



# Hidden Valley Lake Community Services District

## Safety and Security Committee Meeting

DATE: March 5, 2019  
TIME: 12:00 P.M.  
PLACE: Hidden Valley Lake CSD  
Administration Office, GM Office  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSS AND REVIEW: RGS proposal for Board of Directors Guide to Disaster Operations and Workshop.
- 6) DISCUSS AND REVIEW: Improved staff & HVLA communication/coordination during emergency events.
- 7) DISCUSS AND REVIEW: Committee Charter-Does the Committee have a draft charter? Board has agreed on format to follow Finance Committee charter.
- 8) DISCUSS AND REVIEW: CSDA Webinar-Emergency Preparedness and Response & the District's Emergency Action Plan.
- 9) DISCUSS AND REVIEW: Emergency/Backup Generators for the water system.
- 10) DISCUSS AND REVIEW: District policy to review Vulnerability Assessment, Emergency Response Plan and District's Facilities Annually.
- 11) DISCUSS AND REVIEW: Improving the safety and security of staff and assets.
- 12) ITEMS FOR THE NEXT AGENDA
- 13) PUBLIC COMMENT
- 14) COMMITTEE MEMBER COMMENT
- 15) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hvicsd.org/Meetings](http://www.hvicsd.org/Meetings).

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at 987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

February 10, 2019

Mr. Kirk Cloyd, General Manager  
Hidden Valley Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

**SUBJECT: Emergency Management Support**

Dear Mr. Cloyd,

Thank you for your time last Thursday and the insight into some of the programmatic areas you are seeking to develop for the Hidden Valley Lake Community Services District. Based on our conversation, I have drafted below a project overview, including timeline and deliverables. Please review these to ensure I captured your expectations. All hours listed are estimated and will be finalized during final preparation of scope of work.

**PROJECT OVERVIEW**

- Develop a Board of Director's Guide to Disaster Operations. The Guide will outline;
  - the phases of emergency management as applicable to the District;
  - State & Federal emergency management systems;
  - roles & purpose of local, State, and Federal disaster proclamations/declarations and their meaning for the District;
  - the emergency management organization for the District, including the role of emergency plans, the EOC, District staff, and the Board of Directors during disaster operations;
  - highlight role of staff as Disaster Service Workers and provide general guidance and instruction for the Board of Directors helping them serve their role during disaster.
- Provide a training workshop to District Board of Directors, and staff if decided, orienting them to the Guide to Disaster Operations and their roles as elected officials during times of disaster.

**TIMELINE**

- February (10 hours):
  - Develop agency agreement and contract. Finalize product outline and scope of work.
- March (50-60 hours):
  - Develop Director's Guide to Disaster Operations. This will include meetings with staff and Board members to identify current District practices and policies.
- April (10-20 hours):
  - Develop training workshop curriculum and presentation.
  - Deliver Director's Guide to Disaster Operations.
  - Conduct Director's training workshop. Consider adding staff to workshop for joint staff/director training. Training date TBD at discretion of General Manager.

DELIVERABLES

1. Hidden Valley Lake Community Services District, Board of Director's Guide to Disaster Operations. (Delivered in editable and PDF format).
2. One training workshop for Board of Directors (and staff, if decided).

Please let me know if this captures the immediate project priority and if there are any adjustments needed. Once I hear back from you, I will move forward with generating the appropriate contractual agreements and finalizing the scope of work with finalized timeline. I am looking forward to working with you and the team at the District.

Sincerely,

Steven Hancock, Senior Advisor  
Regional Government Services

cc: Penny Cuadras, Administrative Assistant

## **Components of an Effective Emergency Action Plan**

An effective Emergency Action Plan includes:

1. A preferred method for reporting fires and other emergencies.
2. An evacuation policy and procedure.
3. Emergency escape procedures and route assignments (i.e., floor plans, safe areas).
4. Contact information for—and responsibilities of—individuals to be contacted under the Emergency Action Plan.
5. Information concerning local area hospitals (i.e., name, telephone number, and distance from your location).
6. An emergency notification system to alert various parties of an emergency, including:
  - A. Individuals at remote locations within premises.
  - B. Local law enforcement.
  - C. Local area hospitals.

### **Facility Managers' Responsibilities**

Facility managers should:

1. Institute access controls (e.g., keys, security system pass codes).
2. Distribute critical items to appropriate managers/employees, including:
3. Floor plans.
4. Keys, and other access-control measures.
5. Facility personnel lists and telephone numbers.
6. Daily schedule.
7. Assemble crisis kits containing:
  - A. Radios.
  - B. Floor plans.
  - C. Employee roster and emergency contact numbers.
  - D. First aid kits.
  - E. Flashlights.

Activate the emergency notification system when an emergency situation occurs.

