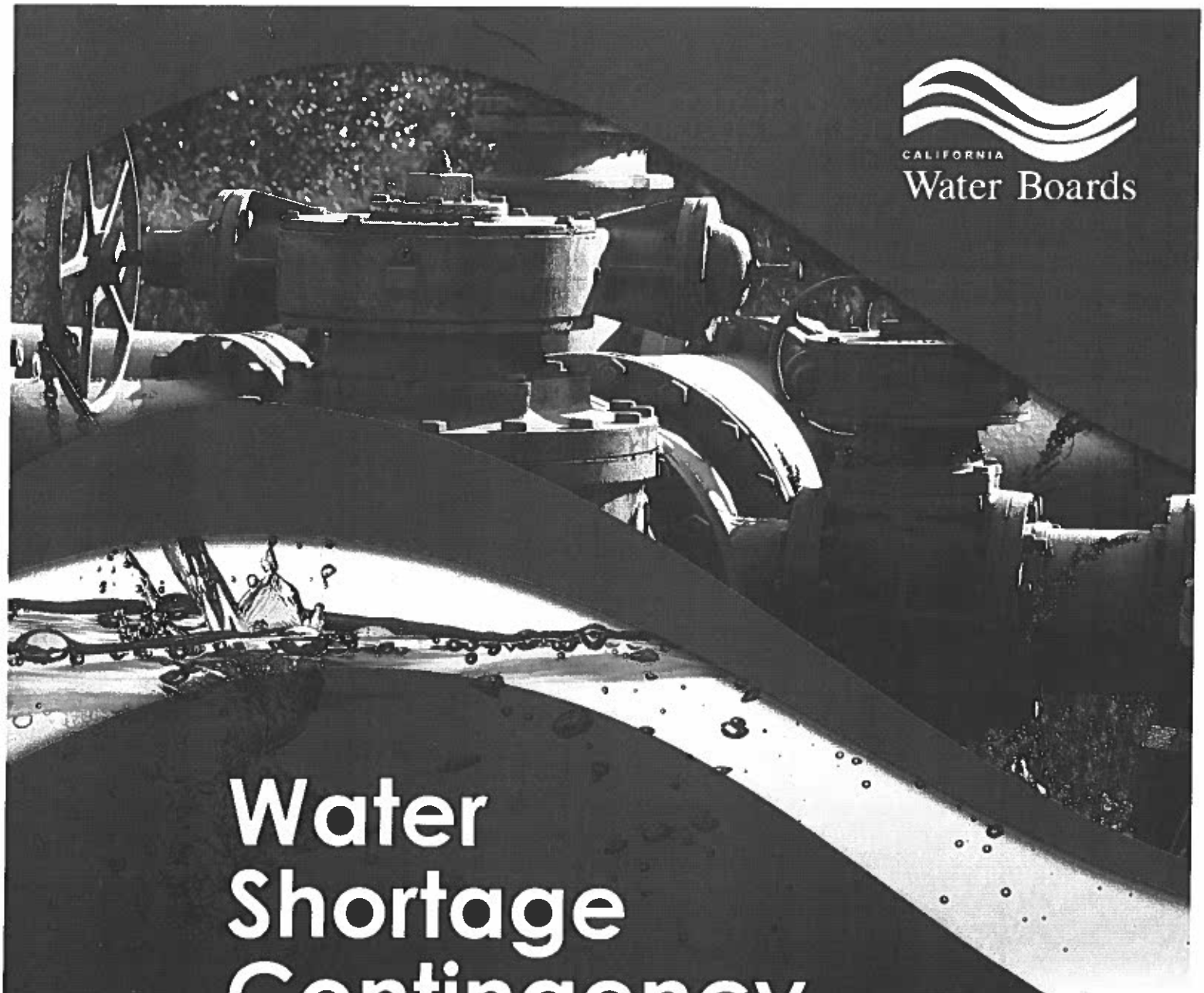


CALIFORNIA
Water Boards

Water Shortage Contingency Plan Template for

California Public Water Systems
(Schools)

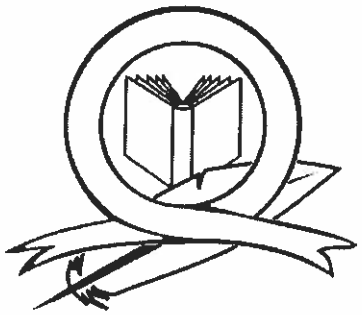
Water is a precious resource in California, and maintaining its quality is of utmost importance to safeguard the health of the public and the environment.

