



TOWN OF DISCOVERY BAY CSD

EMERGENCY RESPONSE PLAN (ERP)

BOOKLET

Revised August 2021

EMERGENCY USE OF THIS PLAN

STEP 1

- Turn to **APPENDIX 1, Page 37** EOC Assignments
- Determine Your EOC Positional Assignment and report to EOC when safe to do so.
- Important contact #s for Personnel, Veolia, and First Responders are in front pocket.

STEP 2

- Turn to **SECTION 2, Page 6** EOC Setup Procedure
- Set up EOC based on layout provided.

STEP 3

- Noting your EOC Assignment, refer to:
 - 1) EOC Positional Checklists in **SECTION 3**
 - 2) Facility Safety Inspection Checklists in **SECTION 4**
 - 3) **APPENDICES** for supplemental information as you assume emergency response duties.

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You are hereby designated as a "Disaster Service and Relief Worker."

Make sure that all actions taken from this point on are safe to yourself and to others to avoid creating a more serious situation than already exists.

You may be performing work significantly different from your normal work assignments. Pursuant to California Government Code Section 3100, et seq., public employees are declared Disaster Services Workers in the event of a disaster.

Familiarize yourself with the contents of this Emergency Response Plan booklet, it can save your life!

EMERGENCY RESPONSE PLAN (ERP)

This Emergency Response Plan (ERP) booklet is to be used in conjunction with the Town of Discovery Bay's Emergency Operation Plan (EOP), as amended. This booklet is an in-field concise guide that serves as the basis for effective responses to hazards that threaten the jurisdiction. **This ERP is a step-by-step procedure and must be followed in the correct order of events, if it is safe to do so.** This will ensure that immediate needs are addressed first and facilitate a smoother and more efficient response to an emergency or disaster.

A copy of the Emergency Operation Plan (EOP) is located in the OPERATIONS Emergency Bin in the Supply Room. Additional copies have been distributed to key staff.

EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Operations Center (EOC) will be activated at TODB District Offices at 1800 Willow Lake Road unless otherwise directed. The EOC shall only be activated in the event it is safe and does not pose a threat to the safety and welfare of Disaster Services Workers. In the event the EOC is not available for use, an alternate location shall be identified by the General Manager pursuant to the best available and safe location.

The EOC serves as the central point for information gathering, processing, and dissemination; coordination of all Town emergency operations, and coordination with other agencies and the Operational Area EOC. The EOC is partially or fully activated by the Director of Emergency Services, according to the requirements of the situation.

YOUR ROLE FOLLOWING A DISASTER IS:

1. Once your family situation is stable, call your immediate supervisor for direction and reporting instructions.
2. Make certain your personal contact numbers are operable, bring a phone charging cable.
3. If you are unable to contact your supervisor, report to the District Office as soon as is reasonably possible.
 - a. If you are unable to report to the TODB District Office, report to the next closest District facility.
 - b. If you are unable to report to any District facility, report to the nearest First Responder location, Red Cross Shelter, or other local government Emergency Operations Center.



RENDEZVOUS AND HEADCOUNT

_____ Do a quick headcount, there are _____ District Employees present and _____ NOT present at _____ AM/PM.

_____ In addition, there are contract employees (Veolia Water) and there may be temporary/seasonal employees and visitors on site. Any or all may be at one (1) or both water treatment facilities, one (1) or both wastewater treatment facilities, one (1) or both offices and Community Center, or within the District at any given time.

Refer to Quick Check List below for additional locations where Employees may be present at the current time.

SEARCH AND RESCUE

Once the headcount is performed use the CONFIDENTIAL LISTING in front pocket to identify which employees, if any, are "missing". If it is safe to do so, assign specific employees to try and locate where they were last seen. First Responders are the only personnel authorized to direct search and rescue missions in areas deemed unsafe.

As directed, assist and provide support to Urban Search and Rescue teams (USAR) in their search efforts. Those most familiar with the respective site may accompany USAR *if requested*.

For life threatening situations use common sense and all the personnel available. *Expect the worst.*

EMERGENCY COORDINATOR "QUICK CHECK LIST":

- _____ Administer necessary first aid or CPR to all seriously injured personnel.
- _____ Perform rendezvous/headcount for District employees. Refer to CONFIDENTIAL LISTING in front pocket.
- _____ Call necessary emergency services. Refer to Emergency Notification Phone List in front pocket.
- _____ Coordinate with search & rescue operations and First Responders (Police/Fire/EMS), as directed.
- _____ Using the most qualified people available, organize facility checks using SAFETY INSPECTION CHECKLISTS:

LOCATION	ASSIGNED TO	TIME CHECKED
1) Wastewater Treatment Plant #1 (2500 Channel Road)		
2) Wastewater Treatment Plant #2 (17501 Highway 4)		
3) Willow Lake Water Treatment Plant Booster Building & Water Tanks 3A) District Office (1800 Willow Lake Road)		
4) Newport Water Treatment Plant (1800 Newport Drive)		
5) Community Center (1601 Discovery Bay Blvd)		



UPDATED 8/1/2021

EMERGENCY NOTIFICATION PHONE LIST – FIRST RESPONDERS**ANIMAL CONTROL**

Animal Control	925 335 8300
	925 779 6989
Vector Control	925 771 6696

EMERGENCY SERVICES – CALL 211

CCC Office of Emergency Services	925 228 5000
Cal OES Coastal Region II Mutual Aid	916 206 1470
Cal EMA	916 845 8510
CCC Health Department	925 692 8510
Community Warning System	925 313 9622
American Red Cross	510 594 5100
FEMA	800 621 3362

EMERGENCY MEDICAL SERVICES – CALL 911

Ambulance Services AMR	800 913 9106
Ambulance / Paramedics	925 933 1313
Emergency Medical Services	925 933 1313

FIRE DEPARTMENT

Fire and EMS Service	911 from landline
ECCFPD Bixler Station 59	(3.7 mi)
1685 Bixler Rd. Discovery Bay 94505	
Dial from cell phone	925 933 1313
Fire Dispatch	925 757 1303
Business Services	925 634 5486

GAS OR ELECTRICAL EMERGENCY

PGE Emergency Line	800 743 5000
24HR PGE Liaison	925 768 2951

HAZARDOUS MATERIALS

24hr HazMat Emergency Line	925 335 3232
CCC Hazmat Program	925 335 3200
East County Delta Household Hazardous Waste Collection Facility	925 756 1990
Poison Control	800 222 1222

HOSPITALS WITH EMERGENCY CARE

Urgent Care John Muir Health	(10.3mi)
2400 Balfour Rd Suite 120, Brentwood	925 308 8111
Kaiser Antioch Medical Center	(14.8mi)
4501 Sand Creek Rd, Antioch	925 813 3100
CCC Medical Center, Martinez	925 370 5000
Children's Hospital, Oakland	510 428 3000
John Muir Medical Center, Walnut Creek	925 939 3000

LAW ENFORCEMENT AND POLICE DISPATCH

Sheriff Dispatch	925 646 2441
Brentwood Police Dispatch	925 778 3911
Brentwood Non Emergency	925 778 2441
CCC Sheriff's Delta Station (inside Bwood PD) (7.2mi)	
9100 Brentwood Blvd.	
CA Highway Patrol	925 646 4980

PSYCHIATRIC EMERGENCY SERVICES

Psychiatric Emergency Services	925 646 2800
Contra Costa Regional Health	
2500 Alhambra Ave. Martinez (37.5 mi)	
Hospital Administration	925 370 5100
Contra Costa Crisis Center	
On site Mobile Grief Response Team	800 837 1818

SANDBAG STATIONS

Byron Airport	500 Eagle Court Byron 94514 (8.5 mi)
Knightesen Farm Bureau	3020 2nd St. Knightesen (10mi)

TRANSPORTATION – CALL 511

ARI Roadside Assistance	800 227 2273
BART Information	510 464 6000
Tri Delta Transit	925 754 4040
Dial A Ride	925 754 3060

WATER RELATED

Reclamation District 800	925 634 2351
Discovery Bay Harbor Master	925 634 5928
US Coast Guard	707 643 2975
CCC Public Works Flood Zones	925 313 2351
Flood Maintenance Division	925 313 7000
Dept of Boating and Waterways SAC	888 326 2822
Raw Sewage Entering Body of Water	800 852 7550
State Water Quality Control Board	
Raw Sewage Spills	707 576 2220

VEOLIA STAFF

24Hour Emergency Line	925 634 8818
Project Manager	812 217 8524
Admin Asst to PM	510 871 1068
Lead Operator	925 786 9131
O&M Tech II	925 895 5265
Maintenance Lead	925 503 3055

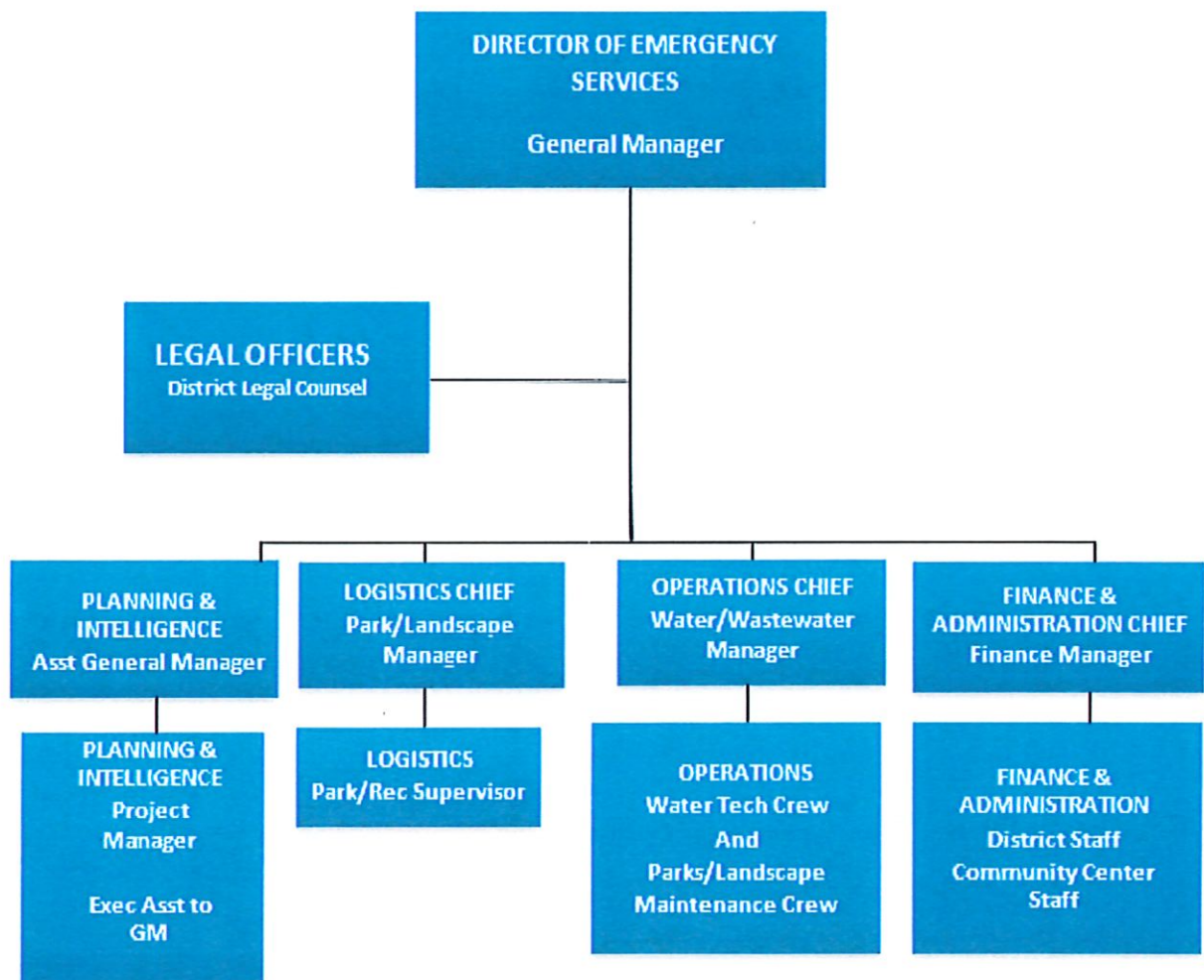


EOC ASSIGNMENT OF RESPONSIBILITIES

The District will use its paid, contract, and volunteer staff as shown below to perform its responsibilities in an emergency. The Emergency Operations Center is based on these functions. The assignments of authority and responsibility ensure that needed emergency actions can be taken promptly and efficiently.



Emergency Operations Center
Organizational Chart



**DO NOT OVERREACT AND CREATE A WORSE SITUATION.
PROTECT EVERYONE FROM FURTHER HAZARDS.**

GENERAL RESPONSE GUIDELINES FOR ALL HAZARDS

Major disasters must be anticipated and procedures must be developed and mastered if the well-being of our personnel is to be protected and if we are ready to serve our community.

The following pages detail the organizational structure of our plan and outlines emergency measures to be taken in the event of fire, earthquake, flooding, high winds, severe weather, toxic/chemical spill or other major disaster which threatens personnel, equipment, or general public safety, property and the environment.

EMPLOYEE IDENTIFICATION CARDS

All employees shall be issued a Town of Discovery Bay Community Services District identification card that identifies their name, their employment position at the District, and that they are a declared Disaster Services Worker. This ID card must be worn and prominently displayed at all times.

EOC ACTIVATION AND RESPONSE LEVELS

There are three (3) levels of activation of the Emergency Operations Center, or EOC. They are a full activation; partial activation; or monitoring. The General Manager will make the determination as to which level of activation is necessary for the threat.

The Town of Discovery Bay Community Services District participates in the Standardized Emergency Management System, or SEMS (to be trained in 2022). SEMS unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area (OA) concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the federal and state disaster assistance programs.

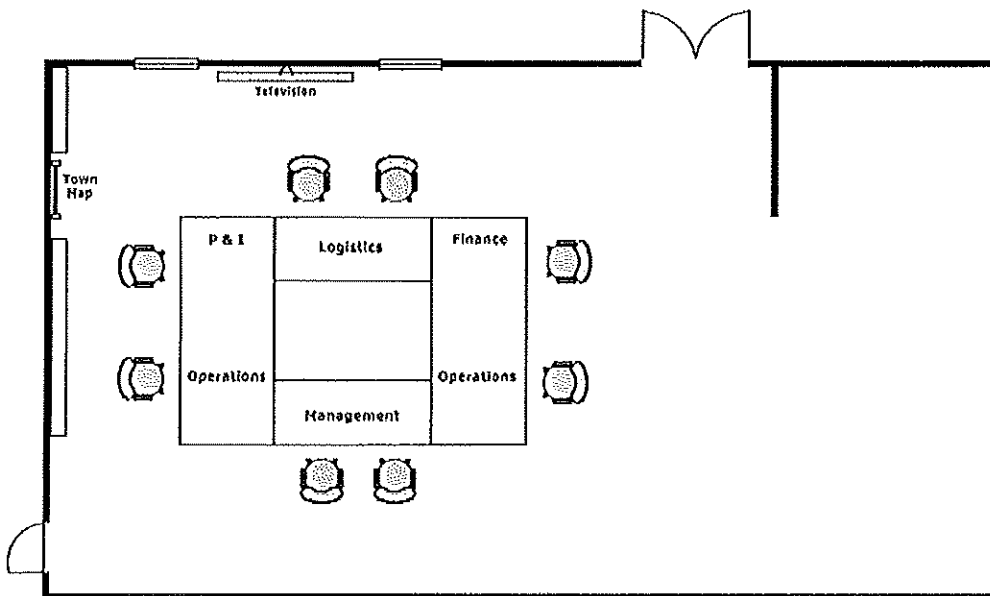


EOC ACTIVATION AND SETUP PROCEDURE

- ☐ Check in with Director of Emergency Services to determine level of EOC activation.
- ☐ Set up tables according to the EOC set up diagram. Place chairs around each of the tables.
- ☐ EOC supplies are kept in containers (by Section) along the west wall of the EOC area.
- ☐ Set up the tables with the supplies from the appropriately labeled containers, including telephones and laptop computers. Remove the vests and place them on the chairs around the tables.
- ☐ Turn on television on the side wall to initially monitor news reports.
- ☐ If needed, turn on radios for the Operations Section.
- ☐ Read the position checklists for specific duties and begin EOC operations.

EMERGENCY OPERATIONS CENTER DIAGRAM

Example of EOC Setup



EOC SUPPLY LIST

1. TODB maintains all EOC equipment and materials in the Supply Closet. There are six (6) clear 64 gallon plastic totes which are labeled for each EOC Unit:

1) DIRECTOR OF EMERGENCY SERVICES	4) FINANCE/ADMINISTRATION
2) OPERATIONS	5) LOGISTICS
3) PLANNING AND INTELLIGENCE	6) EMERGENCY CELL PHONES
2. Grab your Red Emergency Services Backpack and wear your TODB Emergency Services ID Card.
3. You may be issued a TODB Emergency Cell Phone to use during the emergency response.
 - a. Keep these three (3) items with you at all times (Backpack, Emergency phone, TODB ID card).
 - b. Backpack contains the most current copy of the Emergency Response Plan (ERP) Booklet.

EOC CLOSEOUT CHECKLIST

- ☐ Notify appropriate agencies and individual sites that EOC is being closed.
- ☐ Collect data, logs, situation reports, message forms, and other significant documentation. Place in a secure file box. Mark the outside with the date and any state or federal numbers associated with the response.
- ☐ Deliver the information to the Finance Section Chief.
- ☐ Fold and repack re-usable maps, charts, materials.
- ☐ Collect and place all equipment and supplies in the appropriate containers.
- ☐ Make a list of all supplies that need replacement and forward to the Logistics Section Chief.
- ☐ Return vests to the containers.
- ☐ Turn off all radios, computers, and the television.
- ☐ Leave the Town Office meeting area in good order.



