AGENDA

REMOTE MEETING NOTICE

This meeting will be accessible by remote video conferencing. Please be advised that while the District will endeavor to ensure these remote participation methods are available, the District does not guarantee that they will be technically feasible or work all the time. Further, the District reserves the right to terminate these remote participation methods (Subject to Brown Act Restrictions) at any time and for whatever reason. The public may observe and participate in this meeting remotely via Zoom as set forth below.

INSTRUCTIONS FOR USING ZOOM

- Join the meeting using the link below.
- You must have audio and microphone capabilities on the device you are using to join the meeting.
- When you join the meeting make sure that you join the meeting with audio and follow the prompts to test your speaker & microphone prior to joining the meeting.

TO SPEAK DURING PUBLIC COMMENT USING ZOOM

- The Board President will announce when it is time for Public Comment.
- Click on the Raise Hand icon if you would like to speak during Public Comment.
- Your name will be called on when it's your turn to speak.
- When your name is called, you will be prompted to unmute yourself.
- You will have three (3) minutes to speak. When your time is up, you will be muted.

TO SPEAK ON AN ITEM USING ZOOM

- The Board President will call the item and staff will begin the staff report.
- Click on the Raise Hand icon if you would like to speak on the item.
- Your name will be called on when it's your turn to speak.
- When your name is called, you will be prompted to unmute yourself.
- You will have three (3) minutes to speak. When your time is up, you will be muted.
- You will repeat this process for each item you want to speak on.

FOR OPEN SESSION PARTICIPATION

Join Meeting Electronically at:

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Meeting ID: 845 0849 8504

Passcode: 188209

Please attend in person or by submitting your comment via email to:
RMangus@GoletaSanitary.Org

A G E N D A
REGULAR MEETING OF THE GOVERNING BOARD
OF THE GOLETA SANITARY DISTRICT
A PUBLIC AGENCY

One William Moffett Place
Goleta, California 93117

September 3, 2025

CALL TO ORDER: 6:30 p.m.

ROLL CALL OF MEMBERS

BOARD MEMBERS: Steven T. Majoewsky
Dean Nevins
Jonathan Frye
Edward Fuller

CONSIDERATION OF THE MINUTES OF THE BOARD MEETING

The Board will consider approval of the Minutes of the Regular Meeting of August 18, 2025.

PUBLIC COMMENTS - Members of the public may address the Board on items within the jurisdiction of the Board. Under provisions of the Brown Act, the Board is prohibited from taking action on items not listed on the agenda. Please limit your remarks to three (3) minutes and if you wish, state your name and address for the record.

POSTING OF AGENDA – The agenda notice for this meeting was posted at the main gate of the Goleta Sanitary District and on the District's web site 72 hours in advance of the meeting.

BUSINESS:

1. DISCUSSION OF ROLES AND RESPONSIBILITIES OF GOVERNING BOARD MEMBERS DURING AND AFTER EMERGENCY EVENTS

2. UPDATE TO STATUS REPORT ON BOARD VACANCY NOTICING PROCESS

3. CONSIDERATION OF GOVERNMENT CODE SECTION 4217 FOR DEVELOPMENT AND DELIVERY OF THE ENERGY STORAGE PROJECT (Board may take action on this item.)

4. GENERAL MANAGER'S REPORT

5. LEGAL COUNSEL'S REPORT

6. COMMITTEE/DIRECTOR'S REPORTS AND APPROVAL/RATIFICATION OF DIRECTOR'S ACTIVITIES

7. PRESIDENT'S REPORT

8. ITEMS FOR FUTURE MEETINGS

9. CORRESPONDENCE
(The Board will consider correspondence received by and sent by the District since the last Board Meeting.)

10. APPROVAL OF BOARD COMPENSATION AND EXPENSES AND RATIFICATION OF CLAIMS PAID BY THE DISTRICT
(The Board will be asked to ratify claims.)

ADJOURNMENT

Persons with a disability who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact the District's Finance Director at least 3 hours prior to the meeting by telephone at (805) 967-4519 or by email at info@goletasanitary.org.

Any public records which are distributed less than 72 hours prior to this meeting to all, or a majority of all, of the District's Board members in connection with any agenda item (other than closed sessions) will be available for public inspection at the time of such distribution at the District's office located at One William Moffett Place, Goleta, California 93117.

MINUTES

MINUTES
REGULAR MEETING OF THE GOVERNING BOARD
GOLETA SANITARY DISTRICT
A PUBLIC AGENCY
DISTRICT OFFICE CONFERENCE ROOM
ONE WILLIAM MOFFETT PLACE
GOLETA, CALIFORNIA 93117

August 18, 2025

CALL TO ORDER: President Majoewsky called the meeting to order at 6:30 p.m.

BOARD MEMBERS PRESENT: Steven T. Majoewsky, Dean Nevins, Jonathan Frye, Edward Fuller

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Steve Wagner, General Manager/District Engineer, Vyto Adomaitis, Assistant General Manager, Rob Mangus, Finance Director/Board Secretary and Reese Wilson, Engineering Manager, and Jeff Ferre, General Counsel (via Zoom)

OTHERS PRESENT: David Linville, Director, Goleta Water District (via Zoom)
Tom Evans, Director, Goleta Water District (via Zoom)
Bob Thomas, Director, Goleta West Sanitary District

APPROVAL OF MINUTES: Director Nevins made a motion, seconded by Director Fuller, to approve the minutes of the Regular Board meeting of 08/04/2025. The motion carried by the following vote:

(25/08/2043)

AYES:	4	Majoewsky, Nevins, Frye, Fuller
NOES:		None
ABSENT:		None
ABSTAIN:		None

POSTING OF AGENDA: The agenda notice for this meeting was posted at the main gate of the Goleta Sanitary District and on the District's website 72 hours in advance of the meeting.

PUBLIC COMMENTS: None

BUSINESS:

1. CONSIDERATION OF APPOINTMENT OF DISTRICT PRESIDENT AND PRESIDENT PRO TEM DUE TO VACANCY IN PRESIDENCY

Mr. Wagner gave the staff report.

Director Fuller made a motion, seconded by Director Frye to appoint Director Nevins President Pro Tem.

The motion carried by the following vote:

(25/08/2044)

AYES:	4	Majoewsky, Nevins, Frye, Fuller
NOES:		None
ABSENT:		None
ABSTAIN:		None

Director Nevins made a motion, seconded by Director Fuller to have Director Majoewsky continue his appointment as Governing Board President through the next calendar year.

The motion carried by the following vote:

(25/08/2045)

AYES:	4	Majoewsky, Nevins, Frye, Fuller
NOES:		None
ABSENT:		None
ABSTAIN:		None

2. CONSIDERATION OF SANTA BARBARA COUNTY LOCAL AGENCY FORMATION COMMISSION (LAFCO) ELECTION OF REGULAR SPECIAL DISTRICT MEMBER

Mr. Wagner began the staff report and introduced Dorinne Lee Johnson, Montecito Sanitary District Board Member, who addressed the Board via Zoom.

Director Fuller made a motion, seconded by Director Nevins to direct the General Manager to submit a vote for Dorinne Lee Johnson as regular special district member to Santa Barbara LAFCO.

The motion carried by the following vote:

(25/08/2046)

AYES:	4	Majoewsky, Nevins, Frye, Fuller
NOES:		None
ABSENT:		None
ABSTAIN:		None

3. STATUS REPORT ON BOARD VACANCY NOTICING PROCESS
Mr. Wagner gave the staff report on this update. No Board action was taken.

4. CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENTS WITH TERRAVERDE ENERGY AND LANGAN ENVIRONMENTAL SERVICES FOR DEVELOPMENT OF THE DISTRICT'S ENERGY STORAGE PROJECT
Mr. Wagner began the staff report and the following individuals were introduced and discussed the project and Government Code 4217 with the Board: Adam Vasquez, Associate, BBK (via Zoom); Tony D. Pastore, Senior Advisor, TerraVerde Energy (via Zoom); Heather McDaniel McDevitt, Cultural Resource Practice Director, Langan (via Zoom)

Director Frye made a motion, seconded by Director Nevins to authorize the General Manager to execute professionals service agreements with Terra Verde in an amount not to exceed $85,000 and with Langan for an amount not to exceed $147,100 for the development of the District's energy storage project.

The motion carried by the following vote:

(25/08/2047)

AYES:	4	Majoewsky, Nevins, Frye, Fuller
NOES:		None
ABSENT:		None
ABSTAIN:		None

5. GENERAL MANAGER'S REPORT
Mr. Wagner gave the report.

6. LEGAL COUNSEL'S REPORT
Mr. Ferre – No report.

7. COMMITTEE/DIRECTORS' REPORTS AND APPROVAL/RATIFICATION OF DIRECTORS' ACTIVITIES

Director Fuller – No report.

Director Frye – Reported on his attendance at the Goleta Water District meeting.

Director Nevins – Reported on his attendance at the Goleta West Sanitary District meeting.

8. PRESIDENT'S REPORT
President Majoewsky – No report.

9. ITEMS FOR FUTURE MEETINGS
No Board action was taken to return with an item.

10. APPROVAL OF BOARD COMPENSATION AND EXPENSES AND RATIFICATION OF CLAIMS PAID BY THE DISTRICT

Director Nevins made a motion, seconded by Director Frye, to ratify and approve the claims, for the period 07/19/2025 to 08/18/2025 as follows:

Running Expense Fund #4640	$	720,332.64
Capital Reserve Fund #4650	$	205,017.50
Depreciation Replacement Reserve Fund #4655	$	74,072.13
Retiree Health Insurance Sinking Fund #4660	$	20,971.78

The motion carried by the following vote:

(25/08/2048)

AYES:	4	Majoewsky, Nevins, Frye, Fuller
NOES:		None
ABSENT:		None
ABSTAIN:		None

ADJOURNMENT
There being no further business, the meeting was adjourned at 7:45 p.m.

ATTEST

Steven T. Majoewsky
Governing Board President

Robert O. Mangus, Jr.
Governing Board Secretary

AGENDA ITEM #1

AGENDA ITEM: 1

MEETING DATE: September 3, 2025

I. NATURE OF ITEM

Discussion of Roles and Responsibilities of Governing Board Members During and After Emergency Events

II. BACKGROUND INFORMATION

At the Governing Board meeting on August 4, 2025, Director Frye requested that an item relating to the Board's roles and responsibilities during and after emergency events be brought to the Board at a subsequent meeting for discussion and possible direction.

The District's adopted Administrative Code, Emergency Response Plan and Procedures, and Emergency Action Plan were reviewed by staff in preparing this report.

III. COMMENTS AND RECOMMENDATIONS

Section 2-2.1.2. of the of the District's Administrative Code covers the duties and authority of the General Manager. Section 2-2.1.2 (c) states the following:

> ***(c)*** *If an emergency arises and there is insufficient time to notify the Board, the General Manager may take appropriate and reasonable action otherwise within the Board's jurisdiction. The General Manager shall report such action to the Board as soon as possible. [Amended by Board Action on February 21, 2017].*

The aforementioned District Administrative Code Section highlights two important activities the General Manager must perform throughout an emergency event: 1. Taking appropriate actions, and 2. Keeping the Board informed. During the initial phase of an emergency, the priority and focus of the General Manager is to ensure the appropriate emergency response measures are being implemented in a timely manner, consistent with existing emergency plans, to reduce damage and/or risk to critical infrastructure and resolve any associated regulatory compliance issues. Pursuant to the policy stated above, notification to the Board occurs when there is sufficient time or as soon as possible.

While the District's Administrative Code does not specifically identify the Governing Board's roles and responsibilities during an emergency, the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (OES) provide general guidance and best practices related to a governing board's responsibilities during emergencies.

In 2015, a series of FEMA/OES emergency response training sessions were provided to staff and the Board. Attached to this report is a presentation that was given by Richard Abrams on December 7, 2015, that identifies the following six roles and responsibilities of the Board during and prior to emergencies.

1. Review and approve the District's Emergency Response Plan(s)
2. Approve on-call contracts (pre-event)
3. Approve emergency contracts as needed
4. Approve implementation of emergency actions as required by code, regulation, or statute, and ratify emergency response expenditures as required
5. Refer media inquiries during an emergency event to the General Manager
6. Make sure that you are briefed by the General Manager before answering any questions to media

The 2017 emergency at Goleta Beach is a good example of how existing emergency policies are implemented. When staff inspected the outfall vault at Goleta Beach on Tuesday, January 25, 2017, it was clear that emergency measures had to be implemented immediately to protect the District's outfall vault from further erosion and damage. The District's General Manager met with Santa Barbara County Parks staff onsite to coordinate the required emergency protective measures with Cushman Contracting and Dudek Environmental Consultants. Once the initial emergency response coordination was completed, the General Manager notified the Board and provided additional updates on the status of the response efforts throughout the duration of the emergency response operations as needed. The Board approved the emergency contracts, ratified the emergency response expenditures, and referred media requests to the General Manager.

Finally, the District's updated Emergency Response Plan follows FEMA/OES guidelines and is based on the National Incident Management System. This plan provides the flexibility needed to respond to different types and sizes of emergency events that the District could face. The plan clearly identifies the roles and responsibilities within our organization in responding to an emergency. For clarification, the District's Emergency Action Plan outlines the overall procedures for responding to various workplace emergencies, while the Emergency Response Plan focuses on specific actions to be taken immediately following an incident.

This item is for informational purposes only. No Board action is required.

IV. REFERENCE MATERIAL

Goleta Sanitary District Emergency Action Plan, April 2025

GOLETA SANITARY
Water Resource Recovery District

GOLETA SANITARY DISTRICT EMERGENCY ACTION PLAN

April 2025

Water Resource Recovery Facility Emergency Action Plan

CONTENTS:

Attachments:

I certify the Emergency Action Plan (EAP) for the Goleta Sanitary District (GSD) has been reviewed and revised as necessary.

Steve Wagner — General Manager

4/10/25 — Date Certified

1.0 PURPOSE

This procedure is designed to identify the safe actions that GSD employees and visitors must take in the event of an emergency condition or event that may occur in or around an occupied facility within the GSD's jurisdiction, and to be in compliance with California Code of Regulations, General Industry Safety Orders, Title 8, Sections 3220 & 3221.

2.0 SCOPE

The GSD Emergency Action Plan (EAP) addresses the following:

- Recognizing and reporting emergencies.
- Emergency alarm warning systems used to notify employees and others of the emergency.
- Evacuation and Shelter-in-Place (SIP) procedures.
- Accounting for employees and visitors following an emergency event.
- Rescue and medical duties.
- Coordination with the Local Emergency Operations Centers.

3.0 APPLICABILITY

This EAP applies to all GSD employees & visitors.
This EAP covers emergencies including, but not limited to: fires, explosions, medical emergencies, natural disasters, plane crashes, hazardous material releases, or acts of violence.

4.0 DEFINITIONS

Alarm Warning Systems - distinct and unique audible, visual, and/or tactile methods of informing all affected personnel in applicable facility locations that an emergency is occurring and for affected individuals to take appropriate actions.

"All-Clear" Signal - an audible, visual and/or tactile method uniquely different from the Alarm Warning System which informs all affected personnel that the emergency condition has been abated, eliminated, or secured and it is safe to return to their stations and resume normal work activities.

Assembly Area – Pre-designated area(s) where employees meet following an emergency that requires evacuation.

- ❑ Primary on-site Assembly Area: Flag Pole – in front of Administration Building.
- ❑ Alternate on-site Assembly Area : Outside Shower/Locker-room Building.
- ❑ Off-Site Assembly Area: As directed by the Emergency Coordinator given the conditions and circumstances present at the time of the emergency.

Central SIP Location – the Shelter-in-Place location that will collect headcount information from other Shelter-in-Place locations. At GSD this is the Board Room/Kitchen SIP location.

Emergency - an unforeseen combination of circumstances, conditions or events which requires immediate corrective action to protect human health, safety, the environment or property.

Emergency Coordinator (EC)- The person who temporarily takes control of the emergency until off-site emergency responders arrive. The Emergency Coordinator will normally be the Plant Operations Manager. If the Plant Operations Manager is not available to assume this role, one of the following designees will act as the EC in the following order:

1. Environmental Services Manager
2. Collections Manager
3. Senior Project Engineer
4. Safety and Regulatory Compliance Coordinator
5. Operations Supervisor
6. Maintenance Manager
7. Collections Supervisor
8. Lead Plant Operator

Evacuation – Taking protective actions by removing employees and other persons from an area of potential danger.

First Responder – the individuals who are likely to witness or discover a general emergency or hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities.

HVAC - Heating, Ventilation and Air Conditioning systems consisting of re-circulated and/or fresh make-up air of varying temperature obtained from external sources.

Notifications - written or verbal information provided to affected parties or agencies which describes events, warnings or situational facts surrounding an emergency.

Shelter-in-Place (SIP) – taking protective actions by remaining inside a designated area and initiating safe room procedures until the emergency is over and the All-Clear signal is given, or until a safe evacuation is possible. The designated SIP location(s) are:

- ☐ Administration Board Room & Kitchen
- ☐ Shower/Locker Room Building

5.0 EMERGENCY ALARM & WARNING SYSTEMS

5.1 **General Emergencies:**

a. As soon as any employee recognizes an emergency, he/she becomes the First Responder and will initiate a series of alarms and notifications as outlined in the **First-Response Action Steps (F.A.S.T.)** Poster (Attachment A).

b. General emergencies will be announced using one of the following means:

- ❑ Verbal
- ❑ Public Address System – Internal and External page
- ❑ Phone System – Landline and/or Cellular
- ❑ 2-way Radios
  - i. #1 – Spare (empty channel)
  - ii. #2 – Main Base Station – (Plant & Collections System vehicles) **FCC frequency 155.115 MHz call sign WRDA509**
  - iii. #3 – Collection System Field Channel
  - iv. #4 – Plant Operations and Maintenance Field Channel

5.2 **Fire Emergencies:**

a. Smoke activated fire alarms are located in the lunch/break room.

b. Anytime a fire alarm sounds or is announced, employees are to immediately evacuate their work area and proceed to a safe on-site evacuation area that is not compromised by smoke and/or fire.

5.3 **Chemical Emergencies:**

In the event of an emergency that results in toxic atmospheric conditions (i.e. major chemical release from on-site processes, or from nearby businesses) employees will implement Shelter-in-Place procedures as outlined in section 8.0 of this policy.

6.0 OTHER NOTIFICATIONS

6.1 **Outside Agencies**

Following a general emergency such as fire, explosion, bomb threat, earthquake, etc., the Emergency Coordinator (EC) will determine whether other outside agencies such as (but not limited to) Contributing Agencies, City agencies, County agencies, and/or State agencies should be notified in accordance with the Emergency Notification Matrix (*See F.A.S.T. Poster).*

The EC will record this notification and will note the contact's name, agency name, job title and time that the notification was made, along with any specific information provided and/or requested.

6.2 **Contractors & Visitors**

All GSD vendors and visitors who are on site during an emergency will be notified of the emergency and given emergency instructions by the GSD employee or department that they are visiting.

6.3 **Regulatory Notifications**
The Goleta Sanitary District is responsible for making all notifications resulting from their business activities and/or relevant to GSD responsibilities in accordance with Emergency Notification Matrix (see F.A.S.T Poster). These notifications will be made by the Plant Operations Manager, or designee.

7.0 EVACUATION PROCEDURES

7.1 **On-Site Evacuation Procedures** –Typically, evacuation will only require employees to exit buildings and/or the affected work areas to an on-site safe location. The following guidelines will be followed during an on-site evacuation.

a. Once an evacuation notification is announced, employees are to immediately proceed to the Primary Assembly Area (PAA). If the primary Assembly Area is unsafe (e.g. from smoke, broken glass, or other hazards), they should proceed to the Alternate Assembly Area (AAA). Evacuation assembly areas are posted throughout the offices and in the GSD F.A.S.T. Poster (Attachment A).
   - ❑ Primary AA: Flag Pole – in front of Administration Building
   - ❑ Alternate AA: Outside Shower/Locker-room Building

b. Employees are to notify all onsite visitors and/or contractors of the emergency and to guide them to the safest Assembly Area.

c. Evacuation must be performed in a calm and orderly manner. The appropriate assembly area is to be determined based upon type and proximity of the emergency, wind direction and surface gradient relative to the hazards. This information will normally be communicated by the Emergency Coordinator as part of the emergency alarm system.

d. As employees exit the building, they should perform a quick sweep of offices, restrooms, lunch room and other locations where the alarm may not have been heard and inform them of the emergency and the need to evacuate.

e. Once at the assembly area, the Emergency Coordinator will initiate a headcount of evacuated personnel by handing out the headcount forms (Attachment B-1) to the department supervisor (or most senior person in that department). These forms are located in the evacuation kit located in the Safety and Regulatory Compliance Office.

f. Headcounts will be performed by department supervisors or the senior department staff person. Any missing or injured employees will be written on the headcount form and given to the Emergency Coordinator.

g. The Emergency Coordinator will:

   - Determine if employees need to be moved further offsite to avoid secondary hazards (*e.g. smoke, fumes, bomb threat, etc.*) and provide verbal directions to do so.
   - Ensure basic first aid is provided to any injured personnel at the evacuation assembly area. GSD employees may provide basic first aid/CPR as long as they are currently certified and trained and can do so without exposure to hazardous conditions.
   - Ensure that emergency responders have been notified.
   - Assign personnel to the main entrance to guide the emergency responders to the evacuation assembly area location, if not self-evident.
   - Assign an employee to entrance gates to keep other's from entering the site.
   - Gather missing and/or injured employee information from each department and provide this information to the emergency responders.

