

however, will be integral to city response. Other cities will provide support when requested, if they are able to do so.

- The city will exhaust or expect to soon exhaust resources available before asking for assistance.
- The city will implement this emergency plan before requesting extraordinary assistance.
- Each jurisdiction asked to provide mutual aid to another will do so, without promise of reimbursement, as long as this provision of aid does not jeopardize the health, safety, and security of a jurisdiction.

2.3 CHAIN OF COMMAND, RESPONSIBILITIES, AND COMMAND CENTER LOCATION

Concept of Operations

No professional emergency management staff are assigned to this office or the District. In practice the District Superintendent attends to program management issues and serves as the District's emergency services coordinator. The Mendocino volunteer Fire Department is responsible for immediate emergency response in relation to public life and health safety. The District superintendent works closely with the MVFD fire chief to ensure MCCSD policy in relation to staff safety and public health safety are addressed.

Chain of Command

The chain of command for emergency response, as shown in Figure 1, establishes MCCSD's District Superintendent as the individual with the authority and decision-making responsibility. It is his/ her responsibility to take immediate action to minimize the nature of the emergency, to protect the safety of the plant staff, to protect the plant's physical facilities, to assure that necessary phone calls are immediately made, and then to inform the Board of Directors by telephone or other available means.

Responsibilities

MCCSD District Superintendent

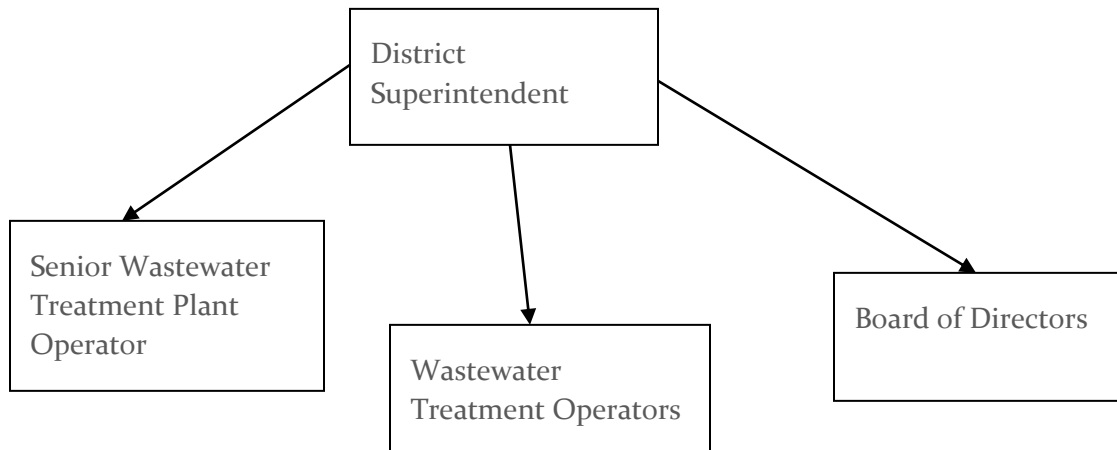
The District Superintendent has the responsibility for emergency actions which are necessary upon being notified by the Senior Wastewater Treatment Plant Operator or any other operator who is employed by MCCSD with the responsibility of operating the wastewater treatment plant, lift stations, and all collection systems. Or otherwise learning of an emergency situation. The District Superintendent must decide upon the magnitude of the response, which is warranted, and whether additional actions such as additional calls to emergency or regulatory agencies are necessary. It will also be the responsibility of the District Superintendent to contact the President of the Board of

Directors, if he determines that such contact is warranted. All press and media communication are also the responsibility of the President of the MCCSD Board of Directors and or District Superintendent.

FIGURE II-1

CHAIN OF COMMAND FOR EMERGENCY RESPONSE

- 1. **District Superintendent**
- 2. **Senior Wastewater Treatment Plant Operator**
- 3. **Wastewater Treatment Plant Operators**
- 4. **Board of Directors**



Responsibilities**District Superintendent**

The District Superintendent or his designee in his absence, is responsible for the initial response to emergency situations. The general pattern to be followed in a first response is:

1. Investigate extent of emergency.
2. Determine and implement course of action with priority as follows:
 - A. Protect health and safety of plant staff.
 - B. Protect health and safety of individuals in the immediate vicinity of the plant.
 - C. Notify affected emergency response agencies.
 - D. Notify President of MCCSD Board of Directors.
 - E. Institute measures to protect treatment facilities from damage or further damage, i.e. damage control.
 - F. Designate a command center location, if the emergency requires one.
 - G. Assure quality of plant effluent.
 - H. Notify California Regional Water Quality Control Board and other regulatory agencies.

Senior Wastewater Treatment Plant Operator, Wastewater Treatment Plant Operator, Operator-In-Training.

The role of these individuals is to assist the District Superintendent in fulfilling his duties in emergency situations.

Command Center Location

There is a primary command center location, as well as one secondary location in the event that the primary location cannot be utilized. These locations are:

Primary - MCCSD District/Plant Office, 10500 Kelly St. Mendocino, CA

Secondary - Mendocino Volunteer Fire Departments Fire Station, located at 44700 Little Lake Rd, Mendocino, CA.

Emergency Operation Contact List:

A.2. Emergency Operations Contact List

#	Name	EOC Role	Agency	Title/Role	Home Address	Office Phone	Cell Phone	Home Phone	Email
1.									
2.									
3.									
4.									
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22.									
23.									

Primary EOC staff
Secondary EOC staff

SECTION III

EMERGENCY TELEPHONE LIST

The following telephone numbers may be useful in emergency situations.

Fire, Paramedics, Police	911
Pacific Gas & Electric	
24 - Hour Emergency & Customer Service	1-800-743-5000
24 - Hour Information On Electric Outages	1-800-743-5002
Governor's Office of Emergency Services	1-916-845-8321
Hazmat Spill Notifications	1-800-852-7550
Disaster Services	
American Red Cross Clearlake	1-707-994-0640 24-Hour
American Red Cross	1-707-463-0112
Federal Emergency Management Agency (FEMA), Disaster Information Helpline	1-800-525-0321
Earthquake Information	1-800-286-7233
Regulatory Agencies	
California Regional Water Quality Control Board	1-707-576-2220
CRWQCB Regulator Matt Herman	1-707-576-2683
Cell	1-707-364-1042
California Division of Drinking Water	1-714-558-4410
DDW Regional Supervisions Zach Rounds	1-916-212-0222
Cell	1-707-357-0722
Mendocino County Willits Public Health	1-707-463-4466
Mendocino County Fort Bragg Public Health	1-707-961-2714

County of Mendocino - Air Quality	1-707-463-4354
Department of Fish and Game - State of California	1-707-944-5500
Parks and Recreation - State of California - Russian Gulch	
	1-707-937-5804
Parks and Recreation –Lead Ranger Loren Rex	1-707-484-0134
Parks and Recreation –Wastewater Operator	
Tome Bougia	1-415-488-7754

MCCSD - Office and Staff

District/Plant Office	1-707-937-5790
	1-707-937-5751
Emergency Cell	1-707-367-5286
District Superintendent – Ryan Rhoades	
Home	1-707-937-5790
Cell	1-707-367-5286
Wastewater Treatment Plant Operator – Steve Acker	
Cell	1-707-357-4102
Wastewater Treatment Plant Operator --. Keith Linden	
Home	1-707-964-1270
Cell	1-707-734-0555
Wastewater Treatment Plant Operator – Dylan Cooper	
Cell	1-707-489-0405
Wastewater Treatment Plant Office Manager – Katie Bates	
Cell	1-707-972-0841
Hills Ranch Lift Station	1-707-937-1785
Heeser Dr. Lift Station	1-707-397-1443

Water/Wastewater Agencies

City of Fort Bragg - Wastewater Treatment Plant 1-707-961-2834
 Lead WW Operator Alden Ramos Cell 1-707-357-5800
 1-707-357-1792
 Fort Bragg Director of Public Works John Smith 1-707-813-8029
 City of Fort Bragg - Water Treatment Plant 1-707-961-2835
 Lead Water Operator Heath Daniel Cell 1-707-813-8031
 City of Fort Bragg - Public Works Yard 1-707-961-2836
 City of Willits - Wastewater Treatment Plant 1-707-459-5028
 City of Willits - Water Treatment Plant 1-707-459-4990
 City of Willits - Public Works Department 1-707-459-4605

