



**Sierra Cedars Community Services District (SCCSD)**

**EMERGENCY ACTION PLAN**

June 7, 2021  
Updated 1/23, 5/23

42615 Rockledge Road, Shaver Lake, CA 93664  
Mailing Address: P.O. Box 387, Shaver Lake, CA 93664

## **I. EMERGENCY PHONE NUMBERS**

- A. EMERGENCY COORDINATOR: Todd Bristol, General Manager  
(559) 348-8297
- B. WATER SYSTEM OPERATOR: Central Cal Waterworks (559) 575-5627
- C. FIRE DEPARTMENT: 911
- D. PARAMEDICS: 911
- E. AMBULANCE: 911
- F. POLICE: 911

## II. EVACUATION ROUTES

- A. Evacuation route maps have been posted on the bulletin board at the entrance to the SCCSD ("District"). The following information is marked on evacuation maps:
1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguisher (Tank Shed)
  4. Assembly points for affected persons
- B. Site personnel should know at least two evacuation routes.
1. In the District, proceed on roads to Black Oak Way. Go north on Black Oak Way to Bretz Mill Road (towards the entrance of the District).
  2. Outside of the District, evacuation route to be determined by Fire, Law Enforcement, Caltrans, and/or County Officials.

### **III. UTILITY COMPANY EMERGENCY CONTACTS**

- A. ELECTRIC: Southern California Edison, 1(800) 655-4555
- B. WATER: Sierra Cedars County Services District (SCCSD)  
Central Cal Waterworks – Water System Operator, (559) 575-5627  
Todd Bristol, General Manager, (559) 348-8297
- C. TELEPHONE COMPANY: Ponderosa Telephone, (559) 868-6000

## **IV. EMERGENCY REPORTING**

A. Types of emergencies to be reported are:

1. Medical
2. Fire
3. Severe Weather/Natural Disasters
4. Bomb Threat
5. Chemical Spill
6. Structure Climbing/Descending
7. Extended Power Loss

## V. MEDICAL EMERGENCY

- A. Call medical emergency phone number: 911 (Paramedics, Ambulance, Fire Department)
- B. Provide the following information:
  - 1. Nature of medical emergency;
  - 2. Location of the emergency (address, building, room number); and
  - 3. Your name and phone number from which you are calling.
- C. Do not move victim unless absolutely necessary.
- D. If personnel trained in First Aid are not available, at a minimum, an attempt to provide the following assistance is appropriate:
  - 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  - 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- E. Attempt first aid ONLY if trained and qualified.

## **VI. FIRE EMERGENCY**

### **A. When fire is discovered:**

1. Notify the local Fire Department by calling 911 or Shaver Lake Volunteer Fire Department (559) 841-8136 or CAL FIRE (559) 841-3360.
2. Notify the General Manager or Water Master about the fire emergency by voice communication or text message.

### **B. Fight the fire ONLY if:**

1. The Fire Department has been notified.
2. The fire is small and is not spreading to other areas.
3. Escaping the area is possible by backing up to the nearest exit.
4. The fire extinguisher is in working condition and personnel are trained to use it.

### **C. Upon being notified about the fire emergency, occupants must:**

1. Leave any occupied buildings using the designated escape routes.
2. Assemble in the designated area (bulletin board at the entrance of the District).
3. Remain outside until the competent authority announces that it is safe to re-enter.

### **D. Emergency Coordinator (General Manager) must:**

1. Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
2. Coordinate an orderly evacuation of affected persons.
3. Perform an accurate head count of persons reporting to the designated area.
4. Determine a rescue method to locate missing persons.
5. Provide the Fire Department personnel with the necessary information about the affected property and/or buildings.
6. Perform assessment and coordinate emergency procedures, as needed.

## **VII. EXTENDED POWER LOSS**

A. In the event that the backup power system to the District's water system is not in operation, proceed with the following precautionary measures:

1. Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.

B. Upon restoration of heat and power, proceed with the following precautionary measures:

1. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
2. Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.



## **VIII. WATER QUALITY EMERGENCY NOTIFICATION PLAN**

If an imminent danger to the health of the water users exists, follow the Water Quality Emergency Notification Plan (*Appendix "A"*), provided by the State Water Resources Control Board (Division of Drinking Water) for instructions on who to notify during a water quality emergency.