- Coordinate, as necessary, with the emergency responders.

h. Search and rescue activities will be directed by the Emergency Coordinator and will only be performed by qualified individuals such as the fire department, law enforcement, or trained facility personnel. If GSD employees perform search and rescue activities, they will use the Search and Rescue guidelines detailed in Attachment H.

i. Evacuees must remain at the assembly area until instructed to do otherwise by the Emergency Coordinator, the off-site emergency responder, or until the *All-Clear* signal is given.

7.2 Off-Site Evacuation Procedures – If the emergency event is of such magnitude that the on-site evacuation assembly areas are unsafe, employees and visitors will be instructed to evacuate to an off-site evacuation assembly area.

a. Normally, the Emergency Coordinator (EC) will make the determination if the on-site assembly area is an unsafe location for employees and visitors to assemble, and the EC will provide instructions to evacuate to an off-site assembly area as part of the emergency notification.

b. If the emergency requires off-site evacuation, the location will be directed by the Emergency Coordinator who will assess the conditions and circumstances present and determine the safest route and meeting area where assembly area activities can be safely performed.

c. If there are more than one off-site assembly areas, employees will assemble at the off-site assembly area that is closest to their work areas.

d. If it is readily apparent that the on-site assembly area is unsafe, employees may make this determination on their own and proceed directly to the safest off-site evacuation assembly area.

e. If an offsite evacuation is ordered, no employee is to leave the off-site assembly area until they are released to do so by the EC or their designee.

8.0 SHELTER-IN-PLACE PROCEDURES (SIP)

Occasionally, it is necessary to shelter employees in place due to general unsafe conditions such as the following:

- Toxic atmospheric conditions from internal or external events
- Off-site fire causing respiratory hazards from smoke inhalation.
- Off-site airplane crash causing respiratory hazards from toxic fumes.
- High wind conditions.
- An earthquake that has blocked safe off-site evacuation routes.
- Flooding conditions blocking safe off-site evacuation routes.

If the Emergency Coordinator (EC) believes that employees should be sheltered-in-place for their own safety, the EC will instruct employees to proceed to the nearest Shelter-in-Place (SIP) location. Once there, a supervisor, or most senior employee, will act as the SIP Room Chief and implement the duties using the SIP Room Chief cue card (Attachment C-2), including conducting a headcount.

9.0 EMERGENCY MANAGEMENT SYSTEM

Plant emergencies that require communications with the local or regional Office of Emergency Management (OEM) will be managed in accordance with the emergency management procedures describe in the GSD F.A.S.T. Poster (Attachment A).

10.0 TRAINING

10.1 New employees will receive emergency response orientation and training as part of new employee orientation.

10.2 Refresher training for employees will be conducted at a frequency necessary for employees to remain competent and informed of these procedures, but will occur at least annually.

10.3 Training will also be provided whenever the employees' responsibilities or designated actions under the plan have changed, or whenever the plan is significantly revised.

11.0 RESPONSIBILITIES

11.1. **General Manager:** The General Manager has the overall authority and responsibility for implementing the provisions of the Emergency Action Plan for the Goleta Sanitary District. Specific responsibilities include, but are not limited to:

a. Responsibility and authority for ensuring this policy is fully implemented.

b. Ensuring that funding is provided to successfully implement the policy requirements.

c. Ensuring that the policy and policy requirements are enforced.

d. Implementing all other relevant responsibilities as identified in the Injury Illness Prevention Policy (IIPP).

11.2 **Safety and Regulatory Compliance Coordinator:** The Safety and Regulatory Compliance Coordinator, or designee, is responsible for following administrative elements of this policy:

a. To ensure that emergency systems are maintained in good working order, adequate back-up systems are provided, emergency alarm/notification systems are periodically tested, and employees are provided training.

b. Reviewing and updating the Water Resource Recovery Facility Emergency Action Plan (WRRFEAP) as necessary and making it available to all GSD personnel.

c. Scheduling, coordinating and documenting that employees have received training on the Water Resource Recovery Facility Emergency Action Plan (WRRFEAP).

d. Ensuring evacuation/SIP drills are held at a frequency sufficient to maintain employee proficiency in evacuation & SIP procedures.

e. Ensuring the emergency notification systems described in this Plan are tested at a frequency sufficient to ensure they are operational.

11.3 **Emergency Coordinator**: The Emergency Coordinator is responsible for:

a. Making priority decisions such as the need to evacuate or to shelter employees in-place, notifying employee of these decisions, and providing specific instructions such as evacuation routes & assembly areas.

b. Notifying any necessary outside agencies following the emergency.

c. Ensure that a headcount is performed at the Evacuation Assembly Area.

d. Coordinating with the off-site emergency responders and providing them with a missing and/or injured person list.

e. Communicating with SIP Room Chiefs as appropriate.

f. Communicating with the local Emergency Operations Center (EOC) as appropriate.

g. Ensuring critical decisions and actions as identified in the Emergency Coordinator Check Lists (F.A.S.T Poster) and the Emergency Coordinator Evacuation Cue Card (Attachment C-1) is implemented.

11.4 **SIP Room Chiefs** are responsible for:

a. Performing the duties on the SIP Room Chief cue cards (Attachment C-2). The primary duty of the SIP Room Chief is to ensure that SIP procedures are implemented, that a headcount has been performed and that the headcount information has been forwarded to the Emergency Coordinator, or other appropriate person.

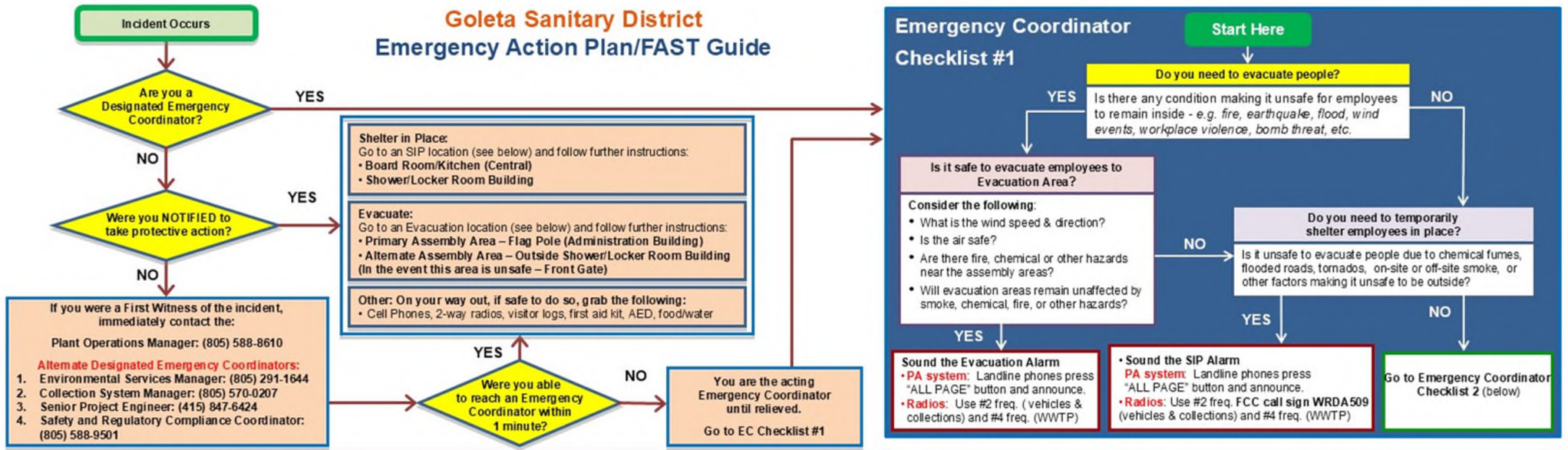
11.5 **Supervisors/Leads** are also responsible for:

a. It is the responsibility of supervisors to ensure that their employees are trained on these emergency procedures and on their designated actions under these procedures, and that employees participate in any scheduled emergency response drills.
b. Ensuring that any reports of compromised or damaged emergency equipment is documented and repaired in a timely manner.
c. Ensuring that the policy and program requirements are enforced.
d. Performing an evacuation headcount of their respective employees at the evacuation assembly area by using the headcount forms (attachment B-1). If the Supervisor is not available, this becomes the most senior department lead's responsibility.

11.6 **All Employees** are responsible for:

a. Being aware and knowledgeable on what to do following an emergency including the evacuation procedures, evacuation routes, assembly areas and shelter-in-place locations and shelter-in-place procedures.
b. Participating in emergency response drills per management assignments.
c. Reporting any compromised or damaged emergency equipment to their immediate supervisor.

ATTACHMENT A



Emergency Notification Matrix

In The Event of…	CONTACT						
	911	Site Mgr[8]	Cal OSHA	RWQCB	Fish & Wildlife	SB Co. OEM/ Cal OES	Local CUPA
(A) Serious Injury or Illness[1] – Employee/Contractor/Vendor/Visitor	X	X	X[2]				
(B) Fatality – Employee/Contractor/Vendor/Visitor	X	X	X[2]				
(C) Explosion	X	X				X	
(D) Bomb Threat	X	X					
(E) Fire Requiring Evacuation	X	X					
(F) Any Event Requiring Staff to SIP	X	X					
(G) Hazardous Materials Release >RQ	X[3,4,5]	X		X[7]	X[6]	X	X
(H) Hazardous Materials Release <RQ	X[3,4,5]	X		X[7]	X[6]	X[3,4,5]	X[3,4,5]

[1]"Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement or whenever a state, county, or local fire or police agency is called to an accident involving an employee.

[2]As soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness.

[3]Hazardous material spill beyond site personnel's capability

[4]Poses a threat to human health or the environment

[5]Immediate verbal report if it poses a threat to offsite communities

[6]If fish kill or wildlife threatened

[7] If the spill impacts State waters

[8] Site Mgr: **General Manager**

Note: Call the National Response Center If the spill greater or equal to CERCLA Reportable Quantities:

Contact Numbers

Police/Fire/Ambulance	911 or 805.692.5743
Cal OSHA (Van Nuys District Office)	818.901.5403
RWQCB	805.549.3147
Cal Dept. of Fish & Wildlife (South Coast - Region 5)	858.467.4201
Cal OES	800.852.7550
SB Co. OEM	805.681.5526
Local CUPA (SB Co. Public Health Dept. – Hazmat).	805.681.4927

External Business Notifications

Contact	Trigger	Telephone
Santa Barbara Municipal Airport	C, D, E, F, G, H	805.967.7111 805.681.4803
Goleta West Sanitary District	C, D, E, F, G, H	805.968.2617 805.729.0074
UCSB Facilities UCSB Police Dpt.	C, D, E, F, G, H	805.893.8300 805.893.3446
CDPH Preharvest Shellfish Program	G, H	510.412.4635
Cal OSHA	A, B	818.901.5403
SB Co. OEM Cal OES	C, G, H	805.681.5526 800.852.7550
Fish & Wildlife RWQCB	G, H	858.467.4201 805.549.3147
Local CUPA of SB Co. PHD Hazmat	G, H	805.681.4927
City of Goleta	At Emergency Coordinators Request	805.961.7502

Internal Business Notifications

Contact	Trigger	Telephone
General Manager	All events	C. 805.896.5395 H. 805.964.6682
Finance Director	All events	C. 831.236.5810
Human Resources	Injuries Fatalities	C. 805.701.2760

Emergency Coordinator Checklist #2

1st — Are people protected?

- ☐ Are all personnel accounted for and any medical needs being addressed?
- ☐ Is Search & Rescue necessary?
- ☐ Notify emergency services at **911** or **(805) 692-5743 (SB Co Sheriff)** as necessary.
- ☐ Is it necessary to assign 2 people to go to the gates to prevent vehicular or foot traffic and/or to direct emergency services?
- ☐ Were offsite employees notified?
- ☐ Do I need to shut off any utilities (e.g. natural gas) or any critical equipment?
- ☐ Are the facilities where employees are currently assembled safe, or do I need to temporarily relocate employees until that can be determined?

2nd — Do I need to protect Property, Equipment, or the Environment?

- ☐ Do I need to protect property or outdoor equipment? (e.g. tie down, cover, sand bag)
- ☐ Do I need to protect against environmental damages? (e.g. cover storm drains, sand bag tanks,)
- ☐ Do I need to continuously monitor conditions to be prepared to protect property, equipment or the environment? (e.g. Emergency Alarm system, local radio or TV, City or County EOC, etc.)
- ☐ Do I need additional resources?

3rd — Do I need to make Regulatory Notifications?

- ☐ See Emergency Notification Matrix
- ☐ Make NIMS/SEMS notifications, as necessary

4th — Post-Incident Considerations

- ☐ Do internal business notifications need to be made? (Refer to Notification Matrix)
- ☐ Do external business notifications need to be made? (Refer to Notification Matrix)
- ☐ Refer to Notification Matrix
- ☐ Are facility damage assessments necessary?
- ☐ Have clean up activities been assigned and initiated?
- ☐ Have regulatory reports or other reports been assigned and/or made?
- ☐ Is an Incident Investigation necessary. If so, include photos.
- ☐ Have repairs been made and/or work orders written?

ATTACHMENT A-1
Program Review and Certification Log

Water Resource Recovery Facility Emergency Action Plan Review and Certification Log		
Date	**Identify the Sections/Attachments Revised**	**Initial**
4-10-2025	Updated all sections and attachments for job titles, information accuracy, formatting, spelling and grammatical errors.	JG

ATTACHMENT B-1

EVACUATION HEADCOUNT FORM

DEPT: Plant Operations/Industrial Waste Control Person Taking Headcount:					
Employee Names	**Arrived At Assembly. Area**	**Off-duty Or Off-site**	**Injured**	**Missing**	**Last Known Location/Notes**
Visitors/Contractors/ Students/Volunteers	**Arrived At Assembly. Area**	**Off-duty Or Off-site**	**Check If Injured**	**Check If Missing**	**Last Known Location/Notes**

Supervisor or most senior department employee: List all your employees *and* any visitors, contractors, etc. who are working under your direction and are not accounted for. Note anyone missing or injured on this form. Once headcount is completed, give this form to the Emergency Coordinator (blue vest)

Emergency Coordinator: Route all headcount and injury information to responding Emergency Services (e.g. Fire Department) when they arrive.

ATTACHMENT B-1

EVACUATION HEADCOUNT FORM

DEPT: Facilities Maintenance **Person Taking Headcount:**

Employee Names	Arrived At Assembly. Area	Off-duty Or Off-site	Injured	Missing	Last Known Location/Notes
Visitors/Contractors/ Students/Volunteers	**Arrived At Assembly. Area**	**Off-duty Or Off-site**	**Check If Injured**	**Check If Missing**	**Last Known Location/Notes**

Supervisor or most senior department employee: List all your employees *and* any visitors, contractors, etc. who are working under your direction and are not accounted for. Note anyone missing or injured on this form. Once headcount is completed, give this form to the Emergency Coordinator (blue vest)

Emergency Coordinator: Route all headcount and injury information to responding Emergency Services (e.g. Fire Department) when they arrive.

ATTACHMENT B-1

EVACUATION HEADCOUNT FORM

DEPT. Environmental Services/Laboratory Person Taking Headcount:

Employee Names	Arrived At Assembly. Area	Off-duty Or Off-site	Injured	Missing	Last Known Location/Notes
Visitors/Contractors/ Students/Volunteers	**Arrived At Assembly. Area**	**Off-duty Or Off-site**	**Check If Injured**	**Check If Missing**	**Last Known Location/Notes**

Supervisor or most senior department employee: List all your employees *and* any visitors, contractors, etc. who are working under your direction and are not accounted for. Note anyone missing or injured on this form. Once headcount is completed, give this form to the Emergency Coordinator (blue vest)

Emergency Coordinator: Route all headcount and injury information to responding Emergency Services (e.g. Fire Department) when they arrive.

ATTACHMENT B-1

EVACUATION HEADCOUNT FORM

DEPT. Collection System			Person Taking Headcount:		
Employee Names	**Arrived At Assembly. Area**	**Off-duty Or Off-site**	**Injured**	**Missing**	**Last Known Location/Notes**
Visitors/Contractors/ Students/Volunteers	**Arrived At Assembly. Area**	**Off-duty Or Off-site**	**Check If Injured**	**Check If Missing**	**Last Known Location/Notes**

Supervisor or most senior department employee: List all your employees *and* any visitors, contractors, etc. who are working under your direction and are not accounted for. Note anyone missing or injured on this form. Once headcount is completed, give this form to the Emergency Coordinator (blue vest)

Emergency Coordinator: Route all headcount and injury information to responding Emergency Services (e.g. Fire Department) when they arrive.

ATTACHMENT B-1

EVACUATION HEADCOUNT FORM

DEPT. Administration/Engineering			Person Taking Headcount:		
	Arrived At Assembly. Area	**Off-duty Or Off-site**	**Injured**	**Missing**	**Last Known Location/Notes**
Visitors/Contractors/ Students/Volunteers	**Arrived At Assembly. Area**	**Off-duty Or Off-site**	**Check If Injured**	**Check If Missing**	**Last Known Location/Notes**

Supervisor or most senior department employee: List all your employees *and* any visitors, contractors, etc. who are working under your direction and are not accounted for. Note anyone missing or injured on this form. Once headcount is completed, give this form to the Emergency Coordinator (blue vest)

Emergency Coordinator: Route all headcount and injury information to responding Emergency Services (e.g. Fire Department) when they arrive.

SIP ROOM HEADCOUNT LIST

ATTACHMENT B-2

Instructions:

1. **Check the SIP location where you are located.**
2. **List all employees and visitors (contractors, vendors, visitors, etc.) who arrived at this location.**
3. **Shower/Locker building SIP location to call this information over to Central SIP (Board room/Kitchen) at Extension 119.**
4. **Central SIP (Board Room at ext. 119) and Shower/Locker building SIP (ext. 118) continue to stay in communications. Update Central SIP of any new arrivals.**

☐ **Admin Board Room/Kitchen** ***Employees at this SIP***	☐ **Shower/Locker Building** ***Employees at this SIP***
VISITORS (list below)	***VISITORS (list below)***

EMERGENCY COORDINATOR EVACUATION ASSEMBLY AREA DUTIES

EMERGENCY COORDINATOR (EC) CUE CARD

- **If necessary, instruct employees** to go to an Off-Site Assembly Area that is unaffected by the emergency conditions and potential hazards. This will be determined at the time of the emergency and surrounding conditions.
- **Ensure 911 has been notified.** If not, instruct someone to call 911, or (805) 692-5743.
- **Assign 2 people** to take a radio-equipped vehicle and go to the entrance and chemical delivery gates to stop all pedestrian and vehicle traffic, **and to meet Emergency Responders** and direct them to the emergency site and/or evacuation assembly area.
- **Handout Headcount forms** to department supervisors, or most senior employee in each department.
- **Gather Headcount forms from Supervisors/Senior** employees and report missing or injured persons to Emergency Responders when they arrive.
- **Assemble a Search & Rescue team if needed**, and only if safe to do so and if off-site responders are not available. Assign to employees who are familiar with the work area and who have been trained in search and rescue. See Attachment H for details.
- **Instruct someone to shut off utilities** and equipment if necessary.
- **Tend to First Aid/CPR needs**: Assign to someone trained in First Aid/CPR.
- **Re-evaluate the emergency** and appropriate actions: See FAST Poster - Emergency Coordinator Checklists #1 & #2.
- **Determine if contributing Agencies** need to be contacted. See FAST Poster for phone numbers.
- **Once the All Clear** is given by emergency responders, perform plant safety checks. See Attachment I for details.
- **Direct employees to resume work** when/if the all-clear is given by the appropriate Emergency Service. If necessary, perform plant start-up checks. See Attachment J for details.