Essential Facility	Primary Location	Alternate Location
Fort Bragg Emergency Operations Center	250 Cypress Street Fort Bragg, CA 95437	Fort Bragg Town Hall
County Emergency Operations Center	951 Low Gap Road Ukiah, CA 95482	17500 N. Highway 101 Willits, CA 95490
Sheriff's Dispatch	589 Low Gap Road Ukiah, CA 95482	17501 N. Hwy 101 Willits, CA 95490
EMS Dispatch	17501 N. Hwy 101 Willits, CA 95490	TBD
Fire Dispatch (All but Little Lake Valley)	17501 N. Hwy 101 Willits, CA 95490	TBD
Fire 2 Dispatch (Little Lake Valley)	125 E. Commercial, #150 Willits CA 95490	589 Low Gap Road Ukiah, CA 95482
Ukiah/Fort Bragg Dispatch	300 Seminary Ave. Ukiah, CA 95482	125 E. Commercial, #150 Willits, CA 95490
Willits Dispatch	125 E. Commercial #150 Willits, CA 95490	589 Low Gap Road Ukiah, CA 95482
Public Health Department Operations Center	1120 South Dora St. Ukiah, CA 95482	TBD

SECTION V

MITIGATION

Mitigation activities are designed to eliminate or reduce vulnerability before an emergency occurs. Mendocino County maintains a Local Hazard Mitigation Plan (LHMP) referred to as a “community” plan because it addresses all incorporated and unincorporated areas of the county. The county develops this plan collaboratively with the cities and other stakeholders and submits it to the California Emergency Management Agency (CalEMA) and Federal Emergency Management Agency (FEMA) for approval every 5 years. FEMA requires a LHMP plan for the county to remain eligible for certain post-disaster funds. These funds are used for reducing repetitive disaster loss and mitigating future risk. Without the plan, the county might forego a grant that may equal up to 15% of all FEMA-funding made available after a disaster.

The Mendocino County Multi Hazard Mitigation Plan was approved by FEMA on December 29, 2014 and adopted by the Fort Bragg City Council on December 14, 2015. This five-year plan incorporates Whole Community engagement and principles of Resilience to reduce the potential impacts of disasters.

The process of LHMP development involves an assessment of all natural hazards in the county and development of strategies to eliminate or reduce the vulnerability to those hazards. The plan identifies mitigation projects and establishes a work plan necessary to accomplish projects over the plan lifecycle. One added value of the mitigation planning process is that it yields detailed information about hazards, vulnerabilities, and impacts that might affect each city and the county.

Preparedness:

Preparedness activities are designed to anticipate and prepare for response to an emergency that cannot be entirely mitigated. This section describes the planning, training, exercising, equipping, and supplying activities associated with preparedness.

Planning:

Emergency planning typically involves the development of emergency operations plans and procedures for responding to an emergency. These include:

- Emergency Operations Plan (EOP) – A document that describes the conduct of emergency operations throughout the city.
- Standard Operating Procedures (SOP) – Documents that describe the roles, responsibilities, resources, and activities of people and organizations assigned to emergency management positions at an emergency operations center, incident command post, or other location. An SOP is included in Appendix A.5.
- Continuity of Government/Continuity of Operations Plan (COG/COOP) – A document that describes how essential government services will continue despite an emergency. The elements of a basic city COG/COOP are included in Section 3 of this plan.

Other emergency planning routinely occurs within and among other agencies. Representatives of those departments should be contacted directly regarding their respective plans. Their contact information appears in Appendix A.10. To maximize interagency coordination, the City of Fort Bragg strives to maintain a copy of all emergency planning documents at the EOC, and planners are encouraged to forward a copy of all plans and procedures related to multi-agency response to the Fort Bragg Police Department.

Because many qualified and ready individuals are necessary to implement emergency operations well, all City employees must also be prepared at home with individual and family disaster plans. Appendix A.15. includes a planning template that all employees can use to complete this personal planning.

Equipping and Supplying

Various equipment and supplies are typically needed during an emergency. Necessary equipment can range from generators to front loaders and dump trucks. Supplies include batteries for handheld radios and emergency supplies of food and water for those who may have to work at remote locations during an emergency or for residents who may be isolated from normal means of supply.

Many pieces of equipment and supplies needed during emergencies are used day-to-day; others are obtained and stored for use during emergencies (e.g., mass casualty trailers and the medical supplies on-board these trailers). The city works with different agencies to identify and track the locations of key equipment and supplies that might be needed in an emergency. This catalog of equipment and supplies is attached as Appendix A.6. Each agency is responsible for maintaining their own equipment and supplies to ensure that these are adequately prepared or stocked.

The overall operation of the EOC involves three primary functions:

1. Managing emergency policies (e.g., declare emergencies, order evacuations, prioritize limited resources)
2. Sharing information with emergency organizations, elected leaders, and the public
3. Brokering resources (e.g., requesting outside assistance and directing it to local response agencies))

Each of these EOC functions is described in this section.

Although field-level management (command and control) of incident response does not typically occur at the EOC, the EOC plays a critical role in managing emergencies. Sharing information, coordinating resources, issuing formal declarations of emergency, ordering mandatory evacuations, and determining priorities are all activities that fall within the domain of EOC activity.

Generally, the EOC first establishes priorities and objectives during an action planning process. Typically, EOC priorities are to protect:

1. Life
2. Human health and safety
3. Property, especially critical infrastructure
4. Environment
5. Economy

The action planning process results in an incident action plan (IAP) each operational period. The process follows NIMS and is often described as the "Planning P." Annex A.7 contains forms used to create IAPs.

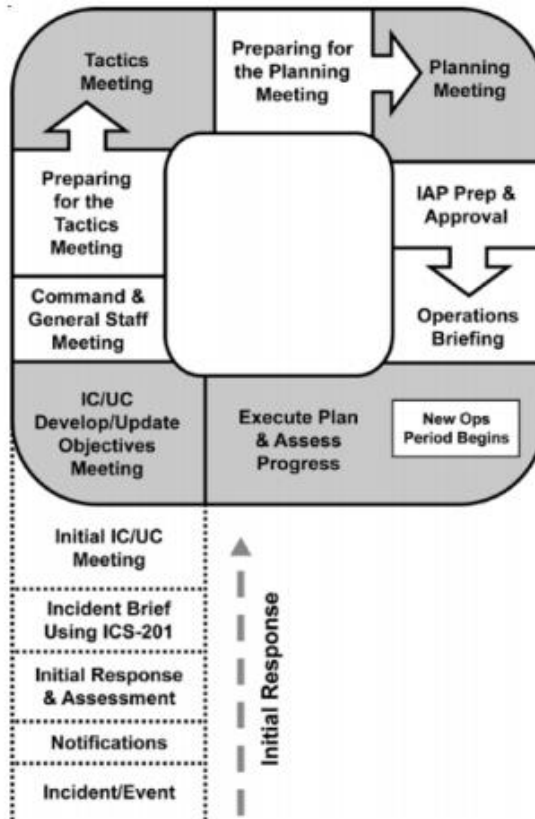


Figure 2 - The Planning "P"

Sharing of Information:

The second of the three important EOC roles is sharing information about emergency with agencies, government leaders, and the public. Conveyance of information to the public occurs most often through media outlets. To effectively share information, the EOC maintains robust communication capabilities described earlier in Section 2.3.6 of this plan. The EOC also uses traditional paper message forms (e.g., ICS 213) and information technology such as the state's Response Information Management System (RIMS) to share critical information about the incident.

Collecting accurate, timely information from responders is necessary for the EOC to meet response agency requirements for support. Sharing this information from the EOC with other agencies, especially those able to provide resources to support an emergency in the city, is essential to obtaining additional help. Continuously collecting, confirming, and sharing intelligence is vital to the safety, efficiency, and overall effectiveness of response activities. A Public Information Officer is assigned to the EOC to develop and coordinate information sharing with the media and, ultimately, the public.

