



Procedure 06

**EMERGENCY PREPAREDNESS
AND CONTINGENCY PLAN
PROCEDURE**

Date prepared : January 6, 2017
Date approved : January 10, 2017
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Reviewed by: Engr. Carlos N. Santos Jr.-GM

Approved by: Dir. Miguela G. Pleyto-BOD Chairperson

1.0 OBJECTIVES

1.1 To identify possible unforeseen circumstances and to enhance the operational readiness of employees in responding to any emergency situations.

2.0 SCOPE

2.1 These procedures cover the actions that must be taken by various personnel from the time an incident or emergency. This procedure gives the general structure for the management of a variety of foreseeable emergency situations.

3.0 REFERENCES

- 3.1 ISO 9001:2015 Section 6
- 3.2 Procedure for Human Resource Management and Development

4.0 RESPONSIBILITIES AND AUTHORITIES

ALL

5.0 PROCESS

5.1 General

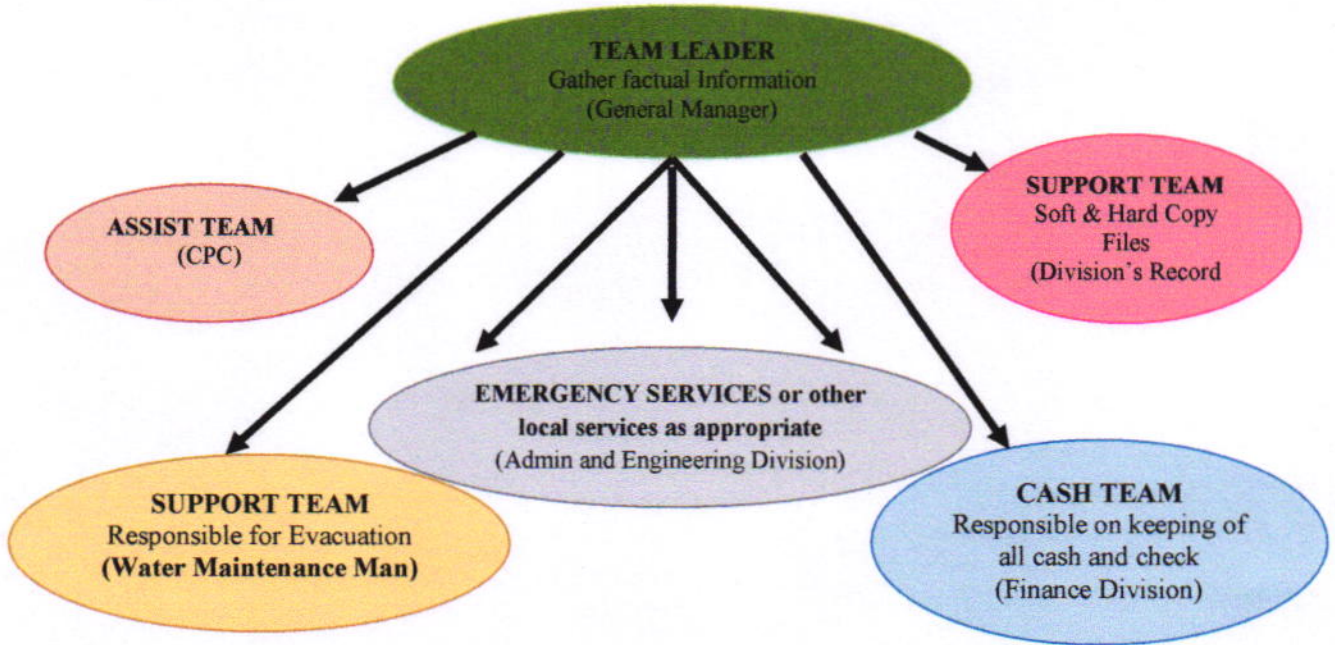
- a) Emergency – Sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or interference with the normal activities of a person or firm and which, therefore, requires immediate attention and remedial action.
- b) Disaster – “An unforeseen and often sudden event that causes great damage, serious harm to safety, health and welfare of people or a destruction and damage to the property or environment.