SIP ROOM CHIEF: ASSEMBLY AREA DUTIES

SIP ROOM CHIEF
CUE CARD

- Instruct any **supervisor** in your room to **contact their employees** who are in the field and instruct them to stay away from the affected site until further notice.
- **Grab the SIP Headcount form** and write down the names of everyone in your room.
- **Shower/Locker Building SIP to call the Board Room/Kitchen SIP location** at extension 119 and:
  □ Provide them with your name and call back number.
  □ Provide them with the names of all employees at your location.
- **Relay any status report information** provided to you by the Central SIP Location to employees at your SIP location.
- **Tend to First Aid/CPR needs**: Assign to someone trained in First Aid/CPR.
- **Terminate all unnecessary** incoming and outgoing phone calls to free phone lines for emergency communications.
- **Re-evaluate the emergency** and appropriate actions: See FAST Poster - Emergency Coordinator Checklists #1 & #2.
- **Wait for All Clear**: Direct employees to resume work when/if the all-clear is given by the appropriate Emergency Service.

ATTACHMENT D

EVACUATION KIT INVENTORY LIST

LOCATION: Admin Building – **Safety and Regulatory Compliance Office**

	ITEM DESCRIPTION	**Quantity Needed**	**Check if complete**	**Comments**
1.	First Aid Kit (*sufficient for >10ppl)*	1 EA	☐	
2.	Emergency Blankets	5 EA	☐	
3.	Garbage Bags	2 EA	☐	
4.	Whistle	1 EA	☐	
5.	Compact Umbrella	1 EA	☐	
6.	Disposable Camera	1 EA	☐	
7.	Emergency Coordinator Vest with Cue Card attached	1 EA	☐	
8.	Clipboard and Pen	1 EA	☐	
9.	Headcount Forms	2 EA	☐	
10.	F.A.S.T. Poster	1 EA	☐	
12.	Carrying Case	1 EA	☐	

ATTACHMENT E

SHELTER-IN-PLACE (SIP) KIT INVENTORY LIST

LOCATION: Board Room/Kitchen (1st Aid Cupboard)
Shower/Locker Building (break room kitchen – 2nd story)

	ITEM DESCRIPTION	**Quantity Needed**	**Check if complete**	**Comments**
1.	2" Duct Tape (min. 20 yds each roll)	2 ROLLS	☐	
2.	Towels (1/single doors, 2/double doors)	4	☐	
3.	Individual (4 oz) Packets of Water or several gallons of bottled water	If no available potable water	☐	
4.	AM/FM hand-crank radio	1 EA	☐	
5.	Antibacterial Waterless Hand Cleaner	4 – 4oz EA	☐	
6.	N-95 Dust masks (*NIOSH approved)*	10 EA	☐	
7.	Disposable Camera	1 EA	☐	
8.	Emergency Blankets	5 EA	☐	
9.	Flashlight – hand crank type	1 EA	☐	
10.	SIP Room Chief Vest with SIP Room Chief Cue Card attached	1 EA	☐	
11.	First Aid Kit (*meeting ANZI Z308.1-2003 requirements)*	1EA	☐	
12.	F.A.S.T. Poster	1EA	☐	
13.	Laminated SIP Photo Guide	1EA	☐	
14.	Clipboard/Pens/Pencils/Paper/Highlighter	2 EA	☐	
15.	SIP Headcount Forms	1EA	☐	
16.	Carrying Case	1 EA	☐	

ATTACHMENT F

EVACUATION/SIP LOCATIONS

Goleta Sanitary District
Emergency Evacuation Routes & SIP Locations

Primary Assembly Area
Alternate Assembly Area
Chemical Storage Area: NaOH, NaOCl, $NaHSO_3$, PACL, Polymer
Ferric Chloride Storage Area: $FeCl_3$
Chemical Totes: NaOH

Primary Escape Route
Secondary Escape Route
Tertiary Escape Route
Primary Shelter In Place Location
Alternate Shelter In Place Location

1:2,750
0 105 210 420 ft
0 30 60 120 m

SHELTER-IN-PLACE SAFE ROOM

RESPONSE & SEALING PROCEDURES

Step 1

When you hear the SIP Alert or Notification

1. Go to the nearest SIP Assembly Area(s):
   - Board Room/Kitchen
   - Shower/Locker Building
2. Shut all building exterior windows
3. Shut all building exterior doors
4. Shut off all air handling (HVAC) & exhaust units

Step 2

Emergency Coordinator, Supervisor or Most Senior Employee

1. Open SIP Kit.
2. Don SIP Room Chief Vest.
3. Follow SIP Room Chief Cue Card attached to the vest.
4. Implement Safe Room Sealing procedures if necessary (i.e. if toxic atmospheric conditions). *See the following page.*

Water Resource Recovery Facility Emergency Action Plan

TAPE

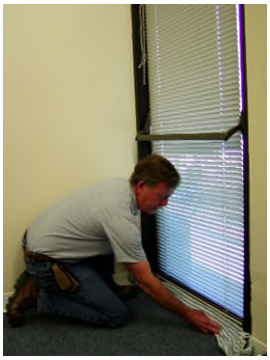
Tape Doors

Tape windows if cracked or loose

Tape vents or other large openings with plastic.

TUCK

Tuck wetted towels under all door seals and other large cracks.



TALK

Stay in communications with off-site emergency services and/or local emergency alert systems:

- Local Radio or TV Stations
- Local Emergency Operations Center
- Fire & Police

ATTACHMENT H

Search and Rescue

Once the head count is performed, use the attached list to identify which employees are "missing". Ask other employees to try and locate where they were last seen. Once the list is complete, use the plant disaster map to assign search and rescue locations. Start with the potentially hazardous areas first, such as the chemical storage area, as these pose greater potential for life threatening injuries.

The search and rescue (S&R) teams should be made up of people who are most familiar with the plant (i.e., Lead People), and who are familiar with plant safety policies and equipment. It would be best if these people were trained in First Aid and CPR. There should not be more than two (2) S&R teams. Use the two-way Plant & Collections portable radios to keep in communication with the Incident Commander.

ALL SEARCH AND RESCUE TEAMS will consist of a minimum of two (2) people, with at least one of them being familiar with plant layout, one of them knowledgeable in CPR and first aid, and one a member of the Emergency Response Team (if possible). Two (2) people insure that an injured person can be removed if necessary, and insures enough help in the event someone is trapped in or under something.

If someone is trapped, but is responsive and is not seriously injured or in a life threatening situation, take the extra time to get a forklift or other necessary equipment to safely get to that person. For life threatening situations, use common sense and all the manpower available. DO NOT OVERREACT AND WORSEN THE SITUATION. PROTECT EVERYONE FROM FURTHER HAZARDS. DON'T DIE RESCUING A CORPSE - ASK YOURSELF IF YOU ARE RESCUING A VICTIM OR A CORPSE AND TAKE THE APPROPRIATE PRECAUTIONS AND TIME TO MAKE A SAFE RESCUE.

If someone is known to be injured in a major chemical storage area, send no less than two (2) members of the Emergency Response Team. EXPECT THE WORST and suit up accordingly (i.e., protective wear, air-pack, etc.)

For life threatening injuries (i.e., severe blood loss, not breathing, etc.), administer first aid immediately and call in for backups, blankets, etc. Inform backups of all and any hazards they will encounter in that area of the plant.

SUMMARY

1. Get the Department **Head-Count** forms to the Emergency Coordinator after the head-count has been completed.

2. Use the plant disaster map to mark the designated Search and Rescue areas based on the "last known location" information from the headcount forms.

4. Use the Search and Rescue Team form to organize S&R teams. Search & Rescue Team members must be trained in search and rescue, equipped with the necessary PPE, and be familiar with the locations.

Water Resource Recovery Facility Emergency Action Plan

Search and Rescue Teams

TEAM A (Minimum of 2 people)

Employee Name	Cell phone or Radio Contact No.		
1.			
2.			
3.			
4.			

Assigned Locations:

_____
_____
_____
_____
_____

Assigned PPE:

_____
_____
_____

Time Out (Team Leaves): _____

Time In (Team Returns): _____

TEAM B (Minimum of 2 people)

Employee Name	Cell phone or Radio Contact No.		
1.			
2.			
3.			
4.			

Assigned Locations:

_____
_____
_____
_____
_____

Assigned PPE:

_____
_____
_____

Time Out (Team Leaves): _____

Time In (Team Returns): _____

ATTACHMENT I

Safety Checks

There are four major areas of concern following a major plant disaster. These areas pose potential life-threatening situations and should be checked out and secured IMMEDIATELY.

These areas are:

1. Main Chemical Storage Area.

2. Digester Gas Collection System and Flare.

3. Ferric Chloride Storage Area (Next to Plant Lift-station).

4. Laboratory.

When performing plant safety checks, the most qualified persons should be used. Qualified personnel shall use the buddy-system (2 persons) when performing checks. People most familiar with the Digester Gas System and Boiler System should address those checks. Approach all areas cautiously and only if safe to do so: SCBA's and protective clothing may be needed if evidence of a leak, spill, or release is detected. If a detectable leak, spill, or release is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team or 911. See F.A.S.T. poster (Attachment A) for contact information.

The following safety check lists should be used as a reminder to check and secure certain equipment. It is not inclusive and a sharp eye and common sense needs to prevail.

IF AT ANY TIME IT IS DETERMINED TO BE TOO HAZARDOUS TO PERFORM ALL OR PART OF THE FOLLOWING TASKS, DO NOT ATTEMPT TO DO IT! REMEMBER - YOUR PERSONAL SAFETY COMES FIRST. IF THE SITUATION IS SERIOUS ENOUGH, EVACUATE THE IMMEDIATE AREA OR THE PLANT, IF NECESSARY.

Any tools that might be needed to run valves, open covers, etc., should be picked up first to expedite any necessary shut-down tasks and lessen the hazard.

NOTE: USE THE FOLLOWING SAFETY CHECK SHEETS BY HANDING OUT TO EACH TEAM FOR THEIR RESPECTIVE AREA(S).

Water Resource Recovery Facility Emergency Action Plan

PLANT SAFETY CHECK LIST

PRIORITY ONE CHECK AREA: MAIN CHEMICAL STORAGE AREA

1. Is there evidence of a chemical leak? YES/NO
   a. Visible liquid spill?
   b. Visible cloud?
2. Is the containment system in tact? YES/NO

(**If NO, go to Next Page).**

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Water Resource Recovery Facility Emergency Action Plan

PRIORITY ONE CHECK AREA: MAIN CHEMICAL STORAGE AREA

1. *Approach this area cautiously and only if safe to do so: SCBA's and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team or 911. See F.A.S.T. poster (Attachment A) for contact information.*

   A. Check all three (3) Sodium Hypochlorite tanks for cracks and leaks, if so, make sure containment area is holding contents.

   B. If leak(s) is(are) minor try to divert damaged tank contents into a tank that has room and is undamaged. Also, valve damaged tank to pumps and try to use as much chemical as possible before it leaks out.

   C. Check piping system carrying chemical for break(s) or leak(s).

   D. Make repairs to seal minor crack(s) and/or leak(s).

   E. SHUT OFF all on-line valves at the storage tank(s) if leak(s) are in piping system.

   F. If repairs cannot be made to fully contain the contents, refer to step 2 below.

   G. If no apparent leaks, check entire system for potential leaks (i.e., damaged, loose valves, etc.).

2. If leak(s) is (are) major: *Approach this area cautiously and only if safe to do so: SCBA's and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.*

   A. If containment area is about to be overwhelmed by contents of damaged tank(s), it may be necessary to open drain valve(s) from containment area to chemical sump, after first making sure that no other drain valve(s) from any other chemical containment areas are open.

NOTE: IT IS EXTREMELY HAZARDOUS TO MIX SODIUM HYPOCHLORITE AND SODIUM BI-SULFITE TOGETHER.

B. While draining contents into sump tank, evaluate the contents to see if it can be neutralized and safely discharged back to the plant. Turn on sump pump, it will discharge contents of sump tank to EDS diversion vault, valve to Equalization Basin or Lagoon #2.

C. Raise skimmers and plug overflows on lagoons to prevent any possible effect on treatment process. (Biological processes must be protected). Lagoons will be monitored later, when time allows.

3. The mentioned procedures also apply to the two (2) Sodium Bi-Sulfite tanks and containment area.

4. The mentioned procedures also apply to the three (3) coagulant tanks and containment area (see current plant chemical listing and SDS for proper neutralization and cleanup procedures).

5. If sump tank is being used on one chemical and the containment area on another is beginning to overflow, it will be necessary to utilize sandbags and divert flow to nearest plant drain and form secondary containment area.

6. For transfer of chemical or help with containment, call chemical suppliers at: JCI Jones Chemical at 1-310-523-1629 (NaOCl and $NaHSO_3$), Phibro-Tech Inc. at 1-562-698-8036 ($FeCl_3$), Univar Solutions at 1-323-303-7088 (LAS), or Clean Harbors 24-hour Emergency Hotline at 1-800-645-8265.

7. Leaks in this area will likely be contained and can be diverted to collection sump for treatment/neutralization or containment, depending on material spill. Open necessary valves to drain secondary containment only if absolutely certain adverse chemical reactions will not occur when materials are mixed.

8. If the system(s) seems to be in good shape, leave on-line unless process problems necessitate shutdown.

Water Resource Recovery Facility Emergency Action Plan

PRIORITY TWO CHECK AREA: DIGESTER GAS COLLECTION SYSTEM

1. Assume that there is damage to the Digester Gas Collection System.

   Approach this area cautiously and only if safe to do so: SCBA's and protective clothing may be needed if evidence of a gas release is detected. If a detectable release is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team or 911. See F.A.S.T. poster (Attachment A) for contact information.

   First minimize explosive conditions by:

   a. Check Waste Gas Burner (Flare) gas piping system for damage, if none, then open necessary valves to switch from the Main flare and go to the Maintenance flare, open valves to by-pass the pressure regulator on the Maintenance Waste Gas Burner (Flare) and light flare to relieve excessive gas from system.
   b. De-energize Main-Emergency Breaker and Emergency Generators by turning off in main switch gear room. This will insure there is no power for sparking.
   c. De-energize Main-Normal Breaker.
   d. Check for gas leaks with gas monitors (if available) and record areas of high gas concentration.

2. Next, isolate the Gas Collection System by:

   a. Close the natural gas valve at the SCG meter located across roadway from welding shop, northwest corner of Bio-filter #2.
   b. Close the Digester Gas line on Gas Management Pad.
   c. Secure Digester #1, 2, 3, & 4: Close gas pad valves and open flare valves on each Digester.
   d. Check the water traps at the flare and gas management pad for proper operation.
   e. Observe the Waste Gas Burner - if it goes out, manually re-ignite it.

3. Ensure that gas production does not continue until it has been determined that the integrity of the gas system is good. To stop gas production, shut off all raw sludge feed pumps.

4. Once the gas lines and collection equipment have been thoroughly checked out and all repairs made, the feed can be resumed and the gas system put back into service.

Water Resource Recovery Facility Emergency Action Plan

PRIORITY THREE CHECK AREA: FERRIC CHLORIDE STORAGE TANK

1. *Approach this area cautiously and only if safe to do so: SCBA's and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.*

    a. If leak(s) is(are) minor, allow contents to flow into drain system. Use sandbags if necessary to divert all flow into the drain troughs.

    b. Check piping system for break(s) or leak(s).

    c. SHUT-OFF all on-line valves at the $FeCl_3$ Storage Tank if leak(s) are in piping system.

    d. If repairs cannot be made to fully contain the contents, refer to step 2 below.

2. If the leak(s) is(are) major: *Approach this area cautiously and only if safe to do so: SCBA's and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.*

    It may be necessary to use water to dilute the chemicals escaping on plant site. Set up water hoses and allow water to dilute $FeCl_3$ and direct flow to nearest plant drain discharging to plant lift station or lagoons. Barricade the area.

    a. Major leak in containment will drain to GSD lift station and possibly lagoon #2. Biological processes must be protected. Ferric Chloride will reduce pH. Monitor pH in primary clarifiers.

    b. Primary Eff. flow can be diverted to EQ Basin if imbalance occurs.

3. If the system(s) seems to be in good shape, leave on-line unless process problems necessitate shutdown.

Water Resource Recovery Facility Emergency Action Plan

PRIORITY FOUR SAFETY CHECK: LABORATORY

1. *Approach this area cautiously and only if safe to do so: SCBA's and protective clothing may be needed if evidence of a spill is detected. If a detectable spill is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.*

   DO NOT USE WATER ON CHEMICAL SPILLS UNTIL THEY HAVE BEEN IDENTIFIED. VIOLENT REACTIONS MAY OCCUR!

   a. Use spill cleanup kits located in Laboratory to stabilize and soak up the chemical spills.

   b. The Natural gas system needs to be checked following certain disasters (i.e., earthquakes). If any gas is detected (smelling, gas detector), SHUT OFF THE MAIN GAS AT THE METER - located on the Northwest corner of Bio-filter #2.

   c. Ventilate room with exhaust fans and open windows and doors.

   d. Sodium bicarbonate is stored in the Vehicle Garage for acid spill neutralization. Consult District lab analyst for dosage instructions.

Water Resource Recovery Facility Emergency Action Plan

SAFETY CHECK TEAMS

TEAM #1

1.

AREA: _____

2.

TEAM #2

1.

AREA: _____

2.

TEAM #3

1.

AREA: _____

2.

TEAM #4

1.

AREA: _____

2.

Priority Two Check Area – Digester Gas Collection System – Gas Monitor Readings

Location: _____ Gas detected (% LEL) _____

Location: _____ Gas detected (% LEL) _____

Location: _____ Gas detected (% LEL) _____

Location: _____ Gas detected (% LEL) _____

Location: _____ Gas detected (% LEL) _____

Location: _____ Gas detected (% LEL) _____

ATTACHMENT J

Plant Start-Up Checklists

Once the **Emergency Coordinator** decides that the immediate health and safety concerns have been addressed and all life threatening dangers (e.g. chemical leaks, gas leaks, electrical hazards, etc.) have been minimized, the plant is systematically checked. All necessary equipment and processes are restarted (if necessary) or checked for operational status. Use the plant start-up checklists to note the status of all-critical equipment and/or processes.

Water Resource Recovery Facility Emergency Action Plan

PLANT START-UP

1. BACK-UP POWER

AFTER completing all of the Priority Safety Checks, and you are satisfied that there are no natural gas or process gas leaks, begin plant power up.

a. Use the public address system or 2-way radio system to warn all plant personnel of the power up. Wait 5 minutes for responses from employees that may have discovered a problem, which would prohibit start-up and to have time to clear away from moving equipment.

b. Start one generator at a time. Wait for plant feedback before proceeding with the follow-up generator.

2. PUMP STATION

After completing a safety check and you are satisfied the plant is ready for flow, take the following steps:

a. Start one pump in manual, and slowly bring it up to speed. Someone should be stationed on the headworks to visually monitor the screens and washer/compactors, primary clarifiers, and biofilters, reporting conditions back to the pump station operator.

b. If no problems develop from running one pump, bring one other pump on-line. Use a maximum of two pumps to return the wet well level to normal.

c. Notify UCSB, Goleta West and SB Airport, to begin pumping. Direct them to lower their wet wells slowly to avoid overflowing the plant process facilities.

d. If power cannot be restored to the pump station, use a large capacity trash pump to discharge into the emergency manifold at the east - side of the Lift-station. This will provide treatment on a temporary basis and avoid sewage overflowing the collection system. (portable emergency generator also available).
Utilize the (3) million gal. Equalization Basin for storage.

3. HEADWORKS AND PRIMARY CLARIFIERS

Inspect the headworks and primary tanks for obvious problems and determine if operational.

a. Open the manual screen gate to handle the additional loading.

b. Station someone on the top of the headworks to monitor the bar screens, primary clarifiers and biofilters. Primarily, look for possible overflow conditions developing. Regulate plant flow by radio communication with pump station operator. If radios aren't available, use visual hand signals.