All EOC staff members are trained in the use of information-sharing tools as part of their EOC orientation. During additional training and exercising, they have opportunities to practice using these tools before an EOC activation. Responsibilities, tools, and processes for sharing of information are described in Standard Operating Procedures (Appendix A.5).

Resource Management:

The third of the three important roles of the EOC is to broker resources. A city emergency may require a dispatch of city resources. Depending on the circumstances, but especially if needed resources are scarce, the EOC may have to carefully manage the assignment of resources to several emergency scenes or from one department to another. At other times, the EOC may facilitate movement of resources to or from the city (e.g., facilitating support between the cities of Fort Bragg and Willits). In these cases, the EOC serves as the conduit for resources requests.

To best manage resources, the EOC maintains a current emergency resource catalog (Appendix A.6), an emergency contact directory (Appendix A.2), and at least one active RIMS terminals that can be used to coordinate resource requests. The tools and processes for accomplishing this work are described further in Standard Operating Procedures.

Recovery:

The final area of city emergency management activity is recovery. Recovery is the process of returning to normal an area affected by a disaster. Recovery may sometimes occur within a matter of hours—for example, restoration of electricity and telephone service. After major disasters, recovery can take years. Two activities essential to effective recovery are to complete a plan for recovery before an emergency occurs and to begin recovery as soon as possible after an emergency. Sometimes, recovery activities begin before response activities conclude. In any case, recovery begins with damage assessment, followed by short-term and long-term recovery activities. These three activities are described in the sections below.

Damage Assessment:

Damage assessment activities involve identifying, recording, compiling, and analyzing damage information in order to determine the type of recovery assistance needed. Following major disasters, a process known as a Preliminary Damage Assessment (PDA) is used to determine to what extent state and federal assistance may be available. Several resources are available within the city to perform a PDA. The American Red Cross conducts cursory assessments sometimes called windshield surveys. Windshield surveys are named as such because they are performed by one or more individuals driving through neighborhoods and collecting information from inside the vehicle. The City of Fort Bragg contracts with Mendocino County for building inspectors who can perform comprehensive damage assessments. When additional help is needed, a form of statewide mutual aid is also available to provide assistance.

Damage assessments must occur quickly and accurately in order to obtain timely assistance from state and federal agencies. For this reason, the City Manager assigns damage assessment responsibilities to the Advance Planning Branch of the EOC Planning and Intelligence Section. Tools and processes used for conducting damage assessments are described in Appendix A.5 and A.7, respectively.

Short-Term Recovery

The establishment of priorities is just as important in recovery as in response to ensure a timely and orderly restoration. Short-term recovery objectives are typically established in the EOC while response is winding down. These recovery objectives usually include:

- Opening transportation routes
- Restoring utility service
- Securing damaged areas
 - Removing hazardous materials and debris
 - Providing temporary housing
 - Accomplishing cost recovery
 - Establishing long-term recovery objectives
 - Implementing immediate environmental protection measures

Long-Term Recovery

Attainment of long-term recovery objectives generally does not occur until long after closure of an EOC. Long-term recovery activities include:

- Performing environmental assessments
- Rebuilding infrastructure (e.g., highways, bridges)
- Rebuilding homes
- Restoring industry and commerce
- Restoring the natural environment

Tools and processes associated with recovery activity are described in Appendix A.5 and A.7.

EMERGENCY RESPONSE ACTIONS

This section outlines the response to be taken in the event of potential emergencies which could occur. The section is arranged as follows:

Emergency

Fire

Earthquake

Flooding

Windstorm

Power Failure

Critical Equipment Failure

Explosion

Tsunami

Hazardous Material Spill

Raw Wastewater Quality Change

Hydraulic Overload

Lift Station Failure

For each emergency, a brief description of the emergency is presented, followed by appropriate response actions in the approximate order that they should be performed.

The LHMP is predominantly focused on natural hazards. To address additional threats, four other organizations routinely examine hazards and risk. The Redwood Empire Hazard Incident Team (REHIT) facilitates hazardous material (hazmat) spill planning and response. The Mendocino County Health and Human Services Agency (HHSA) provides planning and response for public health disasters. The Fort Bragg Police Department and Fort Bragg Fire Protection Authority also regularly assess hazards and their potential disaster impacts. These inputs are considered by emergency planners and solutions are proposed to county grant managers who determine how grant funds will be used.

The LHMP and the Homeland Security Grant Program (HSGP) are the two emergency management programs that contribute the most to mitigation. Given the limited reach of these programs, however, the city encourages all parties to consider risk reduction activities while making other investments. These mitigation activities can include promoting effective land use, implementing new building codes, relocating at-risk structures, creating barriers of protection around vulnerable properties, and increasing disaster awareness and preparedness through outreach campaigns.

Response:

Response activities immediately follow an emergency, or occur when an imminent emergency requires immediate action. Response begins with notifications to response agencies and dispatching of their responders. Emergencies that meet the definition of a “State of Emergency” can overwhelm available local resources and can necessitate extraordinary coordination. This section details how the city will provide the extraordinary level of direction, control, coordination, and communication necessary during States of Emergency.

California Standardized Emergency Management System

SEMS was enacted as a state law following the Oakland Hills fire in 1992. SEMS is intended to standardize, and thereby make more efficient, coordination of multi-agency response. SEMS includes:

- Incident Command System (ICS) – Common terminology and standard processes and tools. Local governments are required to use SEMS, which include the ICS, to be eligible for state reimbursement of certain response costs and to access to certain federal grant funds.
- Mutual Aid – A California tradition of neighbor jurisdictions helping each other in times of need, without promise of reimbursement. The California Master Mutual Aid Agreement dates back to the 1950s and has been signed by nearly all cities and counties. This concept of mutual aid remains prevalent in California despite the nation-wide introduction of the Emergency Management Assistance Compact (EMAC), a fee for service form of mutual aid.
- Operational Area Model – A concept that outlines a responsibility and hierarchy of response—presuming that all emergencies are local or have a local component, and that local governments are responsible for managing these with their field responders. As the needs of an emergency exceed the capabilities of local governments, requests to Operational Areas (counties), the state, or federal government are made.

National Response Framework

The National Response Framework (NRF) consists of federal-level policies, plans, and tools for homeland security and emergency management. Sufficient for the purpose of this plan, these federal-level policies, plans, and tools include:

- **National Preparedness Goal** – A document that describes a vision of emergency management, defines core capabilities, and identifies key scenarios for which the nation should be prepared.
- **NIMS** – Policy, practices, and tools that effectively make ICS adoption national in scope.

Activation Levels:

Depending on the circumstances of the emergency the District Emergency Services Manager, District Superintendent or his/her designee may activate the EOC to provide District-level leadership, support, and coordination during an emergency. EOC activation generally occurs at one of the following levels:

- **Level 1 EOC Activation** – Provision of minimum staffing when the EOC is monitoring a situation. This level of activation may also be supported from a remote location (e.g., when a duty officer is working at another duty location or on-call from home.) At this level of activation, only one or two individuals are typically activated as EOC staff.
- **Level 2 Activation** – Provision of an intermediate number of staff to operate the EOC when an emergency is imminent or otherwise less than severe or catastrophic. This level of activation typically involves continuous briefings and updates to ICS Command and General Section staff (approximately 5-10 individuals).
- **Level 3 Activation** – Implementation of full EOC capability and the full use of city resources. All ICS positions are filled (approximately 10-20 people). Alternate EOC teams may be assembled to relieve one another during 24-hour and multi-day activations.

Fire**Event Description**

Fire could originate in many locations for any of a wide variety of reasons. Potential locations include any of the electrical equipment located throughout the treatment plant, the plant laboratory, the plant maintenance shop/solids building, control/blower room, or office.

Priorities

- 1) Define situation, including least and worst-case scenarios
- 2) Develop mitigation strategies to limit the effects of the fire before health and safety impacts result.
- 3) Collaborate with other agencies to maximize effort
- 4) Define plans for response before health and safety impacts are imminent
- 5) Communicate threat, impact, mitigation and response activities to the public

Response

The appropriate response depends upon the magnitude of the fire. If it is a small fire, which could realistically be extinguished with a nearby fire extinguisher, this is the appropriate response. If at all possible, a co-worker should be alerted even before an attempt is made to extinguish the fire. In no case should water be applied to an electrical fire or to a fire caused by flammable liquids.

