ACWA JPIA
Commitment to Excellence Wildfire Loss Reduction Focus
February 9, 2021

BACKGROUND

In October 2013, ACWA JPIA initiated its **Commitment to Excellence Program**. The **Commitment to Excellence Program** includes JPIA services, programs, and industry resources to assist the membership in reducing the frequency and severity of liability, property, and workers' compensation losses.

CURRENT SITUATION

California's catastrophic wildfires have led to a statewide mitigation approach of prevention and community resilience. To support mitigation efforts and reduce loss potentials, Wildfire Prevention was added to the **Commitment to Excellence Loss Reduction Focus** area. This new loss reduction focus area has "best practices" with wildfire prevention planning and coordination, staff training, facility protection and readiness, and response and recovery. These best practices are available through the JPIA's website, reviewed with members during risk assessments, and highlighted in the **JPIA Source**. Members are encouraged to adopt as many best practices as practical.

RECOMMENDATION

None, informational only.

Prepared by: Robin Flint, Risk Control Manager   Date prepared: January 19, 2021

JPIA
Commitment to Excellence Program
Best Practices

Loss Reduction Focus Menus
and
Explanations

ACWA JPIA

YOUR BEST PROTECTION

JPIA COMMITMENT TO EXCELLENCE (C2E)
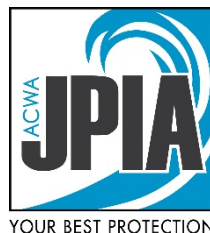# BEST PRACTICES GUIDE

This guide includes the "*loss reduction focus*" areas for each of the C2E loss categories:

- **Vehicle Operations**
- **Construction**
- **Infrastructure**
- **Employment Practices**
- **Ergonomics/Falls**
- **Wildfire Prevention**

A "*menu*" indicating the best practices for each focus area is included and an explanation for each best practice. JPIA members are encouraged to select from the menu the best practices they wish to add to or use to enhance their existing loss reduction programs.

JPIA Risk Management visits will concentrate on supporting an organization in its implementation of the C2E best practices. While adopting specific best practices may be recommended during these visits, the JPIA encourages members to review the C2E best practices, reinforce the practices they have already incorporated, and adopt as many of the other practices as practical. The JPIA can provide resources and training to help members in this process.

Questions concerning the C2E Best Practices Guide should be addressed to the organization's JPIA Risk Management Consultant. Additional assistance may be obtained by contacting the Risk Management staff at (800) 231-5742.

YOUR BEST PROTECTION

JPIA

Commitment to Excellence Program
Best Practices

Wildfire Prevention

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YOUR BEST PROTECTION

WILDFIRE PREVENTION BEST PRACTICES

Loss Reduction Focus	Best Practices Menu
Planning and Coordination	☐ Develop an emergency Wildfire Emergency Response Plan (ERP) ☐ Per SB 901 definition, establish and maintain current Wildfire Mitigation Plans, if required. ☐ Join the state's Water/Wastewater Agency Response Network (WARN) or local/regional agency response network. ☐ Identify major water connections, interties, and priority water customers to minimize loss of water supply, quality, and/or system pressure.
Staff Training	☐ Conduct training, briefing, and exercises for wildfire preparedness, response, and recovery procedures, including NIMS training. ☐ Ensure shelter-in-place supplies and proper safety gear is available for employees ☐ Identify essential personnel and ensure they are trained to perform critical duties and they are provided with ID/access credentials. ☐ Establish how and when the utility emergency operations center (EOC) will be activated. ☐ Assign a representative of the utility to the local/region incident command post or EOC.
Facility Protection and Readiness	☐ Create a zone of defensible space around sites, wellheads, structures, etc. ☐ Determine if emergency generators are needed to power facilities. Confirm and document generator connection type, capacity load, and fuel consumption. ☐ Check that generators, back-up equipment, and facility systems are in working order. ☐ Be aware of Public Safety Power Shutoff (PSPS) guidelines for planned or emergency power outage for a long duration and a wide expanse. Establish procedures to be notified and have contacts with the electric provider for power outage duration estimates.