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5.2 Emergency Team - Designation

EMERGENCY RESPONSE TEAM





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5.3 TELEPHONE DIRECTORY

Telephone Directories of the following must be posted on every division office:

1. General Manager
2. Administrative Division
3. Police Station
4. Fire Station
5. Security Guard

5.4 PLANNED RESPONSES - ACTION GUIDES

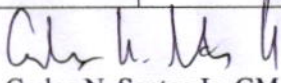
- a) Functional Protocols-Immediate Response Actions
 - Evacuation Procedures
 - Reverse Evacuation
 - Lockdown
 - Drop, Cover and Hold Procedures
 - Off-Building Evacuation
- b) Incident Specific Procedures
 - Bomb Threat/Suspicious Packages
 - Fires
 - Severe Weather
 - Earthquakes

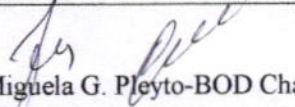


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Evacuation

Purpose: *Whenever it is determined that it is safer outside than inside the building (I.E., fire, explosion, structural failure, etc.)*

Emergency Team Committee


- Team leader will instruct all staff to evacuate the building, using designated routes, and report to their assigned Assembly Area.
- Close your door, turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- At the assembly area, all will stay in place until further instructions are given.

Reverse Evacuation

Purpose: *When conditions are safer inside the building than outside such as: severe weather, community emergency, gang activity, hazardous material release outside, etc.)*

Emergency Team Committee

- Immediately move back to office or safe areas (if it is safe to do so) using the closest entry.
- No employees are allowed outside the building.
- Close and lock all exterior doors and windows. Wait an instruction from the emergency committee.

 <p>Santa Maria WATER DISTRICT</p>	<p>Procedure 06</p> <p><u>EMERGENCY PREPAREDNESS</u> <u>AND CONTINGENCY PLAN</u> <u>PROCEDURE</u></p>	<p>Date prepared : January 6, 2017 Date approved : January 10, 2017 Effectivity Date : January 11, 2017 Revision No. : 00 Revision Date : Control No. : PM06-05</p>
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Lockdown

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of staff (Intruder, shooting, hostage incident, gang fights, civil disturbance, etc.)

Emergency Team Committee

- Direct staff to deactivate the fire alarm.
- Direct staff to turn off alarms and bells
- Stay by the phones to wait for additional procedures from the emergency committee.
- Remotely check status via PA., telephone, computer or other methods

FIRE

In the event a fire or smoke from a fire has been detected:

- Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the Emergency Team Leader.
- The Assist Team will immediately initiate an EVACUATION announcement, and notify the municipal fire station.
- All employees will immediately vacate the building
- No one may re-enter the building until it is declared safe by the fire department
- Cash Team will immediately bring with them all petty cash and important financial matter.
- The Support Team (Soft and Hard Files) will bring all necessary files of the company if necessary.



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SEVERE WEATHER

When a Severe Weather Watch or Warning has been issued in the area within the region, city or near the office

Severe Weather Watch has been issued:

- Bring all persons inside the building.
- Close windows and blinds
- Assign support staff to monitor all entrances and weather conditions.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries.

- After the shaking stops, the Emergency Team Leader will initiate an EVACUATE BUILDING alert. All employees will evacuate using designated routes or alternate routes to the outside Assembly Area(s).
- The Emergency Team Leader will direct staff to shut off utilities.
- The Assist Team will consult with emergency management and public safety officials to determine if the buildings are safe for preoccupancy.
- Upon the first indication of an earthquake, Division Managers should direct all employees to DROP, COVER and HOLD, seek shelter under desks and move away from windows and overhead hazards.
- If EVACUATION is ordered, Support Team (Water Resource Man) together with the Emergency Services, takes attendance at the Assembly Area, and will report any missing or injured employee.
- Support Team will check for injuries and provide appropriate first aid.
- Be prepared to relocate to a remote site.