EOC ACTION PLAN

Town of Discovery Bay



OPERATIONAL PERIOD	
DATE:	TIME:

EMERGENCY RESPONSE PLAN

Town of Discovery Bay - Emergency Operations Center Message Form

Message Information	Date:	Time:	Msg#:	Incl#:	Priority
Received From: Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Gov't Radio <input type="checkbox"/> Other Agency <input type="checkbox"/> Walk In <input type="checkbox"/>					Check One
Message To:	Phone:				<input type="checkbox"/> Life Threatening
Message From:	Phone:				<input type="checkbox"/> Urgent
Received/Sent By:	Phone:				<input type="checkbox"/> Non-Urgent
ROUTING OF FORM					Message
Management		ACTION	INFO		
Director of Emergency Services					
Legal Officer					
Operations		ACTION	INFO		
Operations Section Chief					
Planning & Intelligence		ACTION	INFO		
P&I Section Chief					
Logistics		ACTION	INFO		
Logistics Section Chief					
Finance		ACTION	INFO		
Finance Section Chief					

Town of Discovery Bay - Emergency Operations Center Message Form

Message Information	Date:	Time:	Msg#:	Incl#:	Priority
Received From: Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Gov't Radio <input type="checkbox"/> Other Agency <input type="checkbox"/> Walk In <input type="checkbox"/>					Check One
Message To:	Phone:				<input type="checkbox"/> Life Threatening
Message From:	Phone:				<input type="checkbox"/> Urgent
Received/Sent By:	Phone:				<input type="checkbox"/> Non-Urgent
ROUTING OF FORM					Message
Management		ACTION	INFO		
Director of Emergency Services					
Legal Officer					
Operations		ACTION	INFO		
Operations Section Chief					
Planning & Intelligence		ACTION	INFO		
P&I Section Chief					
Logistics		ACTION	INFO		
Logistics Section Chief					
Finance		ACTION	INFO		
Finance Section Chief					

- EVENT BRIEFING -

EVENT NAME:

DATE PREPARED:

TIME PREPARED:

CURRENT OPERATIONAL PERIOD (DATE/ TIME):

Town of Discovery Bay Community Services District

☒ Special District

MAP SKETCH:

PREPARED BY:

APPROVED BY:

- SUMMARY OF PRIORITIES, OBJECTIVES & ACTIONS -

OVERALL EVENT PRIORITIES

MANAGEMENT SECTION OBJECTIVES

OPERATIONS SECTION OBJECTIVES

PLANNING & INTELLIGENCE SECTION OBJECTIVES

LOGISTICS SECTION OBJECTIVES

FINANCE SECTION OBJECTIVES

ADDITIONAL INFORMATION:

- ORGANIZATION ASSIGNMENTS LIST -

EVENT NAME:	DATE PREPARED:	TIME PREPARED:
-------------	----------------	----------------

CURRENT OPERATIONAL PERIOD (DATE/ TIME):

ACTIVATION LEVEL:

☐ LEVEL ONE ☐ LEVEL TWO ☐ LEVEL THREE
EOC STAFFING

EOC POSITION	INDIVIDUAL'S NAME	PHONE NUMBER
Director of Emergency Services		
Legal Officer		
Operations Section Chief		
Planning and Intelligence Section Chief		
Logistics Section Chief		
Finance Section Chief		

Current Actions:

WEATHER FORECAST:

TEMPERATURE:

WIND SPEED:

ADDITIONAL FORECAST INFORMATION:

ATTACHMENTS:

☐ Preserve Status Form☐ Other☐ Other☐ Other

PREPARED BY:

APPROVED BY (Director of Emergency Services):



**Town of Discovery Bay
Emergency Operations Center
Situation Status Report**

Date:

Time:

1. SITUATION SUMMARY

(Narrative)

2. FACILITIES STATUS:

3. INJURIES or FATALITIES:

(Informational Purposes Only)

4. COMMUNICATION SYSTEM STATUS:

5. LIST OF TOWN ISSUES TO BE ADDRESSED:

6. ADDITIONAL PERSONNEL & EQUIPMENT REQUIREMENTS:

7. ADDITIONAL INFORMATION:

By (Director of Emergency Services): _____

EMERGENCY RESPONSE PLAN

[illegible]

FIRE / EXPLOSION**KEEP CALM...REPORT ALL FIRES AND SMOKE**

In the event of a fire, either a building or ground fire, the following steps should be taken:

If you are on fire – STOP-DROP-ROLL

1. Call the Fire Department IMMEDIATELY, Dial 911. *Do not assume that District personnel can control the fire.* Fire Departments would rather respond to a fire that is extinguished than to get the call after the fire is out of control. Assign an employee to meet the Fire Department at the main entrance in order to direct them to the fire area.
2. Evacuate all personnel from affected buildings. Working away from the involved area, clear all areas of personnel and visitors.
3. If safe to do so, use facility fire extinguishers to extinguish or control the fire. The extinguishers on site are for wood/paper, liquids, and electrical fires. Do not use water on electrical, solvent, or chemical fires. Water can be used for building or grass/ground fires.
4. If a fire is in a "high risk" area such as a flammable storage area, if it is safe to do so, shut all doors and windows upon exiting the building and call 911. If there is a grass fire an immediate danger is smoke inhalation. Call 911. Re-entry onto the property will not be permitted until it is declared safe to do so by the local fire/law enforcement officials.

There are several areas throughout the facility and office that have an increased threat level for explosion. These are flammable storage areas, and diesel/gas storage tanks. In the event of any type of explosion the following steps should be followed:

1. Call the Fire Department IMMEDIATELY, **CALL 911.**
2. Evacuate the immediate area.
3. Rendezvous at the main office or shop and perform the standard headcount procedure to determine if any personnel are missing. Begin search and rescue if safely possible.
4. When calling the Fire Department give them as much information as possible. The following should be included:
 - a. Fire Location.
 - b. Fire and/or explosion type:
 - i. Building involved
 - ii. Chemical Storage
 - iii. Flammable storage area
 - iv. Any known toxics released (Chlorine)



HAZMAT /CHEMICAL SPILL

In the event of a Hazardous Materials breach, chemical spill or accident involving the release of Hazardous Materials, immediately call 911.

East Contra Costa County Fire Protection District and Contra Costa County HazMat will respond and provide immediate control of the incident.

24-hour hotline number for HazMat emergencies only: (925) 335-3232

Do not attempt to resolve the situation – Hazardous Materials are extremely dangerous and can cause life threatening conditions and can be extremely flammable.

If you are in the immediate vicinity of a hazardous materials incident, immediately “Shelter In Place” and wait for further direction from First Responders.. Immediately call 911. DO NOT assume someone else has already contacted emergency first responders.

1. Immediately shelter in place.
2. IMMEDIATELY, CALL 911.
3. When calling 911, provide as much information as possible. The following should be included:
 - a. Location of Incident.
 - b. Type of Incident, if known (accident involving vehicle carrying hazardous materials, chlorine leak, etc.):
 - c. Chemical Storage
 - d. Flammable storage area
 - e. Any known toxics released (Chlorine)



EARTHQUAKE

Town of Discovery Bay and adjacent communities have many earthquake faults throughout the area, such as the Concord Greenbelt Fault. This means that there is a potential for an earthquake at any time. The degree of seriousness of any earthquake is unpredictable; therefore everyone should be aware of the correct response in order to reduce the risk of injuries.

The following steps should be taken in the event of a **noticeable** earthquake (observable movement of building and/or grounds):

1. During the shaking:
 - a. If you are already inside a building – DO NOT go outside the building unless the building itself poses a dangerous situation.
 - b. DUCK – COVER – HOLD!
 - c. GET UNDER a sturdy desk or table. Stay near the center of the building, away from glass doors and windows. STAY THERE UNTIL THE SHAKING STOPS ENTIRELY.
If you are already outside – Stay away from trees, poles, electrical wires, and other potential dangers. A wide open area free from overhead obstructions is most desirable.
 - i. Watch for falling debris – most casualties during a quake result from falling materials.
 - ii. Watch for downed or exposed electrical lines – assume all electrical lines are HOT and avoid them.
 - iii. Watch for trip hazards, chemical spills or other hazardous situations and avoid them. Go to another area or go to an outside area that is barren of buildings, chemicals, electrical lines, etc.
2. After the shaking:
 - a. Rendezvous at your work station (or outside of facility) and follow the step procedures in the Disaster Response Plan.
3. Note:
 - a. After shocks are common and can be as dangerous as the initial earthquake. STAY OUT of weakened structures – if the designated emergency station appears structurally unsound, the emergency coordinator should have an alternate building inspected and set up as the Emergency Operations Center.



FLOOD / DAM / LEVEE FAILURE

In the event of a major flood, levee failure or breach of the Los Vaqueros Dam, the following are the immediate concerns and the steps to be taken:

MOVE TO HIGH GROUND. The highest natural point in Discovery Bay is the parking lot outside of the Discovery Bay Marina adjacent to the Boardwalk Grill Restaurant. The roof of Discovery Bay Elementary School is also of an elevation that could provide brief, short-term emergency relief until first responders arrive to manage the emergency.

1. Major Equipment Submersion
 - a. If flood levels increase that major equipment, especially motors and other electrical components may become submerged and become damaged, begin sandbagging and/or using auxiliary pumps to prevent damage.
 - b. If any motors, electrical outlets, etc. are already submerged ASSUME THAT THE AFFECTED AREA IS HOT (Electricity is still serving the components). Shut off all affected equipment at the MAIN BREAKERS AND LOCK OUT!
 - c. Check the flooded area for electrical hazards – enter the area wearing rubber boots *only* after checking for all possible electrical hazards.
2. Chemical / Fuel Storage Areas
 - a. Most storage areas in the facility would not be affected by flooded conditions as they are stored in above ground water tight tanks and/or containers.
 - b. In the event that the facility becomes flooded and chemicals are on the floor wear protective gear (boots and rubber gloves) as many of the concentrated acids and caustics are clear liquids and could be mistaken for water.
3. Pumping Stations
 - a. If a pumping station becomes flooded due to high wet weather flows, the major concern is to reduce unsafe conditions caused by raw sewage spills and overflows.

Put all available pumps on hand/full speed.

If possible bring in auxiliary pumps.

Notify:

- i. Reclamation 800 Water District - (925) 634-2351
- ii. State Water Quality Control Board – Raw Sewage Spills (707) 576-2220
- iii. Fish and Game Dept. – Raw sewage entering any body of water (800) 852-7550



HIGH WINDS / SEVERE WEATHER

In the event of high winds and or severe weather situations, stay indoors and monitor weather reports.

In the event of power failure, backup generators will activate and operate critical facilities. It may be necessary to roll out portable generators to facilities requiring power (such as lift stations).

If power lines are down – STAY AWAY. Call 911, and report immediately to PG&E. Assume no one has made that call.

During thunderstorm activity, the safest place to be is in a building away from windows and metal objects. Do not use land lines during this time as lightning may cause injury through wired phone lines.

If you are driving during heavy thunderstorm conditions, stay in your vehicle. Do not attempt to cross roadways that appear to be flooded.

If directed to do so, assist First Responders as necessary.

Situations of heavy rain may burden the community's storm drain system. Contact the County Office of Emergency Services at 911 or by calling (925) 646-4461.



TERRORISM EVENT

According to the FEMA publication *Principal Threats Facing Communities and Local Emergency Management Coordinators*, most terrorist activities are bombing attacks. Principal targets include military personnel and facilities, commercial establishments, and federal government buildings and property. However, based on the events surrounding September 11, 2001, there is an increasing threat of WMD (Weapons of Mass Destruction) incidents, including Nuclear, Biological, and Chemical attacks against civilian targets.

The degree of seriousness of any act of terrorism is unpredictable; therefore everyone should be aware of the correct response in order to reduce the risk of injuries.

If directed to do so, assist First Responders as necessary.

Contact the County Office of Emergency Services at 911 or by calling (925) 646-4461.



DIRECTOR OF EMERGENCY SERVICES***(ASSIGNED TO: GENERAL MANAGER, OTHER MANAGEMENT STAFF)***

From the EOC, the Director of Emergency Services constantly assesses the situation and knows what resources are available. The Director determines strategy for implementing the Action Plan to handle the incident, and monitors how the plan is working. Adjustments to the plan can be made to meet the realities of the situation. In addition, the Director makes sure that the response is being fully documented for legal and financial reasons. The Director coordinates all response activities through the EOC Section Chiefs, and keeps the District's Board informed of the progress and strategies being implemented during the response.

The Director of Emergency Services is also responsible for the formulation and release of information about the event, as well as the point of contact for news media and other appropriate agencies and organizations. In addition, the Director is the conduit for information flow between the District and other jurisdictions. This may include, but is not limited to law enforcement agencies, the Fire Service, Public Works, Water Districts, and other county and State agencies.

See Action Checklist on next page.



DIRECTOR OF EMERGENCY SERVICES**ACTION CHECKLIST**

- ☐ Identify yourself as the Director of Emergency Services. Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency and recommended initial objectives.
- ☐ Depending on the type of the incident and the information available, order partial or full activation of the EOC.
- ☐ Determine if all key personnel have been notified.
- ☐ Brief Section Chiefs and ensure that they utilize the EOP Checklists.
- ☐ Determine the need for evacuation. If evacuation is required, contact the news media to pass specific evacuation instructions.
- ☐ Consider declaring a local emergency. Distribute declaration to the County Administrator and the Office of Emergency Services.
- ☐ Establish the frequency of briefing sessions for EOC staff.
- ☐ Establish operational work periods for all Emergency Operations Center and field personnel.
- ☐ Direct Section Chiefs to maintain appropriate Unit Logs, charts, and records.
- ☐ Review and approve the EOC Action Plan developed by the Planning and Intelligence Chief.
- ☐ Ensure that proper warning has been given to affected areas.
- ☐ Issue special information releases addressing rumors. Identify them as such, and provide correct information, if available.
- ☐ Provide information to the public on available transportation routes, closures, etc.
- ☐ Establish separate voice mail telephone hotlines for media and public use. Update regularly.
- ☐ In the case of a multi-jurisdictional event, coordinate the release of public information through a Joint Information Center (JIC).
- ☐ Arrange for escort and briefing service for the media and VIPs.
- ☐ If there is little or no damage to the town, prepare to provide mutual aid to neighboring jurisdictions.
- ☐ Maintain a list of assisting and cooperating agencies and Agency Representatives.
- ☐ Assist in establishing and coordinating interagency contacts.
- ☐ Keep agencies supporting the incident aware of its status.
- ☐ Keep the Board informed of all major problems and decisions.
- ☐ Maintain a Management Section Log noting messages received; decisions made and actions taken.
- ☐ Ensure that an After Action Report is completed at the deactivation of the EOC, and that Corrective Actions are noted, including who is responsible for the actions and when they are to be completed. The Director is to ensure that the Corrective Actions are completed by whom they were assigned, and that they are completed in the time allocated in the report.



DIRECTOR OF EMERGENCY SERVICES**ACTION CHECKLIST**

NOTE: THE GENERAL MANAGER OR DESIGNEE WILL HAVE SOLE RESPONSIBILITY FOR AUTHORIZING CONTACT, NOTIFICATION, OR COMMUNICATION WITH ANY OF THE FOLLOWING AGENCIES:

California Regional Water Quality Control Board
1001 I Street
Sacramento, CA 95814
(916) 464-3291

Criteria for Notification: Immediate verbal notification of the release of any hazardous substance to the waters of the state which could affect the chemical, physical, biological, bacteriological, or radiological characteristics of its use.

Local Administering Agency
Contra Costa County Department of Health Services, Hazardous Materials Division
4585 Pacheco Blvd. Suite 100
Martinez, CA 94553
(925) 335-3200

Criteria for Notification: Immediate verbal report of any release or threatened release of hazardous material or waste.

State Administering Agency
California Office of Emergency Services
3720 Dudley Boulevard
McClellan, CA 95652
(800) 852-7550

Criteria for Notification: Immediate verbal report of any release or threatened release of a hazardous material or waste, fire or explosion, or other localized emergency which could threaten human health, property or the environment.

National Response Center
2100 2nd Street, Southwest, Room 2611
Washington, D.C. 20593
1 (800) 424-8802
The District Office telephone number is (925) 634 -1131



LEGAL OFFICER***(ASSIGNED TO: LEGAL COUNSEL)***

The Legal Officer is the District's Legal Counsel. As required, the Legal Officer provides advice to the Director of Emergency Services in all legal matters relating to the emergency. The Legal Officer assists the Director in declaring a local emergency and the implementation of emergency powers if required.

Action Checklist

- ☐ Identify yourself as the Legal Officer.
- ☐ Read this entire Checklist.
- ☐ Obtain a situation briefing on the extent of the emergency from the Director of Emergency Services.
- ☐ Advise Director of Emergency Services on declaring an emergency and/or issuing special orders.
- ☐ Monitor response effort and advise the Director of Emergency Services regarding liability exposures and protection against such exposures.
- ☐ Prepare proclamations, emergency ordinances, and other legal documents as required by the Director of Emergency Services.
- ☐ Develop rules and regulations required for acquisition and/or control of critical resources.
- ☐ Provide advice and prepare draft documents regarding the demolition of hazardous structures or abatement of hazardous conditions.
- ☐ Brief relieving staff upon arrival.
- ☐ Maintain a log noting messages received; decisions made; actions taken; and personnel on duty.
- ☐ Complete an After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion



OPERATIONS SECTION CHIEF**(ASSIGNED TO: WATER & WASTEWATER MANAGER, OTHER TOWN STAFF)**

The Operations Chief is responsible for the overall strategic management and coordination of the Town's water, wastewater, and water infrastructure and distribution services.

Action Checklist

- ☐ Obtain a briefing from the Director of Emergency Services.
- ☐ Evaluate the field conditions associated with the emergency. Ensure that all Town (Water, Wastewater, and Recreation) facilities are being checked for damage and problems.
- ☐ When appropriate, provide for an initial inspection of the entire Town and report locations of damaged structures, utilities, roads, signaled traffic controlled intersections, and associated facilities. Ensure this information is passed on to the Contra Costa County EOC.
- ☐ Manage the overall Operations related response.
- ☐ Determine what Town resources are committed to the event.
- ☐ Coordinate the use of outside contractors for major repairs.
- ☐ Coordinate the need for local water utility mutual aid for immediate priority problems.
- ☐ Coordinate with the Contra Costa County Public Works Coordinator (EOC) on major problems, actions taken, and resources available or needed.
- ☐ Coordinate resource needs with the Logistics Section Chief.
- ☐ Establish and maintain staging areas for operations related equipment and personnel.
- ☐ Arrange for feeding and sheltering of mutual aid Water Sector personnel as necessary with the Logistics Section.
- ☐ Assist the Planning and Intelligence Chief in the development of the Action Plan.
- ☐ If required, contact the Liaison with the East Contra Costa Fire District for the status of fire response, special problems, and its availability to respond. Advise the Director of Emergency Services and Planning and Intelligence Section of major problems and the general fire situation.
- ☐ In coordination with the Contra Costa County EOC and the American Red Cross, determine shelter site needs for Town residents, Town personnel and/or their families. Working with these agencies, request necessary food supplies, equipment and other supplies to operate shelter sites at Town facilities.
- ☐ Prepare the initial damage estimate to the Town's facilities. Collect and record the type and estimated value of damage.



PLANNING & INTELLIGENCE SECTION CHIEF***(ASSIGNED TO: ASST GENERAL MANAGER, OTHER TOWN STAFF)***

The Planning and Intelligence Section Chief is responsible for the collection, evaluation, documentation, and dissemination of incident information and intelligence within the EOC. Also, the Planning and Intelligence Section Chief is responsible for preparation of the Action Plan and the After Action Report, as well as other reports that may be required.