WILDFIRE PREVENTION BEST PRACTICES

Response and Recovery	☐ Maintain and inventory extra equipment and supplies to shelter-in-place. Ensure proper safety gear is available for field employees.
	☐ Establish communication procedures with essential and non-essential personnel and ratepayer/public as to work, operational status, and water quality.
	☐ Once the wildfire is contained, inspect the system for damage and operational status. Document all damage assessments to start an insurance claim and/or FEMA reimbursement process. The staff has completed NIMS 100/700 training and training records are on file.
	☐ Develop a lessons learned document and/or an after-action report. Adjust budget or set aside funding for future emergencies.

WILDFIRE PREVENTION BEST PRACTICES

PLANNING AND COORDINATION

☐ **Review and update Member's emergency Wildfire Emergency Response Plan (ERP), including contingency plans for maintaining system operations.**

Explanation:

Disasters/emergencies that are likely to occur in the water system's service area should be addressed, including but are not limited to wildfire, earthquake, water outages due to loss of power, localized flooding, water contamination, and acts of sabotage. A wildfire is any instance of uncontrolled burning in grasslands, brush, woodlands, or urban interface. Wildfires can be caused by lightning, human carelessness, or arson. Wildfires often begin unnoticed, spread quickly, and present a direct risk to property and infrastructure, in addition to potential degradation of the water supply. Specific impacts to drinking water and wastewater utilities may include infrastructure damage to the facility or distribution system due to proximity to the fire or firefighting activities.

Resources:

State Water Resources Control Board Template Emergency Response Plan

EPA Wildfire Incident Action Checklist

Incident Action Checklists for Water Utilities - Incidents include but are not limited to the following:

- Cyber-Attack
- Drought
- Earthquake
- Extreme Heat
- Flooding
- Harmful Algal Bloom
- Wildfire
- Source Water Contamination
- Distribution System Contamination

☐ **For Members who meet the SB 901 definition, establish and maintain current Wildfire Mitigation Plans assessing their level of wildfire risk and providing plans for wildfire risk reduction.**

Explanation:

With SB 901, California has taken a comprehensive approach to mitigate and create greater resilience against wildfire risks. A key element of SB 901 is in the provisions of the California Public Utilities Code (PUC) Section 8386, which requires electric utilities to develop annual wildfire mitigation plans (WMPs) to prevent, combat, and respond to wildfires within their service territories. Under PUC 8386(c), utilities must include in their WMPs statutorily prescribed content addressing a list of specific issues.

Resources:

SB 901 Wildfire Mitigation Plan Bill

Public Utilities Code (PUC) Section 8386

CAJPA Wildfire Mitigation Best Practices - In an effort to assist with the State of California's Catastrophic Wildfire Prevention and Response efforts, California Association of Joint Powers Authorities (CAJPA) is sharing this helpful review of related legislation designed to make the state more resilient to wildfires; and best practices and resources to assist with wildfire mitigation and emergency response.

For more information on the utility wildfire mitigation plans and the preceding at the California Public Utilities, please refer to the Commission's Utility Wildfire Mitigation Plan webpage.

CPUC Approves Wildfire Safety Division Recommendations for Utility 2020 Wildfire Mitigation Plans – June 11, 2020.

Truckee Donner PUD Wildfire Emergency Preparedness Webpage

Truckee Donner PUD Wildfire Mitigation Plan - May 2020

El Dorado Irrigation Forest Management Plan

Tulare Irrigation District Wildfire Mitigation Plan

☐ **Join the State's Water/Wastewater Agency Response Network (WARN) or local/regional agency response network.**

Explanation:

The mission of the California Water/Wastewater Agency Response Network (CalWARN) is to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities. CalWARN's mutual assistance program is consistent with other statewide mutual aid programs, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS).

Resources:

CalWARN - The mission of the California Water/Wastewater Agency Response Network (CalWARN) is to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities.

Fire Safe Councils - Fire Safe Councils throughout California educate businesses and homeowners about community wildfire preparedness activities while working with local fire officials to design and implement projects that increase the wildfire survivability of their communities. Many Fire Safe Councils have successfully implemented such projects as hazardous-fuel-reduction projects, Community Wildfire Protection Planning, and Emergency Response training.

Water Emergency Response Organization of Orange County (WEROC) administered by the Municipal Water District of Orange County (MWDOC), supports and manages countywide emergency preparedness, planning, response, and recovery efforts among Orange County water and wastewater utilities.