4. SECONDARY TREATMENT

Inspect the Biofilters, Aeration Solids Basins (ASB), Secondary clarifiers and interstage pump station and determine if operational.

a. If the interstage pumps are not operable, stop all flow to the secondary system by shutting down lift station and divert excess flow to EQ Basin.

b. Hook up temporary piping and portable trash pump (4” or 10”) to interstage effluent manifold and interstage wet well or use the portable emergency generator for power if needed and available.

c. Slowly, start filling the Biofilter(s) surge tower and monitor the flow through the distributor arms.

d. Monitor the flow through the aeration basins, secondary clarifiers and operation of the interstage pump station.

5. DIGESTERS AND GAS MANAGEMENT SYSTEM

Complete all safety checks. If the gas system is operational and intact, start by working from the digester domes towards the Boilers.

a. Check all valving on the digester mixing pad. Start and monitor the mixing equipment.

b. Check all valving on the gas blending pad and start this equipment.

c. Check gas pressures in the Boiler Room, if satisfied everything is safe to operate, start one boiler. Make sure it goes through the main burner purge cycle.

6. CHEMICAL STORAGE AREA

This area requires a very thorough safety inspection by qualified operators. Visually inspect the entire handling and distribution system to determine if it is operational.

Approach this area cautiously and only if safe to do so: SCBA's and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.

Two operators are needed to begin the start-up. Using the buddy-system:

a. Check to ensure Sodium Hypochlorite, Sodium Bisulfite, and coagulant pumps are operating properly.

b. Work from the storage tanks towards the Chlorine contact tank. Check for leaks and operational problems each time a valve is opened.

c. Check the operation of the tertiary filter system after completing the chlorination and de-chlorination start-up.

7. CHECK ANY OTHER PLANT PROCESSES:

a. After all main functions of Treatment Plant have been checked and put back on line, restore any other processes; such as the Reclamation Facility and put them back on line.

NOTE: When treatment facility is back up and running, Plant personnel will be assigned to assist Collections System personnel in inspecting and repairing of collection system infrastructure out in the field.

See Collection System SSMP and OERP plans for details.

Goleta Sanitary District Emergency Response Plan and Procedures, May 2025

Goleta Sanitary District Board Disaster Workshop Presentation, December 2015

Goleta Sanitary District Water Resource Recovery Facility

Emergency Response Plan and Procedures

May 2025

TABLE OF CONTENTS

INTRODUCTION

The purpose of this **"EMERGENCY RESPONSE PLAN"** is to assist District personnel in the event of a major disaster, or any event, which threatens personnel safety, equipment safety, or general public safety.

It is intended to be used as a guide, all possible situations cannot be reasonably addressed, as all emergencies vary in degree and nature. Therefore, it is important to always remain calm and use a "common sense" approach to all emergency situations. Most important is to make sure that all actions taken are safe to yourself and to others, in order to avoid creating a more serious situation than already exists.

It is important to note that the "PLAN" is divided into two main sections, the general response for all disasters and the specific disaster types and correct responses for each. Also, it is extremely important to note that the general response plan is a step-by-step procedure and must be followed in the correct order of events, if possible. This will ensure that immediate needs are addressed first, and will also facilitate a smoother and more efficient response, since it is anticipated that there will be some degree of shock and confusion following a major disaster.

The following disaster plan will be reviewed annually, or more frequently if there are significant changes to the environment, processes, or personnel.

Emergency Response Plan

Written: 9/89

Updated: 5/2025

GENERAL INSTRUCTIONS

Following any major emergency or disaster GO IMMEDIATELY to the Administration Building Parking Lot (Near Flagpole). DO NOT wait around or try to restart equipment or processes. Personnel safety is the number one priority, and a quick head count insures quicker response to personnel and plant needs. If safe to do so, try and gather-up any safety equipment you can, on your way to rendezvous point.

THE PLANT WARNING SYSTEM: to inform/announce plant personnel of a major plant emergency, use the plant intercom system and the code words "RED ALERT". For PRACTICE purposes, use the code, "RED ALERT - PRACTICE DRILL".

DISTRICT PERSONNEL NEED TO BE NOTIFIED

District employees working outside of the plant facilities (collection system) also need to be called back into the plant. The OFFICE MANAGER is responsible to notify these employees using the base station radio network.

Following the rendezvous and head count, personnel should set up an Emergency Operations Center (EOC). If the Administration Building is deemed safe, this should be used, as it already has the necessary emergency response materials such as:

* Paging System.
* Television/Radio/Internet for Outside Information.
* Disaster Response Guide.
* 2 - Way Radios — Plant and Collections Personnel should be carrying (1) each.
* First Aid Supplies.
* Water (Bottled), Food (MRE), & Blankets, if available.

If the Administration Building is not safe, the EMERGENCY COORDINATOR should designate another building.

INTERNAL NOTIFICATION PHONE LIST

In the event of a major disaster or other plant emergency, the following people should be notified. If telephone communications are not possible, the local police could be used to try to contact the District Engineer/General Manager and/or Plant Operations Manager.

If the Plant Operations Manager is not available to assume the role of EC/IC, one of the following designees will be notified and will act as the EC/IC in the following order:

1. Environmental Services Manager
2. Collection System Manager
3. Senior Project Engineer
4. Safety & Regulatory Compliance Coordinator
5. Operations Supervisor
6. Maintenance Manager
7. Collections Supervisor
8. Lead Plant Operator

See current employee phone list for detailed roster.

Emergency and Regulatory agency notification calls, should be made by the Plant Operations Manager, District Engineer/General Manager, or their designated person(s).

REQUIRED NPDES PERMIT AGENCIES NOTIFICATION LIST

SB Co. Environmental Health	(805) 681-4900
CA Regional Water Quality Control Board	(805) 549-3147
EPA Region 9	(415) 947-8000
California Dept. of Public Health	(916) 558-1784

OTHER PERMIT AGENCIES

SB Co. Air Pollution Control District	(805) 979-8050

Program Review and Certification Log

Water Resource Recovery Facility Emergency Action Plan Review and Certification Log		
Date	**Identify the Sections/Attachments Revised**	**Initial**
5/1/2025	Updated all sections, assignments, and attachments for job titles, information accuracy, formatting, spelling and grammatical errors.	JG

Goleta Sanitary District
Emergency Evacuation Routes & SIP Locations

Primary Assembly Area

Alternate Assembly Area

Chemical Storage Area: NaOH, NaOCl, $NaHSO_3$, PACL, Polymer

Ferric Chloride Storage Area: $FeCl_3$

Chemical Totes: NaOH

Primary Escape Route

Secondary Escape Route

Tertiary Escape Route

Primary Shelter In Place Location

Alternate Shelter In Place Location

1:2,750

0 105 210 420 ft

0 30 60 120 m

Section I

Emergency Coordinator / Incident Commander Instructions

&

Assignment Packets for Handout

Emergency Coordinator/Incident Commander Checklist

The **EMERGENCY COORDINATOR/INCIDENT COMMANDER** shall be in order of chain of command per the Water Resource Recovery Facility Emergency Action Plan starting with the Plant Operations Manager or in their absence the following:

1. Environmental Services Manager
2. Collection System Manager
3. Senior Project Engineer
4. Safety and Regulatory Compliance Coordinator

The **EMERGENCY COORDINATOR/INCIDENT COMMANDER** will initiate the Response Plan:

(Use this guide to make all necessary assignments):

ASSIGNMENT CHECK LIST IN PRIORITY ORDER

1. _____ Assign Person for **ASSEMBLY AREA HEAD COUNT**

   ***NOTE: DO NOT MAKE ANY FURTHER ASSIGNMENTS UNTIL HEAD COUNT IS COMPLETED.**

   (Enter name on Assignment Sheet)

2. _____ Assign Person for **EMERGENCY COMMUNICATIONS**

   (Enter name on Assignment Sheet)

3. _____ Assign "Office" Person for **ADMINISTRATIVE OFFICE PERSONNEL**

   (Enter name on Assignment Sheet)

4. _____ Assign Person for **FIRST AID**

   (Enter name on Assignment Sheet)

5. _____ Assign Person for **EMERGENCY NOTIFICATION**

   (Enter name on Assignment Sheet)

DETERMINE IF PLANT EVACUATION IS NECESSARY, IF SO, DIRECT EVERYONE TO THE FRONT GATE, IF NOT, CONTINUE:

Emergency Coordinator/Incident Commander Checklist

ASSIGNMENT CHECK LIST IN PRIORITY ORDER CONTINUED…

6. _____ Assign Person for **SEARCH & RESCUE**
(Enter name on Assignment Sheet)

7. _____ Assign (2) Persons for **FRONT GATE**
(Enter names on Assignment Sheet)

8. _____ Assign Office Person for **FAMILY NOTIFICATION**
(Enter name on Assignment Sheet)

ONCE ALL PLANT PERSONNEL/VISITORS/CONTRACTORS ARE ACCOUNTED FOR AND FIRST AID RENDERED, AN EMERGENCY SAFETY CHECK OF PLANT FACILITIES SHOULD BE MADE.

1. Incident Commander will assign (4) two-man teams for **EMERGENCY PLANT SAFETY CHECK.**

IF THE PLANT HAD TO BE SHUT DOWN DUE TO THE EMERGENCY SITUATION, AND AFTER A SAFETY CHECK HAS BEEN MADE, DETERMINE THAT PLANT CAN BE RE-STARTED.

2. Incident Commander will assign plant personnel to specific area of plant and will co-ordinate with them for **EMERGENCY PLANT START-UP.**

Emergency Coordinator/Incident Commander Checklist

EMERGENCY PERSONNEL ASSIGNMENT SHEET

1. **Head Count:**

   Name _____

2. **Emergency Communications:**

   Name _____

3. **Administrative Office Personnel:**

   Name _____

4. **First Aid:**

   Name _____

5. **Emergency Notification:**

   Name _____

6. **Search & Rescue:**

   Name _____

7. **Front Gate:**

   Name (1) _____

   Name (2) _____

8. **Family Notification:**

   Name _____

Emergency Coordinator/Incident Commander Checklist

SUMMARY

_____ Perform head count at assembly area using the attached form.

_____ Determine if plant evacuation is necessary. If so, direct everyone to front gate.

_____ Establish emergency communications.

_____ Insure first aid is administered if needed. See First Aid/CPR listing for qualified people.

_____ Call necessary emergency services.

_____ Organize search and rescue operations. See Search and Rescue team forms.

_____ Assign someone to liaison role to go to the front gate to direct emergency personnel and media to Emergency Station, and to keep unauthorized personnel OUT.

_____ Have family and other necessary groups notified.

_____ Organize plant safety checks using the most qualified people available. Emergency Response Team Members are to check all major chemical storage areas. See Section 9 to divide teams into high-risk areas and associated check sheets.

Emergency Coordinator/Incident Commander Checklist

_____Organize plant operational and equipment checks. Get plant operating to the best degree possible. See Section 10 for start-up checks.

_____ Perform Collection System Lift Station checks and check major Trunk Lines only after Treatment Plant start-up is complete.

Assignment #1

Assembly Area Headcount

You have been assigned to perform a head count of all employees, visitors, and contractors on the plant site. Use the attached employee list to account for all personnel including temporary workers and interns. Check to ensure all visitors and contractors are accounted for, all evacuees must remain at the assembly area until released by the Emergency Coordinator/Incident Commander or the *All-Clear* signal is given. If employees are unaccounted for, but were present earlier, notify the Incident Commander to send a Search and Rescue Teams of two (2) people to the area(s) the employee(s) was last seen. The Search and Rescue Team shall have a radio to keep in contact with the Incident Commander. Check with the Incident Commander to verify people assigned to response teams and special assignments. Stand by and assist Incident Commander.

Emergency Response Instructions

ASSIGNMENT #2

Establish Radio Communications

You have been assigned to set up radio communications between the Emergency Response Team, the Incident Commander, the front office and the front gate. All Plant Operations Staff, Maintenance Staff, and Collections Staff are equipped with two-way **Portable Handheld Radios.** Using **Portable Handheld Radios,** make sure that each of the Emergency Response Teams have a radio, one to the Incident Commander and one to each of the team members assigned to the front gates, and that they are all on same Frequency. Channel #1 Spare, (#2) Main base station, (#3) Collections, and (#4) Plant-wide. Report back to the Incident Commander in the Emergency Operations Center when this assignment is complete. Radio priority goes to the Emergency Response Team and Incident Commander.

MAIN BASE STATION FCC FREQUENCY IS at 155.115 MHZ. or (Channel 2) call sign WRDA509.

The portable handheld radios are located in the Shower/locker-room building hallway leading to the men's room, and at the Collection System Offices. These radios can also be used, where directed by incident commander. If safe to do so! Try and retrieve **Gas Detection Monitors** from the Safety and Regulatory Compliance office in the Administration Building, and any other safety equipment if possible.

EMERGENCY RESPONSE INSTRUCTION

ASSIGNMENT #3

Administrative Office Personnel (1 Person)

You have been assigned to monitor the incoming phone calls and base station radio.

1) Terminate all unnecessary incoming and outgoing phone calls to free phone lines for emergency communications.
2) Put out one call, repeated **4** times in succession, for all units to return to the plant immediately due to a **RED ALERT** alarm.
3) You must stand by the phones and radio throughout the emergency. If evacuation of the Administration Building is necessary, the Incident Commander will notify you.
4) Turn off the Administration Building air conditioner immediately. The switch is located in the electrical closet in the west hallway.
5) In the event of a major catastrophe, we may require contributing agencies to shut off their pump stations. This directive would come from the Incident Commander. You are assigned to call these agencies:

   A) GOLETA WEST SANITARY DISTRICT 805-968-2617

   B) UCSB FACILITIES MANAGEMENT 805-893-2661
   24/7 UCSB POLICE DEPT. 805-893-3446

   C) SANTA BARBARA AIRPORT 805-967-7111
   24/7 SECURITY OPERATIONS 805-681-4803

   D) CITY OF GOLETA 805-961-7502
   ONLY AT INCIDENT COMMANDERS REQUEST.

EMERGENCY RESPONSE INSTRUCTIONS

ASSIGNMENT #4

First Aid

As people begin to assemble at the rendezvous point, the Incident Commander or designated "First Aid Trained" person(s), should begin to make immediate assessments of all injuries.

All immediate First Aid needs, will need to be treated as soon as possible. During the assembly area head count process all life-threatening conditions such as severe bleeding or **CPR,** will be conducted on the spot. Less serious needs that can wait should be done inside the emergency operations center where the person can be made as comfortable as possible.

Although it is impossible to address every possible first aid situation, the attached "First Aid Skills Card" and "Adult CPR/AED Skills Card" address many of the basic first aid skills that may be rendered by a trained person until medical professionals take over. **First Aid Kits** are located in the Administration, Shower/Locker room, Reclamation office, and Collection System office buildings. **AEDs** are located in the P & M Building hallway and the Admin. Building Hallway.

FIRST AID CHECK LIST

DESIGNATED PERSON IN-CHARGE _____

PERSONS ASSISTING 1. _____

2. _____

3. _____

LIST OF MOST CRITICALLY INJURED/NATURE OF INJURY

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

EMERGENCY RESPONSE INSTRUCTIONS

ASSIGNMENT #5

911 Call for Emergency Services

You have been assigned to call Santa Barbara County Emergency Services to assist District employees. Stay within communication distance of the Incident Commander. At the Incident Commander's request call 911. Give the following information to the dispatcher:

Name: Your Name

Company: Goleta Sanitary District

Address: One William Moffett Place (South end of Fairview directly across from the Airport Terminal)

Description of Problem: _____

Severity/Urgency of Problem: _____

You may be requested to call the additional emergency agencies listed below. Only call them if the Incident Commander authorizes you to call.

Governor's Office of Emergency Services (Cal OES)

(800) 852-7550

Santa Barbara County Environmental Health

805-681-4900

EMERGENCY NOTIFICATION TELEPHONE LIST

Once the immediate first aid needs have been taken care of, contact the necessary EMERGENCY SERVICES. The following is a list of EMERGENCY SERVICES to contact. **IN ALL CASES FOR MEDICAL NEEDS, CALL 911** and get medical help immediately. For Life-Threatening CHEMICAL, EARTHQUAKE, FIRE, CIVIL DEFENSE or EMERGENCY MEDICAL needs, also contact S.B. COUNTY ENVIRONMENTAL HEALTH SERVICES. This agency is equipped to respond to all above-mentioned situations, and also have a dispatch service to contact any other necessary emergency services. For ELECTRICAL hazards, call Southern California Edison at 911 if it is an emergency requiring immediate attention.

For quick notification of chemical spills, oil spills, or other hazardous spills to the necessary agencies, call the GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES). They will contact the FISH & WILDLIFE DEPARTMENT, STATE WATER QUALITY CONTROL BOARD, and the EPA. Contacting the Governor's Office of Emergency Services and the National Response Center is mandated by law. As this notification applies only under certain conditions, the INCIDENT COMMANDER or the Alternate INCIDENT COMMANDER is to make these notifications. Most chemical spills of a magnitude that require Emergency Services will always require the above legal notifications.

NATURE OF EMERGENCY	AGENCY TO CALL	PHONE NUMBER
1. Medical	Police Dispatch/Paramedics	911
2. So. CA Edison (SCE) So. CA Gas (SCG)	Police Dispatch/SCE or SCG or Southern California Edison Southern California Gas	911 1-800-611-1911 1-877-238-0092
3. Major Chemical Leak Or Spill	a) Medical/Evacuation - Fire Department	 911
	b) SB County Environmental Health Services (24-hrs) HAZARDOUS MATERIALS	 (805) 681-4900
	Cal OES (Governor's Office of Emergency Services)	 (800) 852-7550
	c) National Response Center	(800) 424-8802
	d) CHEMTREC (Only if needed)	(800) 424-9300
	e) Regional Water Quality Control Board	 (805) 549-3147
	f) SB County APCD	(805) 961-8800
	g) California Dept. of Public Health	(916) 558-1784
4. Earthquake/ Civil Defense/ Flood	a) Police Dispatch	911
	b) SB County Environmental Health HAZARDOUS MATERIALS	911 (805) 681-4900
5. Fire	Police Dispatch/Fire Dept.	911
6. Poisoning	Poison Control Center	(800) 222-1222

EMERGENCY (Fire, Ambulance, Police) 911

1. Give your name
2. Plant address
3. Nature of problem
4. Severity of problem
5. Nature of illness
6. Severity of injury

Santa Barbara County Environmental Health	**911 or** (805) 681-4900
Governor's Office of Emergency Services (Cal OES)	(800) 852-7550

EVACUATION NOTIFICATION

SB Airport Administration	(805) 967-7111
UCSB	(805) 893-8000
SB Co. Fire Dept. Headquarters	(805) 681-5500
SB Airport City Fire Station #8	(805) 964-5254
Private Residences	See Additional Sheet

EMERGENCY AGENCIES

Chemtrec - Chemical Information	(800) 424-9300
National Response Center	(800) 424-8802
United States Coast Guard	(202) 267-2180
California Department of Fish and Wildlife	(858) 467-4201
State Water Quality Control Board	(916) 322-0210
US EPA Region 9 (24-hour Environmental Emergencies)	(800) 300-2193
Poison Control Center (Toxic Information)	(800) 222-1222
SB County Environmental Health	(805) 681-4900
Regional Water Quality Control Board	(805) 549-3147
SB County Air Pollution Control District	(805) 961-8800

CONTRIBUTING SEWER AGENCIES

(To Stop Flows to the Plant)

S.B. Airport Administration	(805) 967-7111
S.B. Airport Security Operations 24-hour	(805) 681-4803
UCSB, Facilities Management	(805) 893-2661
Goleta West Sanitary District	(805) 968-2617

EVACUATION NOTIFICATION

Businesses

Santa Barbara Airport	Firestone Road	(805) 967-7111
Mercury Air Center	302 Moffett Place	(805) 964-6733
National Car Rental	500 James Fowler Road	(805) 470-0452
Anderson Systems	5958 Corta Street	(805) 964-1940
805 Roadside Assistance & Towing	5939 Placencia Street	(805) 708-3318

Multiple residences are in the evacuation area to the northeast of the treatment plant. This evacuation notification would be door-to-door, and only if safe to do so.

Evacuation list to be used only in the event there is a major catastrophe and County Emergency personnel cannot respond to perform evacuation duties.

CHEMICAL SPILL RESPONSE AND REPORTING

REPORTING

NATIONAL RESPONSE CENTER (800) 424-8802

Notifies Regional EPA and/or Coast Guard. This notification may trigger an emergency response depending upon the policy of the regional EPA on-scene coordinator.