Action Checklist

- ☐ Identify yourself as the Planning and Intelligence Section Chief.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Director of Emergency Services.
- ☐ Assess the impact of the emergency on the Town including the initial damage assessment by Town staff and other field units.
- ☐ Provide for an authentication process in case of conflicting status reports on events.
- ☐ Initiate a display indicating the condition of the Town's Water, Wastewater, and Recreation Services infrastructure.
- ☐ Initiate a display of other significant events in and around the Town, including transportation and life safety issues.
- ☐ Insure that situation maps and displays are continually posted with current information.
- ☐ Prepare a Situation Report, an evaluation of the disaster or emergency situation as it specifically relates to the Town, including predictions on the course of the disaster or emergency, and forward it to the Director of Emergency Services to be used in briefings to the Board. In addition, a copy should be forwarded to the Contra Costa County EOC for their information.
- ☐ Develop an Action Plan identifying EOC Section objectives, significant response needs, and other issues that would affect EOC operations in an 8 to 12 hour time frame.
- ☐ Establish incident files relating to the emergency, and check for the accuracy.
- ☐ Maintain a file on all EOC messages.
- ☐ Establish EOC meeting schedules for use in preparing future Action Plans.
- ☐ Complete an After Action Report, which should indicate what Corrective Actions are needed, including who is responsible for the actions and when they are to be completed.



LOGISTICS SECTION CHIEF***(ASSIGNED TO: PARKS/LANDSCAPE MANAGER, OTHER TOWN STAFF)***

The Logistics Section Chief is responsible for all the services and support needs of the event. This includes procuring and maintaining essential personnel, facilities, equipment and supplies. They are also responsible for maintaining the EOC in operational order by procuring and repairing equipment, as well as obtaining supplies as needed. The Logistics Chief cooperates closely with the Operations Section to determine resources currently in place and what resources may be needed.

Action Checklist

- ☐ Identify yourself as the Logistics Section Chief.
- ☐ Read this entire Action Checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Director of Emergency Services.
- ☐ Obtain initial instructions concerning Town work activities and priorities. For extended operations, consideration should be given to relief personnel. Shifts should not exceed 12 hour periods. Establish personnel schedule and rosters.
- ☐ Review with other Section Chiefs of existing Logistics resources and Logistics requirements for planned and expected operations.
- ☐ Provide office supplies and support as required to the other EOC Sections.
- ☐ Identify and coordinate for the procurement of additional service and support requirements of personnel, supplies and equipment to support planned and expected operations. Areas should include food, catering, janitorial, equipment repair and maintenance, temporary employment, and any other service needed during disaster operations.
- ☐ Coordinate with other outside companies and agencies about sources of services, equipment, and supplies.
- ☐ Alert personnel, contractors, and established vendors of any possible needs.
- ☐ As needed, prepare inventory of all Town supplies and equipment on-hand.
- ☐ Assist in the initial development and review of the Action Plan.
- ☐ Coordinate with the Finance Section for the administration of all financial matters pertaining to vendor contracts, open purchase orders, and service contracts.
- ☐ Brief and update the Director of Emergency Services of all logistics resources and support concerns.



FINANCE AND ADMINISTRATION SECTION CHIEF***(ASSIGNED TO: FINANCE MANAGER, OTHER TOWN STAFF)***

The Finance and Administration Chief provides advice and support to the Director of Emergency Services regarding financial issues, and insures that adequate records are maintained to support requests for State and federal assistance. They also ensure that personnel time worked by all those involved in the incident is also tracked, while providing cost analysis and projections. They also manage all legal claims for compensation filed against the Town.

Action Checklist

- ☐ Identify yourself as the Finance Section Chief.
- ☐ Read this entire Checklist.
- ☐ Obtain a briefing on the extent of the emergency from the Director of Emergency Services.
- ☐ Obtain initial instructions concerning work activities and priorities.
- ☐ Maintain a record of all personnel time worked at the emergency, which includes all volunteers.
- ☐ Determine the need for Compensation for Injury and Claims assistance from contracted specialists.
- ☐ Assist in the initial development and review of the Action Plan.
- ☐ Collect cost data, complete cost effectiveness analysis and determine cost estimates and make recommendations for cost savings.
- ☐ Insure that a Finance Section log is maintained, noting messages received, decisions made and actions taken, and personnel on duty.
- ☐ Insure that all records are current or complete prior to demobilization.
- ☐ Make recommendations for cost savings to the Director of Emergency Services.
- ☐ Provide for records security.
- ☐ Complete a Finance After Action Report that should include a brief overview of support provided during the operation and suggested Corrective Actions to improve operations. Use the following format:
 - Issue
 - Corrective Action
 - Assigned to and due date for completion



SAFETY INSPECTION CHECKLIST**1) WASTEWATER TREATMENT PLANT #1 (2500 CHANNEL ROAD)****A) Electric Power Status**

1. Is commercial electricity available or is the back-up generator running?
The back-up generator will power the following:
i. Pumps, Screw Lifts, Chlorine Building, Control Building, and some Aerators
2. If the backup generator is operating, check the level of diesel fuel in the storage tank and arrange for a delivery if needed.
3. After all other safety checks have been performed call PG&E to check on commercial power availability 1 (800) 743-5000.

B) Headworks: Personal protective equipment

1. Make a visual inspection of the pumps, including motors and reducers.
2. Perform an operational check on both headworks/screw lifts.
3. If the screw lifts are damaged beyond immediate repair install the 6" diesel pump at the lifts to temporarily operate the headworks.
4. Make a visual inspection of the grinder.
5. If the grinder is non-operational open the bypass to divert the influent around the grinder.

C) Aerators

1. Check all aerators
 - i. Are they operational?
 - ii. Is each aerator anchored properly?
 - iii. De-energize the breakers of any unsafe aerator.

D) Levees and Ponds

1. Walk or drive, as applicable, all levees and check for cracks or leaks in any levees or ponds (Coordinate with Reclamation District 800).

E) Lift Stations

1. Check all lift stations on the SCADA computer system.
 - i. Are they operating properly?
 - ii. Are amps and levels normal?
 - iii. If power is out complete a manual inspection of all lift stations, using the best qualified person(s) available.
2. Make a visual inspection of any lift stations that are not functioning properly
3. Inspect any force mains suspected of failure.

INITIAL CHECK ASSIGNED TO: _____ DATE: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM



SAFETY INSPECTION CHECKLIST**2) WASTEWATER TREATMENT PLANT #2 (17501 HIGHWAY 4)****A) Electric Power Status**

1. Is commercial electricity available or is the back-up generator running?
The back-up generator will power the following:
ii. Pumps, Screw Lifts, Chlorine Building, Control Building, and some Aerators
2. If the backup generator is operating, check the level of diesel fuel in the storage tank and arrange for a delivery if needed.
3. After all other safety checks have been performed call PG&E to check on commercial power availability 1 (800) 743-5000.

B) Headworks: Personal protective equipment

1. Make a visual inspection of the pumps, including motors and reducers.
2. Perform an operational check on both headworks/screw lifts.
3. If the screw lifts are damaged beyond immediate repair install the 6" diesel pump at the lifts to temporarily operate the headworks.
4. Make a visual inspection of the grinder.
5. If the grinder is non-operational open the bypass to divert the influent around the grinder.

C) Aerators

1. Check all aerators
 - i. Are they operational?
 - ii. Is each aerator anchored properly?
 - iii. De-energize the breakers of any unsafe aerator.

D) Levees and Ponds

- a. Walk or drive, as applicable, all levees and check for cracks or leaks in any levees or ponds (Coordinate with Reclamation District 800).

E) Lift Stations

- a. Check all lift stations on the SCADA computer system.
- b. Are they operating properly?
- c. Are amps and levels normal?
- d. If power is out complete a manual inspection of all lift stations, using the best qualified person(s) available
- e. Make a visual inspection of any lift stations that are not functioning properly
- f. Inspect any force mains suspected of failure.

INITIAL CHECK ASSIGNED TO: _____ DATE: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM



SAFETY INSPECTION CHECKLIST**3) WILLOW LAKE WATER TREATMENT PLANT (1800 WILLOW LAKE ROAD)**

IF AT ANY TIME IT IS DETERMINED TO BE UNSAFE TO PERFORM ALL OR PART OF THE FOLLOWING TASK DO NOT ATTEMPT TO DO IT! REMEMBER – YOUR PERSONAL SAFETY COMES FIRST. IF THE SITUATION IS SERIOUS ENOUGH, EVACUATE THE IMMEDIATE AREA OR THE FACILITY IF NECESSARY (Please note Plant and Facility may be used interchangeably).

When performing facility safety checks the best qualified persons should be used. The following safety checks should be used as a reminder to check and secure equipment. It is not inclusive and close inspection and common sense need to prevail.

Water Treatment Plants:

- A) Chlorine (Sodium Hypochlorite) Storage Tank Area
 - 1. Check for evidence of a sodium hypochlorite leak
 - Is there liquid leaking from the tank?
 - Is the tank secure?
 - 2. If the answer is yes, evacuate the area and stabilize the tank by shutting off the pumps and closing all the valves on the tank, if it is safe to do so..
 - 3. Clean the area after all other safety checks have been performed.
- B) Electric Power Status
 - 1. Is commercial electricity available or is the back-up generator running?
 - i. The back-up generator will power the following:
 - ii. Pumps, Screw Lifts, Chlorine Building, Control Building, and some Aerators
 - 2. If the backup generator is operating, check the level of diesel fuel in the storage tank and arrange for a delivery if needed.
 - 3. After all other safety checks have been performed call PG&E to check on commercial power availability (800) 743-5000.

INITIAL CHECK ASSIGNED TO: _____ DATE: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM



SAFETY INSPECTION CHECKLIST**3A) DISTRICT OFFICE BUILDING – 1800 WILLOW LAKE ROAD**

IF AT ANY TIME IT IS DETERMINED TO BE UNSAFE TO PERFORM ALL OR PART OF THE FOLLOWING TASKS DO NOT ATTEMPT TO DO SO! REMEMBER – PERSONAL SAFETY COMES FIRST. IF THE SITUATION IS SERIOUS ENOUGH, EVACUATE THE IMMEDIATE AREA AND/OR YOUR WORKSTATION, IF NECESSARY.

When performing office safety checks the following should be used as a reminder to check and secure buildings and equipment. It is not inclusive and close inspection and common sense needs to prevail.

Buildings

1. Are buildings safe to enter? Check for structural damage before entering buildings.
2. Inspect equipment and machinery for damage.
Shut down any equipment or machinery that may be hazardous due to the disaster.
3. Is commercial electricity available?
If not, notify PG&E.
If yes, check alarm system status.
4. Check for natural gas leaks and turn off supply if necessary. Check for odor, visible broken lines, and/or excessive spinning meter dials.

Surrounding Area

1. Inspect area for hazards
2. Inspect water lines for leaks.
Shut off damaged water lines and schedule repairs.

INITIAL CHECK ASSIGNED TO: _____ DATE: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM



SAFETY INSPECTION CHECKLIST**4) NEWPORT WATER TREATMENT PLANT (1800 NEWPORT DRIVE)**

IF AT ANY TIME IT IS DETERMINED TO BE UNSAFE TO PERFORM ALL OR PART OF THE FOLLOWING TASK DO NOT ATTEMPT TO DO IT! REMEMBER – YOUR PERSONAL SAFETY COMES FIRST. IF THE SITUATION IS SERIOUS ENOUGH, EVACUATE THE IMMEDIATE AREA OR THE FACILITY IF NECESSARY (Please note Plant and Facility may be used interchangeably).

When performing facility safety checks the best qualified persons should be used. The following safety checks should be used as a reminder to check and secure equipment. It is not inclusive and close inspection and common sense need to prevail.

Water Treatment Plants:

1. Chlorine (Sodium Hypochlorite) Storage Tank Area
2. Check for evidence of a sodium hypochlorite leak
 - Is there liquid leaking from the tank?
 - Is the tank secure?
3. If the answer is yes, evacuate the area and stabilize the tank by shutting off the pumps and closing all the valves on the tank, if it is safe to do so..
4. Clean the area after all other safety checks have been performed.
5. Electric Power Status
6. Is commercial electricity available or is the back-up generator running?
 - a. The back-up generator will power the following:
Pumps, Screw Lifts, Chlorine Building, Control Building, and some Aerators
7. If the backup generator is operating, check the level of diesel fuel in the storage tank and arrange for a delivery if needed.
8. After all other safety checks have been performed call PG&E to check on commercial power availability (800) 743-5000.

INITIAL CHECK ASSIGNED TO: _____ DATE: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM



SAFETY INSPECTION CHECKLIST**5) COMMUNITY CENTER SAFETY (1601 DISCOVERY BAY BLVD)**

IF AT ANY TIME IT IS DETERMINED TO BE UNSAFE TO PERFORM ALL OR PART OF THE FOLLOWING TASKS DO NOT ATTEMPT TO DO SO! REMEMBER – PERSONAL SAFETY COMES FIRST. IF THE SITUATION IS SERIOUS ENOUGH, EVACUATE THE IMMEDIATE AREA AND/OR YOUR WORKSTATION, IF NECESSARY.

When performing office safety checks the following should be used as a reminder to check and secure buildings and equipment. It is not inclusive and close inspection and common sense needs to prevail.

Buildings

1. Are buildings safe to enter? Check for structural damage before entering buildings.
2. Inspect equipment and machinery for damage.
Shut down any equipment or machinery that may be hazardous due to the disaster.
3. Is commercial electricity available?
If not, notify PG&E.
If yes, check alarm system status.
4. Check for natural gas leaks and turn off supply if necessary. Check for odor, visible broken lines, and/or excessive spinning meter dials.

Surrounding Area

1. Inspect area for hazards
2. Inspect water lines for leaks.
Shut off damaged water lines and schedule repairs.

INITIAL CHECK ASSIGNED TO: _____ DATE: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM



SAFETY INSPECTION CHECKLIST**OTHER FACILITY SAFETY CHECKS – LEVEES, PUMP STATIONS**

IF AT ANY TIME IT IS DETERMINED TO BE UNSAFE TO PERFORM ALL OR PART OF THE FOLLOWING TASK DO NOT ATTEMPT TO DO IT! REMEMBER – YOUR PERSONAL SAFETY COMES FIRST. IF THE SITUATION IS SERIOUS ENOUGH, EVACUATE THE IMMEDIATE AREA OR THE FACILITY IF NECESSARY (Please note Plant and Facility may be used interchangeably).

When performing facility safety checks the best qualified persons should be used. The following safety checks should be used as a reminder to check and secure equipment. It is not inclusive and close inspection and common sense need to prevail.

- 1) Electric Power Status
 - a. After all other safety checks have been performed call PG&E to check on commercial power availability (800) 743-5000.
- 2) Aerators
 - a. Check all aerators
 - b. Are they operational?
 - c. Is each aerator anchored properly?
 - d. De-energize the breakers of any unsafe aerator.
- 3) Levees and Ponds
 - a. Walk or drive, as applicable, all levees and check for cracks or leaks in any levees or ponds (Coordinate with Reclamation District 800).
- 4) Lift Stations
 - a. Check all lift stations on the SCADA computer system.
 - b. Are they operating properly?
 - c. Are amps and levels normal?
 - d. If power is out complete a manual inspection of all lift stations, using the best qualified person(s) available.
 - e. Make a visual inspection of any lift stations that are not functioning properly
 - f. Inspect any force mains suspected of failure.

INITIAL CHECK ASSIGNED TO: _____ DATE: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM

ASSIGNED TO: _____ DATE CHECKED: _____ TIME: _____ AM/PM



EMERGENCY OPERATIONS CENTER PERSONNEL LIST - INTERNAL

In the event of a major disaster or other facility emergency the following people should be notified.

EMERGENCY OPERATIONS CENTER ASSIGNMENTS ARE IN BOLD

District Office / EOC: (925) 634-1131

#	Employee Name	EOC Assignment	Cell Number	Present	Not Present	Off-Duty
1	General Manager	Director of Emergency Services				
2	Asst General Mgr	Planning & Intelligence Chief				
3	Exec Asst to General Manager	Planning & Intelligence	Emergency Phone To Be Assigned			
4	Project Manager	Planning & Intelligence				
5	Parks/Rec Supervisor	Logistics				
6	Finance Manager	Finance & Admin Chief				
7	Accountant	Finance & Administration	Emergency Phone To Be Assigned			
8	Office Asst/Cust Service Rep B	Administration				
9	Office Asst/Cust Service Rep B	Administration	Emergency Phone To Be Assigned			
10	Admin Asst/Board Secretary	Administration	Emergency Phone To Be Assigned			
11	Water and Wastewater Manager	Operations Chief				
12	Parks & Landscape Manager	Logistics Chief				
13	Water Service Tech I	Operations				
14	Water Service Tech II	Operations				
15	Facilities/Maintenance Worker II	Operations				
16	Park/Landscaper/Maint III	Operations				
17	Park/Landscaper/Maint II	Operations				
18	Park/Landscaper/Maint I	Operations				

TO BE DETERMINED

VEOLIA WATER PERSONNEL LIST - EXTERNAL

In the event of a major disaster or other facility emergency the following people should be notified.

Veolia and After Hours Office Number: (925) 634-8818 or (925) 634-8137

PROJECT MANAGER	
SCADA	
PGE Emergency Liaison	925-459-8067 office
WWTP 2 Main Office	925-634-8818 office
Admin Assistant	
Lead Operator	
O&M Tech II	
O&M Tech II	
Maintenance Lead	
Maintenance Tech	
Maintenance Tech	

TOWN VEHICLE AND EQUIPMENT LIST:

I.D. #	Year	Make and Model	License Number	Location of Equipment	Fuel Type	Fuel Tank Size
105	2008	Ford / F250	1309388	Plant No. 1	Gas	38
106	2008	Chevy / Colorado PU	1319608	Plant No. 1	Gas	19.5
108	2010	Ford / F150 - Long Bed	1358843	Plant No. 1	Gas	26
109	2011	Ford / F 150	1380458	Plant No. 1	Gas	26
110	2012	Ford Escape	1396057	District Office	Gas	17.5
113	2015	Ford F-150 Work Truck	1452687	Plant No. 1	Gas	26
114	2003	GEM Refurbished 4 Passenger Cart	5BBF514	Plant No. 1	Electric	
115	2015	Ford F-250 Work Truck	1452501	Plant No. 1	Gas	38
116	2017	Ford F-250 Work Truck	1528601	Plant No. 1	Gas	38
117	2017	Ford F-250 Work Truck	1528602	Plant No. 1	Gas	38
118	2020	Ford F-150 Work Truck	1591043	Plant No. 1	Gas	
119	2020	Ford F-150 Work Truck	1606873	Water Office		
206	2004	PJ Trailer Mfg. Dump Hauler	954074	Plant No. 1		
222	2005	Forest River Emergency Utility Trailer	1167686	Plant No. 2	N/A	
208	2005	Texas Bragg Landscape Utility Trailer	4GP7317	Plant No. 1	N/A	N/A
213	2006	Texas Bragg Utility Trailer Heavy Duty - Yellow Transport Trailer	954088	Plant No. 2	N/A	N/A
223	2006	Texas Bragg Cal Trak Trailer 6x10MC Landscape Mower Trailer	1358832	Willow Lake Road	N/A	N/A
219	2012	Portable Message Board	1437085	Plant No. 1	N/A	N/A
220	2015	Carry On Utility Trailer/Mower	1481944	Plant No. 1	Gas	
309	2012	Genie Trailer Boom Lift	1326117	Plant No. 1	Electric	N/A
312	2015	John Deere 60 In. 7-Iron PRO Side Discharge Mower Deck	N/A	Plant No. 1	Gas	N/A
221	2017	Changzhou Zhongmao Pressure Washer Trailer	1326153	Plant No. 1	N/A	N/A
311	2015	Light Trailer	1535987	Plant No. 1	Diesel	
314		X Mark Laser Mower - Model L226KC724	N/A	Plant No. 1	Gas	
315	2018	John Deere & Company Belkorp Ag, LLC 3033R Utility Tractor	N/A	Plant No. 1	Gas	

TOWN OF DISCOVERY BAY FACILITY MAPS AND LOCATIONS

All equipment, vehicles, grounds and facilities now existing within the present property boundaries of or being used to operate District's Treatment facilities located in Discovery Bay, CA at:

1. Wastewater Treatment Plant #1 (2500 Channel Road)
2. Wastewater Treatment Plant #2 (17501 Highway 4)
3. Willow Lake Water Treatment Plant and District Office (1800 Willow Lake Road)
4. Newport Water Treatment Plant (1800 Newport Drive)

All equipment, grounds and facilities now existing within the present property boundaries of pumping stations described as follows:

5. Lift Station "A" – Located between 4810 & 4820 Discovery Point
6. Lift Station "C" – Corner of Willow Lake Road and Beaver Lane
7. Lift Station "D" – Next to 750 Discovery Bay Boulevard
8. Lift Station "E" – Corner of Discovery Bay Boulevard and Cabrillo Point
9. Lift Station "F" – Corner of Willow Lake Road and Riverlake Road
10. Lift Station "G" – Corner of Willow Lake Road and Starboard Drive
11. Lift Station "H" – End of Marina Road
12. Lift Station "J" – Corner of Clipper Drive and Windward Point
13. Lift Station "R" – Corner of Newport Drive and Beacon Point
14. Lift Station "S" – North Edge of Regatta Park – Foghorn Way
15. Newport Lift Station – Corner of Newport Drive and Slifer Drive
16. Lakeshore Lift Station – End of Yosemite Way
17. Lakes Lift Station – End of Fern Ridge Circle
18. Lakes 4 Lift Station – End of Pine Hollow Circle
19. Bixler Lift Station – South end of Old River Elementary School
20. Golf Valve Station – Corner of Channel Road and Highway 4
21. Lift Station "W" – Wastewater Treatment Plant #1 – 2500 Channel Rd.