Public Water Agencies Group is an informal association of 17 public water agencies that provide various types of water service throughout Los Angeles County – from Antelope Valley in northern L.A. County down through the San Gabriel foothills. The Group continues to focus on current issues of concern among public agency water suppliers, including emergency preparedness, where the Group is taking a leading role in establishing a countywide, water-oriented emergency management and assistance network.

Emergency Response Network of the Inland Empire (ERNIE) - facilitates public agency preparedness for, response to, and recovery from local and regional disasters to ensure the delivery of critical public services through mutual aid, communications, and compliance with state and federal emergency standards.

Sacramento Area Water Works Association - SAWWA acts to advance and protect the interests of the local water industry. SAWWA helps members to reach out and build relationships throughout the community. They do this by considering problems in the production and distribution of safe, adequate water supplies to promote improvements in knowledge, design, construction, operation, and management of water utilities.

<u>Water Resource Managers of Shasta (WRMS)</u>. This is an informal monthly meeting group in the Redding area with no website. For more information, contact:

Chris Muehlbacher, General Manager, Centerville CSD
(530) 246-0680

Martha Slack, General Manager, Rio Alto WD
(530) 347-3835

[National Incident Management System (NIMS) Training Program Information](#) - NIMS Training Program introduces training focused on the incident command structure and personnel positions and responsibilities. These areas include the Incident Command System, Joint Information System, Emergency Operation Center, and Multi-agency coordination. NIMS training may be a requirement for Multi-agency coordination, FEMA grants, and/or reimbursements.

☐ **Identify major water connections, interties, and priority water customers to minimize loss of water supply, quality, and/or system pressure, especially related to fire protection and firefighting efforts.**

Explanation:
Identify priority water customers (e.g., hospitals), obtain their emergency contact information, map their locations, and develop a plan to restore those customers first, in case of water service disruptions. Staff will, as quickly and safely as possible, determine the status of operations, assess damage to water system facilities, provide logistics for emergency repairs, and monitor the progress of repairs and restoration efforts. Prepare the customer service personnel to receive incoming calls from customers during an emergency to have information readily available to provide helpful guidance.

- Consider how or where to move water with no power. Prioritize facilities. Locate and exercise valves so they may be used when called upon. Locate single points of failure and determine how to mitigate such vulnerabilities.

- Prioritize sources, treatment, facilities, resources, and essential functions under the conditions of extended power outage and wildfires. Establish critical personnel shift schedules so they can be implemented when needed.

Resources:

SWRCB Templates for Public Notification - Prepare notifications and messages to customers, partners, and stakeholders for situations such as precautionary boil water notices due to loss of pressure and compromised system.

Essential Use Customer Classification and Priority System for Rotating Outages

CDC Guide - Water Supply Planning Guide for Hospitals and Healthcare Facilities

STAFF

☐ **Conduct training, briefing, and exercises for Wildfire preparedness, response, and recovery procedures. Emergency response staff to complete SEMS G-606, NIMS 100/700 training, and maintain training records.**

Explanation:
Training staff on how to prepare, respond, and recover from wildfires are critical when managing fire emergencies. These actions are collectively known as Emergency/Incident Management. In 1993, the State of California created the Standardized Emergency Management System (SEMS) to respond to emergencies within the state of California. In 2004, the federal government established the National Incident Management System (NIMS) to address nationwide emergencies. Training in both models is necessary to understand how they work together and are required to be eligible for reimbursement of response-related costs. Both systems utilize the Incident Command System (ICS), and Emergency Operations Center (EOC) to respond to incidents. Cal OES provides no-cost training for SEMS, while FEMA provides no-cost training on NIMS. It is recommended all employees attend SEMS Introduction (SEMS G606) Online Course, and management and supervisory staff attend FEMA's ICS-100: Introduction to the Incident Command System, and IS-700: National Incident Management System, An Introduction.

As part of the SEMS/NIMS training, districts shall conduct an annual tabletop exercise on incident response to familiarize themselves with the functions of the ICS and EOC in preparation for future events.

Districts are also required by Cal/OSHA standard 5141.1 Protection from Wildfire Smoke to train staff on the harmful effects and mitigation of wildfire smoke.