WATER SHORTAGE CONTINGENCY PLAN TEMPLATE FOR SCHOOLS

Instructions: This water shortage contingency plan template (Plan) is designed for a school that is also a nontransient noncommunity public water system. **This template is optional and is supplied for your convenience. The State Water Resources Control Board recognizes that schools are required to have Emergency Planning documents designed to support student safety during a range of emergency events. Existing Emergency Planning documents, if modified, to incorporate mandatory elements specified in Section 10609.60 of Water Code will meet the statutory requirement. A summary of mandatory elements includes:**

- Updating the plan at least every 5 years
- Placing the Plan (or its applicable portions) on the school website, or if no website exists then making it available, upon request
- Providing drought-planning contacts, including:
    - At least one contact responsible for water shortage planning and response and for the development of the plan.
    - Contacts for local public safety partners and potential vendors that can provide repairs or alternative water sources, including, but not limited to, local community-based organizations that work with the population in and around areas served by the water system, contractors for drilling wells, vended water suppliers, and emergency shower vendors.
    - State and local agency contacts who should be informed when a drought or water shortage emergency is emerging or has occurred.
    - Regional water planning groups or mutual aid networks, to the extent they exist.
- Triggering mechanisms and levels for action, including both of the following:
    - Standard water shortage levels corresponding to progressive ranges of actions based on the water supply conditions. Water shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, a fire, and other potential emergency events.
    - Water shortage mitigation, response, customer communications, enforcement, and relief actions that align with the water shortage levels required above.

Water Shortage Contingency Plan



Eel River Charter School
(School / Public Water System Name)

PO Box 218 Covelo, CA 95428
(Address, City, Zip Code)

CA#2300863
(PWS #)

May 9, 2023
(Date of Plan Effectiveness)

Table of Contents

Chapter 1: Introduction

Water System Identification No.	CA_2300863_____
System Name, Address, County	**Eel River Charter School** **PO Box 218 76350 Main St.** **Covelo, CA 95428** **Mendocino County**
Basic Description and Location of System Facilities	The school serves 72 students and staff in 5 buildings. The school typically uses 4000 gallons per month or 135 gallons per day. The school does not have landscape irrigation. There are sinks in 3 classrooms and 4 toilets, 2 urinals and 4 restroom sinks on site. There is a triple, double, and single hand wash sink in the kitchen and a high temp dishwasher. There is also a mop sink. The school has one well. The potable well, Well 01 pre-dates the purchase of the school and has needed zero repair so the specifics of the well are unknown at this time. There was no driller's report available and no information available with County Planning & Building, County Environmental Health, or State Department of Water Resources. There is a submersible pump of unknown size and depth and a pressure tank that has been replaced in the last 20 years. Well water is treated at the source with UV light and carbon and fiber filters. There is a light on the UV system to demonstrate that it has power and is working. The filters are changed twice per year and the UV light is replaced once per year. There is a propane Generac backup generator that provides back up power during any power outage, which keeps the well pumping and the UV filtration system working during power outages. There is no water storage tank. The location of pipes is roughly mapped out on school map and the valves are tagged in the pumphouse. The water system is typically checked once a week by the D1 certified distribution operator, Tina Wilson.

Name, Title, Contact Info of the person responsible for Plan Response and Development (Authorized Official)	Tina Wilson, Business Manager PO Box 218, Covelo, CA 95428 707-983-6946 twilson@eelriverschool.net
Optional Other Contacts (e.g. communications support)	
Optional Other Contacts (e.g. to address technical issues)	
Optional Other Contacts (e.g. to update the plan every 5 years)	

Chapter 2: Contacts

The Business Manager or designees specified below, is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to maintain adequate water supplies for the school or to meet any other community public health needs. The Business Manager or designee, shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