Keys on top of Blueprints

### **Facility managers should also:**

1. Ensure that the facility has at least two evacuation routes.
2. Coordinate with the facility's security department to ensure the physical security of the location.
3. Post evacuation routes in conspicuous locations throughout the facility.
4. Place removable floor plans near entrances and exits for emergency responders.
5. Include local law enforcement and first responders during training exercises.
6. Encourage law enforcement, emergency responders, SWAT teams, canine teams, and bomb squads to train for an active shooter scenario at their location.
7. Foster a respectful workplace.
8. Be aware of indications of workplace violence and take remedial actions accordingly.

<https://emilms.fema.gov/IS907/curriculum/1.html>



## Committee Charter

Name of Committee	
Date of last revision	
Purpose (Summary)	
Specific responsibilities	
Any specific decisions delegated to the Committee by the board	
Meeting schedule (regular date, time, place)	
Composition (number and type – board members, or others?)	
Other important details	



## CSDA Webinar

# EMERGENCY PREPAREDNESS AND RESPONSE

Tuesday  
October 30, 2018

Maximizing Protection. Minimizing Risk.

## Emergency Preparedness and Response

### **Presented By:**

**\*Dennis Timoney**

SDRMA Chief Risk Officer

Dennis manages the Property/Liability and Workers' Compensation Claims Departments. In addition, Dennis supervises the Safety/Loss Prevention services for SDRMA.

\*Currently there are 457 members participating in the Property/Liability Program and 376 members participating in the Workers' Compensation Program.



## Emergency Preparedness and Response

### Is your agency ready for...?



## Emergency Preparedness and Response

The size of a 'disaster' is relative to the damage it causes and where it occurs.

In the last few years California has experienced several types of 'Disasters' and in each case local and or state government responded differently.

- \* Fire
- \* Building/Structure Collapse
- \* Earthquake
- \* Weather Related
- \* Windstorm
- \* Utility Interruption
- \* Landslide/Mudslide



## Emergency Preparedness and Response

- \* Up to 40% of businesses affected by a natural or human-caused disaster never reopen. (Source: Insurance Information Institute)
- \* Customers expect delivery of products or services on time. If there is a significant delay, customers may go to a competitor.
- \* Larger businesses are asking their suppliers about preparedness. They want to be sure that their supply chain is not interrupted. Failure to implement a preparedness program risks losing business to competitors who can demonstrate they have a plan.
- \* Insurance is only a partial solution. It does not cover all losses and it will not replace customers.
- \* Many disasters — natural or human-caused — may overwhelm the resources of even the largest public agencies. Or they may not be able to reach every facility in time.
- \* News travels fast and perceptions often differ from reality. Businesses need to reach out to customers and other stakeholders quickly.



## Emergency Preparedness and Response

- \* Federal, state and local laws and regulations define minimum requirements for emergency management and business continuity.
- \* Requirements may apply to industries that are part of our nation's "critical infrastructure." These industries range from financial services to energy. Regulations may require emergency planning, business continuity plans, information technology disaster recovery plans, cyber/information security, physical and operational security and other issues.
- \* Other industries must comply with regulations because of their use of hazardous chemicals or their hazardous operations.





## Emergency Preparedness and Response

- \* Performance objectives are milestones on the path to achieving your risk management goals. Objectives should be developed for all aspects of the program. Include hazard prevention/deterrence, risk mitigation, emergency response and business continuity.
- \* Consider goals and objectives for managing risk, investing in resources, establishing capabilities through training and exercising and complying with regulations. Consider both short-term objectives for the development of the program and long-term objectives that may require more significant planning or investment.



## Emergency Preparedness and Response

### **Risk Management Objectives**

- \* Establish a program committee that includes wide participation from your agency.
- \* Assess your current preparedness program.
- \* Reach out to public emergency services and regulators. Ask for input.
- \* Conduct a risk assessment to identify threat and hazard scenarios and significant loss potential.
- \* Conduct a business impact analysis to identify the operational and financial impacts from an interruption or disruption of your business.
- \* Identify opportunities for hazard prevention and risk mitigation.
- \* Protect the safety of your employees by developing evacuation, sheltering and lockdown plans. Conduct employee training and drills.
- \* Install an emergency generator to power the data center during a power outage.



## Emergency Preparedness and Response

### Plan for Your Risks

\*There are actions that should be taken before, during and after an event that are unique to each hazard. Identify the hazards that have happened or could happen in your area and plan for the unique actions for each. Local Emergency management offices can help identify the hazards in your area and outline the local plans and recommendations for each. Share the hazard-specific information with family members and include pertinent materials in your family disaster plan.



## Emergency Preparedness and Response

\*Find out from county/state emergency management how you will be notified for each kind of disasters, both natural and man-made. You should also inquire about alerts and warning systems for workplace, schools and other locations. Methods of getting your attention vary from community to community. One common method is to broadcast via emergency radio and TV broadcasts. You might hear a special siren, or get a telephone call, or in rare circumstances, volunteers and emergency workers may go door-to-door.