TOWN OF DISCOVERY BAY FACILITIES - CONTINUED

All equipment, grounds and facilities now existing within the present property boundaries of the water wells described as follows:

- 22. Well #1A (1037 Discovery Bay Boulevard)
- 23. Well #2 (Adjacent to 1535 Discovery Bay Boulevard)
- 24. Well #3 (Discovery Bay Blvd. south of Edgeview Dr.-Abandoned/Bldg. ONLY)
- 25. Well #4A (1800 Newport Drive)
- 26. Well #4 (Discovery Bay Blvd. north of Firwood-Abandoned/Bldg. ONLY)
- 27. Well #5B (Adjacent to 2400 Newport Drive)
- 28. Well #6 (1800 Willow Lake Road)
- 29. Well #7 (Newport Drive)
- 30. Test Well (Pantages Property)

All equipment, vehicles, grounds and facilities now existing within the present property boundaries of or being used to operate District's Parks/Recreation services described as follows:

- 31. Community Center (1601 Discovery Bay Blvd)



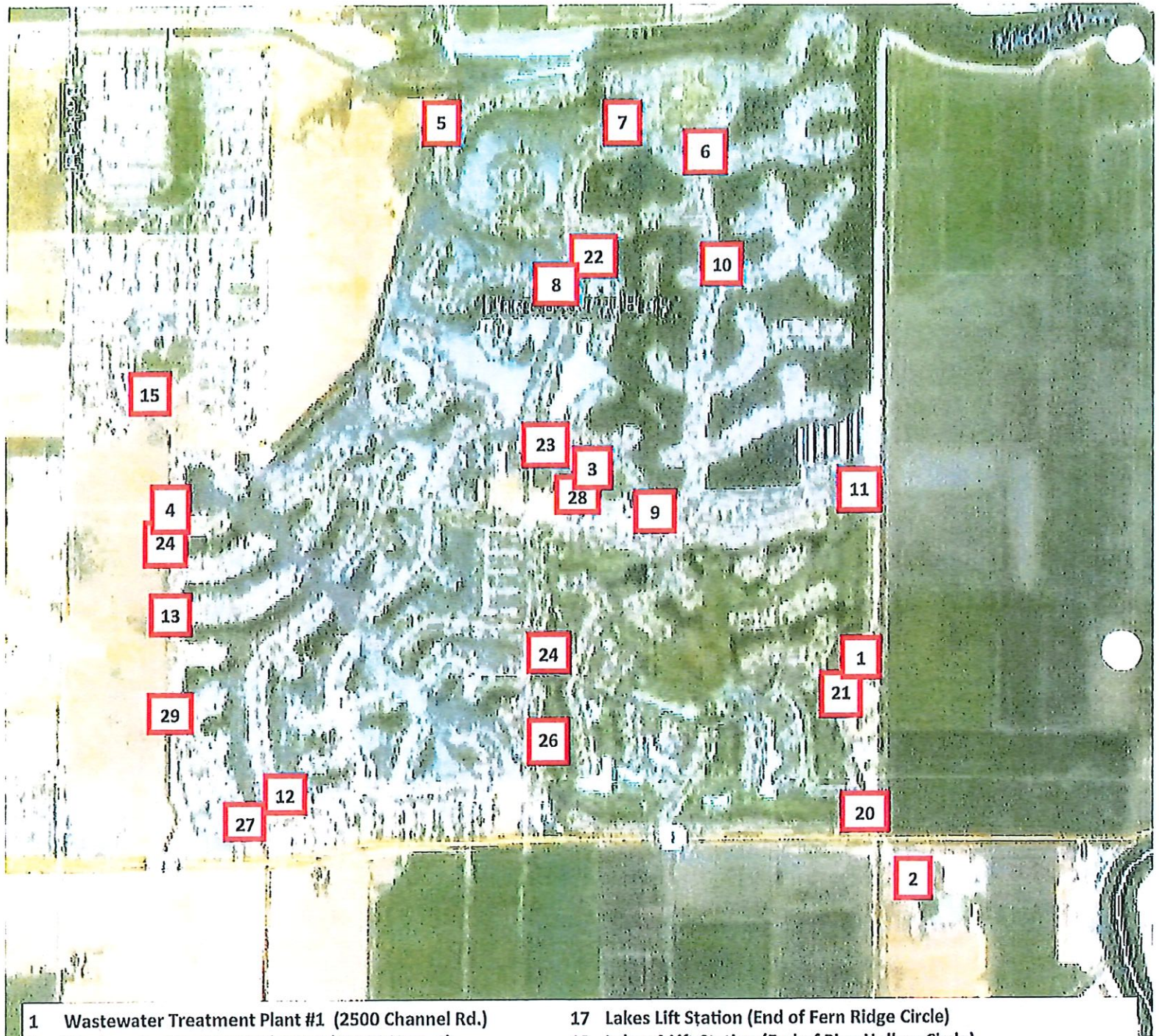


TOWN OF DISCOVERY BAY

FACILITY LOCATIONS AND MAPS

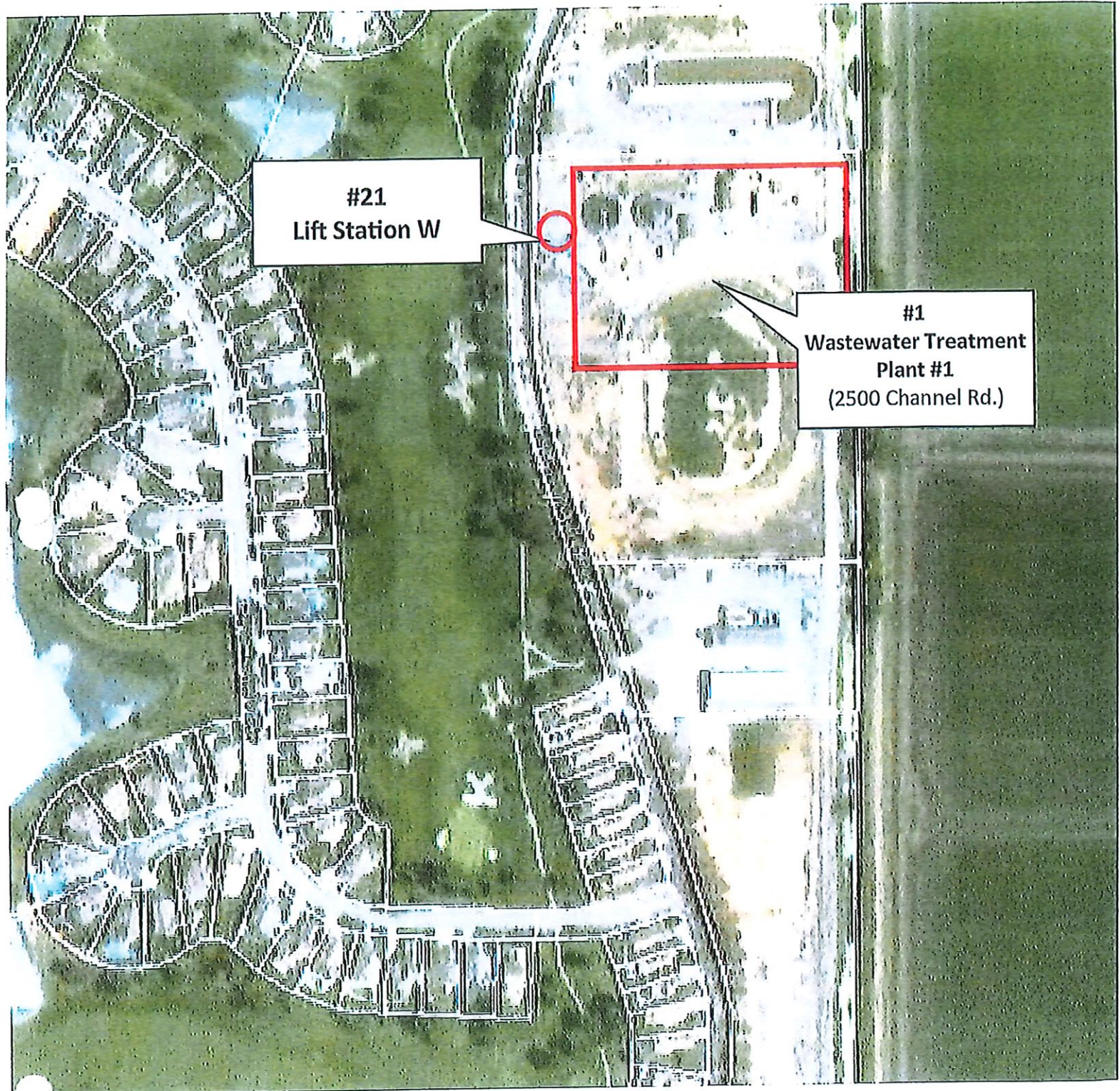
TOWN OF DISCOVERY BAY FACILITIES

AERIAL MAP

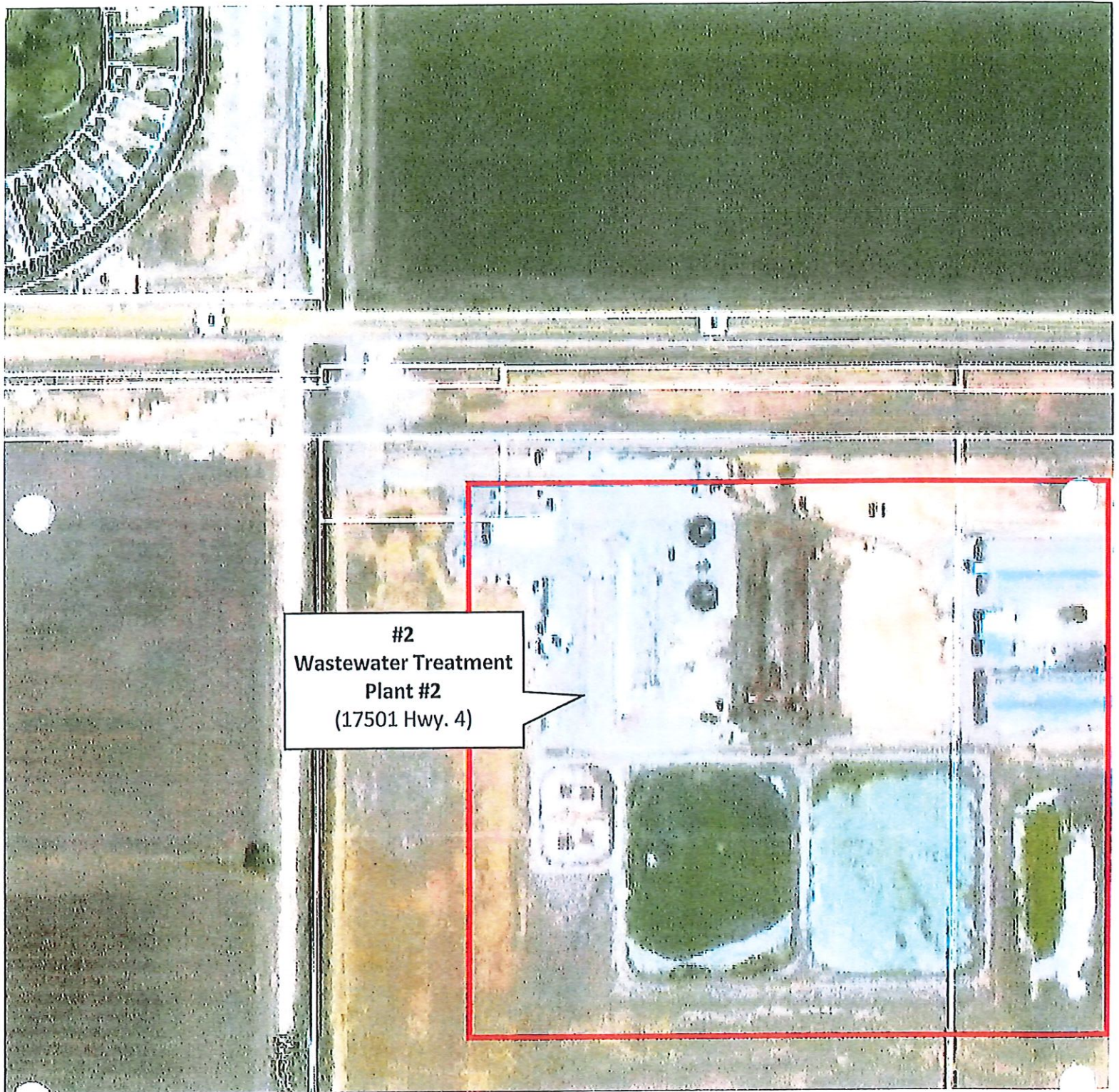


- | | |
|---|--|
| 1 Wastewater Treatment Plant #1 (2500 Channel Rd.) | 17 Lakes Lift Station (End of Fern Ridge Circle) |
| 2 Wastewater Treatment Plant #2 (17501 Hwy. 4) | 18 Lakes 4 Lift Station (End of Pine Hollow Circle) |
| 3 Willow Lake Water Treatment Plant (1800 Willow Lake Rd.) | 19 Bixler Lift Station (South end of Old River Elementary School) |
| 4 Newport Water Treatment Plant (1800 Newport Dr.) | 20 Golf Valve Station (Corner of Channel Rd. & Hwy. 4) |
| 5 Lift Station "A" (Between 4810 & 4820 Discovery Pt.) | 21 Lift Station W (2500 Channel Rd.—Plant #1) |
| 6 Lift Station "C" (Corner Willow Lake Rd & Beaver Lane) | 22 Well 1B (1037 Discovery Bay Blvd.) |
| 7 Lift Station "D" (Next to 750 Discovery Bay Blvd.) | 23 Well 2 (Adjacent to 1535 Discovery Bay Blvd.) |
| 8 Lift Station "E" (Corner of Discovery Bay Bl. & Cabrillo Pt.) | 24 Well 3 (Discovery Bay Bl. South of Edgeview Dr. -Abandoned—Building ONLY) |
| 9 Lift Station "F" (Corner of Willow Lake Rd. & Riverlake Rd.) | 25 Well 4A (1800 Newport Dr.—Newport Water Treatment Plant) |
| 10 Lift Station "G" (Corner of Willow Lake Rd. & Starboard Dr.) | 26 Well 4 (Discovery Bay Blvd. north of Firwood—Abandoned—Building ONLY) |
| Lift Station "H" (End of Marina Rd.) | 27 Well 5B (Adjacent to 2400 Newport Dr.) |
| 12 Lift Station "J" (Corner of Clipper Dr. & Windward Pt.) | 28 Well 6 (1800 Willow Lake Rd.) |
| 13 Lift Station "R" (Corner of Newport Dr. & Beacon Pt.) | 29 Well 7 (2200 Newport Dr. at Capstan) |
| 14 Lift Station "S" (North edge of Regatta Park-Foghorn Way) | 30 Test Well (Pantages Property) |
| 15 Newport Lift Station (Corner of Newport Dr. & Slifer Dr.) | |
| 16 Lakeshore Lift Station (End of Yosemite Way) | |