CALIFORNIA OFFICE OF EMERGENCY SERVICES (800) 852-7550

Maintains call-out lists for Regional Water Board Department of Health Services Hazardous Waste Management, Fish and Game, etc. (If technical advice or on-scene assistance is needed immediately, specify which agencies you wish OES to activate).

DESIGNATED LOCAL AGENCY

Santa Barbara County Environmental Health Services 911 or (805) 681-4900

RESPONSE

CHEMTREC (800) 424-9300

Operated by the Chemical Manufacturers Association for chemical related emergencies. Provides initial response advice, takes your phone number and contacts experts on the specific chemical. This expert will phone you with additional advice and if requested, may send a manufacturer's representative to the scene. CHEMTREC can dispatch trained personnel to the scene for emergencies involving most chemical compounds.

PRIVATE CLEAN-UP CONTRACTORS

Clean Harbors (24-hour Emergency Hotline)	(800) 645-8265
Clean Harbors (Compton Field Office)	(310) 764-5851

IN EACH CASE, BE PREPARED TO PROVIDE THE FOLLOWING:

- Your Name
- Call Back Phone Number
- What Has Happened
- Names and Volumes of Chemicals Involved
- Nature of Threatened Environmental Features
- Prevailing Weather Conditions

PRIVATE HAZARDOUS WASTE CONTRACTORS & HAULERS

MOTOR OIL & RELATED MATERIALS:

BLACK GOLD INDUSTRIES (VENTURA)
DISPATCH: (805) 981-4616

ASBURY ENVIRONMENTAL
DISPATCH: (800) 974-4495

SAFETY CLEAN (GOLETA) (805) 967-1448

SOLVENTS & FLAMMABLE MATERIALS:

SAFETY KLEEN (GOLETA) (805) 967-1448

FULL SERVICE (ALL MATERIALS):

CLEAN HARBORS 24-hour Emergency Hotline (800) 645-8265
Compton Field Office (310) 764-5851

OTHER WASTES

RESTAURANT GREASE/OIL:
MARBORG INDUSTRIES - (805) 963-1852
COASTAL BYPRODUCTS - (805) 845-8086

CONSULTING SERVICES:

(REGULATORY COMPLIANCE, AUDITS, HAZ. WASTE PLANS, CAL-OSHA, WORKER SAFETY, ETC.)

DKF SOLUTIONS - (800) 215-5206 dkf@dkfsolutions.com

EMERGENCY RESPONSE INSTRUCTIONS

ASSIGNMENT #6

Search and Rescue

Once the head count is performed, use the attached list to identify which employees are "missing". Ask other employees to try and locate where they were last seen. Once the list is complete, use the plant layout map to assign search and rescue locations. Start with the potentially hazardous areas first, such as the chemical storage area, as these pose greater potential for life threatening injuries.

The search and rescue (S&R) teams should be made up of people who are most familiar with the plant (i.e., Lead People), and who are familiar with plant safety policies and equipment. It would be best if these people were trained in First Aid and CPR. There should not be more than two (2) S&R teams. Use the two-way Plant & Collections portable radios to keep in communication with the Incident Commander.

ALL SEARCH AND RESCUE TEAMS will consist of a minimum of two (2) people, with at least one of them being familiar with plant layout, one of them knowledgeable in CPR and first aid, and one a member of the Emergency Response Team (if possible). Two (2) people ensure that an injured person can be removed if necessary, and ensures enough help in the event someone is trapped in or under something.

If someone is trapped, but is responsive and is not seriously injured or in a life-threatening situation, take the extra time to get a forklift or other necessary equipment to safely get to that person. For life threatening situations, use common sense and all the manpower available. DO NOT OVERREACT AND WORSEN THE SITUATION. PROTECT EVERYONE FROM FURTHER HAZARDS. DON'T DIE RESCUING A CORPSE - ASK YOURSELF IF YOU ARE RESCUING A VICTIM OR A CORPSE AND TAKE THE APPROPRIATE PRECAUTIONS AND TIME TO MAKE A SAFE RESCUE.

If someone is known to be injured in a major chemical storage area, send no less than two (2) members of the Emergency Response Team. EXPECT THE WORST and suit up accordingly (i.e., protective wear, air-pack, etc.)

For life threatening injuries (i.e., severe blood loss, not breathing, etc.), administer first aid immediately and call in for backups, blankets, etc. Inform backups of all and any hazards they will encounter in that area of the plant.

SUMMARY

1. Use the **District Head Count** form to try and identify all missing persons and "last known location".

2. Use the plant layout map to mark the designated Search and Rescue areas.

3. Send Emergency Response members to major chemical storage areas.

4. Use the Search and Rescue form to organize S&R teams. This will help keep track of who's out on S&R to monitor their safety.

EMERGENCY RESPONSE TEAM MEMBERS:

Note: Emergency Response Teams will be selected from those employees present at the time of the emergency by the Incident Commander.

Team A
1. Senior Plant Operator (lead)
2. Plant Operator III
3. Plant Operator I
4. Plant Maintenance Technician II

Team B
1. Plant Operations Supervisor (lead)
2. Plant Operator III
3. Plant Operator I
4. Plant Maintenance Technician III

INDUSTRY
1. Industrial Waste Control Officer
2. Safety & Regulatory Coordinator

PLANT UTILITIES
1. Plant Operations Manager
2. Facilities Maintenance Manager
3. Electrician

LABORATORY
1. Environmental Services Manager
2. Laboratory Analyst II
3. Laboratory Analyst I

OUTSIDE PUMP STATIONS
1. Collections System Manager
2. Collections System Supervisor
3. Collections System Maintenance Technician

PLANT PUMP STATION
1. Facilities Maintenance Supervisor
2. Senior Maintenance Technician
3. Electrician

SEARCH AND RESCUE ORGANIZATION FORM

S&R TEAM 1:

1. _____ (Team Leader-Radio)
2. _____
3. _____
4. _____
5. _____
6. _____

S&R TEAM 2:

1. _____ (Team Leader-Radio)
2. _____
3. _____
4. _____
5. _____
6. _____

Goleta Sanitary District
Emergency Evacuation Routes & SIP Locations

Primary Assembly Area

Alternate Assembly Area

Chemical Storage Area: NaOH, NaOCl, $NaHSO_3$, PACL, Polymer

Ferric Chloride Storage Area: $FeCl_3$

Chemical Totes: NaOH

Primary Escape Route

Secondary Escape Route

Tertiary Escape Route

Primary Shelter In Place Location

Alternate Shelter In Place Location

1:2,750

0 105 210 420 ft

0 30 60 120 m

EMERGENCY RESPONSE INSTRUCTIONS

ASSIGNMENT #7

Front Gates (2 People)

You have been assigned to stop all pedestrian and vehicle traffic from entering the main front gate. Immediately proceed to the main front gate in a radio equipped vehicle. Stop all entry except for Emergency Response Personnel. Stop all news media people from entering the plant site. Explain to them that a District spokesperson will be available to meet with them outside the main entrance gate once the situation has been assessed.

The second person should secure the Chemical Delivery Gate. **Important:** Keep these gates and roadways clear of traffic, as these are designated evacuation routes. All incoming emergency vehicle traffic should be routed through the main front gate.

District Collection System Personnel returning to the plant should park their vehicles and assist District employees at the Plant entrance.

MAIN FRONT GATE ASSIGNMENT

1. NAME: _____

2. TAKE PORTABLE RADIO or A RADIO EQUIPPED VEHICLE TO KEEP IN CONTACT WITH THE INCIDENT COMMANDER and/or FRONT OFFICE.

3. DIRECT EMERGENCY PERSONNEL TO EMERGENCY STATION (AREA DESIGNATED BY INCIDENT COMMANDER).

4. DIRECT NEWS MEDIA OUTLETS TO KEEP OFF THE PREMISIS, A DISTRICT SPOKESPERSON WILL MEET WITH THEM OUTSIDE OF THE FACILITY ONCE THE SITUATION IS ASSESED.

5. KEEP ALL UNAUTHORIZED PERSONNEL OUT AND GATE CLEAR FOR PASSAGE OF EMERGENCY VEHICLES.

6. AWAIT FURTHER INSTRUCTIONS FROM INCIDENT COMMANDER.

CHEMICAL DELIVERY GATE ASSIGNMENT

1. NAME: _____

2. TAKE PORTABLE RADIO or A RADIO EQUIPPED VEHICLE TO KEEP IN CONTACT WITH THE INCIDENT COMMANDER and/or FRONT OFFICE.

3. DIRECT EMERGENCY PERSONNEL AND MEDIA TO FRONT GATE.

4. KEEP ALL UNAUTHORIZED PERSONNEL OUT AND GATE CLEAR FOR PASSAGE OF EMERGENCY VEHICLES.

5. AWAIT FURTHER INSTRUCTIONS FROM INCIDENT COMMANDER.

EMERGENCY RESPONSE INSTRUCTIONS

ASSIGNMENT #8

Family Notification

Once all personnel have been accounted for and all immediate first aid has been given, the office staff are assigned the job of family notification. This is to minimize employee panic concerning their families so that they stay on plant site, and therefore, are available for necessary containment, safety checks, plant checks and start up tasks, etc. This notification will prevent phone lines from being tied up. AT LEAST ONE PHONE LINE NEEDS TO BE OPEN TO RECEIVE CALLS FROM OR OUT TO EMERGENCY SERVICES.

Family notification calls should be made as briefly as possible, while trying to keep other lines available for calls coming into the plant or emergency calls going out of the plant.

Employees should inform family members beforehand to not use these lines or cell phones in the event of a major emergency, and that we will be calling them.

A continuously updated version of the family notification list will be kept with the front office staff, along with a current employee phone list. In the event the office staff is unavailable to perform this notification process, the Incident Commander will assign this duty to another person.

The District General Manager and Plant Operations Manager are to be contacted as soon as reasonably possible if they are not on plant site at the time.

EMERGENCY RESPONSE INSTRUCTIONS

ASSIGNMENT #9

Emergency Plant Safety Checks

There are four major areas of concern following a major plant disaster. These areas pose potential life-threatening situations and should be checked out and secured IMMEDIATELY.

These areas are:

1. Main Chemical Storage Area

2. Digester Gas Collection System, Boiler System and Flare.

3. Ferric Chloride Storage Area (Next to Plant Lift-station).

4. Laboratory

When performing plant safety checks, the most qualified persons should be used. Qualified personnel shall use the buddy-system (2 persons) when performing checks. People most familiar with the Digester Gas System and Boiler System should address those checks. Approach all areas cautiously and only if safe to do so: SCBAs and protective clothing may be needed if evidence of a leak, spill, or release is detected. If a detectable leak, spill, or release is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team or 911. See F.A.S.T. poster (Attachment A) for contact information.

The following safety check lists should be used as a reminder to check and secure certain equipment. It is not inclusive and a sharp eye and common sense needs to prevail.

IF AT ANY TIME IT IS DETERMINED TO BE TOO HAZARDOUS TO PERFORM ALL OR PART OF THE FOLLOWING TASKS, DO NOT ATTEMPT TO DO IT! REMEMBER - YOUR PERSONAL SAFETY COMES FIRST. IF THE SITUATION IS SERIOUS ENOUGH, EVACUATE THE IMMEDIATE AREA OR THE PLANT, IF NECESSARY.

Any tools that might be needed to run valves, open covers, etc., should be picked up first to expedite any necessary shut-down tasks and lessen the hazard.

NOTE: USE THE FOLLOWING SAFETY CHECK SHEETS BY HANDING OUT TO EACH TEAM FOR THEIR RESPECTIVE AREA(S).

PLANT SAFETY CHECK LIST

PRIORITY ONE CHECK AREA: MAIN CHEMICAL STORAGE AREA

1. Is there evidence of a chemical leak? YES/NO
    a. Visible liquid spill?
    b. Visible cloud?
2. Is the containment system in tact? YES/NO

(**If NO, go to Next Page).**

PRIORITY ONE CHECK AREA: MAIN CHEMICAL STORAGE AREA

1. *Approach this area cautiously and only if safe to do so: SCBAs and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team or 911. See F.A.S.T. poster (Attachment A) for contact information.*

   A. Check all three (3) Sodium Hypochlorite tanks for cracks and leaks, if so, make sure containment area is holding contents.

   B. If leak(s) is(are) minor try to divert damaged tank contents into a tank that has room and is undamaged. Also, valve damaged tank to pumps and try to use as much chemical as possible before it leaks out.

   C. Check piping system carrying chemical for break(s) or leak(s).

   D. Make repairs to seal minor crack(s) and/or leak(s).

   E. SHUT OFF all on-line valves at the storage tank(s) if leak(s) are in piping system.

   F. If repairs cannot be made to fully contain the contents, refer to step 2 below.

   G. If no apparent leaks, check entire system for potential leaks (i.e., damaged, loose valves, etc.).

2. If leak(s) is (are) major: *Approach this area cautiously and only if safe to do so: SCBAs and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.*

   A. If containment area is about to be overwhelmed by contents of damaged tank(s), it may be necessary to open drain valve(s) from containment area to chemical sump, after first making sure that no other drain valve(s) from any other chemical containment areas are open.

NOTE: IT IS EXTREMELY HAZARDOUS TO MIX SODIUM HYPOCHLORITE AND SODIUM BI-SULFITE TOGETHER.

PRIORITY ONE CHECK AREA: MAIN CHEMICAL STORAGE AREA

B. While draining contents into sump tank, evaluate the contents to see if it can be neutralized and safely discharged back to the plant, turn on sump pump, it will discharge contents of sump tank to EDS diversion vault, valve to Equalization Basin or Lagoon #2.

C. Raise skimmers and plug overflows on lagoons to prevent any possible effect on treatment process. (Biological processes must be protected). Lagoons will be monitored later, when time allows.

3. The mentioned procedures also apply to the two (2) Sodium Bi-Sulfite tanks and containment area.

4. The mentioned procedures also apply to the three (3) coagulant tanks and containment area (see current plant chemical listing and SDS for proper neutralization and cleanup procedures).

5. If sump tank is being used on one chemical and the containment area on another is beginning to overflow, it will be necessary to utilize sandbags and divert flow to nearest plant drain and form secondary containment area.

6. For transfer of chemical or help with containment, call chemical suppliers at: JCI Jones Chemical at 1-310-523-1629 (NaOCl and $NaHSO_3$), Phibro-Tech Inc. at 1-562-698-8036 ($FeCl_3$), Univar Solutions at 1-323-303-7088 (LAS), or Clean Harbors 24-hour Emergency Hotline at 1-800-645-8265.

7. Leaks in this area will likely be contained and can be diverted to collection sump for treatment/neutralization or containment, depending on material spill. Open necessary valves to drain secondary containment only if absolutely certain adverse chemical reactions will not occur when materials are mixed.

8. If the system(s) seems to be in good shape, leave on-line unless process problems necessitate shutdown.

PRIORITY TWO CHECK AREA: DIGESTER GAS COLLECTION SYSTEM

1. Assume that there is damage to the Digester Gas Collection System.

   Approach this area cautiously and only if safe to do so: SCBAs and protective clothing may be needed if evidence of a gas release is detected. If a detectable release is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team or 911. See F.A.S.T. poster (Attachment A) for contact information.

   First minimize explosive conditions by:

   a. Check Waste Gas Burner (Flare) gas piping system for damage, if none, then open necessary valves to switch from the Main flare and go to the Maintenance flare, open valves to by-pass the pressure Regulator on the Maintenance Waste Gas Burner (Flare) and light flare to relieve excessive gas from system.
   b. De-energize Main-Emergency Breaker and Emergency Generators by turning off in main switch gear room. This will insure there is no power for sparking.
   c. De-energize Main-Normal Breaker.
   d. Check for gas leaks with gas monitors (if available) and record areas of high gas concentration.

2. Next, isolate the Gas Collection System by:

   a. Close the natural gas valve at the SCG meter located across roadway from welding shop, northwest corner of Bio-filter #2.
   b. Close the Digester Gas line on Gas Management Pad.
   c. Secure Digester #1, 2, 3, & 4: Close gas pad valves and open flare valves on each Digester.
   d. Check the water traps at the flare and gas management pad for proper operation.
   e. Observe the Waste Gas Burner - if it goes out, manually re-ignite it.

3. Ensure that gas production does not continue until it has been determined that the integrity of the gas system is good. To stop gas production, shut off all raw sludge feed pumps.

4. Once the gas lines and collection equipment have been thoroughly checked out and all repairs made, the feed can be resumed and the gas system put back into service.

PRIORITY THREE CHECK AREA: FERRIC CHLORIDE STORAGE TANK

1. *Approach this area cautiously and only if safe to do so: SCBAs and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.*

    a. If leak(s) is(are) minor, allow contents to flow into drain system. Use sandbags if necessary to divert all flow into the drain troughs.

    b. Check piping system for break(s) or leak(s).

    c. SHUT-OFF all on-line valves at the $FeCl_3$ Storage Tank if leak(s) are in piping system.

    d. If repairs cannot be made to fully contain the contents, refer to step 2 below.

2. If the leak(s) is(are) major: *Approach this area cautiously and only if safe to do so: SCBAs and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.*

    It may be necessary to use water to dilute the chemicals escaping on plant site. Set up water hoses and allow water to dilute $FeCl_3$ and direct flow to nearest plant drain discharging to plant lift station. Barricade the area.

    a. Major leak in containment will drain to GSD lift station. Biological processes must be protected. Ferric Chloride will reduce pH. Monitor pH in primary clarifiers.

    b. Primary Eff. flow can be diverted to EQ Basin if imbalance occurs.

3. If the system(s) seems to be in good shape, leave on-line unless process problems necessitate shutdown.

PRIORITY FOUR SAFETY CHECK: LABORATORY

1. *Approach this area cautiously and only if safe to do so: SCBAs and protective clothing may be needed if evidence of a spill is detected. If a detectable spill is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.*

   DO NOT USE WATER ON CHEMICAL SPILLS UNTIL THEY HAVE BEEN IDENTIFIED. VIOLENT REACTIONS MAY OCCUR!

   a. Use spill cleanup kits located in Laboratory to stabilize and soak up the chemical spills.

   b. The Natural gas system needs to be checked following certain disasters (i.e., earthquakes). If any gas is detected (smelling, gas detector), SHUT OFF THE MAIN GAS AT THE METER - located on the Northwest corner of Bio-filter #2.

   c. Ventilate room with exhaust fans and open windows and doors.

   d. Sodium bicarbonate is stored in the Vehicle Garage for acid spill neutralization. Consult with laboratory analyst for dosage instructions.

SAFETY CHECK TEAMS

TEAM #1

1.

2.

AREA: _____

TEAM #2

1.

2.

AREA: _____

TEAM #3

1.

2.

AREA: _____

TEAM #4

1.

2.