Resources:
SEMS G606: SEMS Introduction Online Course - To access the course, you must click on the "Request" button to register.

ICS and NIMS Training Courses - Link to courses ICS-100 and IS-700.

ICS Training Resource Center - Identifies additional courses critical to train personnel capable of implementing all functions of emergency management.

FEMA's EOC Skillsets and EOC Skillsets User Guide - The EOC Skillsets reflect common functions performed by EOCs. EOC leaders can mix and match skillsets, combining them to form EOC position task books that reflect the needs of their EOC.

Overview of SEMS - Brief overview of California's SEMS.

Ready.gov Incident Management - Provides an overview of Incident management.

FEMA ICS for Utilities - Explains why the ICS is important for utilities.

Cal/OSHA Standard 5141.1 Protection from Wildfire Smoke

Water Utility Response On-The-Go Mobile Application - Consolidates and makes accessible from the field, information, and tools that water utility operators and their response partners may need during an emergency. The app can help responders and stakeholders increase situational awareness, facilitate coordination, and enhance overall response efforts.

☐ **Ensure Shelter-in-Place supplies and proper safety gear is available for employees.**

Explanation:
Necessary supplies and safety gear should be stocked before an emergency event. These supplies will allow staff to focus on necessary tasks to maintain and operate critical assets. It may be necessary in an emergency that staff shelter in place. After an event, it will be difficult to get necessary supplies, stocking these supplies allows time for an EOC to be activated and respond to operational needs. It should be determined in an emergency response plan what supplies will be needed for critical activities. Some supplies may have an expiration date and need to be replaced at appropriate times. It is important to establish an inspection procedure to ensure that no supplies reach their expiration date. Common supplies are water, food, battery-powered NOAA Weather Radio, batteries, flashlights, first aid kit, and N95 respirators. Communication with key staff will be critical. It is important to consider if cell

phones will be operational during an emergency. The system could be overloaded or a cell tower could burn down, making it impossible to contact staff. It is recommended to contact your County Office of Emergency Services (OES) to discuss the district's communication options during emergencies.

Resources:
Ready.gov Basic Disaster Supply Kit

EPA Wildfire Incident Action Checklist - Includes a list of potential supplies on page 4.

EPA Emergency Response Plan Template - Shelter In-place Plan Page 2.

Government Emergency Telecommunications Service (Gets) - Provides priority access and prioritized processing in the local and long-distance segments of the landline networks greatly increasing the probability of call completion.

☐ **Identify essential personnel and ensure they are trained to perform critical duties. Ensure ID/access credentials are current to allow access during an incident**

Explanation:
It is vital to pre-identify essential personnel before an emergency, but also cross-train personal on critical duties. During an emergency, some staff may not be available during an event. For this reason, it is helpful to have step-by-step checklists for critical positions and operations during emergency response. These checklists should be reviewed by essential personnel and part of an annual incident response training exercise. Pre-identified personnel and checklists should be included in the district's written Emergency Operations Plan.

Essential personal should be issued ID that identifies them as essential workers. This notifies emergency services personnel that the district has critical assets in the area, and they should be allowed access to restricted areas. A contact number should be included on the ID for verification.

Resources:
Ready Business Program Staff/Employee Management Video - Video addresses business preparedness in terms of staff/employee management.

Ready.gov Emergency Exercises - Reviews exercises for emergency preparedness.

EPA's Incident Action Response –Wildfire Checklist - This list provides the "Rip & Run" checklist for water utilities on how to prepare, respond, and recover to wildfires.
Cal/OSHA Preparing for Emergencies Factsheet