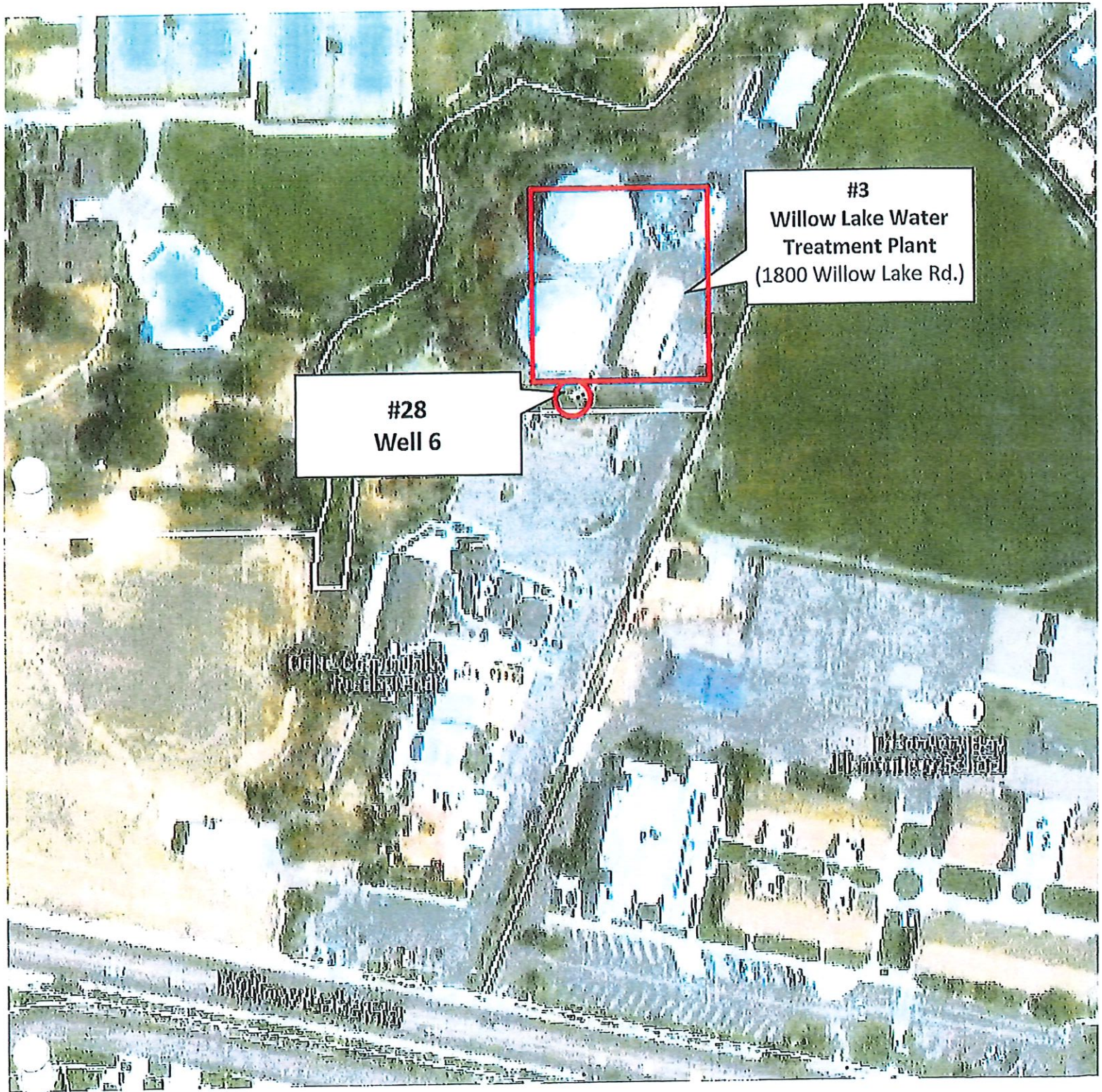
#1 & #21: Wastewater Treatment Plant #1 & Lift Station W (2500 Channel Rd.) - Above ground/Bldg.
AERIAL MAP



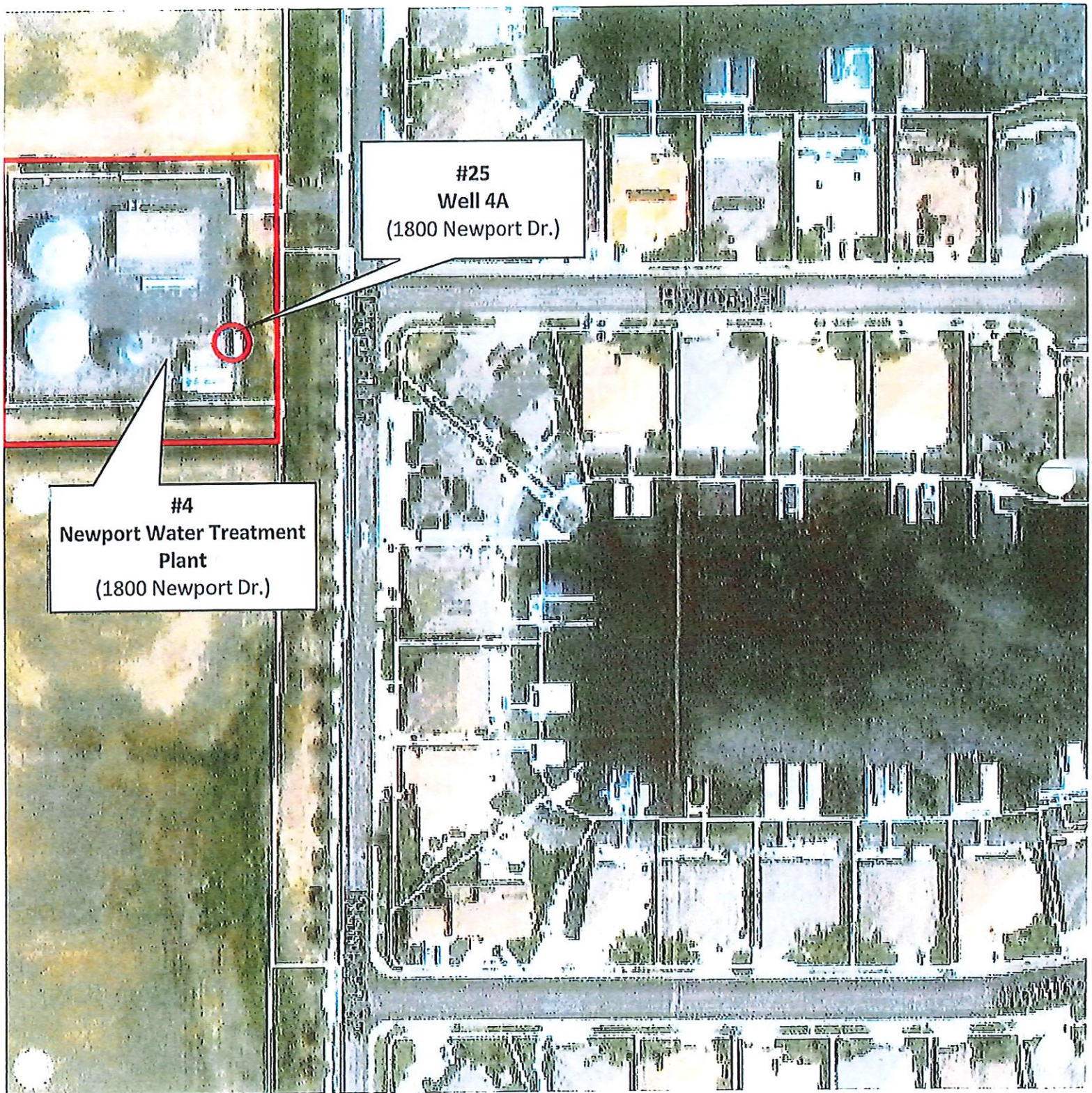
#2: Wastewater Treatment Plant #2 (17501 Hwy. 4) - Above ground/Bldg.
AERIAL MAP



#3 & #28: Willow Lake Water Treatment Plant & Well 6 (1800 Willow Lake Rd.) - Above ground/Bldg.
AERIAL MAP



#4 & #25: Newport Water Treatment Plant & Well 4A (1800 Newport Dr.) - Above ground/Bldg.
AERIAL MAP

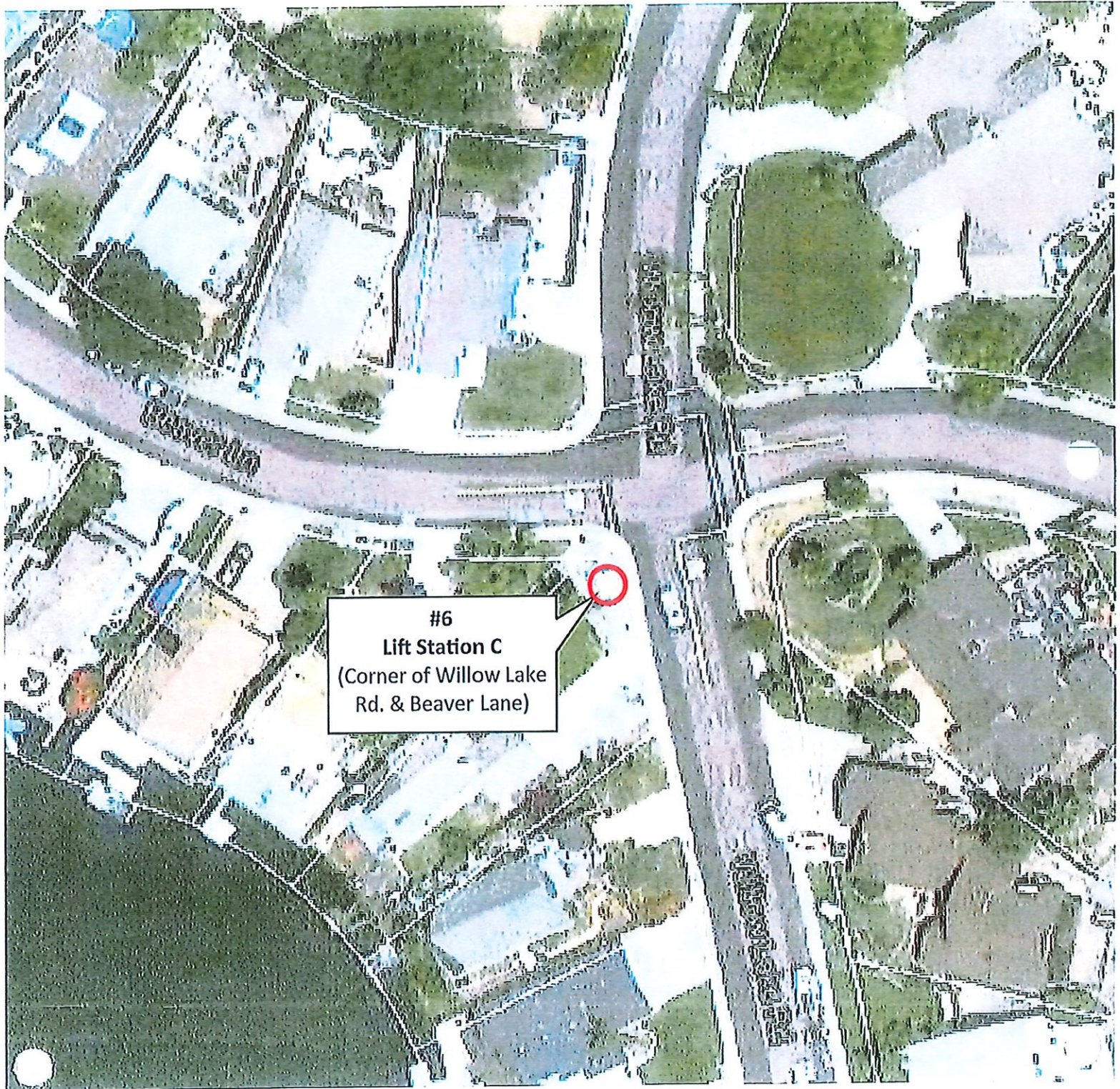


#5: Lift Station A (Between 4810 & 4820 Discovery Pt.) - NO Bldg./Underground
AERIAL MAP

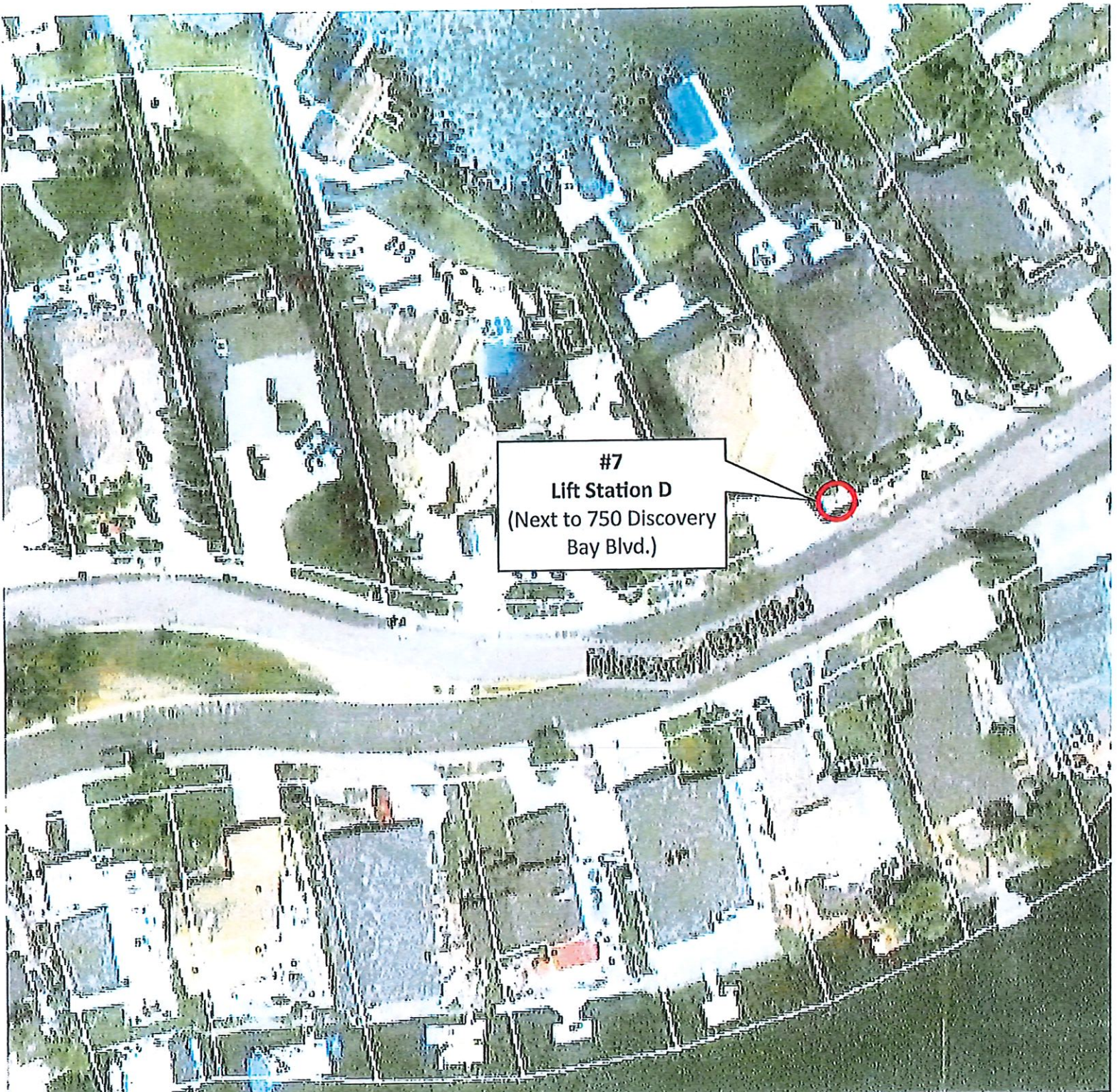


#6: Lift Station C (Corner of Willow Lake Rd. & Beaver Lane) - NO Bldg./Underground

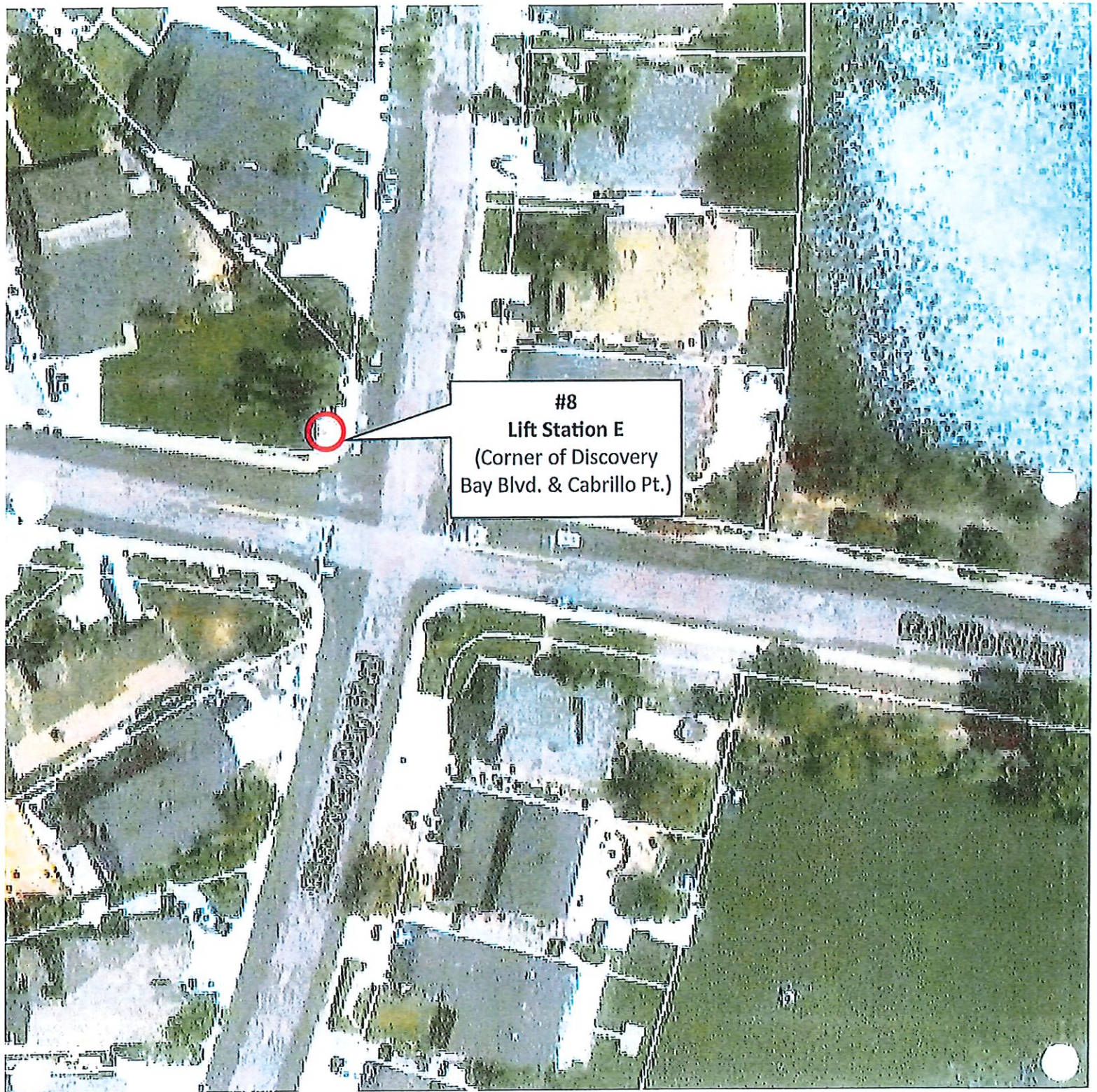
AERIAL MAP



#7: Lift Station D (Next to 750 Discovery Bay Blvd.) - NO Bldg./Underground
AERIAL MAP