AREA: _____

Priority Two Check Area – Digester Gas Collection System – Gas Monitor Readings

Location: _____ Gas detected (% LEL) _____

Location: _____ Gas detected (% LEL) _____

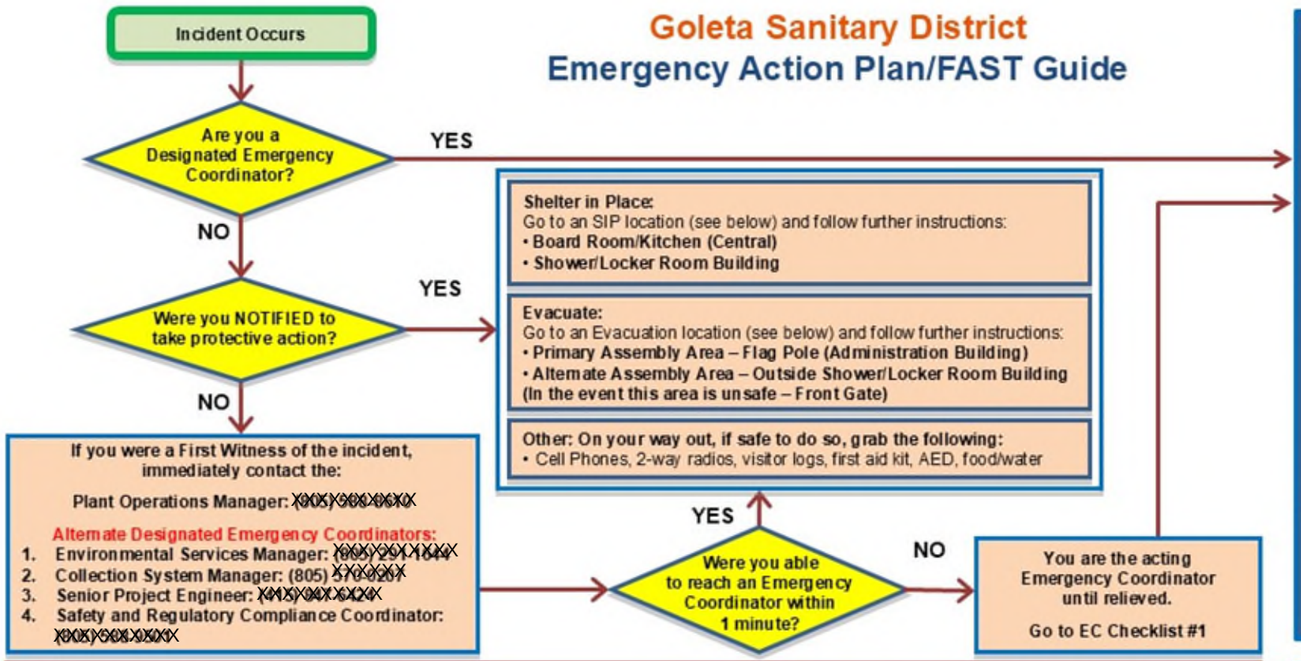
Location: _____ Gas detected (% LEL) _____

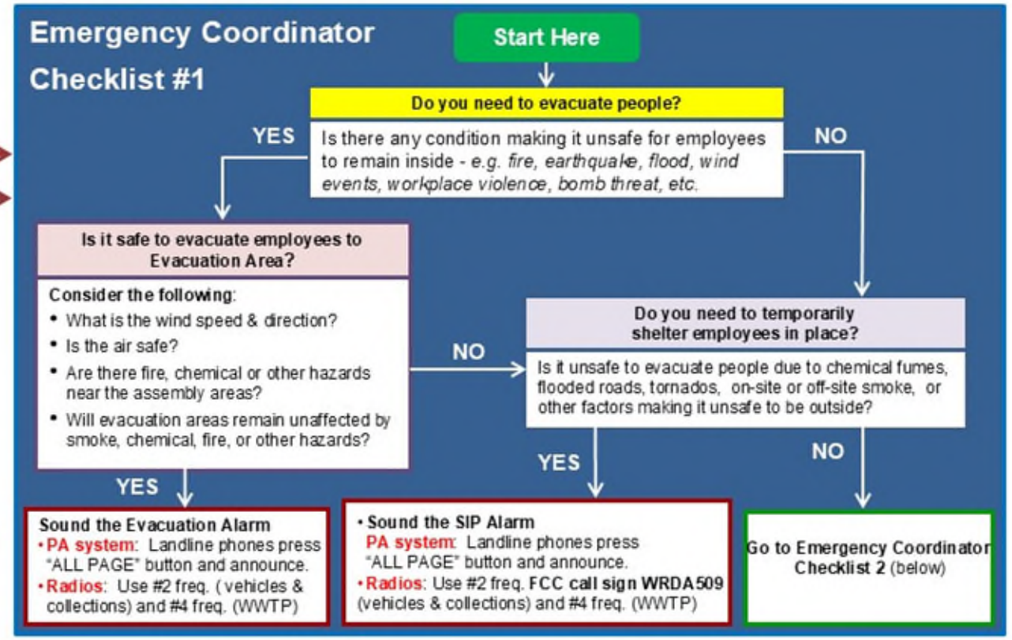
Location: _____ Gas detected (% LEL) _____

Location: _____ Gas detected (% LEL) _____

Location: _____ Gas detected (% LEL) _____

Goleta Sanitary District
Emergency Action Plan/FAST Guide





Emergency Notification Matrix

In The Event of...	CONTACT						
	911	Site Mgr[8]	Cal OSHA	RWQCB	Fish & Wildlife	SB Co. OEM/ Cal OES	Local CUPA
(A) Serious Injury or Illness[1] – Employee/Contractor/Vendor/Visitor	X	X	X[2]				
(B) Fatality – Employee/Contractor/Vendor/Visitor	X	X	X[2]				
(C) Explosion	X	X				X	
(D) Bomb Threat	X	X					
(E) Fire Requiring Evacuation	X	X					
(F) Any Event Requiring Staff to SIP	X	X					
(G) Hazardous Materials Release >RQ	X[3,4,5]	X		X[7]	X[6]	X	X
(H) Hazardous Materials Release <RQ	X[3,4,5]	X		X[7]	X[6]	X[3,4,5]	X[3,4,5]

[1]"Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement or whenever a state, county, or local fire or police agency is called to an accident involving an employee.

[2]As soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness.

[3]Hazardous material spill beyond site personnel's capability

[4]Poses a threat to human health or the environment

[5]Immediate verbal report if it poses a threat to offsite communities

[6]If fish kill or wildlife threatened

[7] If the spill impacts State waters

[8] Site Mgr: **General Manager**

Note: Call the National Response Center If the spill greater or equal to CERCLA Reportable Quantities:

Contact Numbers

Police/Fire/Ambulance	911 or 805.692.5743
Cal OSHA (Van Nuys District Office)	818.901.5403
RWQCB	805.549.3147
Cal Dept. of Fish & Wildlife (South Coast - Region 5)	858.467.4201
Cal OES	800.852.7550
SB Co. OEM	805.681.5526
Local CUPA (SB Co. Public Health Dept. – Hazmat).	805.681.4927

External Business Notifications

Contact	Trigger	Telephone
Santa Barbara Municipal Airport	C, D, E, F, G, H	805.967.7111 805.681.4803
Goleta West Sanitary District	C, D, E, F, G, H	805.968.2617 805.729.0074
UCSB Facilities UCSB Police Dpt.	C, D, E, F, G, H	805.893.8300 805.893.3446
CDPH Preharvest Shellfish Program	G, H	510.412.4635
Cal OSHA	A, B	818.901.5403
SB Co. OEM Cal OES	C, G, H	805.681.5526 800.852.7550
Fish & Wildlife RWQCB	G, H	858.467.4201 805.549.3147
Local CUPA of SB Co. PHD Hazmat	G, H	805.681.4927
City of Goleta	At Emergency Coordinators Request	805.961.7502

Internal Business Notifications

Contact	Trigger	Telephone
General Manager	All events	XXXXXXXXXX
Finance Director	All events	XXXXXXXXXX
Human Resources	Injuries Fatalities	XXXXXXXXXX

Emergency Coordinator Checklist #2

1st — Are people protected?

- ☐ Are all personnel accounted for and any medical needs being addressed?
- ☐ Is Search & Rescue necessary?
- ☐ Notify emergency services at **911** or **(805) 692-5743 (SB Co Sheriff)** as necessary.
- ☐ Is it necessary to assign 2 people to go to the gates to prevent vehicular or foot traffic and/or to direct emergency services?
- ☐ Were offsite employees notified?
- ☐ Do I need to shut off any utilities (e.g. natural gas) or any critical equipment?
- ☐ Are the facilities where employees are currently assembled safe, or do I need to temporarily relocate employees until that can be determined?

2nd — Do I need to protect Property, Equipment, or the Environment?

- ☐ Do I need to protect property or outdoor equipment? (e.g. tie down, cover, sand bag)
- ☐ Do I need to protect against environmental damages? (e.g. cover storm drains, sand bag tanks,)
- ☐ Do I need to continuously monitor conditions to be prepared to protect property, equipment or the environment? (e.g. Emergency Alarm system, local radio or TV, City or County EOC, etc.)
- ☐ Do I need additional resources?

3rd — Do I need to make Regulatory Notifications?

- ☐ See Emergency Notification Matrix
- ☐ Make NIMS/SEMS notifications, as necessary

4th — Post-Incident Considerations

- ☐ Do internal business notifications need to be made? (Refer to Notification Matrix)
- ☐ Do external business notifications need to be made? (Refer to Notification Matrix)
- ☐ Refer to Notification Matrix
- ☐ Are facility damage assessments necessary?
- ☐ Have clean up activities been assigned and initiated?
- ☐ Have regulatory reports or other reports been assigned and/or made?
- ☐ Is an Incident Investigation necessary. If so, include photos.
- ☐ Have repairs been made and/or work orders written?

EMERGENCY RESPONSE INSTRUCTIONS

ASSIGNMENT #10

Plant Start-up Check Lists

Once the **Emergency Coordinator** decides that the immediate health and safety concerns have been addressed and all life-threatening dangers (e.g. chemical leaks, gas leaks, electrical hazards, etc.) have been minimized, the plant is systematically checked. All necessary equipment and processes are restarted (if necessary) or checked for operational status. Use the plant start-up checklists to note the status of all-critical equipment and/or processes.

PLANT START-UP

1. BACK-UP POWER

AFTER completing all of the Priority Safety Checks, and you are satisfied that there are no natural gas or process gas leaks, begin plant power up.

a. Use the 2-way radio system to warn all plant personnel of the power up. Wait 5 minutes for responses from employees that may have discovered a problem, which would prohibit start-up and to have time to clear away from moving equipment.

b. Start one generator at a time. Wait for plant feedback before proceeding with the follow-up generator.

2. PUMP STATION

After completing a safety check and you are satisfied the plant is ready for flow, take the following steps:

a. Start one pump in manual, and slowly bring it up to speed. Someone should be stationed on the headworks to visually monitor the screens and washer/compactors, primary clarifiers, and biofilters, reporting conditions back to the pump station operator.

b. If no problems develop from running one pump, bring one other pump on-line. Use a maximum of two pumps to return the wet well level to normal.

c. Notify UCSB, Goleta West and SB Airport, to begin pumping. Direct them to lower their wet wells slowly to avoid overflowing the plant process facilities.

d. If power cannot be restored to the pump station, use a large capacity trash pump to discharge into the emergency manifold at the east-side of the Lift-station. This will provide treatment on a temporary basis and avoid sewage overflowing the collection system. (portable emergency generator also available). Utilize the (3) million gal. Equalization Basin for storage.

3. HEADWORKS AND PRIMARY CLARIFIERS

Inspect the headworks and primary tanks for obvious problems and determine if operational.

a. Open the manual screen gate to handle the additional loading.

b. Station someone on the top of the headworks to monitor the bar screens, primary clarifiers and biofilters. Primarily, look for possible overflow conditions developing. Regulate plant flow by radio communication with pump station operator. If radios aren't available, use visual hand signals.

4. SECONDARY TREATMENT

Inspect the Biofilters, Aeration Solids Basins (ASB), Secondary clarifiers and interstage pump station and determine if operational.

a. If the interstage pumps are not operable, stop all flow to the secondary system by shutting down lift station and divert excess flow to EQ Basin.

b. Hook up temporary piping and portable trash pump (4” or 10”) to interstage effluent manifold and interstage wet well or use the portable emergency generator for power if needed and available.

c. Slowly, start filling the Biofilter(s) surge tower and monitor the flow through the distributor arms.

d. Monitor the flow through the aeration basins, secondary clarifiers and operation of the interstage pump station.

5. DIGESTERS AND GAS MANAGEMENT SYSTEM

Complete all safety checks. If the gas system is operational and intact, start by working from the digester domes towards the Boilers.

a. Check all valving on the digester mixing pad. Start and monitor the mixing equipment.

b. Check all valving on the gas blending pad and start this equipment.

c. Check gas pressures in the Boiler Room, if satisfied everything is safe to operate, start one boiler. Make sure it goes through the main burner purge cycle.

6. CHEMICAL STORAGE AREA

This area requires a very thorough safety inspection by qualified operators. Visually inspect the entire handling and distribution system to determine if it is operational.

Approach this area cautiously and only if safe to do so: SCBAs and protective clothing may be needed if evidence of a leak is detected. If a detectable leak is out of the scope of plant personnel's ability, evacuate the area and contact the local CUPA's HAZMAT team. See F.A.S.T. poster (Attachment A) for contact information.

Two operators are needed to begin the start-up. Using the buddy-system:

a. Check to ensure Sodium Hypochlorite, Sodium Bisulfite, and coagulant pumps are operating properly.

b. Work from the storage tanks towards the Chlorine contact tank. Check for leaks and operational problems each time a valve is opened.

c. Check the operation of the tertiary filter system after completing the chlorination and de-chlorination start-up.

7. CHECK ANY OTHER PLANT PROCESSES:

a. After all main functions of Treatment Plant have been checked and put back on line, restore any other processes; such as the Reclamation Facility and put them back on line.

NOTE: When treatment facility is back up and running, Plant personnel will be assigned to assist Collections System personnel in inspecting and repairing of collection system infrastructure out in the field.

See Collection System SSMP and OERP/SERP plans for details.

SECTION II

EMERGENCY CONTINGENCY PLANS

EMERGENCY CONTINGENCY PLANS

The following disasters have a plant specific contingency plan.

These contingency plans are reviewed annually and updated as necessary to reflect any changes to the procedure. An example of this would be if new equipment is purchased or an improved procedure has been developed and adopted.

- Earthquake Response Plan
- Toxic/Chemical Spill - Plant Site
- Toxic/Chemical Spill - Influent
- Wind Storm Response Plan
- Fire/Explosion Response Plan
- Sludge/Contaminated Water Spill
- Flood Response Plan
- Gasoline Spill - Plant Site
- Gasoline Spill - Influent
- Exposed Electrical Hazards
- Homeland Security (War, Riots, Bombs, etc.)
- Workplace Violence / Active Shooter
- Emergency Sewer Spill Procedure
- Confined Space Entry Procedure

EARTHQUAKE REACTION PLAN

The State of California is a collage of small terrains bounded by ancient and active faults. Where there are faults, there is the potential for earthquakes. The degree of seriousness is really unpredictable, and therefore everyone should be trained on the correct response to reduce the risk of injuries.

The following steps are to be observed in the event of a "noticeable" earthquake (observable movement of buildings and/or grounds).

1. DURING THE SHAKING: DROP, COVER, AND HOLD ON.

    a. DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby. If you are using a wheeled mobility device, LOCK your wheels. If you cannot get down to the ground, sit down.

    b. If already inside a building - DO NOT go outside unless the building poses a more dangerous situation.

    c. COVER your head and neck with one arm and hand.

    d. GET UNDER a sturdy desk or table if nearby. If no shelter is nearby, crawl next to an interior wall. Stay near the center of the building, away from glass doors and windows. STAY UNTIL THE SHAKING STOPS ENTIRELY.

    e. Stay on your knees; bending over to protect vital organs.

    f. If seated, cover your head and neck with both arms if possible.

    g. If in the LAB - GET OUT! The glass and chemicals posse a serious hazard. CLOSE the LAB DOOR to contain any spilled chemical vapors.

    h. IF ALREADY OUTSIDE - Stay away from any buildings.

i. HOLD ON until shaking stops.

- Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts.
- No shelter: hold on to your head and neck with both arms and hands.
- Watch for falling debris - most casualties during a quake result from falling materials.
- Watch for downed or exposed electrical lines - assume all electrical lines are HOT and avoid them.
- Watch for trip hazards, chemical spills or other hazardous situations and avoid them. Go to another area or go to an outside area that is barren of buildings, chemicals, electrical supplies, etc. (i.e., open ground between buildings/processes).

2. AFTER THE SHAKING

a. Assemble at the Administration Building Parking Lot (by flag pole) and follow the step procedure in the disaster response plan.

3. After shocks are common and can be as dangerous as the initial quake. Stay out of weakened structures - if the Administration Building (designated Emergency Operations Center) appears structurally unsound, the Incident Commander should have an alternate building inspected and set up for the Emergency Operations Center.

GOLETA SANITARY DISTRICT

Minor Earthquake Procedures for Operations, Collections and Maintenance Staffs:

After the shaking has stopped, all district staff should exit buildings and wait by flag pole and after all personal have been accounted for and any and all injuries have been addressed.

Senior Staff in charge will make a determination that conditions have returned to normal and that no more quakes or aftershocks seem to be reoccurring, (He or She) will allow Staff to reenter and inspected buildings and treatment structures.

Operations and Maintenance Staff should then do a cursory inspection of all District Buildings and Treatment plant structures and equipment, before allowing District Personnel to re-enter.

Operations and Collections Staff should move all District Vehicles outside from all buildings in case of further quakes or aftershocks, to prevent Equipment from becoming trapped.

Maintenance Staff should also move the District Confined Space Trailer with Emergency Safety Equipment outside from Boiler Room where stored to prevent it from being trapped in case of Building collapse.

Staff should also place any Safety Equipment and Portable Power Cutting Tools (Gas powered Chop Saw, Small Generators, welding equipment etc.) outside of buildings, to prevent them from becoming trapped in case of building collapse from further quakes or aftershocks.

Collections Staff should make inspections of outside Lift-Stations and Bridge Crossings for any signs of damage.

All staff should be in state of readiness for the remainder of their work shift in case of further Quakes or aftershocks.

GENERAL CHEMICAL EMERGENCY SPILL SOP

GENERAL INFORMATION

The Goleta Sanitary District has various chemicals throughout the facility. All chemicals onsite have an SDS sheet readily available.

Most chemicals at GSD will only pose a hazard under "spill" conditions. In the event of a chemical or hazardous waste spill, contact the Operations Manager, Operations Supervisor, Environmental Services Manager, or the Safety and Regulatory Compliance Coordinator.

For additional information on a chemical emergency or spill, the appropriate vendor or manufacturer should be contacted.

Absorbent and other necessary spill and containment equipment can be found in the boiler room and lower vehicle garage. Base neutralizer, sodium bicarbonate, is stored in the upper vehicle garage area.

Major spills over the capability of GSD personnel will be contracted out to an emergency cleanup response vendor.

EMERGENCY PROCEDURES

If a chemical emergency or spill occurs, the Incident Commander or Emergency Response Team Leader should be immediately notified. They will need to make an evaluation to determine if evacuation is necessary. If so, the disaster plan assembly procedure is to be initiated in order to "call in" all plant personnel. The alarm call is **"RED ALERT",** signaling that everyone is to meet at the Administration Building Parking Lot (by the flag pole).

During working hours, office staff are notified by the person finding the leak or spill. Office staff should respond immediately by paging and notifying plant personnel of the emergency. Contact verification with plant personnel must be made for notification to be complete.

During the "off-shifts", the Emergency Response Team Leader or other members are called. If necessary, they will come in and take appropriate action.

Most events will only require the Emergency Response Team to assemble the necessary protective clothing and safety equipment, and begin containment and/or clean up procedure. The organization and delegation of assignments is done by the team leader. If decontamination procedures are necessary, all affected team members are to use the plant safety showers. All plant drains go back into the head-works and environmental contamination is not a concern.

REGULATORY FOLLOW-UP PROCEDURES

When the spill or emergency has been contained, and/or when reasonably possible, the Plant Manager or other management personnel need to be notified. Certain Federal and State Regulatory Agencies may need to be notified. There are specific criteria to determine this, and the Operations Manager or General Manager will make that determination.

CHEMICAL SPILL - INFLUENT CONTINGENCY PLAN

In the event a chemical spill from an outside source is noted, the flow should be contained in the collection system. Acid or caustic flows can be neutralized after containment, but the District Chemist or Industrial Waste Control Officer must evaluate situation and determine proper neutralization chemicals and quantities to avoid adverse chemical reactions. For flow containing high concentrations of petroleum products with explosive characteristics, see the section in this manual called "Gas Spill -Influent".

All toxics can be contained in the collection system to "buy time" to make process adjustments. Therefore, any unusual flow observations such as odor and color should be sampled immediately for toxicity determination. If it is determined that the flow will be toxic to the Biomass, the Biofilter influent line and Primary Clarifier influent gates to Primary Clarifier #2 and #3 should be closed immediately. This will allow the toxic material to be treated in the #1 Primary Clarifier. The primary raw sludge can later be slowly fed to the digesters.

HIGH WIND'S REACTION PLAN

Although hurricanes and tornadoes are highly unlikely in this area, we can get winds in excess of 70 knots. Usually, high wind warnings are issued which give plant personnel time to prepare. The following steps should be taken to minimize plant personnel injuries resulting from flying objects, and to protect plant equipment and processes.

1. Anchor or remove all objects outside the buildings. Examples would be tank covers, sawhorses, small pumps and equipment, and other debris (wood, plastic piping, etc.).

2. Although it is probably not feasible, try to board up windows; personnel should avoid areas with a lot of glass windows (i.e., Administrative Building, Operator Room, Conference Room, Lab Room, etc.). Use offices with little glass exposure.

3 All papers should be put away where they will not be blown all over if a window does break.

4, AVOID GOING OUTSIDE - ONLY go outside if absolutely necessary, and use a vehicle to travel around the plant. Do not use small "golf carts", as these are prone to blow over; instead use heavy company trucks.