Example ID Badge:
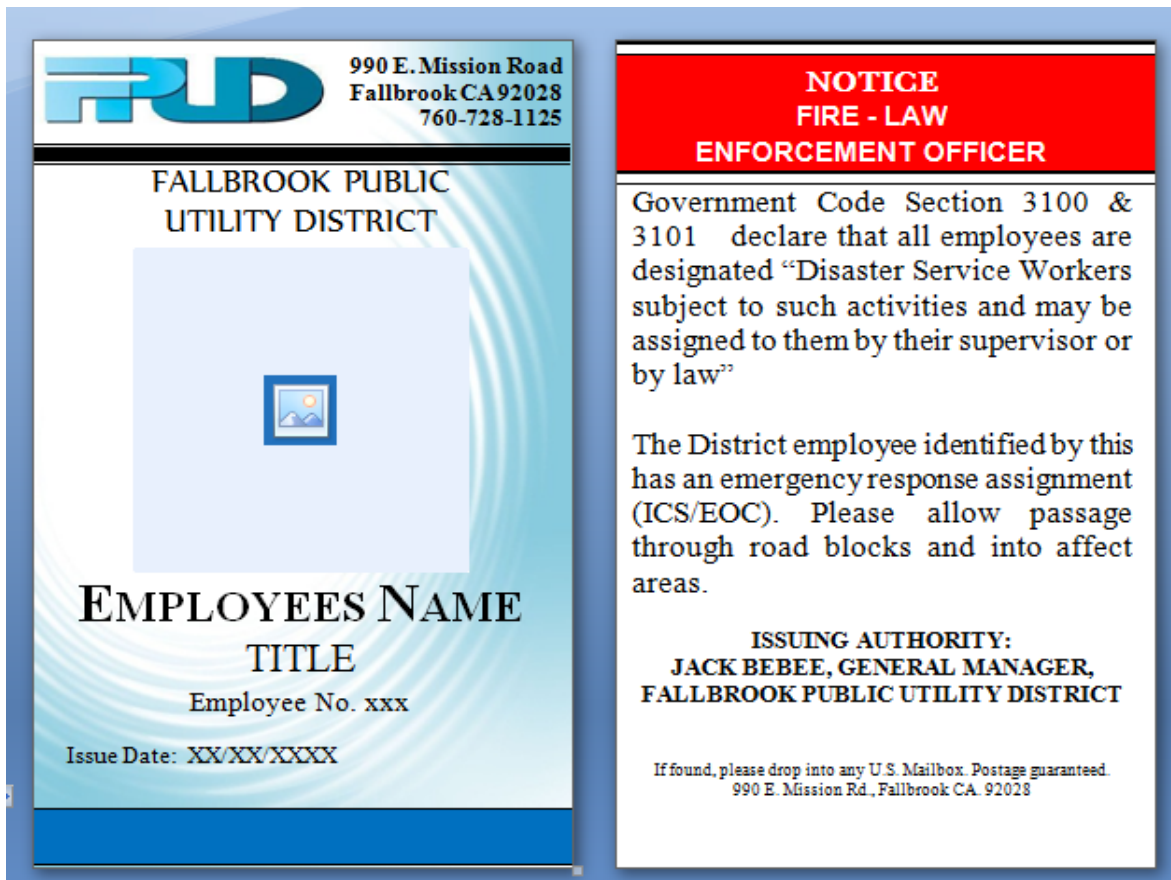
☐ **Establish how and when the utility emergency operations center (EOC) will be activated.**

Explanation:
An EOC is not an on-scene incident command post (ICP) where the focus is on tactics to deal with the immediate situation. An EOC supports the on-scene activities through the prioritization of tasks and the allocation of available resources. A major function within the EOC is communications between the emergency response operations team, finance team, communications team, and district management. A utility's Emergency Operations Center (EOC) should be activated whenever there is a major incident that causes significant property damage, potential or actual business disruption, or has the

potential to cause a significant impact on the business. Chain of command and lines of authority should be predesignated identifying whom and when an EOC can and should be activated.

Resources:
[National Incident Management System](#) - EOC Activation and Deactivation (page 38).

[Emergency Response Planning Template for Public Drinking Water Systems](#) (Small Systems) Chain of Command and Events that Cause Emergencies (pages 4 & 5).

☐ **Assign a qualified representative of the utility to the Incident or Unified Command Post.**

Explanation:
A member district shall identify qualified staff to represent the member in local or county OES. This interface is vital to receive and give up-to-date information related to the emergency. This is the most effective way for members to stay informed and understand how an emergency may affect the district. It is strongly advised that districts develop these relationships before an emergency.

Resources:
[FEMA's Organizational Representation EOC Skillset Form](#) - This form identifies the general duties of an organization's representative when visiting.