If there is any question at all about the ability to extinguish a fire, the appropriate response is to call the fire department by dialing 911.

Issues to expect

- 1) What help will the District need to respond?
- 2) What sources of funding are available to manage an emergency before health and safety threats are imminent?

Organizations to call for support

- 1) 911
- 2) MVFD, 1-707-937-0131
- 3) County EOS

Drought

Event Description

With climate change upon us, severe droughts are more and more common. A lack of available groundwater can impact the health, safety, and economy of local residents and businesses. A prolonged drought may also impact wastewater treatment abilities.

Priorities

- 1) Define situation, including least and worst-case scenarios
- 2) Develop mitigation strategies to limit the effects of the fire before health and safety impacts result.
- 3) Collaborate with other agencies to maximize effort (request mutual aid)
- 4) Define plans for response before health and safety impacts are imminent
- 5) Communicate threat, impact, mitigation and response activities to the public

Response

The appropriate response depends upon the severity and length of the drought. If it is a small drought, private local water haulers can generally supply water from neighboring water systems like Fort Bragg, Westport, and Elk, to mitigate the problem, this is the appropriate response. Prolonged drought may involve the support of neighboring water districts like Fort Bragg, Cal EOS, County Supervisors, the State Division of Drinking Water, the SWRCB, Department of Water Resources,

Issues to expect

- 1) What help will the District need to respond?
- 2) What sources of funding are available to manage an emergency before health and safety threats are imminent?

Organizations to call for support

- 1) City of Fort Bragg
- 2) County OES
- 3) DDW
- 4) USDA, National Resources Conservation Services

Earthquake

Event Description

An earthquake of significant magnitude in Northern California could cause minor, moderate, or extensive damage to the treatment facilities. The extent of any damage would depend upon the magnitude of the earthquake and the proximity of the plant to the epicenter of the earthquake. Conceivable damage could include cracks in walls of basins, disruption of electrical power, cracks in on-site pipelines, propane leaks, fires, structural damage to buildings, or equipment and/or furniture being displaced.

Priorities

- 1) Assess need for and activate EOC, if necessary
- 2) Establish communication with affected areas
- 3) Monitor and ready for tsunami
- 4) Provided initial and continuous emergency public information
- 5) Identify additional response requirements
- 6) Assess condition of major transportation routes
- 7) Request Mutual Aid
- 8) Mobilize damage assessment
- 9) Implement cost accounting system
- 10) Prepare to receive program support (local/state/federal)

Response

The initial response of all individuals upon realizing that an earthquake is occurring should be to promote personal safety, namely:

- Immediately move into a doorway or underneath a desk/table.
- Keep away from windows, thereby avoiding falling glass.
- Do not run outdoors.
- If outdoors, move away from objects which could fail, such as light standards, buildings, or overhead wires.
- If near a basin filled with wastewater, brace against the lower portion of a railing (if available) to prevent from being thrown into the basin.

The District Superintendent (or his stand-in) will determine whether the earthquake was of significant magnitude that damage or injury could have occurred. If the earthquake is determined to be significant, all necessary and/or appropriate agencies will be notified and all necessary and/or appropriate action(s) taken.

If any of the plant staff notices significant damage, which would affect the plant's integrity or ability to continue operating, it is the responsibility of the individual who notices damage to alert the District Superintendent (or his stand-in).

During the time period of between 4:30 P.M. and 8:30 A.M. the following morning, the plant is unmanned, but operations staff is on-call by an automatic telephone dialing system, which responds to failure of certain equipment. However, if the earthquake impacts telephone service, the automatic dialer cannot reach the on-call person(s). Also, facilities within the plant could be impacted, yet the automatic dialer would not receive an input, which would require a response. Therefore, if a major earthquake hits Northern California an immediate response by all operations staff employees maybe necessary. After taking care of his or her immediate family, or any crisis at home, it is the responsibility of all operations staff employees to report to the plant. Reporting should first be attempted by telephoning the plant to see if it is necessary to come in. If telephone contact is not possible, the operations staff employee should report to the plant.

Issues to expect

- 1) What help will the District need to respond?
- 2) Is our building and facilities safe?
- 3) How will we sustain 24/7 operations
- 4) What should earthquake victims do? Shelters?

Organizations to call for Support:

- 1) MVFD 1-707-937-0131
- 2) County EOS
- 3) Costal Region Fire and Resource Mutual Aide Coordinator
- 4) USGS

Flooding**Event Description**

Observations have indicated that flooding at the treatment plant is not a principal consideration as far as surface water is concerned. Drainage appears to be adequate in nature. The greatest flood concern would be a prolonged atmospheric river could lead to hydraulic overload of the WWTP.

Priorities

- 1) Assess the safety of the plant and District for safe operation
- 1) Assess need for and activate EOC, if necessary
- 2) Establish communication with affected areas
- 3) Weather information for the duration of the rain/flood event
- 4) Provided initial and continuous emergency public information
- 5) Identify additional response requirements
- 6) Assess condition of major transportation routes
- 7) Request Mutual Aid
- 8) Mobilize damage assessment
- 9) Implement cost accounting system
- 10) Prepare to receive program support (local/state/federal)

Issue to expect

- 1) What help will the District need to respond?
- 2) How will we sustain 24/7 operations? When is the flood expected to stop?
- 3) Are we meeting wastewater quality requirements?
- 4) Has the RWQCB been notified?
- 5) What sources or funding are available to manage this incident if it does not become a federally-declared major disaster?

Response

If it appears that the storm water flow from adjacent higher-level streets will exceed the carrying capacity of the street, plant personnel should attempt to sand bag treatment plant structures to preserve wastewater quality.

Organizations to Call for Support:

- 1) County OES
- 2) District Board President
- 3) RWQCB Regulator
- 4) California Utilities Emergency Association (CUEA)

Extreme Weather Event or Windstorm**Event Description**

A major windstorm or a waterspout or squall off of the ocean could knock down trees, the light standard located just outside of the plant or power poles, which are located near the treatment plant. Flying objects could also damage buildings and other facilities.

Priorities

- 1) Staff safety
- 2) Participate in National Weather Service (NWS) and River Forecast Center (RFC) weather briefings
- 3) Warn people to prepare for the storm
- 4) Place staff on alert and pre-position resources
- 5) Secure District facilities and equipment.
- 6) Switch to 50 Hp blower, set influent pump 3 as secondary, to divert to overflow pond, ensure all fuel tanks are filled, backwash filters
- 7) Establish contact and communicate with CA utilities emergency association
- 8) Establish contact and communication with RWQCB Regulator
- 9) Request mutual aid / establish communication with Fort Bragg WWTP and local septage haulers

- 10) Mobilize damage assessment
- 11) Implement cost account system
- 12) Prepare to receive program support (local/state/federal)

Issue to expect

- 1) What help will the District need to respond?
- 2) How will we sustain 24/7 operations?
- 3) Are we meeting wastewater quality requirements? Has the RWQCB been notified?
- 3) What sources or funding are available to manage this incident if it does not become a federally-declared major disaster?

Response

During such a significant weather event or windstorm, all personnel should protect themselves against physical harm as a first priority. Shelter should be taken in the nearest building, and should be maintained until the wind has subsided to a safe level.

After subsidence, extreme care should be taken to avoid downed electrical wiring exposed by damage created by the storm. The District Superintendent (or his stand-in) shall direct cleanup and repair of damaged facilities.

