



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Simpson, Brown, Helgeson, Manning and Mital
FROM: Brad Taylor, Water Operations Manager
Mel Damewood, Engineering Manager
DATE: December 20, 2013
SUBJECT: 2013 Water Emergency Planning Activities Summary
OBJECTIVE: Requested Report to the Board

Issue

The purpose of this report is to summarize progress on water emergency planning activities.

Background

In July 2012 EWEB completed an Emergency (Catastrophic) Water Supply Plan. In 2013, EWEB Water staff began Phase I implementation. As a result of implementation of the July 2012 plan, EWEB Water staff recommended that the Water Incident Command Structure align more closely with EWEB Electric Division.

Discussion

Please review the progress statements shown for each task of the July 2012 plan.

Outreach

- Bill insert or brochure focusing on emergency preparedness
 - Market research (survey, forum, etc) was conducted to inform drafting a water emergency preparedness bill insert or brochure.
 - Deliverable is pending partnership development in 2014.
- Emergency preparedness information or links on the EWEB website
 - www.eweb.org/waterreliability/emergency was posted in early August 2013.
- News releases to the media about the Emergency Water Supply Plan and the importance of emergency preparedness
 - The first news release regarding water emergency response trailer August 2013.
 - Water Operations has worked with Public Affairs to draft generic emergency preparedness press releases based on Oregon Health Authority required text while incorporating preliminary market research findings.
- Participation in safety fairs, conferences, and neighborhood meetings
 - The water emergency response trailer was featured at the Eugene Celebration August 2013 and at the Get Ready Event in September 2013 (a partnership with NW Natural Gas and the City of Eugene Office of Emergency Management).
 - The water emergency response trailer was shared with peer utilities at the Oregon Water/Wastewater Agency Response Network (ORWARN) Annual Conference.

- The topic of the November 2013 Water Forum was The Role of Water Reliability in Emergency Response Planning.
- A December 2013 multi-agency Incident Command System exercise featured use of the water emergency response trailer. Participating agencies include Rainbow Water District, Springfield Utility Board, two departments at the City of Eugene, and two departments at Lane County.
- Training/provide information to local Community Emergency Response Teams (CERT) and Citizens Corps
 - Deliverable is pending partnership development in 2014.
- Demonstrations and informational sessions with local emergency managers
 - The City of Eugene Emergency Manager was a co-presenter at the November 2013 Water Forum.
 - Emergency planning staff from each of the agencies participating in the December 2013 multi-agency Incident Command System exercise were involved with planning and implementation.
- Written communication for customers to be handed out before or during an emergency
 - An emergency communication library is currently in development to be published by December 31, 2013.
 - Written communications emphasize emergency response education in addition to Oregon Health Authority required situational awareness text.

Prioritization – Capital Improvements

Phase I

1. Develop two sources of supply [for filling water distribution portable tank]
 - a. Santa Clara Reservoir – Seismic evaluation and retrofit
 - i. Deliverable is pending Master Plan update in 2014.
 - b. Select and retrofit one storage reservoir (in the South Hills area) *Please note that EWEB has conducted seismic assessment on an ongoing basis for several years. The activity reported below occurred during calendar year 2013*
 - i. The College Hill reservoir seismic assessment was completed in 2013.
 - ii. Willamette 800 reservoirs structural analysis was completed in 2013.
 - iii. The decision to retrofit or replace Willamette 800 reservoirs is pending Master Plan update in 2014.
2. Assemble two mobile emergency water systems
 - a. The water emergency response trailer designed for community education was completed by August 2013.
 - b. A 30-spigot manifold was built in October 2013.
 - c. Two water emergency response trailers designed only for service were ordered in 2013.
3. Purchase three additional 900-gallon water distribution portable tank for dump trucks
 - a. One 1000-gallon water distribution portable tank was purchased in July 2013
 - b. Two 2000-gallon water distribution portable tanks were ordered in 2013.
4. Develop storage area/plan for equipment
 - a. Deliverable is pending partnership development in 2014.

The Water System Security and Emergency Preparedness (WSSEP) Committee was chartered in October 2013 for the purpose of development and implementation of Water Incident Command System, water incident communication tools and protocol, and evaluation/purchase of water incident response equipment. A SharePoint site was developed in November 2013 to support robust

collaboration of Committee members and interested parties. Please review the progress statements in the four major areas of chartered responsibility.

Water Incident Command System Development

- For the purpose of alignment, the EWEB Electric Division Incident Command System Manual is serving as a basis for development of the Water Division Incident Command System Manual.
- 2013 FEMA Incident Command System compliant electronic forms were developed for use by the Water and Electric Divisions.

Water Incident Response Equipment

- In addition to the equipment specified by the July 2012 plan, WSSEP members are evaluating and purchasing radio communication equipment and “go-kits” for EWEB incident responders.

Training and Exercises

- Several Water Division staff completed FEMA Incident Command System basic training at 100, 200, and 700 levels.
- Electric Division staff organized an interagency FEMA Incident Command System advanced training at 300 and 400 levels. The majority of participants were from the EWEB Water and Electric Divisions. Other participants were from the Coast Guard, Lane County Sheriff’s Department, Salem Public Works and others.
- A December 2013 multi-agency Incident Command System exercise featured use of the water emergency response trailer. Participating agencies include Rainbow Water District, Springfield Utility Board, two departments at the City of Eugene, and two departments at Lane County.
- Other quarterly mutual aid exercises were conducted as specified in the EWEB, Springfield Utility Board, and Rainbow Water District mutual aid agreement.

WSSEP Communications

- Water Incident Notification Protocols and Alert Levels were formalized and aligned with the Electric Division to the degree deemed advisable due to differing business needs.
- Radio Communication Protocols were co-developed with the EWEB Radio Shop and Electric Division.
- A 2014 Water Incident Communication Plan was co-developed by Water Operations, Water Engineering & Planning, and Public Affairs in the 4th Quarter of 2013 that includes:
 - An Alert Level Communication Matrix aligned with Oregon Health Authority required situational awareness text;
 - A library of print-ready communication for customers to be handed out before or during an emergency indexed to the Alert Level Communication Matrix;
 - Key messaging and strategy for public education about water emergency preparedness.

Recommendation

Information sharing only. No recommendations.

Requested Board Action

No Board action requested.