FACILITIES

☐ **Create a zone of defensible space around sites, wellheads, structures, etc.**

Explanations:
Defensible space refers to the area surrounding a building that is mitigated to protect it from wildfires. Along with the quality of a building's roofing material, adequate defensible space is one of the most important factors in determining a building's ability to survive a wildfire. The defensible space is made up of two zones totaling at least 100 feet from the building. The creation and maintenance of defensible space, when possible, can greatly reduce the fire risk to a facility.

Members are encouraged to check with their city and/or country specifics on defensible space.

Resources:

[JPIA Source – Wildfire Preparedness](#) – Initial steps to develop a sustainable plan that will help agencies protect against wildfires.

[JPIA– Water and Wastewater Preparedness and Response to Wildfire](#) – Actions agencies can take to prepare, respond, and recover from a wildfire.

[Alliant Fire Season: Preparing for the Worst](#)

[SB 190](#) – Legislation that is required for the development and enforcement of a defensible space program.

[California Code GOV § 51182](#) – Code requiring occupied dwellings or structures to maintain defensible space.

[Public Resource Code (PRC) 4291](#) - Protection of forest, range, and forage lands.

[Cal Fire Defensible Space / PRC 4291](#) – Resources for creating a defensible space.

[Cal Fire Maintain Defensible Space](#) – Resources for maintaining a defensible space.

[Cal Fire Wildland Urban Interface Operating Principles](#)

[USDA Wildfire, Wildlands, and People: Understanding and Preparing for Wildfire in the Wildland-Urban Interface](#)

[US Fire Administration Wildland Urban Interface (WUI)](#)

[FEMA Defensible Space](#)

[FEMA How to Prepare for a Wildfire](#)

[DisastorSafety.org Maintain Defensible Space](#)

☐ **Determine if emergency generators are needed to power facilities. Confirm and document generator connection type, capacity load, and fuel consumption.**

Explanations:

The loss of electric power can have profound impacts on drinking water and wastewater utilities. With increased attention on wildfire and the adoption of Public Safety Power Shutoff (PSPS), the loss of electrical power is more likely than ever. The impacts of these power outages can incur pressure losses, boil water advisories, a reduction or cessation of water treatment, sewage back up, or the discharge of untreated sewage into the public right of ways, rivers, and streams. There are many steps drinking water and wastewater utilities can take to obtain backup power, and ensure that their lifeline services continue as long as possible during grid power outages.

Efforts should be made around developing an emergency power backup plan. One that provides backup power to critical infrastructure, either through permanent or mobile generators, or solar and batteries.

Resources:

EPA Power Outage Incident Action Checklist (PDF)

Using Backup Generators: Alternative Backup Power Options

PG&E Backup Power

CARB – Emergency Backup Power Option – Commercial

CARB - Use of Back-up Engines for Electricity Generation During Public Safety Power Shutoff Events

Using Portable/Emergency Generators Safely and Usage Guidelines

☐ **Check that generators, back-up equipment, and facility systems are in working order.**

Explanations:

Emergency generator sets used for either prime or backup (emergency) power must be regularly maintained to ensure they provide quality power throughout their service life. The best generator inspection and maintenance practice are the National Electrical Code (NEC) 700. The Code's main goal is to keep the emergency generator from breaking down and operating as reliably as possible. Members should check their generator's manufactures operators manual for preventative maintenance and self-inspection checklists.

Resources:

Preventive Maintenance For Standby Emergency Generators - (Perspective September/October 2019, page 6).

2020 NEC – A NFPA profile (free to create) is needed to access the Article 700.

Mike Holt's Illustrated Guide to NEC Requirements for Generators and Standby Power Systems

OSHA Fact Sheet - Using Portable Generators Safely

US Army Engine Generator Set Inspection Checklist

☐ **Be aware of Public Safety Power Shutoff (PSPS) guidelines for planned or emergency power outage for a long duration and a wide expanse. Establish procedures to be notified and have contacts with the electric provider for power outage duration estimates.**

Explanations:

Given the continued and growing threat of extreme weather and wildfires, additional precautionary measures have been adopted to enhance community wildfire safety. A PSPS can be implemented in a geographical area when there are gusty winds and dry conditions, combined with heightened fire risk, or threaten a portion of the electric system. Therefore, members are encouraged to establish procedures within their emergency response plan to prepare and respond to a PSPS.