Organizations to Call

- 1) County OES
- 2) District Board President
- 3) RWQCB Regulator
- 4) California Utilities Emergency Association (CUEA)

Power Failure

Event Description

Electrical service to the plant is provided and located at the far northeastern section of the main office/lab/control building. The main breaker is **marked (400)**, and is located just below the electrical meter, and is marked by a **Danger High Voltage Turn Off Before Servicing tag, and is labeled in black bold letters-- MAIN BREAKER.**

Response

If a power failure occurs, the treatment plant is equipped with an emergency standby generator that is capable of powering all essential plant equipment (**Note: Generator starts automatically when a power failure occurs**). If a power failure occurs and the telephone system is operating, the on-call operator will receive a call from the automated dialer alarm system specifying a power failure. The on-call operator is to respond to the plant as soon as possible after making certain all of his/her family and home needs have been attended to. Upon arrival at the plant the operator will check that the generator automatically started. The Aerzen 75 HP blower may need to be restarted. If there is a severe storm with numerous power outages, switch to the 50 HP blower and shut down the Aerzen 75 HP blower. After the generator is up and running, the operator will need to inspect all essential plant equipment to ensure that they are in operation. It will also be necessary to notify Pacific Gas & Electric and if possible, ascertain the duration and cause of the power outage. The number is located in Section III under Emergency Telephone List.

When power is resumed, the generator will automatically shut down.

Explosion

Event Description

Explosions are possible in electrical equipment or by ignition of flammables, such as gasoline, diesel fuel, or laboratory solvents. Fire will usually occur afterwards, but not always.

Priorities:

- 1) Safety of staff
- 2) Secure the affected area
- 3) Notify emergency services (911) and treat the injured

- 4) Assess need for and activate EOC, if necessary
- 5) Facilitate mutual aid, if necessary
- 6) Provided initial and continuous emergency public information
- 7) Initiate incident report and or investigation

Response

Paramedics and fire department should be called immediately by dialing 911. Efforts should be made to control any resultant fire until the fire department arrives. Injured personnel should be moved to a safe location and be kept warm with blankets until paramedics or fire department arrive. In no event should rescue of injured personnel be attempted if it presents a threat to the safety of rescuing personnel.

Issues to expect:

- 1) Was this a criminal act or accident? If a criminal act, what should you tell the public without jeopardizing an investigation?
- 2) Are we safe from additional threat?
- 3) What sources of funding are available to manage this incident?

Organizations to Call:

- 1) 911 and MVFD
- 2) County OES
- 2) Coastal Regional Law Enforcement Mutual Aid Coordinator
- 4) District Board President
- 5) RWQCB Regulator

Tsunami

Event Description

The rugged terrain of the Mendocino Coast is a result of active seismic activity. The numerous earthquakes found here and around the entire Pacific Rim not only led to frequent shaking, but also to the potential for Tsunami or harbor waves. A tsunami is a series of sea waves most commonly caused by earthquakes beneath the ocean. Although infrequently, volcanic eruptions, meteorite impacts, or submarine landslides have been known to generate tsunamis.

Lurking off the coast of Washington State down to northern California is the Cascadia subduction zone (CSZ). The CSZ threatens California, Oregon, and Washington with a devastating local tsunami that could strike the coast within minutes of an earthquake. There is geological evidence that great earthquakes (>8 magnitude) have previously occurred in the CSZ, and that these earthquakes have produced large destructive local tsunamis. A local tsunami generated off Cape Mendocino along the southern CSZ is capable of reaching Mendocino in approximately 20 minutes, which would leave little time to issue a formal warning. An earthquake with a magnitude 7.4 or greater could generate a tsunami capable of inundating low-lying coastal areas around the Mendocino Headlands.

Tsunami Warning:

- There are two types of tsunami warnings: official and natural. Both are important. You may not get both. Respond immediately to whichever you receive first. Official tsunami warnings are broadcast through radio, television, and wireless emergency alerts. They may also come through outdoor sirens, officials, text message alerts, and telephone notifications.
- There may not be time to wait for an official warning. A natural tsunami warning may be your only warning. Natural warnings include:
 - A strong or long earthquake
 - A loud roar (like a train or an airplane) from the ocean
 - Unusual ocean behavior (the ocean could look like a fast-rising flood or a wall of water or it could drain away suddenly like a very low tide)
 - If you experience any of these natural warnings, even just one, a tsunami could be coming.

Priorities:

- 1) Safety of District Staff –monitor for Alaska and Pacific Tsunami Water Center messages following reports of major earthquake on the Pacific Rim
- 2) Assess need for and activate EOC, if necessary.
- 3) Establish communication with potentially affected areas
- 4) Activate Public Warning, continue with public information updates
- 5) Place emergency staff on standby and pre-stage resources
- 6) Implement evacuation of low-lying areas

- 7) Monitor tsunami impacts
- 8) Identify additional resources needed and request mutual aid
- 9) Prepare to receive program support

Response

If you are in a tsunami hazard zone and receive an official warning:

- Stay out of the water and away from beaches and waterways.
- Get more information from radio, television, or your mobile device (text or data).
- If officials ask you to evacuate, move quickly to a safe place. Follow evacuation signs or go as high or far inland (away from the water) as possible. If you are in a tsunami hazard zone and receive a natural warning, a tsunami could arrive within minutes:
 - In case of an earthquake, protect yourself. Drop, cover, and hold on. Be prepared for aftershocks. Each time the earth shakes, drop, cover, and hold on.
 - Take action. Do not wait for an official warning or instructions from officials.
 - As soon as you can move safely, move quickly to a safe place. Follow evacuation signs or go as high or far inland (away from the water) as possible.
 - If there is earthquake damage, avoid fallen power lines, and stay away from weakened structures.
 - When you are in a safe place, get more information from radio, television, or your mobile device (text or data).

Issues to expect:

- 1) What help will the District need to respond?
- 2) Will there be more tsunami waves?
- 3) How do I reconnect with family and friends that may be impacted?
- 4) Where should I go if I need assistance?
- 5) What sources of funding are available to manage this incident if not federally declared major-disaster?

Organizations to Call:

- 1) 911 and MVFD
- 2) County OES
- 3) NOAA
- 4) USCG
- 5) Coastal Regional Law Enforcement Mutual Aid Coordinator

6) District Board President

7) RWQCB Regulator

If you are on the beach or near water and feel an earthquake of any size and length, move quickly to high ground or inland (away from the water) as soon as you can move safely. Get more information from radio, television, or your mobile device (text or data). If you are outside of the tsunami hazard zone and receive a warning, stay where you are unless officials tell you otherwise.

Hazardous Material Spill

Event Description

A number of chemicals used either in the treatment process or for plant and or equipment maintenance can be considered to be hazardous materials. A spill, leak, or accidental contact with some of these chemicals could be dangerous to the health and safety of plant personnel.

Priorities:

- 1) Safety of staff and general public
- 2) Determine the nature, extent, and impact of the spill
- 3) Assess need for and activate EOC, if necessary
- 4) Ensure REHIT dispatch and support
- 5) Implement shelter-in-place or evacuation
- 6) Provided initial and continuous emergency public information
- 7) Identify additional response requirements
- 8) Request mutual aid
- 9) Prepare to receive program support (local/state/federal)

Response

To comply with CAL/OSHA Title 8, Chapter 4, Section 5194, Hazard Communication Standards, MCCSD has established a "Hazard Communication Program". This program consists of:

1. Maintaining current "Safety Data Sheets" for all hazardous chemicals used at the plant. They are maintained in the District Office.

2. Assuring that all hazardous chemicals are clearly labeled as to their contents, that appropriate hazard warnings exist, and that the name and address of the manufacturer is shown. The labeling system should be updated every three months.
3. An employee training and information class will be conducted for all new employees to acquaint them with the hazardous chemicals which are utilized, what can be done to prevent or lessen exposure to these chemicals, and what procedures should be followed if employees come in contact with the chemicals via a spill, leak, or other accident.
4. Quarterly safety meetings are held to review any problems recently encountered as well as to discuss any new hazardous chemicals. The response to a spill or leak of any hazardous chemical should be in accordance with the material safety data sheets.

Issue to Expect

- 1) What help with MCCSD need to respond?
- 2) Are some people evacuating and others sheltering in place? If so, why?
- 3) Are people safe in their homes and businesses?