\*Depending upon the nature of the emergency and your circumstances, one of the first important decisions is whether to stay where you are or evacuate. You should understand and plan for both possibilities



## Emergency Preparedness and Response

### Risk Assessment

- \* There are opportunities for program improvement following an actual incident. A critique should be conducted to assess the response to the incident. Lessons learned from incidents that occur within the community, within the business' industry or nationally can identify needs for preparedness program changes. Best practices and instructional guidance published by trade associations, professional societies, newsletters and government website can be resources to evaluate and improve your preparedness program.
- \* Gaps and deficiencies identified during reviews should be recorded and addressed through a corrective action program. Reviews, evaluations and improvements should be documented and maintained on file.



## Emergency Preparedness and Response

### Agency Risk Management Plan

#### PERSONNEL

- \* Complete list of names, address, contact number and primary family contact;
- \* Organizational structure;
- \* Computer passwords;
- \* Communication list;
- \* Records Retention;
- \* Workers' Compensation contact information;
- \* Benefits coordinator;
- \* Insurance documents;
- \* Evacuation Plans.



## Emergency Preparedness and Response

### Agency Risk Management Plan

#### Facilities/Vehicles

- \* Complete inventory;
- \* Photographs;
- \* MSDS Listings;
- \* Evacuation Plan;
- \* Computer system backup;
- \* Records retention;
- \* Emergency communication list;
- \* Vehicle listing.



## Emergency Preparedness and Response

### Continuation Plan

- \* If your agency operations are forced to shut down..... by Government orders;

What happens to?

- \* Operations;
- \* Police/Fire operations;
- \* Facilities;

- \* Are the operations shut down?
- \* Protocol / District policy / Emergency operations.
- \* Relocation site.



## Emergency Preparedness and Response

Thank you for your participation today.

For additional information contact Dennis Timoney at 800.537.7790 or email Dennis at [dtimoney@sdrma.org](mailto:dtimoney@sdrma.org).



SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300  
Sacramento, California 95814  
Toll-free 800.537.7790  
[www.sdrma.org](http://www.sdrma.org)

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Alliance Partner



**California Special  
Districts Association**  
*Districts Stronger Together*

This session is provided for general information only and is not offered or intended as legal advice. Attendees should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in this session.



**California Special  
Districts Association**  
*Districts Stronger Together*

**PROFESSIONAL  
DEVELOPMENT**

**Hidden Valley Lake CSD**  
**Conceptual Study Engineer's Estimate**  
**Backup Power Reliability**  
**Hazard Mitigation Grant Program**  
**June 2017**

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF MEASURE	UNIT PRICE	ITEM TOTAL
<b>Well 04</b>					
1	Site Excavation & Misc. Demo	1	LS	\$ 25,000	\$ 25,000
2	Generator & Switchgear	1	LS	\$ 100,000	\$ 100,000
3	Misc. Electrical	1	LS	\$ 15,000	\$ 15,000
4	New Access Road & Misc. Grading	1	LS	\$ 35,000	\$ 35,000
<b>Admin Building/WTP Site</b>					
5	Demo Wooden Building	1	LS	\$ 15,000	\$ 15,000
6	Generator & Switchgear	1	LS	\$ 150,000	\$ 150,000
7	New Gate & Fence	1	LS	\$ 10,000	\$ 10,000
8	Misc. Electrical	1	LS	\$ 15,000	\$ 15,000
9	Misc. Grading	1	LS	\$ 5,000	\$ 5,000
<b>Greenridge Booster Pump Station Site</b>					
10	Site Excavation & Misc. Demo	1	LS	\$ 25,000	\$ 25,000
11	Generator & Switchgear	1	LS	\$ 100,000	\$ 100,000
12	New Building	1	LS	\$ 150,000	\$ 150,000
13	Misc. Electrical	1	LS	\$ 15,000	\$ 15,000
14	Misc. Grading	1	LS	\$ 15,000	\$ 15,000
<b>Unit 9 Site</b>					
15	Site Excavation	1	LS	\$ 15,000	\$ 15,000
16	Demo Building	1	LS	\$ 15,000	\$ 15,000
17	New Control Building	1	LS	\$ 150,000	\$ 150,000
18	Generator & Switchgear	1	LS	\$ 100,000	\$ 100,000
19	New Control Panels	1	LS	\$ 75,000	\$ 75,000
20	Misc. Electrical	1	LS	\$ 15,000	\$ 15,000
21	Misc. Grading	1	LS	\$ 15,000	\$ 15,000
<b>OVERALL</b>					
22	SWPPP	1	LS	\$ 18,000	\$ 18,000
23	Mobilization	1	LS	\$ 46,000	\$ 46,000
Construction Subtotal					\$ 1,124,000
Construction OHP (10%)					\$ 113,000
25% Contingency					\$ 310,000

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
SECURITY AND DISASTER PREPAREDNESS PROGRAM COMMITTEE  
POLICY TO REVIEW VULNERABILITY ASSESSMENT, EMERGENCY  
RESPONSE PLAN AND DISTRICT'S FACILITIES ANNUALLY

The Security and Disaster Preparedness Program Committee will review the Vulnerability Assessment Plan, Emergency Response Plan and tour the District's facilities annually in January of each year.