Resources:

[Public Safety Power Shutdown – The Power of Being Prepared](#)

[Public Safety Power Shutoffs – Resource Guide](#)

[PGE Public Safety Power Shutoff Policies and Procedures](#) (September 2019).

[SDGE – Public Safety Power Shutoff](#)

[Southern California Edison - Public Safety Power Shutoff](#)

[Liberty Utilities PSPS Fact Sheet](#)

RESPONSE AND RECOVERY

☐ **Maintain and inventory extra equipment and supplies to shelter-in-place. Ensure proper safety gear is available for field employees.**

Explanation:

Ensure all necessary equipment and supplies are prepared as part of the district's emergency planning. Designate locations throughout the district where supplies can be properly stored and used in the event of a shelter-in-place event. Ensure a sustainable supply chain to guarantee that all vital equipment and supplies are replenished when needed. When evacuation is not possible, maintain enough supplies (i.e. food, water, personal items) for a minimum of three days. Develop a process to check all emergency supplies at least once a year, and replace anything that could be expired or non-functioning.

Resources:

[Cal Water Emergency Preparedness](#)

[Emergency Supply Kit](#) - Maintaining adequate supplies such as food, water, personal items, tools.

[Storing Emergency Water Supply](#)

[EPA –Drinking Water Supply Planning](#)

[Ready.gov Build A Kit](#)

[California Emergency Plan & Emergency Support Functions](#) - During statewide events, develop a plan to work with the county OES Resources Unit for a resource request.

☐ **Establish communication procedures with essential, non-essential personnel, and ratepayer/public as to work, operational status, and water quality.**

Explanation:
Develop a communication plan to communicate promptly and accurately with employees, the public, and local city/county governments. Identify key leadership and liaison positions that can initiate the plan when a disaster strikes. Implement a notification system that quickly reaches out to employees and ratepayers. A mass communication system should be used for quickly pushing out information to employees and the public. Ensure contact information is accurate and accessible during an incident. Develop a process to check that contact information is up-to-date. Ensure that methods selected for communicating would be reliable during times of an emergency. Lines of communication should be checked during yearly emergency preparedness exercises.

Resources:
[Ready.gov Communication Plan](#)

[FEMA Mobile App](#)

[Public Safety Power Shutoff](#)

Mass Communication Systems:

[Alert OC](#) - Orange County's notification system designed to distribute emergency information to staff and the public.

[Text-Em-All](#) - App can be used to communicate with district personnel.

[Standardized Emergency Management System (SEMS)](#) - During the multi-agency response, SEMS/NIMS will be activated to communicate with local first responders and County OES.

☐ **Once the wildfire is contained, inspect the system for damage and operational status. Document all damage assessments to start an insurance claim and/or FEMA reimbursement process. The staff has completed NIMS 100/700 training and training records are on file.**

Explanation:
Document information about the operational status of locations and assets and the extent of damages. Develop an itemized list of losses and potential losses with an estimate of debris removal, repair, or replacement cost of each item/location, and emergency work. Document staff time during preparation and response during a fire. Ensure, based on position(s) held, all personnel have completed the applicable National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS) training. Conduct risk assessments for the development of a Hazard Mitigation Plan.

Resources:
EPA Public Assistance - Public assistance for Water and Wastewater Utilities in emergencies and disasters.

Cal OES Emergency Management Training Program

Cal OES Hazard Mitigation

FEMA- Emergency Operations Center Assessment Checklist

National Incident Management System Training - NIMS

Cal OES – My Hazards - Discover hazards in your area (i.e. wildfires) and develop steps to reduce risks.

OC Regional Water and Wastewater Hazard Mitigation Plan

FEMA Preliminary Damage Assessments

☐ **Develop a lessons learned document and/or an After Action-Corrective Action report. Adjust budget or set aside funding for future emergencies.**

Explanation:
Lessons learned can provide a roadmap to recovery. It should be tailored to specific operations affected by a wildfire. Develop a mitigation plan to reduce or eliminate disaster-related damage from recurring. The use of checklists and/or online toolkits can be very effective in developing a recovery plan. The following should be considered when adjusting budgets or creating future emergency funds:

- Staff training
- Property protection
- Viable supply chain
- Equipment/IT service

Resources:

[Cal OES After Action-Corrective Action Reporting](#)

[Community Wildfire Protection Plan](#)

[Protect Against Future Disasters](#)

[Water Infrastructure and Resiliency Finance Center](#) - Webinars highlighting the financing resources available to utilities.