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**II- CONTINGENCY PLAN
WATER SERVICE INTERRUPTION/ LOW PRESSURE**

A. BROWNOUT

A.1. Short Brownout (Power Fluctuations up to 2 hours brownout)

A.1. _____ Pumping Stations

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. Alert Operator on duty.	Employees/Guards	1 min
2. Immediately proceed to location	Operator on duty	10-20mins
3. Check radiator, oil level, diesel and battery before starting up the Gen Set.	Operator on duty	1 min
4. Warm up the engine while closing distribution line and open test line in preparation for Gen Set Operation	Operator on duty	2 mins
5. Switch on the circuit breaker and shift down the double throw for Gen Set operation.	Operator on duty	30 secs
6. Switch on the pump motor control distribution line until fully opened.	Operator on duty	2-5mins
7. Record all data of hour and flow meters reading	Operator on duty	2 mins
8. Check Gen Set operation, pressure gauge, etc.	Operator on duty	1 min
9. Once Gen Set operation and pressure stabilized proceed to other affected pumping stations.	Operator on duty	10-20 mins



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A.2 Power Supply Restoration

A.2.1 _____ Pumping Stations

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. Allow the Gen Set to run for at least 30 minutes if brownout is less than 30 minutes or still the voltage and pressure is stable	Operator on duty	Minimum 30 mins.
2. Turn the test line valve to "¼" open and fully close distribution line.	Operator on duty	2 mins.
3. Push Stop button to stop the pump	Operator on duty	5 secs
4. Shift the double throw switch for normal electric power operation.	Operator on duty	10 secs
5. Push Start button to start the pump.	Operator on duty	5 secs
6. Open fully the distribution line and gradually close the test line.	Operator on duty	2-5 mins
7. Stop Gen Set.	Operator on duty	10 secs
8. Record all data of hour and flow meter reading	Operator on duty	2 mins
9. Once operation stabilized proceed to other affected pumping stations	Operator on duty	10-20 mins



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A.3 Major Brownout (2 hours of brownout or longer)

A.3.1 _____ Pumping Station

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. In case of major brownout please refer to A.1.1 or A.1.2	Operators	Round the clock
2. Closely monitor diesel level, coolant of Gen Set, and radiator water. Strictly observe maximum running time of 10 hours per Gen Set with 3 hours rest before re-starting	Operators	Round the clock
3. Closely monitor all pumping equipments.	Operators	Round the clock



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B. GEN SET FAILURE DURING OPERATIONS

B.1 _____ Gen Set Failure

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. Inspect the Gen Set Failure	DM – Engineering / WMF/ VMM	30 mins – 40 mins
2. Immediately call technician.	DM – Engineering	1 min
3. Supervise the repair/replacement of damaged part.	DM – Engineering	Immediate but depending on the extent of damage
4. Monitor pressure of Pumping Station to regulate water supply.	Operator on duty	Round the clock
5. Request for the transfer of reserved or rented Gen Set to location.	DM – Engineering	1 min
6. Transport reserve or rented Gen Set to location.	Driver	20 mins
7. Switch to reserved or rented movable Gen Set.	Operator on duty	5 mins
8. Follow the procedure on Gen Set operation.	Operator on duty	5 mins

NOTE: In case requested spare parts are not readily available in our inventory make an emergency purchase in coordination with BAC



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C. BREAKDOWN OF PUMPING EQUIPMENT

CAUSES:

- C.1 Burnout motor
- C.2 motor control failure
- C.3 worn-out shafting/impeller

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. Switch off circuit breaker	Operator on duty	5 secs.
2. Close distribution line and open test line.	Operator on duty	2 secs.
3. Utilize other pumping stations and inform the Division Manager to assess the extent of damage for immediate repair	Operator on duty	15 mins.
4. If the extent of the damage cannot be repaired by the district personnel, immediately call the technician.	DM – Engineering	1 min.
5. Coordinate with WMF for any possible diversion of water supply.	DM – Engineering	15 secs
6. During morning, control the release of reserved water from the reservoir by gradually opening its gate valve. Initially, rotate the gate valve clockwise 5 turns. After 30 minutes, rotate again the gate valve 5 turns. Repeat this procedure until the gate valve is fully open.	VMM	15 secs