Organizations to call for support:

- 1) 911
- 2) County OES and Environmental Health
- 3) REHIT
- 4) CalEMA Coastal Region Fire and Rescue Mutual Aid Coordinator
- 5) U.S. EPA

Collections System Failure

Event Description

MCCSD owns and maintains about nine (9) miles of collection system including two lift stations. Most of the system is around 70 years old and subject to potential failure. A failure of the collections system or leak, could lead to a sanitary overflow, sinkhole, environmental pollution, or contamination of a drinking water supply. This could be dangerous to the health and safety of plant personnel, the public, and or environment.

Priorities:

- 1) Safety of staff and general public
- 2) Determine the nature, extent, and impact failure
- 3) Assess need for and activate EOC, if necessary
- 4) Notify the RWQCB and MCCSD Board President
- 5) Ensure REHIT dispatch and support, if necessary
- 6) Work to stop flow in damaged area, and reduce surrounding contamination, if possible
- 7) Provided initial and continuous emergency public information, if necessary
- 8) Identify additional response requirements
- 9) Request mutual aid, if necessary
- 10) Prepare to receive program support (local/state/federal)
- 11) Document and report spill notifications.

Response

Assess situation and determine if scene is staff for staff and public. Mark and block off impacted area. Notify RWQCB and MCCSD Board President. Follow the CIQWS procedure for sanitary sewer overflow reporting and notifications. Notify County environmental health, fish and wildlife, surrounding neighbors, and the public. Contact Fort Bragg Plumbing for emergency assistance.

Issue to Expect

- 1) What is the nature, extent, and impact of the event?
- 1) What help will MCCSD need to respond?
- 2) Can the spill be stopped or WW diverted around the damaged area?

3) What resources or funding are available to manage this incident?

Organizations to call for support:

- 1) 911
- 2) County OES and Environmental Health
- 3) REHIT
- 4) CalEMA Coastal Region Fire and Rescue Mutual Aid Coordinator
- 5) U.S. EPA

Raw Wastewater Quality Change

Event Description

Occasionally, an illegal discharge of material to the sewer system will noticeably change the color or odor of the raw wastewater. Depending upon the constituent(s) which were discharged, this may cause a serious interference to biological treatment (including secondary clarification), aerobic digestion, or mechanical equipment within the plant.

Priorities:

- 1) Safety of staff and general public
- 2) Notify RWQCB Regulator
- 3) Determine the nature, extent, and impact change
- 4) Assess need for and activate EOC, if necessary
- 5) Can operational changes be made to treat the influent
- 6) Identify additional response requirements

Response

As soon as a change in plant influent is observed, the observing operator should collect a sample of the wastewater. These samples are important for two reasons. First, if the raw water quality changes result in long term process disruption (i.e., biological activity, aerobic digester), analysis of the sample and identification of the constituents may allow more informed decisions to be made regarding how to resolve the process upset. Secondly, the analysis may allow the illegal dumper to be identified.

Issue to Expect

- 1) What help will MCCSD need to respond?

- 2) Will the strange influent impact operations and effluent water quality?
- 3) Can the source of the influent be identified and stopped?

Organizations to call for support:

- 1) RWQCB Regulator
- 2) County OES and Environmental Health
- 3) REHIT

WWTP Equipment Failure

Event Description

Certain pieces of equipment within the plant are considered to be critical, as their failure could leave the plant without adequate standby capability and/or could otherwise compromise the integrity of the plant. Examples of critical equipment include raw sewage pumps, emergency standby generator, and the secondary clarifier drive unit.

The MCCSD WWTP has a designed flow capacity of 0.3 MGD dry weather flow and 1.0 MGD peak wet weather daily flow. The plant was completed in 1975 and is nearly 50 years old. Much of the equipment has past its useful life expectancy, and pieces of equipment break down on an annual basis. Some items can be repaired quickly others make take significantly more time. Depending upon the equipment failure this may cause a serious interference to the treatment process (including, extended aeration, secondary clarification, aerobic digestion, filtration, or disinfection).

Potential failures include:

Headworks bar screen, flow meter, influent pumps, influent diversion pump, air distribution piping, clarifier center drive, RAS and WAS air piping, filter valves, backwash pumps and piping, backwash air piping, effluent pumps, chemical injection systems, biosolids sludge pumps, biosolids belt press, biosolids conveyor, biosolids dryer, analytical equipment, electrical equipment.

Priorities:

- 1) Safety of staff
- 2) Notify RWQCB Regulator and MCCSD Board President
- 3) Determine the nature, extent, and impact damage

- 4) Assess need for and activate EOC, if necessary
- 5) Contact Fort Bragg and Septage Haulers, if necessary.
- 6) Estimate time needed to complete repairs, and can overflow handle capacity
- 6) Identify additional response requirements

Response

As soon as equipment failure is detected, and the Superintendent is aware, inform the MCCC Board president and RWQCB regulator. Assess the damage and how treatment might be impacted. Estimate repair lead times, and work to assess additional resources needed. If necessary, divert influent flow to overflow pond while equipment is assessed and repaired. If necessary, contact City of Fort Bragg and request mutual aid. Contact local septage haulers if influent must be transported to another facility. Notify customers and public of concern and need to reduce flow. MCCSD keeps supplies on hand at the WWTP to repair and replace pieces of equipment such as a spare influent pump, NTU and DO analytical equipment, a center drive, portable pumps, bar screen motor, plumbing fittings, and backup power sources. In the event of prolonged biosolids press and dryer failure MCCSD still owns and maintains three permitted sludge drying beds. A submersible pump and hose may be lowered into the digested, and biosolids can be pumped into the drying beds.

Issue to Expect

- 1) What help will MCCSD need to respond?
- 2) Will the equipment failure impact operations and effluent water quality?
- 3) Can the equipment be repaired before the overflow pond reaches capacity?
- 4) What additional resources might MCCSD need?

Organizations to call for support:

- 1) RWQCB Regulator
- 2) County OES and Environmental Health
- 3) City of Fort Bragg

Hydraulic Overload

Event Description

Hydraulic overload of the plant could occur if the influent raw wastewater pumps are unable to handle the influent flow, either because of the rate of influent flow exceeds the pump capacity or because there is a failure of the electrical system for the raw

wastewater pumps. If either of these events occurs, raw wastewater will begin backing up into the influent interceptors to the plant.

Priorities:

- 1) Safety of staff
- 2) Notify RWQCB Regulator and MCCSD Board President
- 3) Can operational changes be made to divert excess flow to the overflow pond
- 4) Contact Fort Bragg WWTP and Coastal Septage Haulers
- 5) Identify additional response requirements
- 6) Consider potential plant flow diversion and notifications.

Response

MCCSD wastewater treatment plant is equipped with a 300,000-gallon overflow pond, which is on the north side of the plant. If the plant cannot handle the incoming flow do to one or both of the above-mentioned circumstances, the flow can be partially or completely diverted to the overflow pond depending on the circumstances involved. If a spill occurs at or outside the treatment plant the following agencies should be notified:

1. Mendocino County Health Department
2. State of California Health Department
3. California Regional Water Quality Control Board
4. State Department of Fish and Game
5. State Department of Parks and Recreation

The format to be used in reporting a spill to regulatory agencies is presented in Table V-1.

Issue to Expect

- 1) What help will MCCSD need to respond?
- 2) How long is the storm or heavy rain expected to last?
- 3) Can the overflow pond hand the increased flow?

- 4) Are the pumps and filters able to keep up with flow rates?
- 5) Do we need to consider partial treatment bypass?

Organizations to call for support:

- 1) RWQCB Regulator
- 2) County OES and Environmental Health
- 3) City of Fort Bragg, WWTP and local septage haulers

Lift Station Failure

Event Description

MCCSD owns and manages two (2) lift stations within the collections system, "A" (Main Street), "B" (Heeser Drive). Hills Ranch lift station is third, privately owned lift station but MCCSD assists in weekly maintenance will respond to emergency situation to assist. Lift stations "A" and "B" serve only a limited number of local residents; therefore, they have wet wells designed to provide 12 hours storage capacity which reduces the need for standby power facilities. Lift Station B Heeser, has a new (2022) standby generator and automatic transfer switch in the event of power failure. Hills Ranch also has a standby generator owned by Hills Ranch HOA for backup power. Both lift stations A and B, are wired with an auxiliary connection point for a portable generator, stored and maintained at the MCCSD WWTP which can be towed to either location to provide back up power.