[Urban-Wildland Fire Coordination Plan for Water Utilities & Fire Departments](#) This template was developed by The Water Emergency Response Organization of Orange County (WEROC) with lessons learned and best practices from recent wildfires.

[Federal Disaster Funding](#) - Eligible uses of selected federal disaster funding for Response, Recovery, and Mitigation efforts.

[Ready.gov Preparedness Planning](#)

ACWA JPIA
Risk Control Manual
February 9, 2021

BACKGROUND
The ACWA JPIA's risk control efforts are designed to assist the membership in reducing the frequency and severity of pool losses. The JPIA's focus is to encourage its members to implement programs and "best practices" that assist with reducing these types of claims.

CURRENT SITUATION
The ACWA JPIA developed an online Risk Control Manual as a resource for members to use when developing policies for their risk management, safety, and loss control programs.

The Risk Control Manual has 27 sections that cover a wide assortment of subjects, such as the *Injury and Illness Prevention Program, Cal/OSHA programs,* and links to public domain resources. It offers numerous sections specific to water and wastewater operations.

Several sections focus on the implementation of effective risk control programs, including employee safety, competent and authorized person designation, property protection, emergency response, vehicle safety, water security, and wildfire prevention.

The manual is an outgrowth of members' requests for a ready reference of risk control resources. Members are encouraged to review and individualize the many sample policies, programs, templates, and checklists available in our Risk Control Manual.

RECOMMENDATION
None, informational only.

Prepared by: Robin Flint, Risk Control Manager   Date prepared: January 19, 2021

The JPIA Risk Control Manual:
Risk and Safety Resources at Your Fingertips

ACWA JPIA has developed the Risk Control Manual as a resource for JPIA members to use when developing policies for their Risk Management, Safety and Loss Control Programs.

Access the new JPIA Risk Control Manual at https://www.acwajpia.com/rc-manual

This valuable no-cost membership resource for ACWA JPIA members includes twenty-seven sections:

Section 1	Injury/Illness Prevention Program	**Section 14**	Fire Prevention Plan - Risk Control
Section 2	Cal/OSHA Compliance, Policies and Procedures Manual	**Section 15**	Forms and Checklists
Section 3	Cal/OSHA Publications	**Section 16**	Ergonomics - Risk Control
Section 4	Cal/OSHA - Title 8 Regulations Search & Index Tools	**Section 17**	Hazard Communication Program - Risk Control
Section 5	Cal/OSHA Guidance for Construction Employers	**Section 18**	Heat Illness Prevention Program
Section 6	Cal/OSHA Inspection Procedures	**Section 19**	Job Hazard Analysis (JHA)
Section 7	Cal/OSHA Safety, Health and Instructions Requirements	**Section 20**	Lockout/Tagout/Blockout
Section 8	Code of Safe Practices - Safe Practices and Operating Procedures	**Section 21**	Temporary Traffic Control and Flagging Operations
Section 9	Accident and Incident Investigation	**Section 22**	Vehicle/District Driver Policy and Inspections
Section 10	Competent/Authorized Person Documentation Forms	**Section 23**	Respiratory Protection Program
Section 11	Confined Space Entry	**Section 24**	Silica
Section 12	Excavation and Locating/811 Best Practices	**Section 25**	Valley Fever
Section 13	Emergency Action Plans	**Section 26**	Water/Waste Security
		Section 27	Wildfire Preparedness - Response - Recovery

It is a comprehensive collection of over 150 resources for risk management and other water and wastewater related industry topics. Find checklists, policy templates, workers' compensation forms, and other useful links to browse, read, and download.

Many of the checklists, standard operating procedures, and sample templates in the Risk Control Manual are provided in a MS Word format and are fully customizable to each member's needs and exposures.

Several sections focus on implementation of effective risk control programs, including focus on employee safety, competent person designation, property protection, emergency response, environmental safety, vehicle fleet safety, wildfire prevention and security.