Internal Chain of Command – Lines of Authority

Name, Title and Contact Information	Responsibilities during an emergency
Business Manager, Tina Wilson PO Box 218, Covelo, CA 95428 707-983-6946 twilson@eelriverschool.net	• All elements of this plan • Meet and assist emergency personnel and/or outside agencies, as needed
Office Manager, Betty Tuttle PO Box 218, Covelo, CA 95428 707-983-6946 btuttle@eelriverschool.net	• Notify business manager of needs • Meet and assist emergency personnel and/or outside agencies, as needed

External Emergency Notification List

Organization or Department	Name & Position	Telephone	Email
State Water Board District Engineer and/or Staff[1]	Zachary Rounds	707-576-2145 or 707-576-2733	zachary.rounds@waterboards.ca.gov
County Environmental Health Specialist	Brian Hoy, Mendocino Environmental Health	707-234-6645	hoyb@mendocinocounty.org
Local Fire Agency non-emergency contact	Doren Freeman, Fire Chief	CVFD 707-983-6499 or 911	
County Office of Emergency Services		707-467-6497	oes@mendocinocounty.org
Groundwater Sustainability Agency[2] (GSA) contact / Other Regional Water Planning contact	NA		
Mutual Aid Contact	Mike Gorman, Superintendent RVUSD	707-983-6171 ext. 103	mgorman@rvusd.us

[1] Map of State Water Resource Control Board District Engineers can be found by County at the website below: https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf

[2] Map of various groundwater basins and their risk prioritization; https://gis.water.ca.gov/app/bp-dashboard/final/

Service / Repair Notifications

Organization or Department	Name & Position	Telephone	Night or Call Phone	Email
Water Operator	Tina Wilson D1 Operator	707-983-6946	707-391-6325	twilson@eelriverschool.net
Backup Water Operator	NA			
Electric Utility Co	PG&E	800-743-5000	800-743-5000	
Electrician	Chris Wilson	707-489-2181		
Plumber	Chris Wilson	707-489-2181		
Water Hauler[3]	Mendo Water Express	707-972-0890		
Bottled Water Vendor	Keith's Market M&M Feed	707-983-6333 707-983-6273		
Emergency Toilet/Shower Providers	Silva Septic & Rooter Services	707-462-8304		sss1979@att.net
Well Drilling/Pump Company	Weeks Drilling & Pump Co.	707-823-3184		waterinfo@weksdrilling.com
Back Flow Company	NA			
Community Partners/Technical Assistance Reps.	NA			

[3] Use only licensed water haulers from the California Department of Public Health, see website below under "Licensed Water Haulers by County" – hit "cancel" when it requests a username and password:
https://www.cdph.ca.gov/Programs/CEH/DFDCS/pages/fdbprograms/foodsafetyprogram/water.aspx

Chapter 3: Criteria for Initiation and Termination of Water Shortage Response Stages

The table below provides a summary of possible events that may trigger water shortages for school water systems. These events should be considered as initiation and termination of Water Shortage Response Stages are developed.

Events for Consideration	Potential Water System Impacts & Appropriate Agency Contacts
Drought	California has experienced continuous and historic drought levels. Potential local impacts from drought can be assessed using the available California Water Watch[4] tool and by measuring elevations in drinking water sources. Drought may result in the need for varying levels of conservation. If County, State or Federal Drought Orders are put in place, water conservation may also be legally required. In the event that water outages appear to be imminent, pressure in the distribution system fails below 20 psi[5] or outages have occurred, State Water Resources Control Board staff and/or County Environmental Health (for LPA Programs[6]) should be contacted for additional direction. During water outages, local fire departments should also be notified.
Fire	Fire potential is high throughout much of California. Fire officials may request water conservation while they are addressing active fires; and some schools may be a shelter-in-place site during these emergencies. Thus, conservation may be required due to the additional water supply demand. Additionally, in all cases of water outage fire officials, State Water Resources Control Board staff and/or County Environmental Health (with LPA Programs) should be notified.
Earthquake	Earthquakes occur throughout California and may result in well failure due to ground movement, or water loss due to broken pipes. Potential contamination of water supply can also occur when broken sewers or septic lines occur near broken drinking water pipes. Should the water system be severely impacted due to an earthquake and need assistance, the County Office of Emergency Services should be contacted. Subsequent calls to the State Water Resource Control Board and/or County Environmental Health (with LPA Programs) are also appropriate. If water outages occur, local fire departments should also be notified.