## **IX. CHEMICAL SPILL**

### **A. When a Large Chemical Spill has occurred:**

1. Immediately notify the Emergency Coordinator (General Manager).
2. Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
3. Secure the area and alert other site personnel.
4. Do not attempt to clean the spill unless trained to do so.
5. Attend to injured personnel and call the medical emergency number, if required.
6. Call a local spill cleanup company or the Fire Department to perform a large chemical (e.g., mercury) spill cleanup.
7. Evacuate building as necessary.

### **B. When a Small Chemical Spill has occurred:**

1. Notify the Emergency Coordinator (General Manager).
2. If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.

## X. STRUCTURE CLIMBING/DESCENDING EMERGENCIES

A. List structures maintained by site personnel (tower, river gauge, etc.):

No.	Structure Type	Location (address, if applicable)	Emergency Response Organization* (if available within 30-minute response time)
2	Water Tanks	42615 Rockledge Road, Shaver Lake	Shaver Lake Volunteer Fire Department

B. Emergency Response Organization(s):

Name: Shaver Lake Volunteer Fire Dept. Phone Number: (559) 841-8136

## XI. TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_  
 ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> Soft <input type="checkbox"/> High Pitch <input type="checkbox"/> Deep <input type="checkbox"/> Raspy <input type="checkbox"/> Pleasant <input type="checkbox"/> Intoxicated            _____ <div style="text-align: center;">Other</div>	<input type="checkbox"/> Fast <input type="checkbox"/> Slow <input type="checkbox"/> Distinct <input type="checkbox"/> Distorted <input type="checkbox"/> Stutter <input type="checkbox"/> Nasal <input type="checkbox"/> Slurred                 _____ <div style="text-align: center;">Other</div>	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Foul                     _____ <div style="text-align: center;">Other</div>
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Not Local <input type="checkbox"/> Foreign <input type="checkbox"/> Region <input type="checkbox"/> Race	<input type="checkbox"/> Calm <input type="checkbox"/> Angry <input type="checkbox"/> Rational <input type="checkbox"/> Irrational <input type="checkbox"/> Coherent <input type="checkbox"/> Incoherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Emotional <input type="checkbox"/> Righteous <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Trains <input type="checkbox"/> Machines <input type="checkbox"/> Animals <input type="checkbox"/> Music <input type="checkbox"/> Quiet <input type="checkbox"/> Office <input type="checkbox"/> Voices <input type="checkbox"/> Machines <input type="checkbox"/> Airplanes <input type="checkbox"/> Street <input type="checkbox"/> Party <input type="checkbox"/> Traffic <input type="checkbox"/> Atmosphere

### BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Todd Bristol, General Manager, at (559) 348-8297 and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify your supervisor immediately

## **XII. SEVERE WEATHER AND NATURAL DISASTERS**

### **A. Tornado**

1. When a warning is issued by sirens or other means, seek inside shelter. Consider small interior rooms on the lowest floor and without windows, hallways on the lowest floor away from doors and windows, and rooms constructed with reinforced concrete, brick, or block with no windows.
2. Stay away from outside walls and windows.
3. Use arms to protect head and neck.
4. Remain sheltered until the tornado threat is announced to be over.

### **B. Earthquake**

1. Stay calm and await instructions from the Emergency Coordinator (General Manager).
2. Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
3. Assist people with disabilities in finding a safe place.
4. Evacuate as instructed by the Emergency Coordinator (General Manager).

### **C. Flood**

1. If indoors, be ready to evacuate as directed by the Emergency Coordinator (General Manager) and follow the recommended primary or secondary evacuation routes.
2. If outdoors, climb to high ground and stay there. Avoid walking or driving through flood water. If car stalls, abandon it immediately and climb to a higher ground.

### **D. Blizzard**

1. If indoors, stay indoors and remain calm, as you await instructions from the General Manager. If there is no heat, close off unneeded rooms or areas. Stuff towels or rags in cracks under doors and cover windows at night. Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration. Wear layers of loose-fitting, lightweight, warm clothing, if available.

2. If outdoors, find a dry shelter and cover all exposed parts of the body.
3. If shelter is not available, prepare a lean-to, wind break, or snow cave for protection from the wind. Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat. Do not eat snow, as it will lower your body temperature.
4. If stranded in a car or truck, stay in the vehicle! Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked. Make yourself visible to rescuers. Turn on the dome light at night when running the engine. Tie a colored cloth to your antenna or door. Raise the hood after the snow stops falling.
5. Exercise to keep blood circulating and to keep warm.