5 If, while outside, you notice something blowing around (or about to blow off), secure the item and store inside a nearby building.

6. Do not attempt to use water hoses, power equipment, etc., out in the windy conditions. Try to limit job tasks to inside duties.

7. Once the winds have died down, make a complete plant inspection for missing covers, grates, receptacle covers, or other protective devices which may pose hazardous conditions if left exposed.

8. Repair all broken windows as soon as possible.

FIRE/EXPLOSION REACTION PLAN

FIRE

In the event of a fire, either ground or building, the following steps should be taken:

1. Call the Fire Department immediately (911). Don't assume that plant personnel can control the fire. Fire departments would rather respond to an "already extinguished" fire than to get the call after the fire is out of control.

   The Incident Commander should assign an employee to meet the fire department at the main gate in order to direct them to the fire area(s).

2. If safe to do so, use plant fire extinguishers to put out or control the fire. Use water and fire extinguishers for building fires, grass fires, etc. Do not use water on electrical, solvent, or chemical fires. Use SCBA's for fire situations with a lot of smoke or for fire in any chemical storage areas.

3 If a fire is in a "high risk" area such as the flammable storage area, try to keep the flames from entering. IF the flames get within 20 feet of a high-risk area, evacuate the area and let the fire department handle it.

4. If there is a major grass fire, the immediate danger is smoke inhalation. Use SCBA's if attempts are made to put it out. Ensure that plant evacuation is possible by keeping one exit from the plant open. If there is any possibility that plant evacuation won't be possible, DON'T WAIT - EVACUATE IMMEDIATELY.

EXPLOSION

There are several areas throughout the plant that have "explosion potential". There are the digesters and digester gas collection systems, the flammable storage building shop area, and the laboratory. In the event of any type of explosion, the following steps should be followed:

1. Call the fire department.

2. Evacuate the immediate area.
3. Assemble and perform the standard head count to determine if any personnel are missing. Begin search and rescue if safely possible.

4. When calling the fire department, give them as much information as possible. The following should be included:

    a. Plant location.

    b. Fire/explosion type.

        - Building
        - Chemical area
        - Flammable storage area
        - Any known toxic released (i.e., NaOCl, diesel fuel, lab chemicals

    c. Wind direction and speed - any facility downwind of smoke/chemical cloud

    d. Any personnel known to be missing

5. If an explosion has created a hazardous fire situation anywhere near any gas collection equipment, close each of the digester gas discharge valves leading to the gas management pad, open the flare bypass valves on each digester and turn off the digester gas blowers. This will safely flare the gas and reduce the gas pressure.

FLOOD REACTION PLAN

In the event of a major flood situation, the following are the immediate concerns and correct response to each:

1. Major Equipment Submersion:

    a. If the water level increases to a point that major equipment, especially motors and other electrical components, may become submerged, begin sandbagging and/or using a sump pump to prevent.

    b. If any motors, electrical outlets, etc., are already submerged, ASSUME THAT THE AREA AFFECTED IS HOT! Shut off all affected equipment, 110 breakers, etc., at the MAIN BREAKERS LOCK OUT!

    c. Check the water for electrical hazards; enter the area wearing rubber boots only after checking all possible electrical hazards.

2. Chemical Storage Areas:

    a. Most major chemical storage areas would not be affected by flooded conditions, as they are stored in water-tight tanks above ground.

    b. In the event that the lab has become flooded and chemicals have been spilled on the floors, wear protective gear (boots and rubber gloves), as many of the concentrated acids/caustics are clear liquids and could be mistakenly taken for water.

3 Pumping Stations:

    a. In the event of high, wet weather flow, a pumping station(s) becomes subject to flooded conditions, all efforts should be made

to reduce unsafe conditions caused by raw sewage spills and overflows.

- Put all available pumps on Hand - FULL SPEED.
- If possible, bring in Auxiliary Pumps.
- Notify the State Water Quality Control Board for raw sewage spill
- Contact the Fish and Wildlife Department and County Health for raw sewage entering any bodies of water.

SLUDGE SPILL CONTINGENCY PLAN

In the event that a sludge spill occurs on plant premises, the following actions are to be taken to mitigate environmental and health hazards.

1. Stop the source. If the digester is spilling over, determine if it is caused by a plugged line or other malfunction. If the problem can be quickly resolved, (i.e., draining to sludge lagoons), do so immediately. If the problem cannot be readily remedied, secure all feed to the tanks. Shut off the following:

    a. Primary Clarifier sludge pumps.

    b. Digester Recirculation pumps.

2 Containment. Try to keep all sludge on the pavement. Use sandbags to prevent from spilling onto the plant grounds, or hose away from the plant grounds into a plant drain.

3 Cleanup. The digester sludge is hosed down into the drains on the Digester Recirculation Pads. This will send the sludge back into the plant headworks.

    If a sludge line breaks, stop the flow by stopping the pump. This sludge is contained to the immediate area by existing drains. If possible, the flow should be directed into a sump and pumped back into the system. All affected areas are then thoroughly washed down for odor control.

    If the sludge spill is caused during transportation, the same procedures are applied.

    a. Secure the source.

    b. Contain the flow to the immediate area by use of sandbags.

c. Clean up by pumping back into the hauler and using lime.

d. For sludge solids (i.e., sludge bed materials, filter cake, etc.), the same applies, only shovel or use a backhoe to remove.

GAS SPILL - PLANT SITE RESPONSE PLAN

In the event of a sizable gas or oil spill in the plant, see the District's SPCC Plan (Section 4: Procedures for Discharge Discovery, Response, and Cleanup).

Procedure:

1. If there is a fire or injury immediately call 911.
2. If there is a spill to the WWTP storm drain system contact Senior Operations personnel on or off site.
3. If safely possible, stop all flow of fuel/oil by closing valves or turning off pumps.
4. Isolate and contain the spilled material by creating an earthen berm with a shovel or other equipment (beware of fire danger).
5. Estimate the amount of spilled material.
6. Make notifications and get additional assistance if needed.
7. Use available clean-up equipment and or spill clean-up contractors to clean up the spilled material and contaminated soil.
8. Document all spill response and clean-up efforts, including notification calls following the GSD Response Plan.

Barricading the area and posting warning signs such as: **NO SMOKING, DANGER - EXPLOSIVE AREA,** etc. may be necessary.

Although diesel fuel is flammable and presents a flammable hazard, the risk of it catching fire is probably between 0-5%, while gasoline has a 95-100% chance of catching fire. As long as no open flames are introduced into the diesel spill area, there is low probability of ignition. By getting the absorbent materials onto it in a timely manner, the risk is reduced even further.

For very small gas or oil spills, the same clean up procedure is required, only it is not necessary to barricade and provide warning signs. An example of this is the routine oil spills during normal oil changes, equipment maintenance, etc.

GAS SPILL - INFLUENT CONTINGENCY PLAN

Gas or diesel in the influent is very easily detected by the smell and appearance (oily sheen on surface of water). Since petroleum products float on top of water, it is easy to visually determine whether it is concentrated (pure product) or diluted. Gas and diesels tend to disperse immediately, and a small spill can be detected for some distances. If "pure product" is present, then explosive condition is also present, especially if the pure product is gasoline! By sampling the floating product, it can be determined if it is flammable. This sample can be subjected to a controlled ignitability test to determine ignitability. This is done by placing a very small aliquot of the sample in a metal container and igniting it using a long ignition source. This test should also be done outside to avoid inhalation of the fumes and to minimize fire dangers.

If it is determined that there is an explosive or ignitability potential, this flow is stopped in the collection system by turning off the plant pump station. The exposure to the atmosphere and wind conditions and ORT Tower will begin to somewhat reduce the explosive dangers by volatizing the explosive vapor to the atmosphere.

The fire department needs to be immediately notified of the risks, and the entire area should be barricaded off and notices mounted. No smoking signs should be posted and non-spark tools used. Provisions need to be made to have the product vacuumed off the waters and disposed of at a fully permitted TSDF (Treatment, Storage, Disposal Facility of hazardous wastes). The Fire Department or Santa Barbara County Office of Emergency Services will have information on local HAZMAT units that can provide these services. State manifest forms need to be completed and the transporter should be checked for a State License and Tanker Registration to haul hazardous wastes.

Once the pure product is removed, the remaining contaminated waters can be slowly introduced back into the plant treatment system for biodegradation and stabilization by plant processes.

ELECTRICAL HAZARDS - RESPONSE PLAN

All the main electrical feeder lines into the Goleta Sanitary District Treatment plant are underground. Therefore, the dangers associated with "downed lines" do not exist. If, during an earthquake, any underground lines are broken or shorted out, the voltage in this feeder immediately shuts off and stays off. This protects the ground in the surrounding area from being "hot". Call Southern California Edison on the 911 number.

Throughout the plant there are also main power transformers and control panels. There is potential here for exposed "hot" lines, especially following a major plant disaster such as an earthquake. For any exposed electrical lines, consider that they are HOT and DANGEROUS! Stay away from the immediate area, especially if they are moving around. The following steps are to be taken:

1. Shut off the main power at the panel if it can be done safely (i.e., if the main breaker is within easy and safe reaching distance). A wooden pole could be used to shut the breaker off.

2. If there is no safe method to shut the control panel down, shut off the main power at the main electrical disconnects. See the plant emergency response map for detailed account of location of all electrical disconnects.

When dealing with electrical hazards, remember the following rules:

1. Your main concern is Earth to Ground. DO NOT BECOME THE GROUND, causing the electricity to go through you!

2. Make sure all plant equipment is properly grounded. This prevents the power from shunting to ground through you!

3 Watch where you stand or place your hands, so your body does not act as ground.

4. For electrical fires - TURN OFF THE SOURCE.

5. For vehicle/electrical pole accidents: If the person in the vehicle is doing alright, do not allow them to get out of the car. They are safe as long as they remain inside. If there is a fire or other dangers, have the person JUMP, AND MAKE SURE THAT THEY DO NOT TOUCH THE CAR! Also remember that anything else that the line is touching (i.e., fences) is also "HOT", and cannot be touched or approached. Get Southern California Edison to shut off the electricity.

6. Electrical poles have an automatic power switch which shuts off the power, BUT ONLY FOR SECONDS! Don't try to outguess whether the power has been shut off. After the third time, the power shuts down for good.

7. Whenever you see the **HIGH VOLTAGE** signs on SCE equipment, it means that there are 12,000 volts.

8. Transformers: DO NOT PUT A FENCE OR OTHER OBSTRUCTION AROUND THESE UNITS. They must have at least an eight (8) foot clearance in front for access by SCE. Report all leaks. If brown oil is noticed, unit is hot, or making unusual noise, report it immediately to Southern California Edison.

HOMELAND SECURITY AND CIVIL DISTURBANCES REACTION PLAN

AIRCRAFT

Due to the close proximity of the Santa Barbara Airport, there is a remote possibility of a forced landing or crash landing into the wastewater treatment plant. The first minutes of this catastrophe are crucial, for any injured plant personnel, aircraft personnel, and to affected processes. The following is a guideline of necessary responses based on priority.

1. CONTACT EMERGENCY SERVICES - 911.

2. First assess whether any treatment plant personnel were affected and begin rescue operations for both plant and aircraft victims. Treat all critical injuries first (severe bleeding, breathing, etc.) as far away from the aircraft as possible.

3 Although a natural instinct will be to "get a closer look", the Emergency Coordinator should not allow anyone other than rescue personnel to get near the plane. All personnel should try to stay upwind due to possible smoke asphyxiation and other potentially toxic substances from burning metal, fiberglass, plastics, etc.

4. Once qualified rescue personnel have arrived, assist them as requested. The fire department will have the responsibility to put out any flames; however, in those first crucial minutes, it may be necessary for plant personnel to use fire extinguishers to put out small ground/building fires or to perform rescue operations. RESCUE OPERATIONS SHOULD INCLUDE AS MANY FIRE EXTINGUISHERS AS THEY CAN GET A HOLD OF TO BE PREPARED FOR FIRE FIGHTING.

5. Once the fire department indicates that the area is safe and all first aid concerns have been addressed, plant personnel should assess damages to plant structures and treatment processes. All attempts should be

made to maintain treatment by use of alternate process units (flow equalization units as backup for secondary, etc.). Use plant restart check lists.

6. For reasons of this being the result of a possible Terrorist Attack, all access to the treatment plant should be closed to the public and only emergency personnel allowed in. Any observations of any suspicious individuals or circumstances prior, during, or after the event should be noted and reported to the proper authorities (i.e. Police, FBI, etc.).

BOMB THREAT

Most bomb threats are aimed at public facilities that have significant injury impact or media exposure. However, it is possible to have bomb threats anywhere. Therefore, the following SOP is focused on three (3) major areas: 1) How to handle a bomb threat, 2) Emergency services notification and 3) Evacuation procedures.

1. ALL bomb threats should be treated as a serious matter. Your first reaction may be that it is a "crank" call. DO NOT IGNORE ANY BOMB THREAT!

2. If a bomb threat is called in, the following information should be obtained if possible, using the attached bomb threat information form. Try to keep the person on the phone and have someone call the police (911) immediately.

    a. Estimate the caller's age, sex and cultural background (does he/she have an accent?)

    b. Note the time of the call.

    c. Write down the exact words used by the caller.

    d. Determine what time the bomb is set to explode.

    e. Try to find out where the bomb is located.

    f. Ask what kind of bomb it is.

    g. Ask for information on what the bomb looks like.

    h. Ask why they want to bomb the plant.

3. The Operations Manager is responsible for determining whether or not the plant personnel should be evacuated. This decision should be made

following a discussion with the Police Department and/or after evaluating the call information. IF THERE IS ANY DOUBT EVACUATE! The designated evacuation assembly point will be the Front Entrance Gate.

4. IF the bomb is located, under no circumstances should the bomb or object it is in be handled or opened.

5. For reasons of this being the result of a possible Terrorist Threat, all access to the treatment plant should be closed to the public and only emergency personnel allowed in. Any observations of any suspicious individuals or circumstances prior, during, or after the event should be noted and reported to the proper authorities (i.e. Police, FBI, etc.).

RIOTS

1. In the event of a civil disturbance, such as a riot, District personnel will take measures to protect District property, by closing and locking the Chemical and Main Gates, and by securing all buildings inside the plant. District personnel should not confront any suspected rioter and should ensure his/her safety and that of their fellow employees above all else.

2. District personnel should contact local law enforcement immediately if person(s) should begin to try to gain entrance into the plant grounds without permission.

WAR

1. The District will issue a plan of security at such time as a State of War is Declared.

TERRORIST THREATS

1. If in the event of a nation-wide terrorist threat, the District will consider following EPA measures.

WORKPLACE VIOLENCE / ACTIVE SHOOTER

1. See GSD's Workplace Violence Prevention plan for details.

EMERGENCY SEWER SPILL PROCEDURE

1. See GSD's SSMP and OERP/SERP for details.

CONFINED SPACE PROCEDURE

1. See GSD's Confined Spaced Program and Procedures.

Goleta Sanitary District Board Disaster Workshop

December 7, 2015

Richard Abrams, CEM

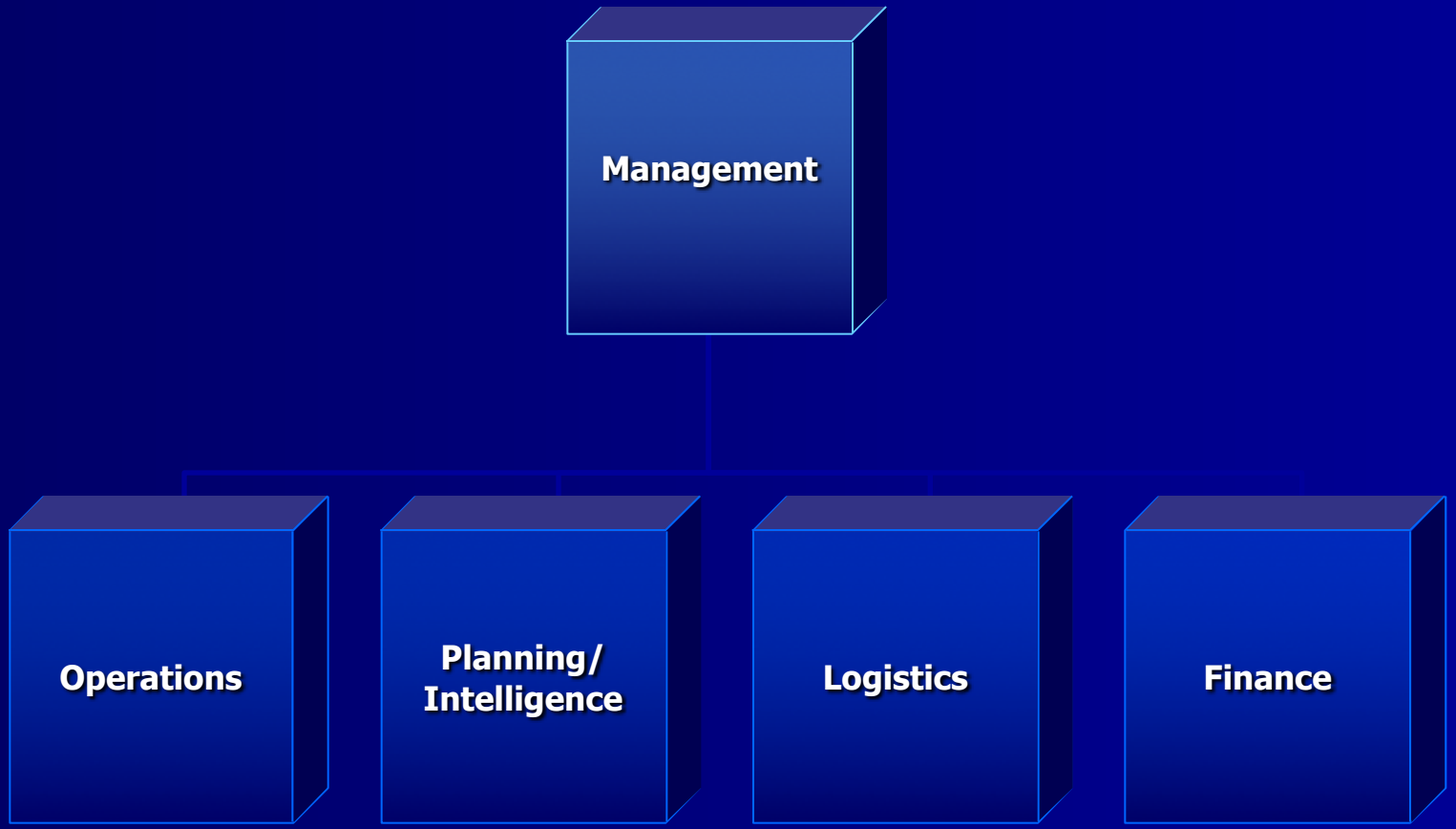
Workshop Overview

- Phases of Emergency Management
- District Board Roles and Responsibilities
- When a Disaster Happens
- How to Prepare
- Questions and Answers

PHASES OF EMERGENCY MANAGEMENT

- PLAN
- PREPARDENESS
- RESPONSE
- RECOVERY
- MITIGATION

Emergency Management Organization



Organizational Levels

Federal

State

OES Region

Operational Area (The County)

Local Government

Field (ICS)

District Board
Roles and Responsibilities

During the initial phase of the event, you will be briefed by the General Manager, or designee, if applicable.

- **Refer media inquires to the General Manager**
- **Make sure that you are briefed before answering any questions to media**

District Board Roles and Responsibilities

- Approve the District's Emergency Response Plan.
- Approve on-call contracts (pre event).
- Approve emergency contracts as needed.
- Approve implementation of emergency actions as required by code, regulation, or statute.

Staff Checklist

25 Questions for Emergency Managers

1. What happened?
2. When did it happen?
3. Where did it happen?
4. What was the cause?
5. What population is affected?
6. How are they affected?
7. How long will they be affected?
8. How many dead?
9. How many injured?
10. How many missing?
11. What is the extent of damage?
12. What is the current impact on government?
13. How did we learn of the incident?
14. When did we respond?
15. Who is in field command?
16. What has been done so far?
17. What is the status of field response?
18. What is the long-term situation?
19. What is the short-term situation?
20. Has mutual aid been requested?
21. What are the emergency PIO requirements?
22. What is the short-term plan?
23. What is the long-term plan?
24. What executive actions or decisions are needed?
25. What is our briefing schedule?

http://www.oes.ca.gov

WHEN A DISASTER HAPPENS!!