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ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
7. Information dissemination through "pasayo" if necessary.	Engineering division staff	4 hours
8. Pull-out damaged part and replace by the spare unit	DM- Engineering	15 secs
9. Switch on circuit breaker and conduct test run.	Operator on duty	30 mins
10. Resume normal operation if all indicators show stable signs.	Operator on duty	Immediately after test run



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D.BUSTED MAIN DISTRIBUTION LINES

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. Inform WMF / Personnel on monitor of the incident.	CSA (office hours) Guard (5 after 5 pm 7 weekends)	1 min
2. Order WMM to proceed to site and excavate affected area to determine the extent of damage	WMF/WMM	Minimum of 1 hr.
3. If damage needs major repair, close gate valves and notify the affected areas.	WMM	20 mins
4. Immediately request materials needed for the repair.	WMF	5 mins
5. Release requested materials.	Storekeeper	5 mins
6. Repair the damage.	WMM	Minimum of 4 hrs
7. Upon completion open all gate valves around the affected areas and conduct leak test and flushing.	WMM	25 mins
8. Determine possible claims from the party who caused the damage.	WMF	Within the day

NOTE: In case requested spare parts are not readily available in our inventory make an emergency purchase in coordination with BAC



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Approved by: *Miguel G. Pleyto*
 Dir. Miguela G. Pleyto-BOD Chairperson

E. DISASTER

- E.1 Typhoon
- E.2 Earthquake
- E.3 Floods
- E.4 Fire

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. Call assistance from the authorities, if necessary	Personnel involved	Immediately
2. Safe keep all properties and tools within the premises	All employees	Immediately
3. Convene to address urgent matters and implement measures for the safety of employees and preservation of all SMWD properties.	GM and CPC members	Immediately
4. If disaster causes brown-outs, please refer to Contingency Plan A	Personnel involved in Contingency Plan A	
5. If disaster causes busted main distribution lines, please refer to Contingency Plan D	Personnel involved in Contingency Plan B	
6. If disaster causes busted main distribution lines, please refer to Contingency Plan D	Personnel involved in Contingency Plan D	
7. Determine possible water contamination	DM - Engineering	24 hours



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A. Due to Flood

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. Shut down the pumping equipment of the affected pumping station and close fate valves of the distribution lines.	Operator	5 mins.
2. Switch off all circuit breaker and double throw switch.	Operators	5 mins.
3. Notify the public	Engineering and Admin Divisions	Immediately after determination of contamination
4. After the flood, conduct flushing of well	Operators	4 hours or until clear water comes out
5. Disinfect well for at least 8 hours.	Operators	8 hours
6. After disinfect, flush out water for at least one hour.	Operators	24 hours
7. Get water sample for coliform bacteria analysis.	DM- Engineering	1 min.
8. Conduct PHC rapid test.	Operators	24 hours



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B. DUE TO ILLEGAL USE OF BOOSTER PUMPS

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. Disconnect service line from the water mains and isolate the affected distribution line	WMM	4 hours
2. Notify the affected concessionaires for possible contamination	Engineering Div	2 hours
3. Conduct flushing and disinfection of affected distribution line.	VMM	8 hours
4. Conduct water potability test.	DM Engineering	24 hours



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C. DUE TO ILLEGAL USE OF BOOSTER PUMPS

ACTION TO BE DONE	RESPONSIBLE PERSON	DURATION / REASONABLE RESPONSE TIME
1. Disconnect service line from the water mains and isolate the affected distribution line	WMM	4 hours
2. Notify the affected concessionaires for possible contamination	Engineering Division	2 hours
3. Conduct flushing and disinfection of affected distribution line.	VMM	8 hours
4. Conduct water potability test.	DM Engineering	24 hours