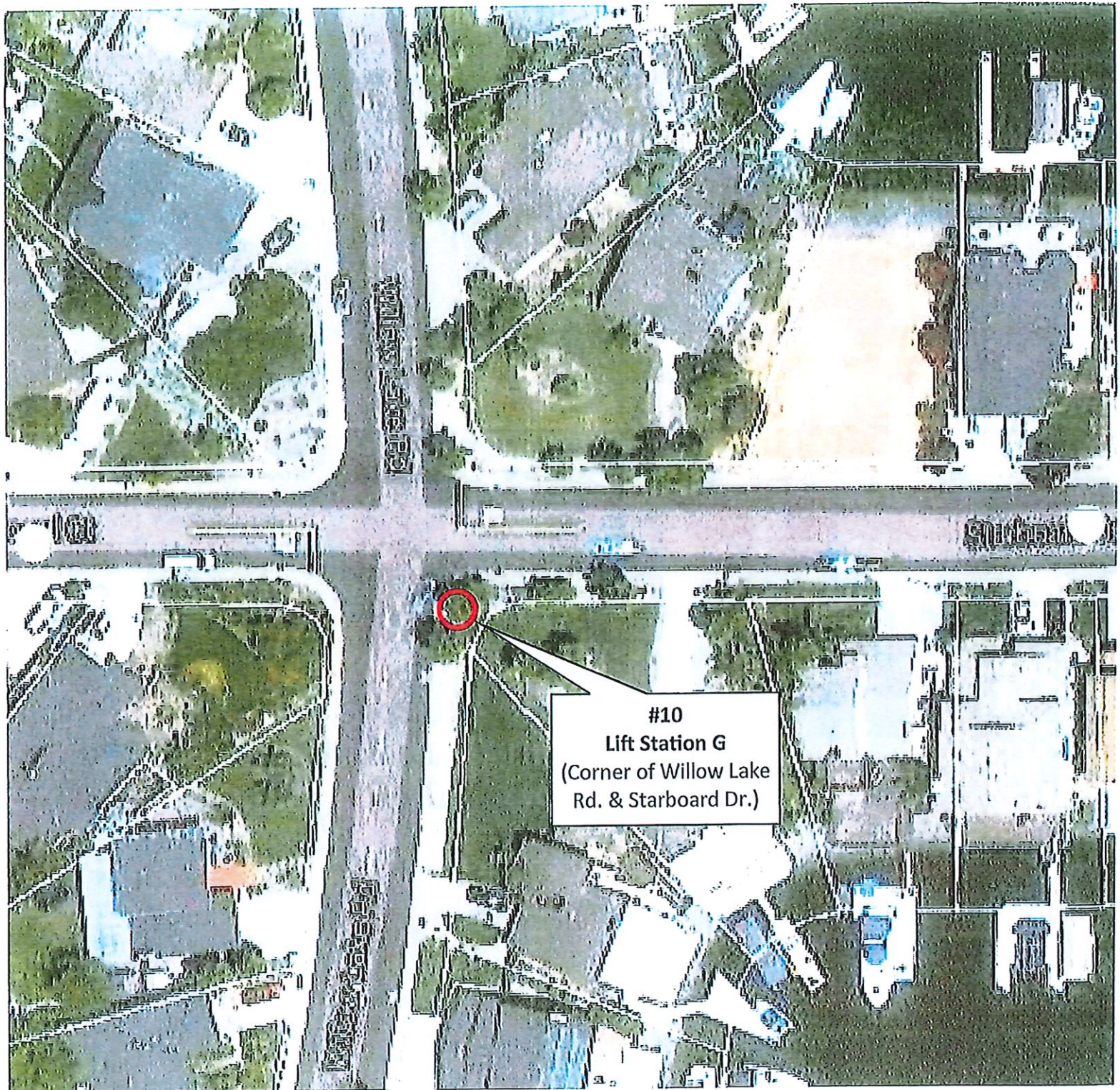
#8: Lift Station E (corner of Discovery Bay Blvd. & Cabrillo Pt.) - NO Bldg./Underground
AERIAL MAP



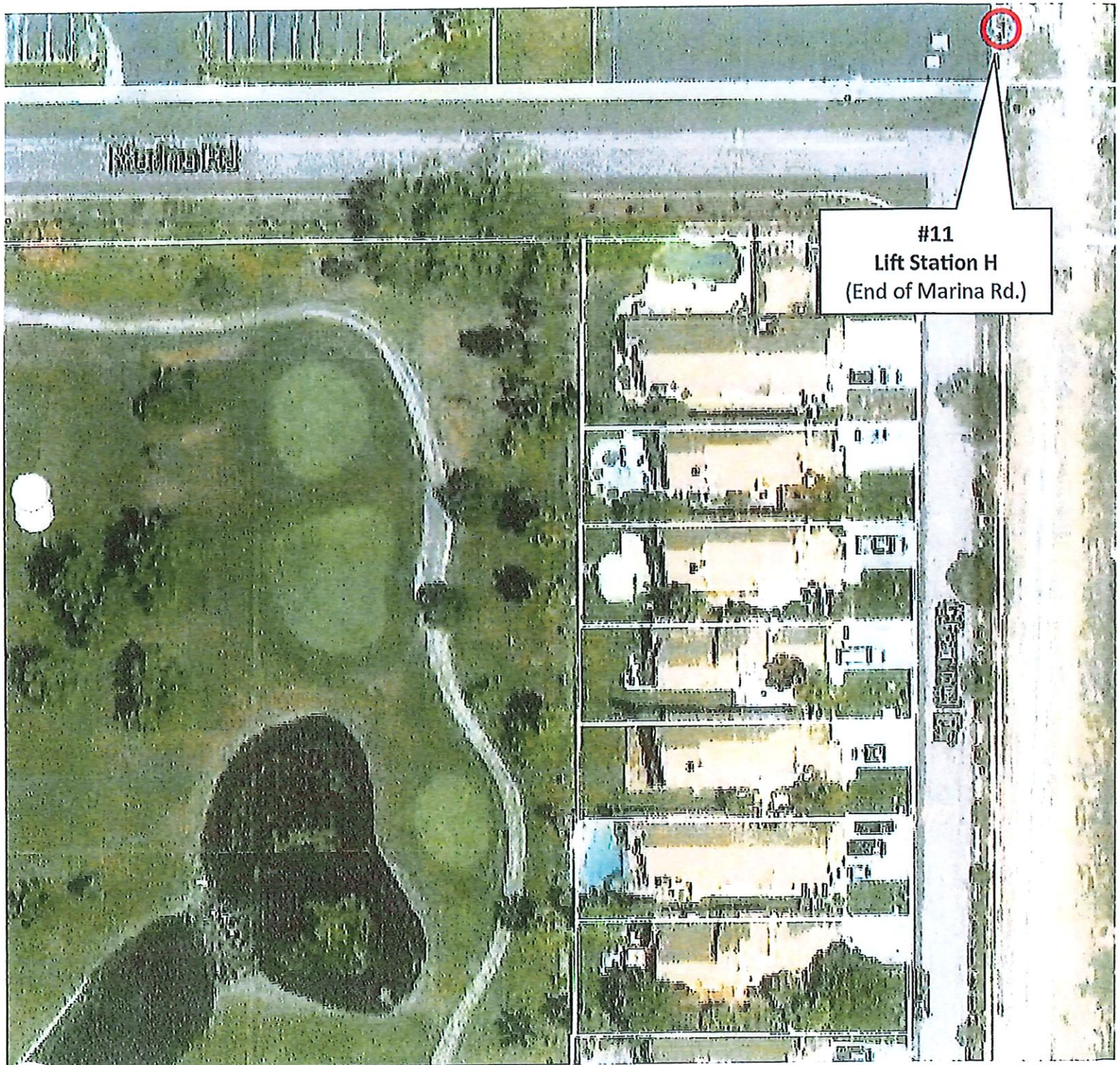
#9: Lift Station F (Corner of Willow Lake Rd. & Riverlake Rd.) - NO Bldg./Underground
AERIAL MAP



#10: Lift Station G (Corner of Willow Lake Rd. & Starboard Dr.) - NO Bldg./Underground
AERIAL MAP



#11: Lift Station H (End of Marina Rd.) - NO Bldg./Underground
AERIAL MAP

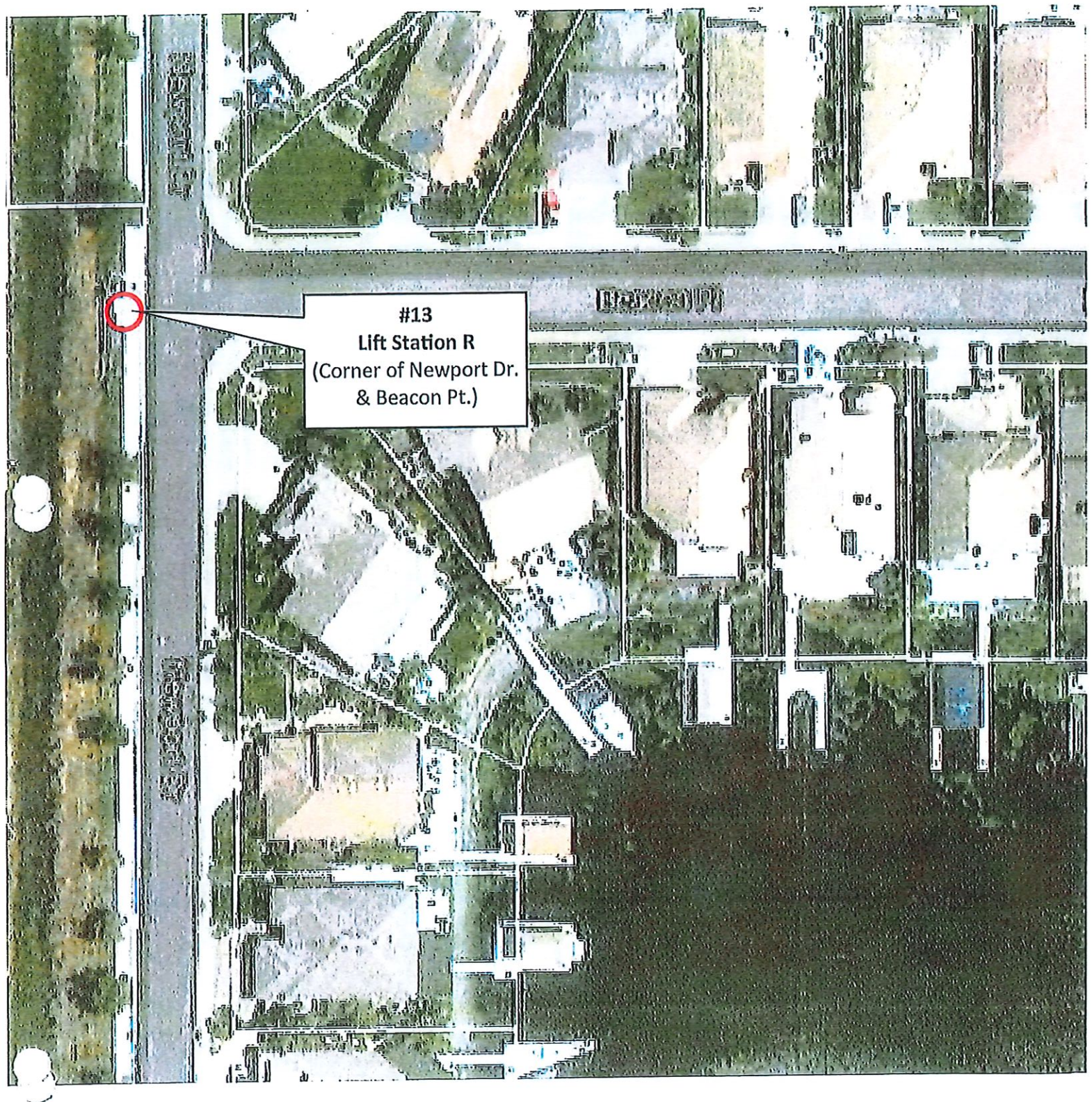


#12: Lift Station J (Corner of Clipper Dr. & Windward Pt.) - NO Bldg./Underground
AERIAL MAP

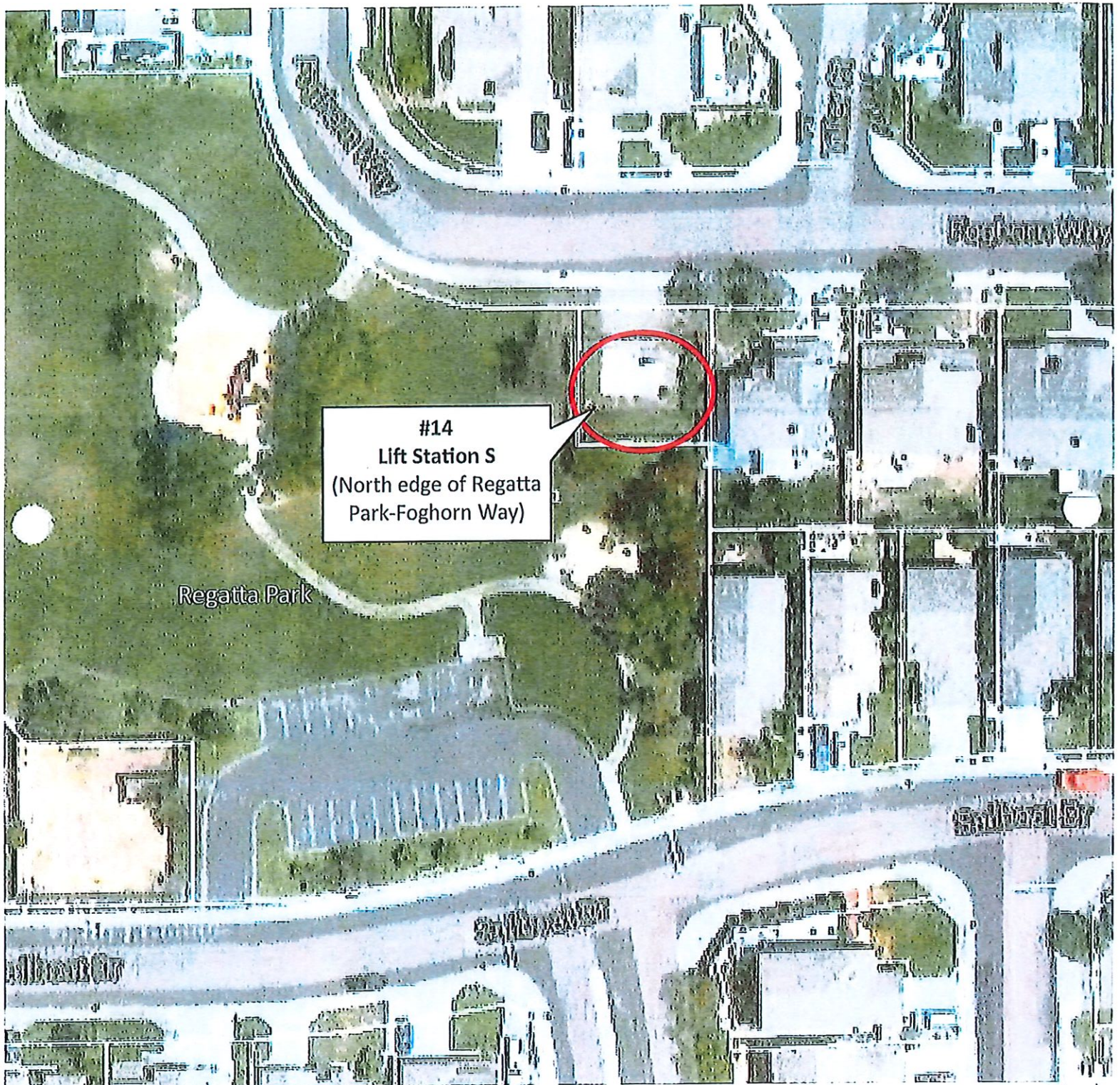


#13: Lift Station R (Corner of Newport Dr. & Beacon Pt.) - NO Bldg./Underground

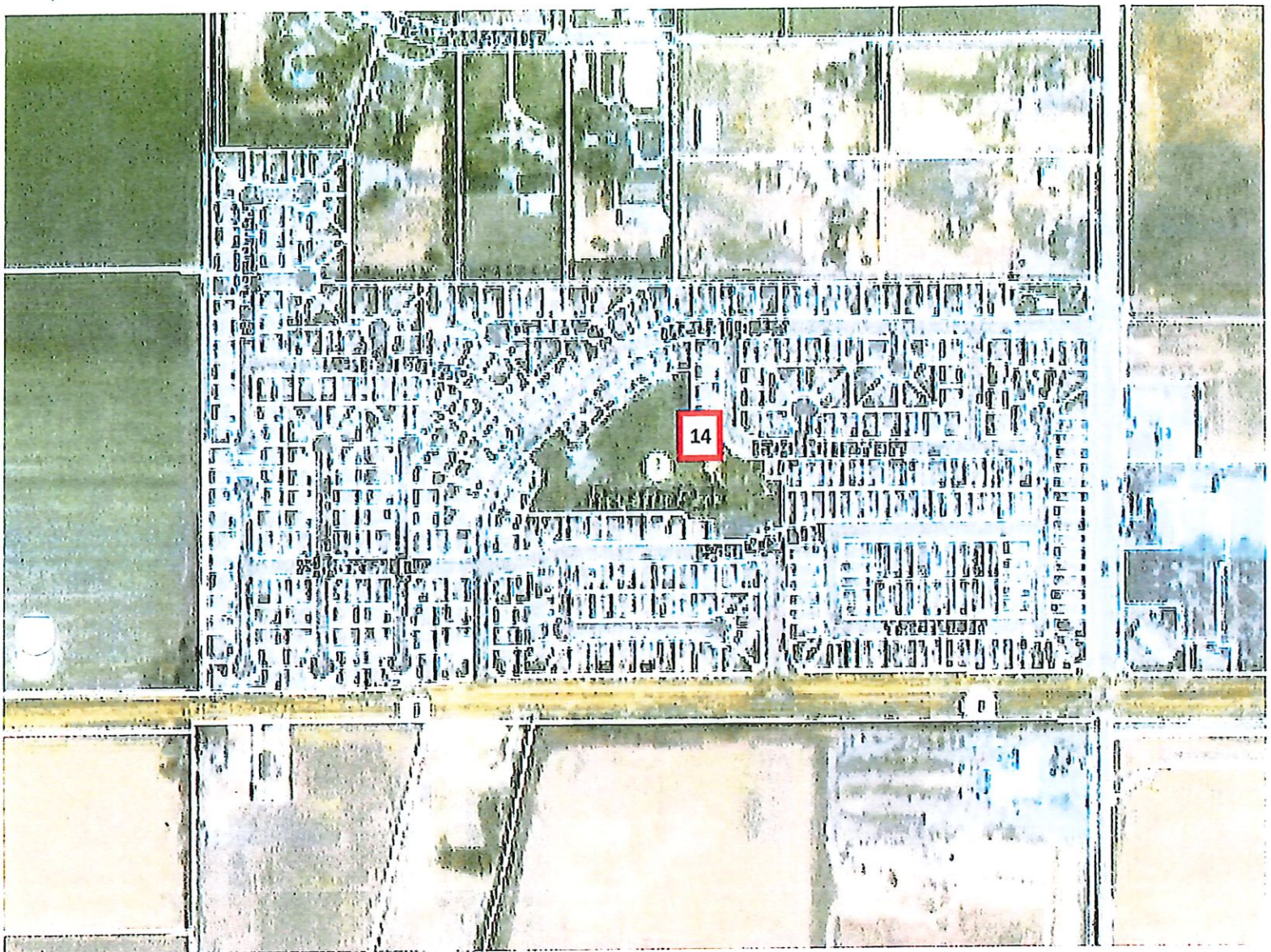
AERIAL MAP



#14: Lift Station S (North edge of Regatta Park—Foghorn Way) - NO Bldg./Underground
AERIAL MAP