In addition, MCCSD owns and maintains a submersible bypass pump, tripod, and portable generator which can be set up at any of the three lift station locations, and serve third option to bypass the lift station in the event of a prolonged power failure.

The primary function of these stations is to pump wastewater from low points in the system to higher areas where the wastewater will flow by gravity to the treatment plant. At the treatment plant, all the flow enters an influent pumping station, which is backed up by two generators each capable of running the plant individually.

Issue to Expect

- 1) What help will MCCSD need to respond?

- 2) How long is power failure expected to last?
- 3) Does MCCSD have sufficient fuel to maintain long-term bypass?
- 4) What if generators fail to start?
- 5) If failure is pump equipment and not power supply, set up bypass tripod and contact Fort Bragg Plumbing

Response

Each pump station is equipped with an Emergency Dialer System that monitors the operation of the stations. The dialer system will convey alarms to operators at the District office and the on-call operators when predetermined conditions are present at the station. Monitoring parameters include power failures, high wet well levels, and high water in the pump room that could potentially cause overflows. Both the Heeser Drive and Hills Ranch lift stations are equipped with emergency generators. All three lift stations have emergency bypasses in the event there is catastrophic lift station failure.

Organizations to call for support:

- 1) RWQCB Regulator
- 3) City of Fort Bragg, WWTP and local septage haulers

REPORTING A SPILL FORM, TABLE V-1

MY NAME IS _____ OF THE MCCSD TREATMENT PLANT.

AT _____ A.M. OR P.M. _____ WE DISCHARGED

(circle one) (date)

_____ OF _____

(approximate gallons) (raw sewage, secondary

treated sewage, processed water, etc.

INTO, ONTO, WITHIN, OR OUT OF _____. THE

(circle one)

DISCHARGED CEASED AT _____ A.M. OR P.M. _____.

(circle one) (date)

[If when contacting the regulatory agencies and the spill is still going, an estimated time for ceasing discharge should be indicated.]

NOTE: A full report shall be submitted with this document to CIQWS web site.

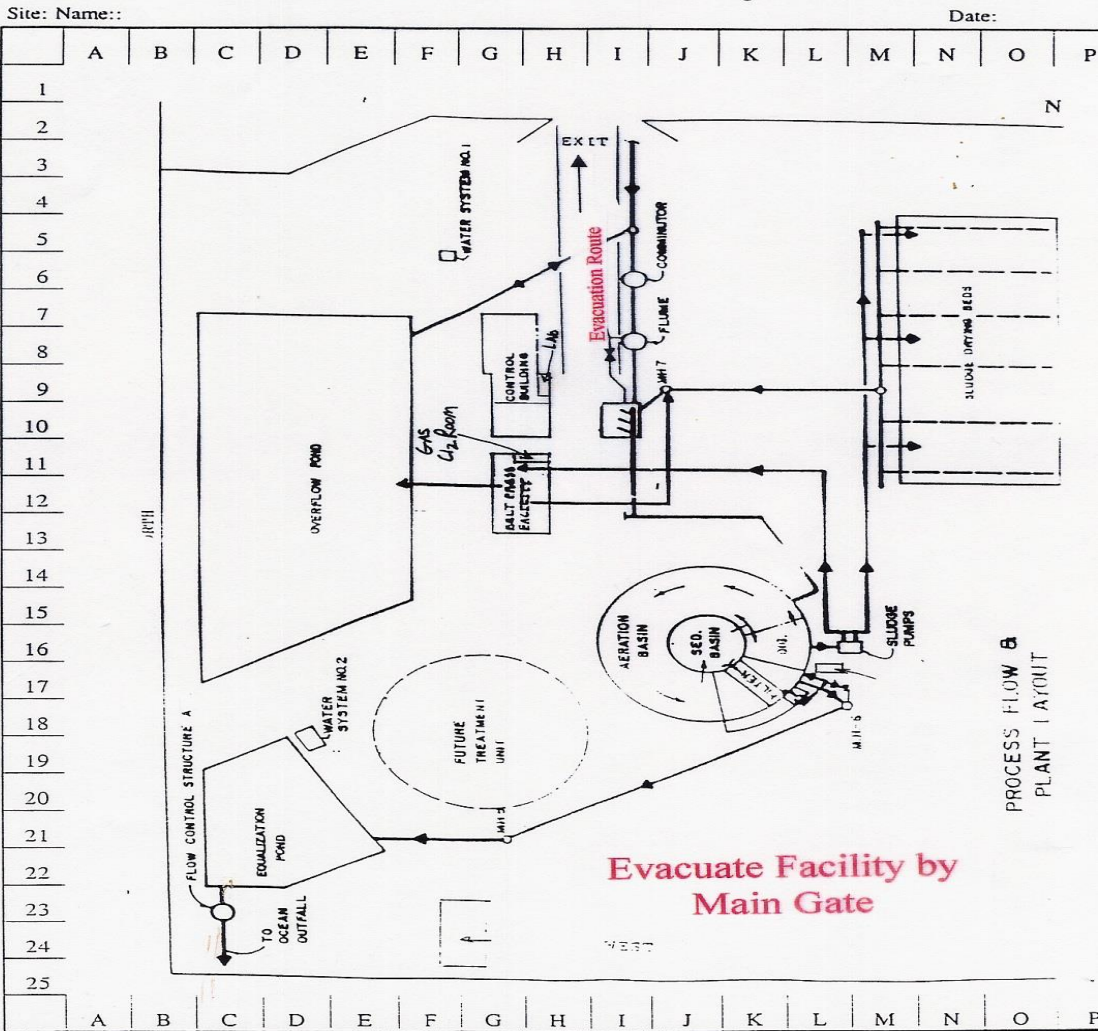
SECTION VI

EVACUATION PLAN

Should the evacuation of the treatment plant become necessary, a map of primary and or secondary evacuation routes is furnished below.

Mendocino Co. Environmental Health 501.Low_Gap Rd. Rm 1326.. Ukiah, CA 95482. 463-4466. FAX 463-4031

Evacuation Diagram Guide Pages 6 & 7)



Business Name: Mendocino City Community Services District

Site Address: 10500 Kelly Street
Mendocino, CA 95460

For _____

Figure IV-1 is an overall layout of the plant, with primary and secondary evacuation routes labeled.

SECTION VII

EMERGENCY EQUIPMENT AVAILABLE FROM NEIGHBORING WASTEWATER AGENCIES

All of the near-by wastewater agencies have equipment which could possibly be loaned to MCCSD on an emergency basis. In general, this emergency equipment includes portable or mobile equipment such as pumps, generators, air compressors, welding apparatus, as well as backhoes and dump trucks.

See Page 8 for appropriate contact numbers in the event MCCSD will need to rent/borrow equipment from a neighboring agency.

Recommended Training:

Course	Type	Location	Pre-requisite	This course allows people to	Who takes this
ICS-100	Self-guided	www.fema.gov	None	Provides the foundation for higher-level ICS training. Describes the history, features and principles, and organizational structure of the system. This course also explains the relationship between ICS and NIMS.	All
ICS-200	Self-guided	www.fema.gov	ICS 100	Enables personnel to operate efficiently during an incident or event within the ICS. Provides training and resources for personnel who are likely to assume a supervisory position within the ICS.	Management, Section Chiefs, Unit Leaders
ICS-300	Classroom	www.fema.gov	ICS 100, ICS 200	Provides training and resources for personnel who require advanced knowledge and application of the ICS. Expands upon information covered in ICS-100 and ICS-200.	Command and General Staff, Unit Leaders
ICS-400	Classroom	www.fema.gov	ICS 100, ICS 200, ICS 300,	Provides training and resources for personnel who require advanced application of ICS. Expands upon information covered in ICS-100 through ICS-300.	Command and General Staff, Unit Leaders
IS-700	Self-guided	www.fema.gov	None	Introduces the NIMS concept. NIMS provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents.	All
IS-800	Self-guided	www.fema.gov	IS-700	Introduces participants to the concepts and principles of the NRF.	All

A.10. Emergency Planning Contact List (non-responders)

Name	Title	Agency	Jurisdiction/ Discipline	Address	Telephone	Email

A.6. Resource Catalog

#	Resource	Description	Quantity Available	Location	Owner/ Operator	Office Phone	Cell Phone	Home Phone	Email	Notes
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										
21.										
22.										
23.										

