

**GSD EMERGENCY PREPAREDNESS PLAN**  
**Spill Prevention and Response Plan**  
**TO ASSIST EMPLOYEES-BOARD MEMBERS-CUSTOMERS**

This policy has been developed to assist in managing a crisis, while being able to ensure that employees, Board Members and Customers know where to go and what is required for safety, while being directed to where information about the emergency can be provided.

September 26, 2023

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**ASSESSMENT:**

The General Manager or designee will work with employees, the County and the State, Office of Emergency Services to determine.

1. What the emergency is
2. Where to go for information
3. What are the escape options and routes
4. What can we do to protect each other and our customers
5. Where to go for necessities and temporary accommodations.

The General Manager or designee will gather information, contact all staff and Board members, post information on door and then make a robo-call to all customers on what the emergency is and how to respond. There will be a notice posted on web site promptly after assessment is made.

**CONTACTS FOR INFORMATION:**

1. General Manager: (Cell Phone)(209)743-0125 (Office)(707)923-9566
2. Dan Arreguin (707)223-4569 (707)923-9569
3. Brian Miller (707)223-5621 (707)923-9569
4. Mary Nieto (707)923-9566
5. Board Chair Person (707)923-9566
6. Office of Emergency Services—(707)445-7251  
<https://humboldt.gov/356/Office-of-Emergency-Services>
7. Sheriff's Office--(707)923-2761  
<https://humboldt.gov/2350/Sheriffs-Office-Newsroom>
8. Cal Fire—(707)923-2645  
<https://www.fire.ca.gov/incidents/>
9. Humboldt County Road Department—(707) 445-7491  
<https://humboldt.gov/CivicAlerts.aspx?CID=14>
10. Cal-Trans—(707)923-9374  
<https://roads.dot.ca.gov/roadscell.php>
11. PG&E—(800) 743-5000  
<https://www.pgecurrents.com/>
12. Humboldt County Evacuation and Information Center—(707)268-2500  
<https://humboldt.gov/374/Emergency-Operations-Plan>
13. Humboldt County Public Health—(707)445-6200  
<https://humboldt.gov/330/Public-Health>
14. KMUD News— (707)-923-2605  
<https://kmud.org/>
15. Redheaded Black Belt News Online  
<https://kymkemp.com/>

### **DEVELOP A PLAN:**

The General Manager or designee, with the help of GSD employees will coordinate to ensure that customers and employees are safe, the operational requirements of the District are met and that tasks are assigned to assist with emergency personnel.

### **EVACUATION PLAN:**

1. Post evacuation and emergency plan (visible) at all work places.
2. Check to see that there are at least two exits from hazardous areas
3. Go to safe area when possible (Office Parking lot—Water/Wastewater Plant Parking Lot)

### **RESPONSE MEASURES:**

Upon notification of all emergencies, the GSD employees will assess whether the emergency is inside building or outside. A determination needs to be promptly made as to whether it is safer to stay inside with doors locked or outside in the open.

## **EMPLOYEE SAFETY**

### **FIRE IN BUILDING:**

1. Safely take what you can to protect operational and customer accounting files and procedures, then promptly leave building or treatment facilities to parking lot (open space), and then reevaluate the severity of emergency.
2. Call 911
3. Call General Manager and employees to update each other of fire.
4. General Manager or designee will assign tasks and call Board Members
5. Do what emergency personnel tell you do
6. Operators will assist in providing water for fire suppression

### **FIRE OUTSIDE OF BUILDING:**

1. Call 911
2. Determine whether you are safer inside building or out (based on observation of fire location).
3. If leaving building is safer, then promptly remove operational and customer accounting files and procedures and leave area for safety
4. Contact General Manager about emergency
5. General Manager or designee will contact Board Members and local media while working with Emergency personnel and employees on whether we are able to assist in this crisis.

### **SHELTER IN PLACE-LOCKDOWN**

1. In the event of a tornado warning, Chemical release, potential violence outside or harm to your life, you should lock doors, find safe and secure space removed from main building and make sure you are protected from falling objects.
2. Contact 911
3. Call the General Manager and stay calm
4. Do not over react and go outside until crisis is over or until emergency personnel come for you.

### **PROTECTION TO RESOURCES AND FACILITIES**

1. Coordinate with General Manager and staff to check all GSD facilities for damage
2. If safe to enter, do an inventory of what may be impacted, based on the emergency
3. Take photographs of buildings and grounds (replacement-insurance)
4. Make sure generators have fuel for a week

### **OPERATION OF WATER TREATMENT FACILITY**

1. If safe to enter, make sure all equipment is working correctly and no damage
2. Evaluate whether plant should be turned off during emergency
3. Take steps required so plant can operate safely during the emergency
4. Make a list of required equipment or chemicals that will get us through Emergency
5. Make sure generators have fuel for a week

### **MAINTENANCE AND OPERATION OF DISTRIBUTION SYSTEM**

1. As conditions and emergency allows, drive or walk entire distribution system
2. Look for water leaks and damage to equipment, valves and pipes
3. Inspect Pump Stations for damage
4. Make sure generators have fuel for a week

### **OPERATION OF WASTEWATER TREATMENT FACILITY**

1. Enter treatment facility with caution until you determine any safety risk
2. Check equipment for damage and assess any immediate operational needs.
3. Make list of chemicals or supplies needed to continue operation through emergency
4. Take photographs of buildings and grounds (replacement-insurance)
5. Make sure generators have fuel for a week

### **COLLECTION SYSTEM, MAINTENANCE AND OPERATION**

1. Drive or walk along collection system, looking for leaks and damage
2. Check pump stations for damage
3. Make sure generators have fuel for a week

**QUARTERLY TRAINING EXERCISES— EMERGENCY READINESS**

1. REVIEW EMERGENCY RESPONSE PLAN IN SAFETY MEETINGS MONTHLY
2. DISCUSS POSSIBLE EMERGENCIES AND THREATS TO SAFETY
3. ASSESS RESOURCES AND ABILITY TO ADDRESS EMERGENCIES
4. TALK WITH LOCAL EMERGENCY RESPONDERS AND OES FOR PROCEDURES TO FOLLOW.
5. LEARN WHO TO CONTACT FOR THE MANY EMERGENCIES THAT MAY OCCUR