[4] California Water Watch Tool website: https://cww.water.ca.gov/

[5] Pounds per square inch (psi). 20 psi is the minimum allowable pressure in a distribution system.

[6] In counties with Local Primacy Agency (LPA) programs, County Environmental Health Programs instead of the State Water Resources Control Board regulate small water system with less than 200 connections. A list of Counties where LPA Programs exist are provided on this website: https://www.waterboards.ca.gov/drinking_water/programs/documents/web_contact_info_district_lpa.pdf

Significant Treatment Failure	If water is treated to remove contamination, either chemical or bacterial, the failure of that treatment may result in the need for conservation and reliance on storage, or other actions, until the treatment system can be repaired. Public noticing and/or alternative water may also need to be provided. State Water Resources Control Board staff and/or County Environmental Health (with LPA Programs) should be notified to discuss corrective actions.
Pandemic	In the event of illness or death of the certified operator, particularly where extensive treatment is necessary, water conservation and reliance on storage maybe necessary when no trained backup operator is readily available to operate the water system. State Water Resources Control Board staff and/or County Environmental Health (with LPA Programs) should be notified to discuss options.
Vandalism/ Terrorism	Depending on the severity of the event, water in wells or storage tanks that have been tampered with may not be safe to be utilized until additional investigation is performed. Alternative water supplies may be necessary in this case as well as coordination with enforcement authorities, the State Water Resources Control Board, and/or County Environmental Health (with LPA Programs).
Power Outage	Power outages may result in pump failure. If backup power and adequate water storage are unavailable, this may lead to water outages or the need for extensive conservation. In the event of water outages or distribution pressure below 20 psi, State Water Resources Control Board staff and/or County Environmental Health (with LPA Programs) should be notified to discuss options.
Well Pump or Well Failure	Well pumps may unexpectedly fail if not properly maintained or utilized beyond its typical life expectancy. Wells also have a life expectancy and need to be replaced as the internal casing can fail over time. Typical life expectancies of water treatment and water distribution equipment is available for review on the State Water Resources Control Board website for reference[7]. This equipment should be properly maintained and replaced to prevent failure. However, should water outages occur State Water Resources Control Board staff and/or County Environmental Health (with LPA Programs) should be notified to discuss options.

This Plan includes 3[8] stages of water conservation for the school. The triggers for initiation of each Stage and the requirements for termination of each Stage are described below.

[7] Typical life expectancies of water treatment equipment: https://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/documents/tmfplanningandreports/Typical_life.pdf

[8] **The template provides space for six stages of conservation to facilitate coordinated messaging with nearby urban water system that are required to have six stages. However, it is recognized that fewer stages may be appropriate for schools in many cases and stages can be removed, as appropriate.** However, in all

Stage 1 Triggers -- Water Shortage WARNING Conditions

Requirements for initiation:
The School shall implement actions and certain restrictions on non-essential water uses provided in Chapter 4 of this Plan when all of the following occur:

- Typical water supply capacity or water elevation in Well 01 decreases by more than 25% of its expected average seasonal value.
- California Water Watch Current Drought Map shows the school's region is in an area of severe drought.
- California Water Watch for the school's zip code shows Water Year to Date Precipitation less than 50% of average.

Requirements for termination:
Stage 1 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of __5__ consecutive days.

Stage 2 Triggers -- CRITICAL Water Shortage Conditions

Requirements for initiation:
The School shall implement actions and certain restrictions on non-essential water uses provided in Chapter 4 of this Plan when all of the following occur:

- Typical water supply capacity or water elevation in Well 01 decreases by more than 40% of its expected average seasonal value.
- California Water Watch Current Drought Map shows the school's region is in an area of extreme drought.
- California Water Watch for the school's zip code shows Water Year to Date Precipitation less than 25% of average.

Requirements for termination:
Stage 2 of the Plan may be rescinded when all the conditions listed as triggering events have ceased to exist for a period of __15__ consecutive days or immediately if Local, State, or Federal Drought Emergency Orders are lifted and no other requirements for initiation are present. Upon termination of Stage 2, Stage 1 becomes operative unless otherwise specified.

