



SCOTTS VALLEY WATER DISTRICT

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Policy

Number:	P100-16-1	Type of Policy:	Administration
Title:	Emergency Management		
Description:	Directs actions taken during an emergency based on the Emergency Response Plan		
Original Adoption:	02/11/16	Reviewed:	n/a
Review Cycle:	5 years	Resolution No.	02-16

The Scotts Valley Water District is committed to the safety and security of its customers, employees, directors and visitors and to the protection of District's essential functions of providing clean and safe water supply during and after emergencies.

An emergency is any event, whether expected or unexpected, that places life or significant assets in danger, or threatens the ability to conduct normal business operations and usually involves abnormal time constraints and resource responses.

Acknowledging that emergencies, disasters, and catastrophic situations can occur, the District has established procedures and response protocols that are contained in the Emergency Response Plan that should be followed in case of any emergency. Under the plan, executive team will establish the direction as to how the emergency will be managed. The plan recognizes that the District may be directly impacted by a disaster and still continue to operate. It is fully integrated with the plans of appropriate agencies at the local, state, regional and national levels.

The Executive team will communicate this plan to employees and make clear to them who are considered essential personnel. Essential employees must report to work when emergency is declared provided that there is no prohibition issued on access to the District work locations, and the employee's supervisor does not direct the employee otherwise.

In ensuring an overall emergency preparedness, the District pursues the following actions on ongoing basis:

- Maintain a relevant/current Emergency Response Plan
- Focus the Plan to address the most likely emergency situations
- Assess resource availability
- Plan for continuity of operations
- Develop procedures to ensure appropriate resource allocation
- Address the safety and welfare of employees/families
- Enhance surveillance and reporting