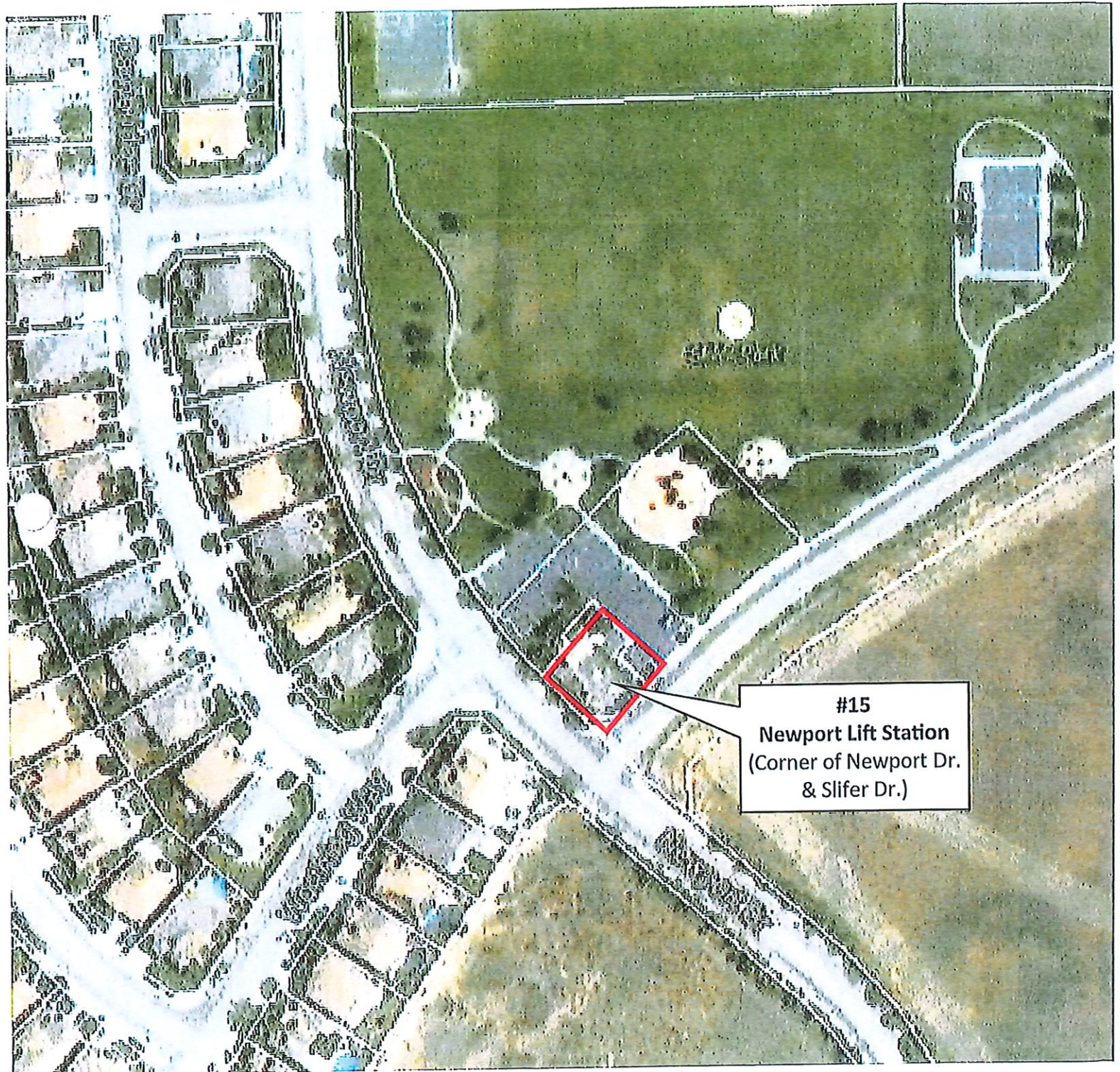


Regatta
AERIAL MAP

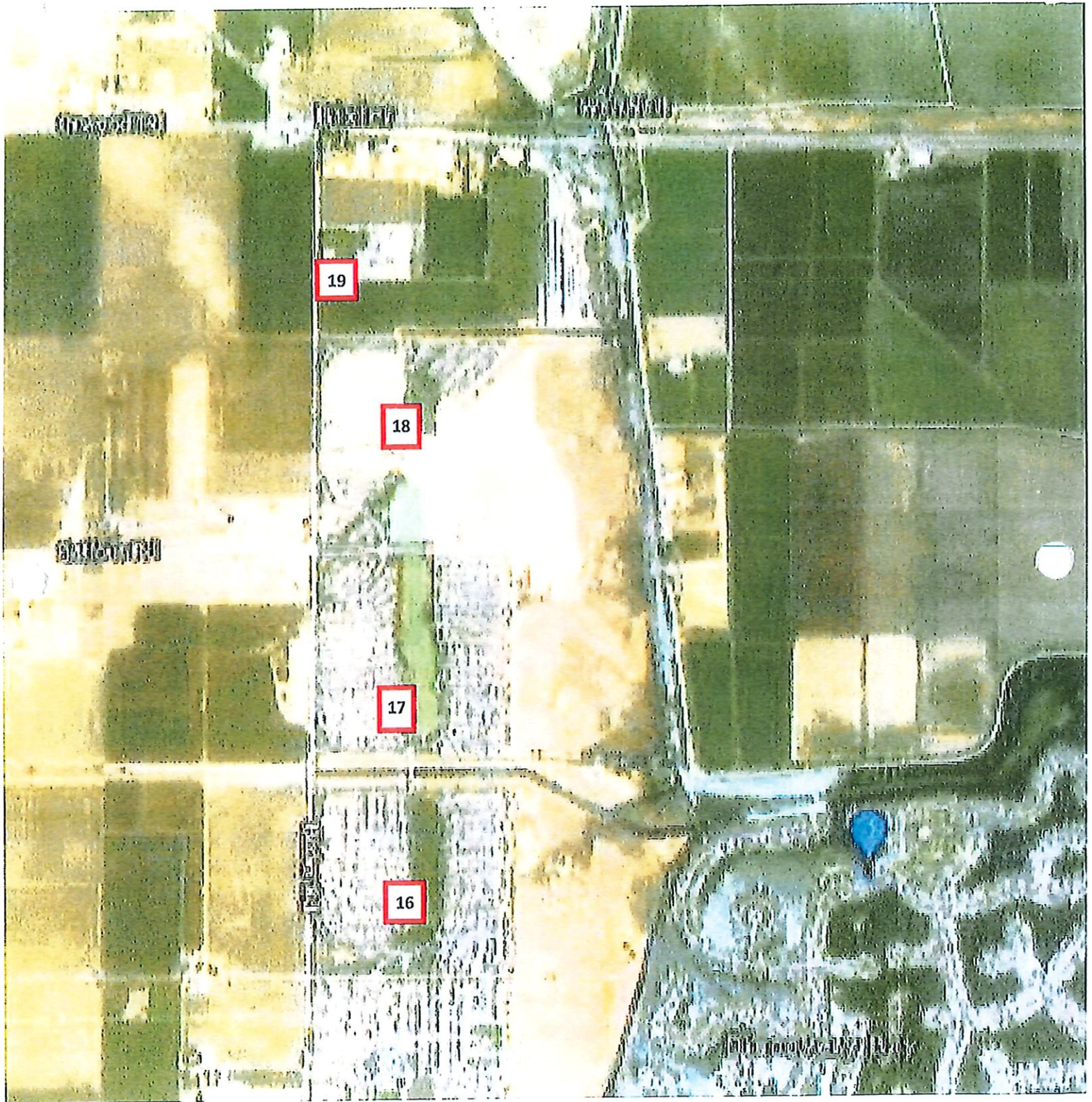


14 Lift Station "S" (North edge of Regatta Park-Foghorn Way)

#15: Newport Lift Station (Corner of Newport Dr. & Slifer Dr.) - Above ground/Bldg.
AERIAL MAP



Lakeshore & Lakes
AERIAL MAP



- 16 Lakeshore Lift Station (End of Yosemite Way)
- 17 Lakes Lift Station (End of Fern Ridge Circle)
- 18 Lakes 4 Lift Station (*End of Pine Hollow Circle)
- 19 Bixler Lift Station (South end of Old River Elementary School)

#16: Lakeshore Lift Station (End of Yosemite Way) - Above ground/Bldg.

AERIAL MAP



#17: Lakes Lift Station (End of Fern Ridge Circle) - Above ground/Bldg.

AERIAL MAP



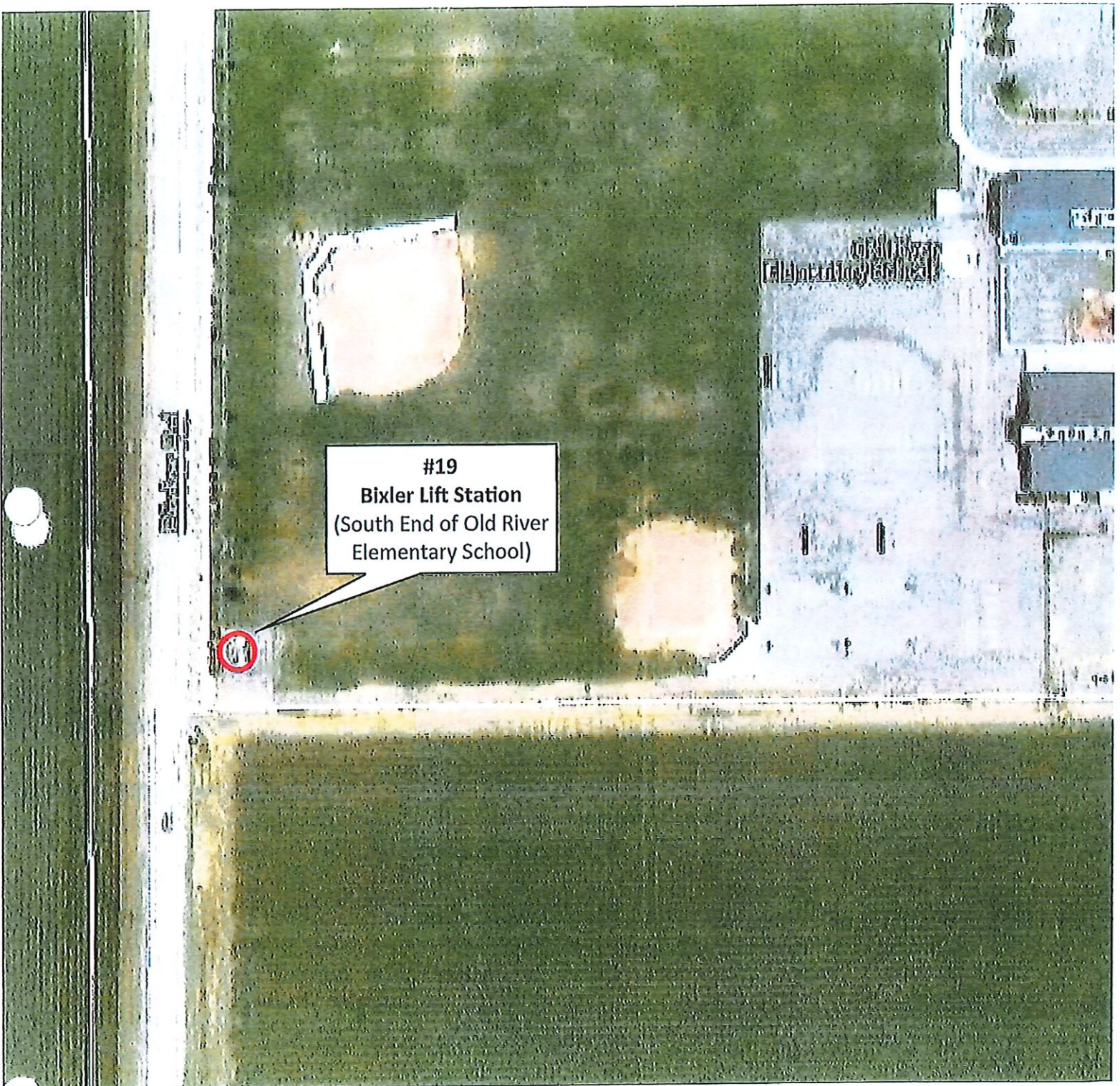
#18: Lakes 4 Lift Station (End of Pine Hollow Circle) - Above ground/Bldg.

AERIAL MAP



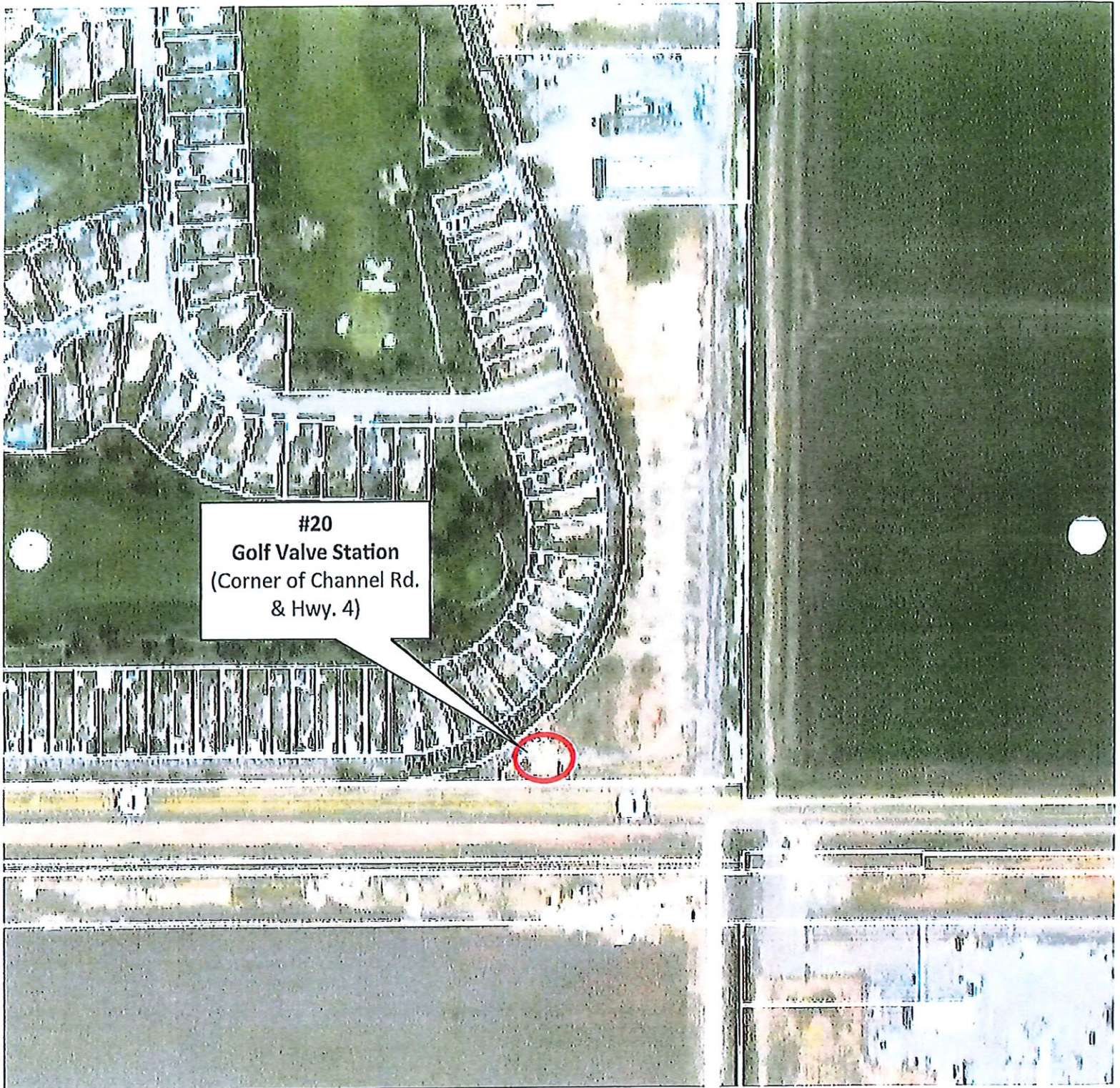
#18
Lakes 4 Lift Station
(End of Pine Hollow Circle)

#19: Bixler Lift Station (South end of Old River Elementary School) - NO Bldg./Underground
AERIAL MAP



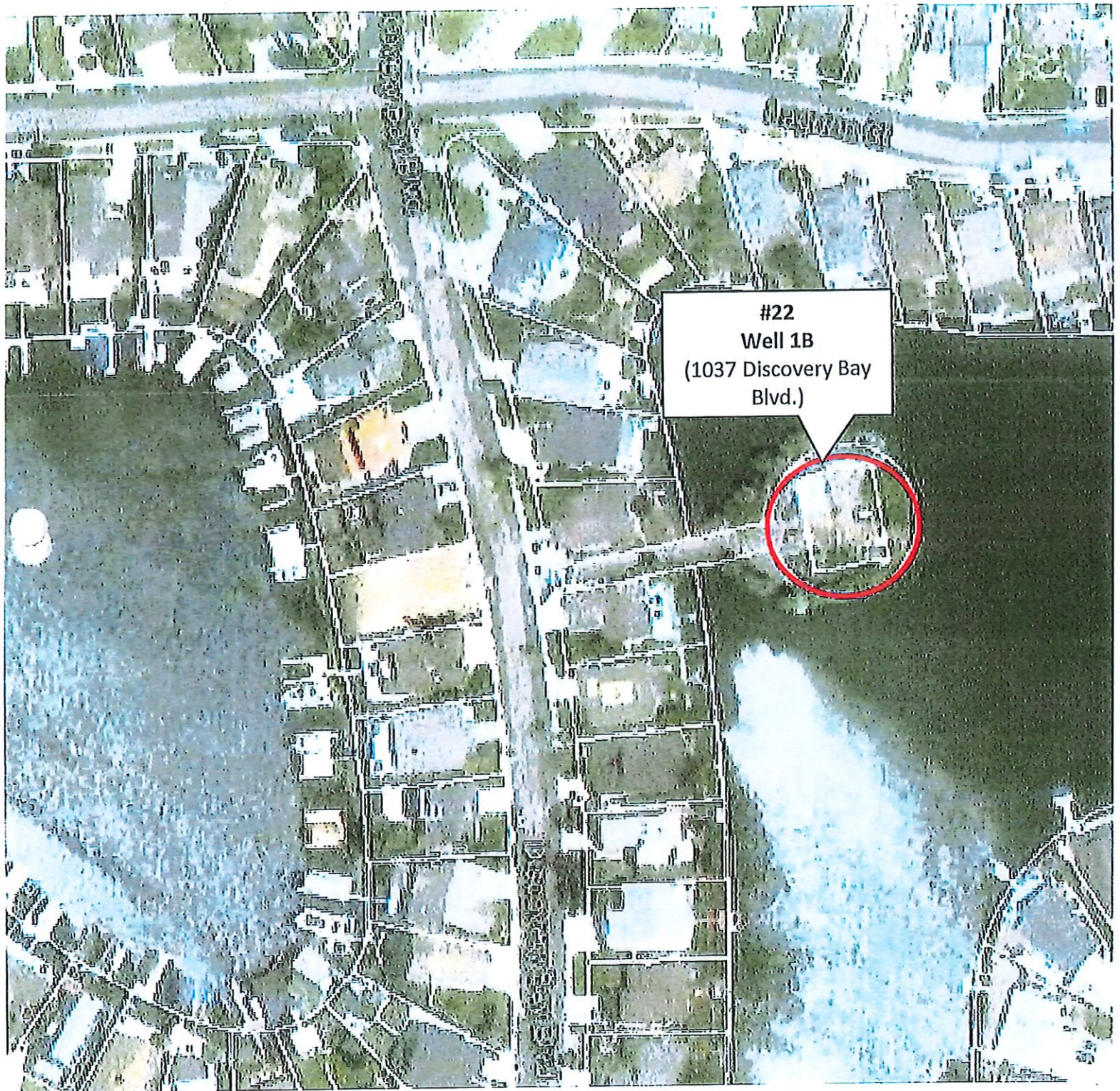
#20: Golf Valve Station (Corner of Channel Rd. & Hwy. 4) - Above ground/Bldg.