Stage 3 Triggers – CATASTROPHIC Water Shortage Conditions

Requirements for initiation:
The School shall implement actions and certain restrictions on water uses provided in Chapter 4 of this Plan when any event occurs that may impact the ability of the water system to maintain mandatory school functions:

- Distribution pressure less than 20 psi
- Typical water supply capacity or water elevation in Well 01 decreases by more than 60% of its expected average seasonal value.
- A natural disaster occurs that may critically impact the water supply (e.g. fire, earthquake, pandemic, power outage cause by weather, etc.)

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cases it is recommended that a catastrophic water shortage be included, and plans created to provide for alternative water supply in the event of long-standing water outages.

- Other water systems failures occur that may critically impact the water supply or its safety (e.g. well collapse, well pump failure, treatment failure, vandalism/terrorism)

Requirements for termination:

Stage 3 of the Plan may be rescinded immediately when:

- All the conditions listed as triggering events have ceased to exist and in the case of any water outage and/or significant treatment failures, the following have been met:
  1) Public health officials have deemed the water supply safe for human consumption, or
  2) Other directed actions by public health officials have been implemented to notify the public and take corrective actions of any water system hazards.

Chapter 4: Drought Response Actions

The Business Manager, or designee, shall monitor water supply and/or demand conditions on a monthly basis and, in accordance with the triggering criteria set forth in this Plan, shall determine if a water shortage condition exists and the severity of any such water shortage conditions (*e.g., 1-Warning, 2-Critical, 3-Catastrophic Water Loss*), and shall implement the following notification procedures accordingly:

Description of Customer Notification Methods:

The Business Manager, or designee, shall notify the staff, parents, students, and public by means of one of the following Methods:

- Notice posted on school Facebook page or on school Website
- Notice on parent Phone App notification system-English and Spanish
- Notice sent home with students-English and Spanish

Note: Notification methods should consider the need for multiple notification pathways and the needs of non-English speaking families.

Prepared materials from Department of Water Resources, "Save Our Water Toolkit", may be used as drought communication tools with the school system logo added. The link for these materials is provided below.

https://saveourwater.com/en/Partner-Toolkit

Additionally, K-12 focused water conservation and water education materials, provided in Chapter 6, may also be utilized for drought and/or water conservation awareness and supporting science curriculum.

Stage 1 Response -- Water Shortage WARNING Conditions

Target: Achieve a 25 percent reduction in total monthly water usage.

Voluntary Water Use Restrictions for Reducing Demand:

1) Do a visual survey for pipe leaks and repair/replace and faucets or other apparatuses that may be resulting in water loss (e.g. urinals/toilets that run on occasion).
2) Limit hand watering of landscaping or deep cleaning of facility that uses water
3) Ask students to bring bottled water from home for drinking water

Stage 2 Response -- Water Shortage CRITICAL Conditions

Target: Achieve a 40 percent reduction in total monthly water usage.

Mandatory Water Use Restrictions for Reducing Demand:

1) Increase communication to students and staff on the importance of water conservation.
2) Consider installing additional storage capacity for water.
3) School to provide bottled water for student drinking water as needed
4) School to use disposable food service items to reduce need to wash/sterilize trays and silverware
5) No watering of landscape or deep cleaning of facility that uses water

Notification Method(s) and Frequency:

Monthly reminder to parents regarding drought issues at school and water conservation measures using notice home and/or social media posts.

Agencies Contacted:

Notify the State Water Board's Division of Drinking Water that the school is seeing drought impacts and determine if any funding possibilities are available.

Reach out to RCAC to see if any funding possibilities are available for development of water storage measures.

Stage 3 Response -- CATASTROPHIC Water Shortage Conditions

In the event of water outages, water pressure in the distribution system of less than 20 psi, or water shortage conditions that would otherwise result in school closure, the Business Manager, or designee, shall at minimum implement the following steps.