A.15. Employee Emergency Preparedness Handbook

Section i – introduction

A. GENERAL PROCEDURES

The Employee Emergency Preparedness Handbook is written to comply with Title 8, Section 3220 of the California Code of Regulations. Its purpose is to provide guidelines for employee involvement in emergency preparedness by providing the following:

Written procedures for emergency procedures and escape routes.

Written procedures for employees who remain to operate critical plant operations before they evacuate.

Written procedures to account for employees after emergency evacuation has been completed.

Rescue and first-aid duties for employees who are qualified to perform them.

Preferred method for reporting fires and other emergencies.

Names or job titles of personnel to contact for more information.

Training requirements for this plan.

B. Responsibility

All employees are responsible for:

Becoming familiar with, and following the procedures outlined in this Plan.

Assisting with an immediate emergency response in their work area consistent with the training received.

Notifying the proper authorities of an emergency situation as outlined in this Plan.

Section ii – ELEMENTS

A. EMERGENCY ESCAPE PROCEDURES AND ROUTES

Should it become necessary to evacuate the facility, the order will be given via local alarm, radio, or runner.

Upon receiving the order to evacuate, everyone will immediately shut down only those machines appropriate to do so and leave by the nearest exist. A copy of the exit plan for each City facility is posted throughout the buildings. Only designated evacuation routes and exits should be used since they were designed for this purpose. In the event that employees are

working with large equipment when the evacuation order is received, the employee should place the equipment in a location so as to not interfere with the evacuation of others.

All employees will report to their supervisors at the designated evacuation area. The designated evacuation area for each facility is listed below:

During the evacuation, all employees are to follow the general safety considerations below:

No employees will remain inside.

Roll call will be taken at the designated evacuation site.

Do not block access routes for emergency vehicles.

Avoid interference with emergency response personnel.

When instructed to, leave the area immediately. Do not stop to take any item with you. The main purpose of the evacuation alarm is to clear the building as soon as possible. No item is worth the chance that you could be trapped inside.

Supervisors and other designated individuals should position themselves at the exits to ensure that everyone continues to move to the outside and the exit way remains open.

Personnel will need to assist visitors in the facility – help those who might not know our evacuation procedures. Everyone is responsible to assist their own visitors during the evacuation.

B. PROCEDURES FOR EMPLOYEES WHO REMAIN TO OPERATE CRITICAL PLANT OPERATIONS BEFORE THEY EVACUATE

C. PROCEDURES TO ACCOUNT FOR ALL EMPLOYEES AFTER EVACUATION HAS BEEN COMPLETED

Once employees arrive in the assembly area, they should not leave it until told to do so by emergency personnel. Supervisors will account for their respective employees as well as others who are evacuated.

D. RESCUE AND MEDICAL DUTIES FOR THOSE EMPLOYEES WHO ARE TO PERFORM THEM

Employees who are trained and certified to administer first aid should administer first aid to injured employees and/or visitors **after** calling 9-1-1.

E. PREFERRED MEANS OF REPORTING FIRES & OTHER EMERGENCIES

The prompt and accurate reporting of an emergency is often a key factor in how well that emergency is handled. A delay in calling for help, or providing inaccurate information, can sometimes make the difference between life and death.

You should be prepared to provide the emergency operator with the following information:

Type of emergency

Scope of emergency (number of people involved, size of problem).

Location of the emergency (be as specific as possible).

Your name and the phone number you are calling from.

Any other details emergency response personnel should be aware of.

Be prepared to stay on the line until the emergency operators indicate that they have all the necessary information. Let the emergency operators be the first to hang up.

ADDITIONAL TELEPHONE NUMBERS:

LOCAL PUBLIC SAFETY

FIRE DEPARTMENT 9-911

PARAMEDICS/AMBULANCE 9-911

POLICE 9-911 or 9-964-0200

FIRE ALARM COMPANY

Company	Phone Number
Deep Valley Alarm	(707) 462-5200

MEDICAL ASSISTANCE

Emergency – Dial 9-911

Mendocino Coast District Hospital – 24 hours

700 River Drive
Fort Bragg, CA 95437
707-961-1234

**F. PERSONS TO BE CONTACTED FOR FURTHER INFORMATION OR
EXPLANATION OF DUTIES UNDER THE PLAN**

Contact your Supervisor or the Employee Safety Coordinator for further information regarding this Plan.

Section IV – evacuation PROCEDURES

A. Earthquake

EARTHQUAKE PREPAREDNESS AND RESPONSE

Earthquakes occur without warning and can be of any magnitude. For this reason, they can be very frightening. There are precautions that can be taken to lessen an earthquakes effects:

Ensure that cabinets are stable and anchored. Spread the material throughout the drawers evenly.

Ensure that paper, books, etc. are not stacked on top of cabinets.

Ensure that boxes, electrical cords, etc., will not become tripping hazards in case the lights fail.

DURING THE EARTHQUAKE

IF YOU ARE INSIDE

Try to take cover under a table or other sturdy furniture. Kneel, sit or stay close to the floor. Try to hold onto furniture legs for balance. Be prepared to move with your cover. Doorways may not be the safest location for protection. Violent motion could cause doors to slam against your body, crush your fingers, or inflict other serious injuries. More importantly, while standing in a doorway, you could become a target for flying objects. Move away from large windows, bookcases, and unsecured heavy objects. Stay inside if you are inside. Do not try to run outside.

IF YOU ARE OUTSIDE

Move to an open area away from buildings, power lines, poles, and large limbed trees. Seek available shelter to avoid falling objects. If there is no safe open area, get low to the ground and balance yourself.

IF YOU ARE IN A CAR OR OTHER VEHICLE

Stop the vehicle as safely as possible
Try not to stop under bridges or power lines. Try not to drive over bridges that may be damaged.
Stay in the vehicle during and after the earthquake.
Listen for radio reports.

AFTER THE EARTHQUAKE

After a major earthquake, emergency services like fire, police, and medical services may be unavailable for an extended period of time.

Think before moving. Remain in a safe position until shaking stops. Move slowly and carefully.
Immediately check for injured and/or trapped people.
Immediately check for fire; extinguish with a fire extinguisher if possible, and if trained in the use of fire extinguishers.
Check for spilled industrial or office chemicals.
Check phones; they may be out of service or knocked off their cradles during the earthquake. After the earthquake, make sure all phones are properly hung up. **DO NOT USE THE TELEPHONE EXCEPT FOR EMERGENCIES.**
Evacuate with caution. Use alternate routes if primary exit is blocked. Meet at designated evacuation area.

B. Fire

HAZARDS OF FIRE & SMOKE

Fires in buildings produce extreme heat and toxic gases and smoke. Most deaths are directly attributed to the inhalation of the gases and smoke; even small amounts of gases and smoke can be fatal and must be avoided.

FIRE SCENE PRIORITIES

Evacuate – Remove anyone in immediate danger following the Emergency Escape Procedures and Routes in Section II-A.

Report – Dial 9-911, give location and facts regarding the fire. Activate the building alarm if applicable or give verbal warning.

Confine – Confine the fire by closing all doors and windows in the affected area, if possible.

Extinguish – Attempt only if trained and can be done safely.

C. person with weapon

Seek cover or leave the room.

Call 9-911; stay on the line with the 911 operator.

State that there is a person with a weapon

State the location of the building

Give a description of the person and weapon

Give your name

Give a callback telephone number

Advise the operator of the subject's movements

Warn others in immediate area.

Close and lock doors and alert others to do the same.

Stay in protected office area.

Advise Police of additional information as it becomes available.

SECTION V – training

A. Frequency of Training

Before implementing the Emergency Action Plan, the City shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees. Additionally, the City shall advise each employee of his/her responsibilities under the plan at the following times:

Initially when the plan is developed;

Whenever the employee's responsibilities or designated actions under the plan change; and

Whenever the plan is changed.

The City shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review.