### XIII. CRITICAL OPERATIONS

A. During some emergency situations, it will be necessary for some specially assigned personnel to remain at the work areas to perform critical operations.

Work Area	Company Name	Job Title	Description of Assignment
Water System	Central Cal Waterworks	Water System Operator	Ensure the integrity of water and system

B. Personnel involved in critical operations may remain on the site.

C. In case an emergency situation will not permit any of the personnel to remain at the facility, the assigned personnel shall notify the General Manager. The following person should be contacted:

Name/Location: Todd Bristol, General Manager, SCCSD

Telephone Number: (559) 348 - 8297





# APPENDIX "A"



**Sierra Cedars CSD  
System: CA 1010052  
Fresno District 23**

**Emergency Notification Plan**

The Sierra Cedars CSD water system is a community water system that is in the Shaver Lake area off Bretz Mill Road. Our community is small and since most of the homeowners are part-time residents, the most efficient means of notification during an emergency is through the Sierra Cedars Community Services District mass email platform. The General Manager it to be contacted to enact an email message to all homeowners. Then, homeowners need to immediately notify renters or people staying in their cabins of the emergency. Besides the mass email notification, if the emergency requires, the weather is manageable (snow, etc.), and personnel are available, the residents perceived to be home in Sierra Cedars may be notified by a handbill/flyer placed on their doorstep. Due to the nature of the system, it is anticipated that the time needed for notification would be short and wouldn't exceed a single business day.

**In the case of an after- hours water quality emergency, a 24 -hour Central Cal Waterworks on call operator may be reached at (559) 649-2770**

**Supplemental Water Quality Contacts**

**Jason Sherrell (559) 575-5627  
President**

**Daniel Robarge (559)593-8391  
Vice President**

**Mitchell Wright (559)797-0542  
Operations Manager**

**James Derby (559)649-2770  
Operator**

**Todd Bristol (559)348-8297**





GAVIN NEWSOM  
GOVERNOR



YANA GARCIA  
SECRETARY FOR  
ENVIRONMENTAL PROTECTION

## State Water Resources Control Board Division of Drinking Water

### WATER QUALITY EMERGENCY NOTIFICATION PLAN

Name of Utility: Sierra Cedars CSD CA1010052

Physical Location/Address: Shaver Lake, California

The following persons have been designated to implement the plan upon notification by the Division of Drinking Water, SWRCB that an imminent danger to the health of the water users exists:

Water Utility: Contact Name & Title	Email Address	Telephone		
		Day	Evening	Cell
1. James Derby-Operator	jderby@centralcalwaterworks.com			(559)367-1348
2. Mitchell Wright- Operations Mgr	mwright@centralcalwaterworks.com			(559)797-0542
3. Todd Bristol- Watermaster	sierracedarscsd@gmail.com			(559)348-8297

The implementation of the plan will be carried out with the following DDW-SWRCB and County Health Department personnel:

DDW-SWRCB & County Health Departments: Contact Name & Title	Telephone	
	Day	Evening
1. Fresno District 23 Engineer, SWRCB-DDW	(559) 731-1208	(559) 731-1208
2. Tricia A. Wathen, Central CA Section Chief, SWRCB-DDW	(559) 447-3398	(559) 696-8506
3. Rick Heinrichs, Environmental Health Specialist-Supervisor Fresno County Health Department	(559) 600-3357	(559) 600-3357

If the above personnel cannot be reached, contact:

**Office of Emergency Services Warning Center (24 hrs.) (800) 852-7550 or (916) 845-8911**  
When reporting a water quality emergency to the Warning Center, please ask for the State Water Resources Control Board – Division of Drinking Water Duty Officer.

#### NOTIFICATION PLAN

Attach a written description of the method or combination of methods to be used (radio, television, door-to-door, etc.) to notify customers in an emergency. For each section of your plan give an estimate of the time required, necessary personnel, estimated coverage, etc. Consideration must be given to special organizations (such as schools), non-English speaking groups, and outlying water users. Ensure that the notification procedures you describe are practical and that you will be able to actually implement them in the event of an emergency. Examples of notification plans are attached for large, medium and small communities.

JE. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR



Report prepared by:

*Mitchell Wright*

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Signature and Title

4-20-2023

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Date