AERIAL MAP



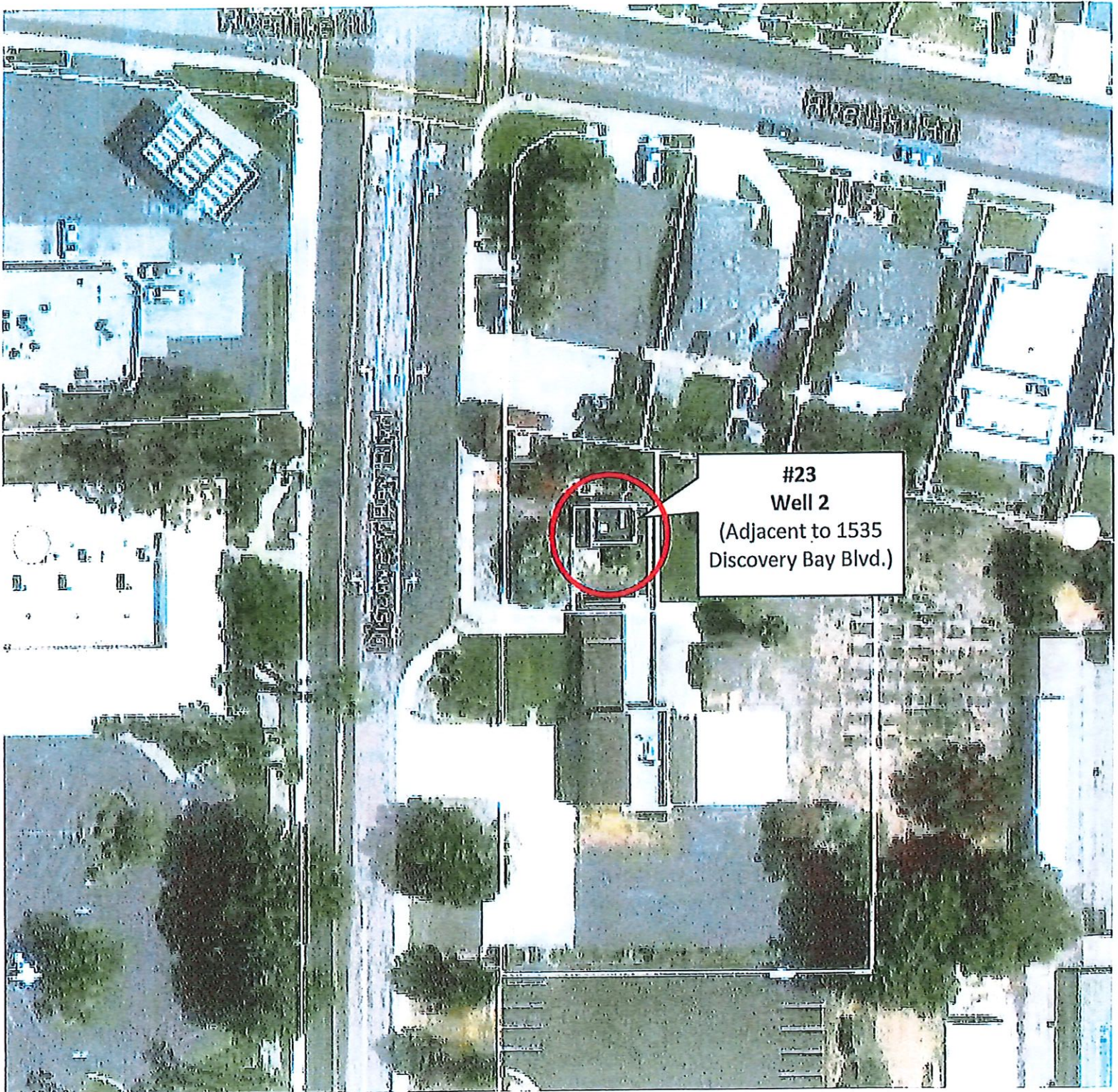
#22: Well #1B (1037 Discovery Bay Blvd.) - Above ground/Bldg.

AERIAL MAP



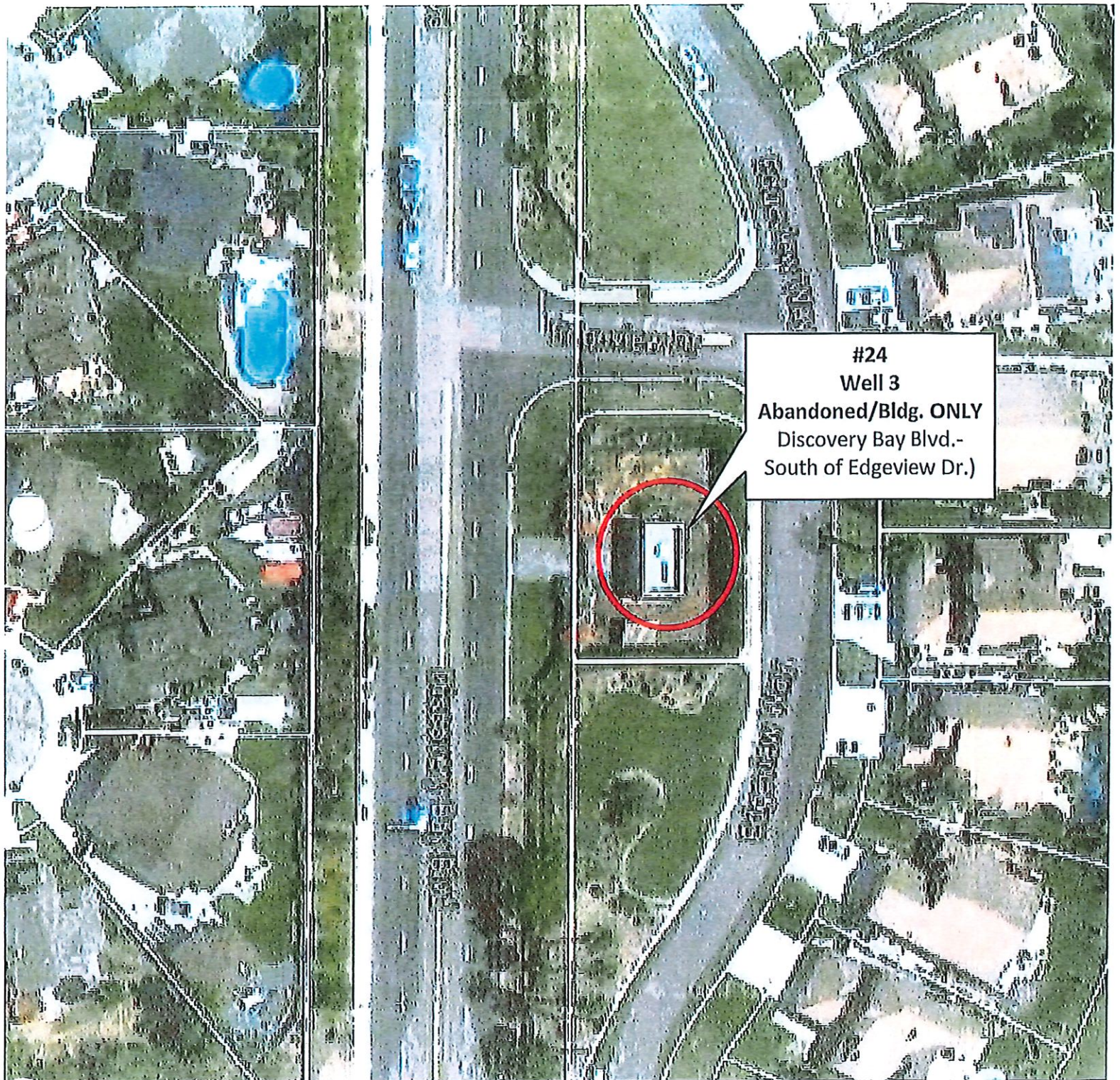
#23: Well #2 (Adjacent to 1535 Discovery Bay Blvd.) - Above ground/Bldg.

AERIAL MAP



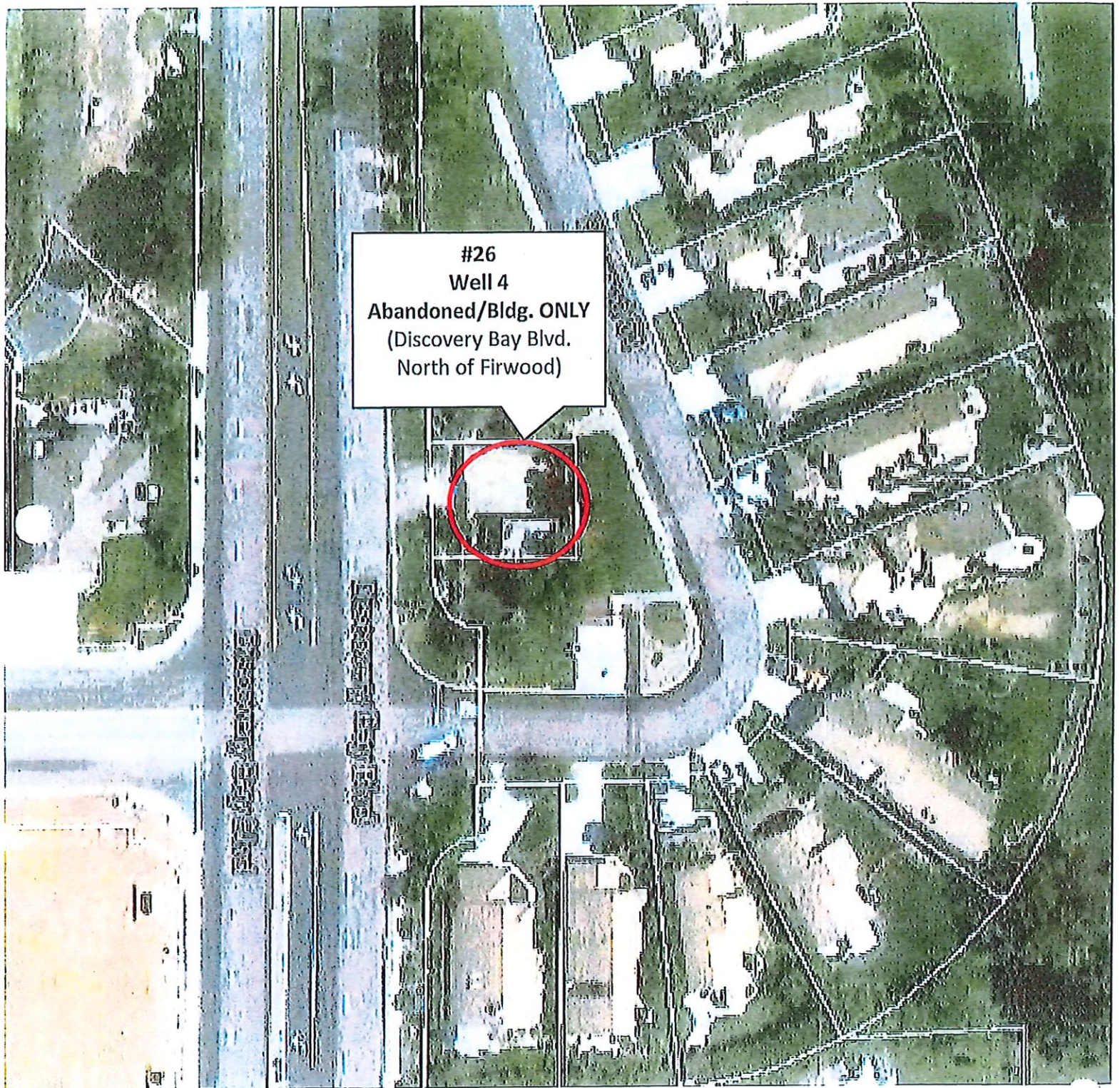
#24: Well #3 (Discovery Bay Blvd. at south of Edgeview Dr.—Abandoned/Bldg. ONLY)

AERIAL MAP



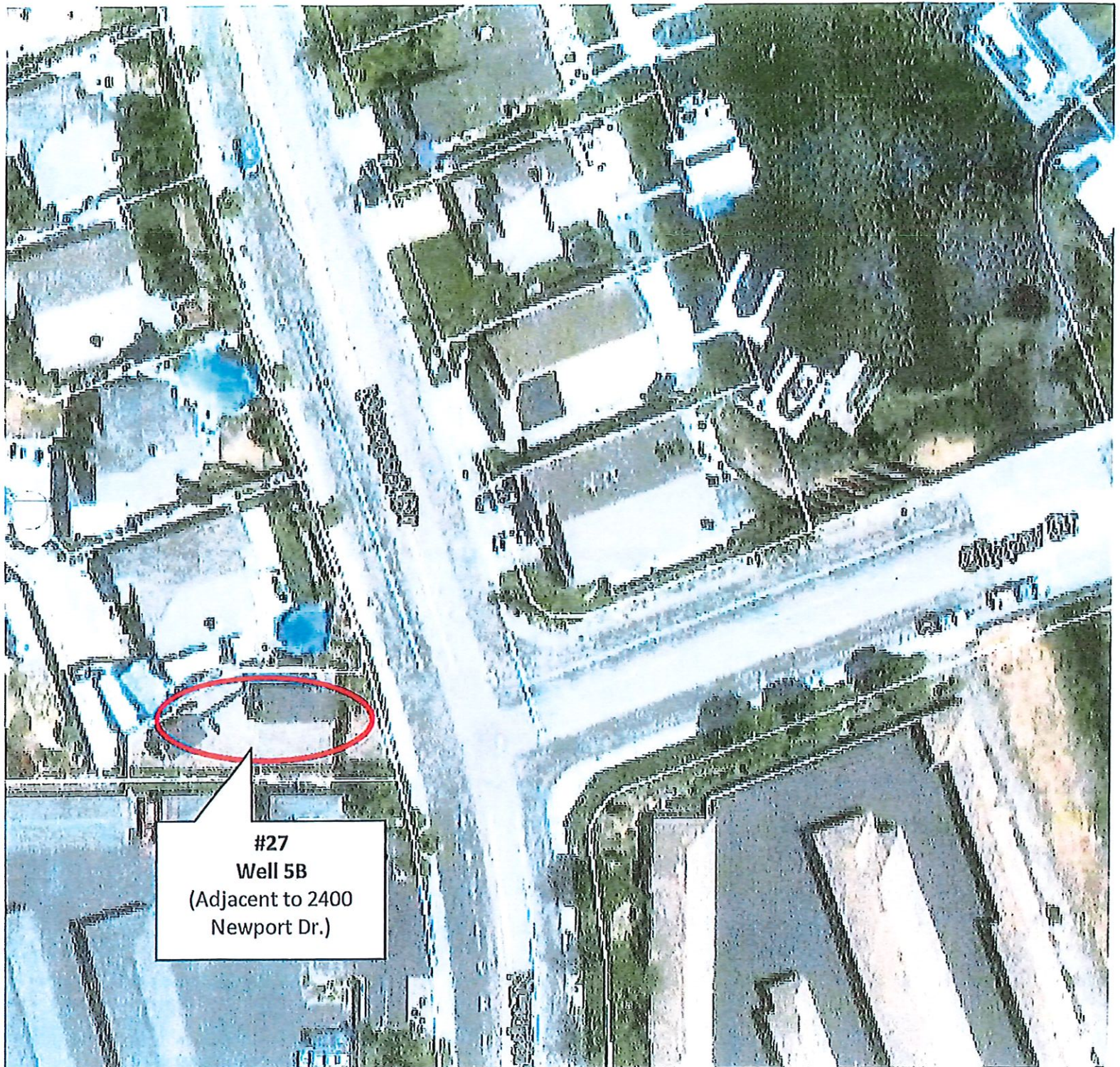
#26: Well #4 (Discovery Bay Blvd. north of Firwood—Abandoned/Bldg. ONLY)

AERIAL MAP



#27: Well #5B (Adjacent to 2400 Newport Dr.) - Above ground/Bldg.

AERIAL MAP



#27
Well 5B
(Adjacent to 2400
Newport Dr.)

#29: Well #7 (2200 Newport Dr. at Capstan) - NO Bldg./Underground
AERIAL MAP



RECORD OF CHANGES AND REVIEWS

Revision # or Review Date	Name of Person Performing Review	Sections Reviewed	Date of Distribution	Name of Approver



RECORD OF INITIAL DISTRIBUTION

AGENCY NAME	ADDRESS	DATE PROVIDED
Town of Discovery Bay CSD	1800 Willow Lake Road Discovery Bay, CA 94505	August 2021
Reclamation District 800	1540 Discovery Bay Blvd. Suite A Discovery Bay, CA 94505 Sonnet Rodrigues sonnet@rd800.org	August 2021
Veolia	17501 Highway 4 Discovery Bay, CA 94505 Anthony Harper Anthony.harper@veolia.com Skye Miller Skye.Miller@veolia.com	August 2021
Contra Costa County Office of the Sheriff Office of Emergency Services	651 Pine Street Martinez, CA 94553 Rick Kovar rkovar@so.cccounty.us Meredith Gerhardt MGerh001@so.cccounty.us	August 2021
Cal OES California Office of Emergency Services Coastal Region / Mutual Aid Region II	3650 Schriever Ave Mather, CA 95655 Garrett Thomsen Garrett.Thomsen@CalOES.ca.gov	August 2021
City of Brentwood	150 City Park Brentwood, CA 94513 Captain Doug Silva dsilva@brentwoodca.gov Captain Tim Herbert therbert@brentwoodca.gov	August 2021
City of Tracy	333 Civic Center Plaza Tracy, California, 95376C Carissa Higginbotham cm@cityoftracy.org	August 2021
City of Stockton	425 N. El Dorado Street, 2nd Floor Stockton, CA 95202 Patty Vasquez patty.vasquez@stocktonca.gov	August 2021