1. Notification of Emergency Service Providers

If adequate water supply will potentially become unavailable for fire response, medical services, public services, etc., then the following emergency providers will be notified as soon as possible to ensure that adequate planning, response and assistance may be provided:

State Water Board and/or County Environmental Health: Notify Division of Drinking Water of water outage, distribution pressures less than 20 psi, and potential changes in source water, including hauling. Changes of sources must be approved ahead of time to ensure their safety. Obtain instruction on any next steps, and special sampling, and/or public noticing requirements.

County Office of Emergency Services: Notify of water outages and needed assistance, particularly in disaster events such as fires, earthquakes, or any shelter in place situations.

Local Fire Agency: Covelo Volunteer Fire Department- notify that a supplemental water supply must be provided in the event of a fire

2. Obtain Replacement Water Supply to Address Potential or Actual Water Outages

Alternative Water Supply and/or Sanitation:

- Neighboring properties-sample water for potability
- Implement additional potable water storage capacity construction or well drilling considerations, if not already initiated
- Investigate options for potable water hauling, utilizing the State licensed water hauler list, provided that potable water storage has been developed
- If hauled water supply is extremely limited, sanitation facilities such as portable toilets and handwashing stations may be provided to decrease water usage, depending on the circumstances. Coordination with public health officials at the County would be appropriate.

3. Notification of Students, Parents and Public

- Notice to everyone on social media and school website
- Notice on parent phone app notification system with regular updates
- Notice home with students apprising families of the water situation at school

All school notifications in English and Spanish

4. Ensure all nonessential water uses of water, such as irrigation and leaks, have ceased.

Chapter 5: Water Shortage Triggers and Response Stages Summary

This optional table provides a summary of each water shortage stages, triggers and response actions for quick reference.

Stages	Shortage Level	Triggers	Response Actions	Communication Actions	Termination Actions
Stage 1	WARNING	• 25% decrease in elevation/capacity • Severe drought • Precipitation <50% average	• Visual survey for leaks, needed repairs • Limit hand watering, deep cleaning using water • Ask students to bring bottled water for drinking	Meet with staff to discuss conservation efforts, limits, and request for students to bring bottled water from home	5 days without listed triggers
Stage 2	CRITICAL	• 40% decrease in elevation/capacity • Extreme drought • Precipitation <25% average	• Communicate with students/staff regarding water conservation • Consider installing potable water storage capacity • Provide bottled water for students to drink • Use disposable food service items • No watering of landscaping or deep cleaning of site	Monthly reminder to parents regarding water conservation measures using notice home and social media posts	15 days without listed triggers, or immediately if Local, State, or Federal drought emergency lifted and no other triggers are present
Stage 3	CATASTROPHIC WATER LOSS	• Potential or actual water outage • Distribution pressure less than 20 psi • Natural disaster such as fire, earthquake • Well failure	• See Chapter 4 for details	• Notice to students, parents, public on social media and website • Notice on parent phone app • Notice home with students	All triggering events ceased and public health agency approval

Chapter 6: Informational Only – Educational Water Conservation Resources

This section provides a variety of water or drought related information and materials for supporting water education at schools. It is not meant for inclusion in the template language.

- Water Education Foundation "Project WET" Program: https://www.projectwet.org/
- DWR K-12 Education Resources: https://water.ca.gov/What-We-Do/Education/Education-Materials
- USEPA WaterSense for Kids: https://www.epa.gov/watersense/watersense-kids

Water Education and Water Drought Information for Students by County (sample, not a comprehensive list):

Contra Costa County – Contra Costa Water District, Water Education Program:

- https://www.ccwater.com/166/Water-Education and https://www.ccwater.com/568/WEP-Resource-Corner

Parts of Los Angeles, Orange, Riverside, San Bernardino, San Diego and parts of Ventura Counties, The Metropolitan Water District of Southern California Water Education:

- https://www1.mwdh2o.com/DocSvcsPubs/Education_Site/index.html

Placer County – City of Roseville:

- https://www.roseville.ca.us/cms/one.aspx?pageId=8715907

Sonoma County – Sonoma Water – Water Classroom/Field Programs:

- https://www.sonomawater.org/ClassroomandFieldPrograms

Solano County, Solano Resource Conservation District and Solano County Water Agency K-12 Programs:

- https://www.scwa2.com/water-efficiency/schools/school-programs-k12/
- https://www.solanorcd.org/projects-and-programs/education/swep.html