- Chaos / Confusion
  - 1990 Paint Fire
  - September 11, 2001 Attack
- Lack of communication
- Distress

WHEN A DISASTER HAPPENS!!

Do Not:

- Believe all information being put out by media or constituents
- Make promises!

Your Personal Responsibility

- Update Emergency Supplies
- Family Plans
- Prepare your home, office, car
- Develop a communications plan with your family

A good thing to remember:

• Your roles and responsibilities are determined by your position & state/local laws

• Your response will be influenced by your training, experience and instinct

AGENDA ITEM #2

AGENDA ITEM: 2

MEETING DATE: September 3, 2025

I. NATURE OF ITEM

Update to Status Report on Board Vacancy Noticing Process

II. BACKGROUND INFORMATION

On July 28, 2025, a letter of resignation was received from Director Jerry Smith effective July 25, 2025.

The Board has 60 days from either the effective date or the receipt date of Director Smith's resignation to appoint an eligible candidate to fill the vacancy. To be eligible, a person needs to reside in Area #2 and be at least 18 years of age.

Given the 60-day timeline to fill the vacant board position by appointment, the Board will need to appoint someone to this position by September 26, 2025.

The Board accepted Director Smith's resignation on August 4, 2025. Staff has informed the Santa Barbara County Elections Division of the board vacancy and the Board's intention to fill the vacancy through an appointment process. An informational flyer on the board vacancy was mailed out to residents of Area #2 and started arriving in mailboxes Monday, August 18, 2025. Interested parties were directed to submit an application to the District via the District's website. To date, nine applications have been received. The deadline to submit applications is at noon, Friday, September 5, 2025.

III. COMMENTS AND RECOMMENDATIONS

The updated schedule of activities associated with board member appointment process to meet the September 26, 2025, deadline is shown below:

1. Notify Santa Barbara County Office of Elections	Completed
2. Advertise board vacancy and post notices	Completed
3. Deadline for submittal of applications	9/5/25
4. Interview potential board member candidates week of	9/8/25
5. Vacancy filled (Oath of office at regular board meeting)	9/15/25
6. Notify Santa Barbara County Office of Elections no later than	9/26/25
7. Onboarding of new board member	9/15/25-1/15/26

Applications from interested residents living in Area #2 have been collected as submitted. The names and addresses of all candidates will be sent to the County Elections Office for verification. All applications submitted by the September 5,

2025, deadline will be distributed to the Governing Board for review, and interviews with selected candidates will be scheduled for the week of September 8, 2025. Staff is seeking guidance from the Board regarding two potential dates for interviews during the week of September 8 to September 12, 2025. It is anticipated that each interview with selected parties will last approximately one hour. The Board should also provide guidance on the times it would like to hold interviews. Once completed, the Board will be asked to appoint a new director to fulfill the remaining term of retired Director Smith, expiring November 2026.

IV. REFERENCE MATERIAL

None

AGENDA ITEM #3

AGENDA ITEM: 3

MEETING DATE: September 3, 2025

I. NATURE OF ITEM

Consideration of Government Code Section 4217 for Development and Delivery of the Energy Storage Project

II. BACKGROUND INFORMATION

On August 18, 2025, the Board received an update on the Energy Storage Project, which includes the installation of an 800-kW solar panel array, a 1,600-kWh battery bank, and a microgrid controller. The District is pursuing three separate funding sources for this project: a Community Project Grant which was secured by Congressman Salud Carbajal, a Self-Generation Incentive Program (SGIP) grant administered by Southern California Edison, and an Investment Tax Credit (ITC) under the Inflation Reduction Act. At that meeting, the Board authorized the execution of professional service agreements with TerraVerde Energy and Langan Environmental Services to provide project management and environmental review services associated with this project.

Given the scope of the Energy Storage Project and the timelines associated with the above grant funding, staff is recommending the Board consider the use of California Government Code §4217.10–4217.18 (GC 4217) to deliver this project.

GC 4217 provides public agencies with a streamlined statutory process to approve energy-related projects if it is determined that the anticipated cost of energy (or conservation services) is less than the anticipated marginal cost of energy that would otherwise be consumed. The financial analysis presented to the Board on August 18, 2025, supports this finding.

This report outlines the required steps for approving such a project under GC 4217, describes the use of the design-build delivery method for implementation, and discusses the advantages and disadvantages of this approach.

III. COMMENTS AND RECOMMENDATIONS

The following steps are required to approve the Energy Storage Project pursuant to GC 4217:

1. **Preliminary Feasibility Analysis**
   - Conduct an engineering and financial analysis to evaluate project feasibility.
   - Estimate projected energy cost savings and compare them to anticipated marginal energy costs.
   - Identify potential funding options, incentives, and utility partnerships.

2. **Draft Findings and Staff Report**
   - Prepare written findings demonstrating that the anticipated savings from the project will exceed costs.
   - Include analysis of life-cycle costs, operational benefits, and resiliency considerations.
   - Recommend procurement and project delivery method (design-build).

3. **Public Notice**
   - Provide at least two weeks' public notice of intent to adopt a resolution approving the project.
   - Post on the District's website and publish in a local newspaper, per GC §4217.12.

4. **Public Hearing and Board Action**
   - Hold a public hearing to review the proposed project.
   - Present staff's findings and recommendation.
   - The Board must adopt a resolution by two-thirds vote finding that the cost of the project will be less than the anticipated marginal energy cost and that entering into the agreement is in the District's best interest.

5. **Contracting and Procurement**
   - Issue a Request for Qualifications (RFQ) or Request for Proposals (RFP) to select a qualified design-build entity.
   - Evaluate based on qualifications, technical capability, safety record, and cost-effectiveness.
   - Negotiate and award a single design-build contract covering design, engineering, procurement, and construction.

6. **Project Implementation**
   - Design-build entity finalizes design, secures permits, and procures equipment.
   - Construction, commissioning, and acceptance testing.
   - Staff monitors compliance with contract requirements.

7. **Project Operation and Monitoring**
   - Begin project operations and track energy savings.
   - Report annually to the Board on performance relative to initial projections.

Design-Build Project Delivery Method

Design-build is a project delivery method in which a single entity is contracted to provide both design and construction services. This differs from the traditional design-bid-build method, where design and construction are separate contracts. Since we have already completed the preliminary engineering design, environmental review can begin and run concurrently with the remaining design-build process.

A summary of the advantages and disadvantages of the design-build process is put forth below:

Advantages of Design-Build Process

1. Single Point of Responsibility
    - Reduces administrative burden on the District by having one entity accountable for both design and construction.

2. Time Savings
    - Design and construction phases can overlap, accelerating delivery.
    - Useful for energy projects where incentives and grant funding may have deadlines.

3. Cost Certainty
    - Early establishment of a guaranteed maximum price provides budget predictability.
    - Minimizes change orders compared to design-bid-build.

4. Innovation and Flexibility
    - Design-build entities can optimize technology, design, and construction for best value.
    - Encourages creative solutions for battery system sizing, controls, and integration.

5. Reduced Risk for District
    - Risk of design errors or coordination issues is shifted to the design-build entity.

Disadvantages of Design-Build Process

1. Reduced District Control Over Design
    - District may have less direct influence over design details once a design-build entity is selected.

2. Potential for Limited Competition
    - Some highly-specialized energy storage contractors may not participate in design-build procurements, reducing competitive bids.

3. Complex Contract Negotiation
    - Design-build contracts require careful drafting to ensure performance standards, warranties, and energy savings guarantees are enforceable.

4. Reliance on Contractor's Expertise
    - Project success depends heavily on the skill and integrity of the selected design-build entity.

Proceeding under GC 4217 provides a legally authorized and efficient pathway to approve and delivery an energy storage project without the need for competitive bidding requirements typically associated with public works projects. Using the design-build method further streamlines project delivery and transfers significant risk to the contractor. This process also proves a quicker delivery timeline to meet current grant funding requirements.

As such, staff recommends that the Board:

1. Direct staff to complete a feasibility and financial analysis.

2. Authorize preparation of findings pursuant to GC 4217.

3. Schedule a public hearing and provide required notice.

4. Approve the use of the design-build project delivery method for procurement.

This approach positions the District to move forward efficiently with an energy storage project that enhances resiliency, reduces long-term costs, and supports sustainability goals.

If the Board supports these recommendations, staff will work with District legal counsel and TerraVerde to prepare the necessary analysis, findings, resolution and notice of public hearing for Board consideration at a subsequent meeting(s) as required by GC 4217.

IV. REFERENCE MATERIALS

None

GENERAL MANAGER'S REPORT

GOLETA SANITARY DISTRICT
GENERAL MANAGER'S REPORT

The following summary report describes the District's activities from August 19, 2025, through September 3, 2025. It provides updated information on significant activities under three major categories: Collection System, Treatment/Reclamation and Disposal Facilities, and General and Administration Items.

1. COLLECTION SYSTEM REPORT

LINES CLEANING

Staff has been conducting routine lines cleaning in the area of North Patterson Avenue and Cambridge Drive. Staff has also been conducting priority lines cleaning throughout the District.

CCTV INSPECTION

Staff has been conducting routine Closed-Circuit Television (CCTV) inspections in the area of Stow Canyon Road and Cambridge Drive. Staff has also been conducting priority CCTV inspections throughout the District.

REPAIR AND MAINTENANCE

Granite Construction continues work on the City of Goleta's 2025 Arterial Pavement Project. The current preliminary count of manholes and cleanouts to be adjusted is approximately 32. Granite Construction will be adjusting the District's frames and covers as part of this paving project. Staff is coordinating the work with the City of Goleta and Granite Construction staff. Staff will be providing replacement frames and covers as needed.

GREASE AND OIL INSPECTIONS

During the time period of August 19, 2025, to August 28, 2025, staff inspected the grease interceptors at 28 food service establishments.

CUESTA VERDE ODOR ISSUE

Staff continues to collect gas monitor readings on Cuesta Verde in response to an ongoing odor issue associated with the force main lateral from the Santa Barbara Wildlife Care Network (SBWCN) effluent pumpstation.

MARIA YGNACIO CREEK FISH PASSAGE PROJECT

Lone Star Engineering has begun construction on South Coast Habitat Restoration's project to restore fish passage in Maria Ygnacio Creek at South Patterson Avenue, where it flows into Atascadero Creek. As part of the project, Lone Star Engineering will be encasing in concrete the section of the District's 12" sewer main that is located in the Maria Ygnacio Creek bed. Staff will be inspecting the protection and encasement work of the sewer main during construction.

There is currently no protection from storm flow and debris for this section of the main that is located in Maria Ygnacio Creek. The District repaired a damaged section of the cured-in-place pipe liner in October of 2024. The section of the same sewer main that runs through the adjacent Atascadero Creek is encased in concrete.

2. TREATMENT, RECLAMATION AND DISPOSAL FACILITIES REPORT

Plant flows for the month of August 2025 averaged 4.75 million gallons a day (MGD). The Reclamation Plant is online and the average reclaimed water produced for the Goleta Water District is 1.25 MGD.

Construction of the Biosolids and Energy (BESP) Phase 1 project continues. The excavation around Digester #4 has been backfilled, and the surrounding utility work has resumed. The replacement 24-inch primary effluent pipe to Biofilter #1 is being prepared for pressure testing, and the digester exterior piping is being installed.

The Hach ammonia probes are installed at the aeration basin. Hach will be in the week of September 8, 2025, for ammonia probe training. Operations staff is taking Secondary Clarifier # 4 offline to clean and check the RAS (Return Activated Sludge) pit and RAS pumps.

3. GENERAL AND ADMINISTRATIVE ITEMS

Financial Report

The District account balances as of September 3, 2025, shown below, are approximations to the nearest dollar and indicate the overall funds available to the District at this time.

Operating Checking Accounts:	$ 498,388
Investment Accounts (including interest earned):	$ 43,365,264
Total District Funds:	$ 43,863,652

The following transactions are reported herein for the period 08/19/2025 – 09/03/2025

Regular, Overtime, Cash-outs, and Net Payroll:	$ 119,593
Claims:	$ 335,035
Total Expenditures:	$ 454,628
Total Deposits:	$ 491,163

Transfers of funds:

LAIF to Community West Bank Operational (CWB):	$ - 0 -
CWB Operational to CWB Money Market:	$ - 0 -
CWB Money Market to CWB Operational:	$ - 0 -
CWB Operational to CA-Class Investment Account	$ - 0 -
CA-Class Investment Account to CWB Operational	$ - 0 -

The District's investments comply with the District's Investment Policy adopted per Resolution No. 16-606. The District has adequate funds to meet the next six months of normal operating expenses.

Local Agency Investment Fund (LAIF)

LAIF Monthly Statement – Previously reported.
LAIF Quarterly Report – Previously reported.

PMIA/LAIF Performance – Previously reported.
PMIA Effective Yield – Previously reported.

Community West Bank (CWB)
CWB Money Market and ICS Accounts – Previously reported.

CA-Class Investment Account
CA-Class Investment Account – Previously reported.

Deferred Compensation Accounts
CalPERS 457 Deferred Compensation Plan – July 2025
Lincoln 457 Deferred Compensation Plan – Previously reported.

Personnel
A verbal personnel update will be provided at the meeting.

CalPERS 457 Plan

July 31, 2025

This document includes important information to help you compare the investment options under your retirement plan. If you want additional information about your investment options, you can go to **https://calpers.voya.com**.

A free paper copy of the information available on the website can be obtained by contacting:

Voya Financial
Attn: CalPERS 457 Plan
P.O. Box 389
Hartford, CT 06141
(800) 260-0659

Document Summary

This document has two parts. Part I consists of performance information for the plan investment options. This part shows you how well the investments have performed in the past. Part I also shows the total annual operating expenses of each investment option. Part II provides additional information concerning Plan administrative fees that may be charged to your individual account.

CalPERS 457 PLAN

Part I. Performance Information For Periods Ended July 31, 2025

https://calpers.voya.com

Table 1 focuses on the performance of investment options that do not have a fixed or stated rate of return. Table 1 shows how these options have performed over time and allows you to compare them with an appropriate benchmark for the same time periods[1]. Past performance does not guarantee how the investment option will perform in the future. Your investment in these options could lose money. Information about an investment option's principal risks is available on the website listed above.

Table 1 also shows the Total Annual Operating Expenses of each investment option. Total Annual Operating Expenses are expenses that reduce the rate of return of the investment option[2]. The cumulative effect of fees and expenses can substantially reduce the growth of your retirement savings. Visit the U.S. Department of Labor's website for an example showing the long-term fees and expenses at http://www.dol.gov/ebsa. Fees and expenses are only one of many factors to consider when you decide to invest in an option. You may also want to think about whether an investment in a particular option, along with your other investments, will help you achieve your financial goals.

Table 1 - Variable Net Return Investments

Name of Fund / *Name of Benchmark*	Performance 3 Month	Performance 1 Year	Annualized Performance 5 Years	Annualized Performance 10 Years	Annualized Performance Since Inception	Inception Date	Total Annual Operating Expenses[3] As a %	Total Annual Operating Expenses[3] Per $1000
Equity Funds								
State Street Russell All Cap Index Fund - Class I	14.15	15.49	14.96	12.70	12.90	10/07/13	0.19%	$1.90
Russell 3000 Index	14.20	15.68	15.19	13.02	13.23			
State Street Global All Cap Equity ex-US Index Fund - Class I	7.89	14.26	9.08	6.08	5.45	10/07/13	0.20%	$2.00
MSCI ACWI ex-USA IMI Index (net)	8.38	14.67	9.18	6.21	5.61			
Fixed Income								
State Street US ShortTerm Gov't/Credit Bond Index Fund - Class I	0.45	4.49	1.27	1.47	1.30	10/07/13	0.20%	$2.00
Bloomberg US 1-3 yr Gov't/Credit Bond Index	0.49	4.68	1.54	1.84	1.70			
State Street US Bond Fund Index - Class I	0.52	3.23	-1.31	1.37	1.67	10/07/13	0.19%	$1.90
Bloomberg US Aggregate Bond Index	0.54	3.38	-1.07	1.66	1.95			
Real Assets								
State Street Real Asset Fund - Class A	4.97	10.19	9.67	5.69	4.10	10/08/13	0.32%	$3.20
State Street Custom Benchmark[4]	5.07	10.42	9.98	6.00	4.43			
Cash (Cash Equivalents)								
State Street STIF	1.09	4.65	2.83	1.91	1.73	09/02/14	0.21%	$2.10
ICE BofA US 3-Month Treasury Bill Index	1.04	4.57	2.83	2.01	1.84			
Target Retirement Date Funds[5]								
CalPERS Target Income Fund	4.29	7.46	3.82	4.13	5.08	12/01/08	0.20%	$2.00
SIP Income Policy Benchmark[6]	4.37	7.63	4.02	4.34	5.52			
CalPERS Target Retirement 2020	4.83	8.09	5.21	4.79	6.61	12/01/08	0.20%	$2.00
SIP 2020 Policy Benchmark[6]	4.93	8.27	5.41	4.99	7.04			
CalPERS Target Retirement 2025	6.29	9.65	6.90	5.90	7.58	12/01/08	0.20%	$2.00
SIP 2025 Policy Benchmark[6]	6.41	9.85	7.09	6.09	8.00			
CalPERS Target Retirement 2030	7.60	11.02	8.46	6.73	8.49	12/01/08	0.20%	$2.00
SIP 2030 Policy Benchmark[6]	7.74	11.23	8.65	6.96	8.91			
CalPERS Target Retirement 2035	8.84	12.39	10.08	7.67	9.33	12/01/08	0.20%	$2.00
SIP 2035 Policy Benchmark[6]	9.01	12.62	10.26	7.89	9.78			
CalPERS Target Retirement 2040	10.38	13.95	11.60	8.59	10.02	12/01/08	0.20%	$2.00
SIP 2040 Policy Benchmark[6]	10.57	14.19	11.78	8.81	10.45			
CalPERS Target Retirement 2045	11.20	14.75	12.00	9.06	10.28	12/01/08	0.20%	$2.00
SIP 2045 Policy Benchmark[6]	11.41	15.01	12.18	9.28	10.75			
CalPERS Target Retirement 2050	11.20	14.75	12.00	9.06	10.34	12/01/08	0.20%	$2.00
SIP 2050 Policy Benchmark[6]	11.41	15.01	12.18	9.28	10.75			
CalPERS Target Retirement 2055	11.20	14.75	12.00	9.05	8.53	10/07/13	0.20%	$2.00
SIP 2055 Policy Benchmark[6]	11.41	15.01	12.18	9.28	8.81			
CalPERS Target Retirement 2060	11.20	14.76	12.01	-	11.20	11/01/18	0.20%	$2.00
SIP 2060 Policy Benchmark[6]	11.41	15.01	12.18	-	11.40			
CalPERS Target Retirement 2065	11.20	14.75	-	-	16.06	12/01/22	0.20%	$2.00
SIP 2065 Policy Benchmark[6]	11.41	15.01	-	-	16.41			
Broad-Based Benchmarks[7]								
Russell 3000 Index	14.20	15.68	15.19	13.02	-	-	-	-
MSCI ACWI ex-USA IMI Index (net)	8.38	14.67	9.18	6.21	-	-	-	-
Bloomberg US Aggregate Bond Index	0.54	3.38	-1.07	1.66	-	-	-	-

Part II. Explanation of CalPERS 457 Plan Expenses
July 31, 2025

https://calpers.voya.com

Table 2 provides information concerning Plan administrative fees and expenses that may be charged to your individual account if you take advantage of certain features of the Plan. In addition to the fees and expenses described in Table 2 below, some of the Plan's administrative expenses are paid from the Total Annual Operating Expenses of the Plan's investment options.

Table 2 - Fees and Expenses

Individual Expenses[8]

Service	Fee Amount	Frequency	Who do you pay this fee to?	Description
Loan Origination Fee	$50	Per loan application	Voya	The charge covers the processing of your loan and applies each time you request a loan from your retirement account. This fee is deducted from your Plan account.
Maintenance Fee (For loans taken on or after April 1, 2020)	$35 ($8.75 assessed quarterly)	Annual	Voya	The charge covers the maintenance costs of your loan and applies on a quarterly basis. This fee is deducted from your Plan account.
Self-Managed Account (SMA) Maintenance Fee	$50	Annual fee deducted monthly on a pro-rata basis	Voya	Schwab Personal Choice Retirement Account is available to you if your Employer has elected it as an option. This fee is deducted pro rata on a monthly basis from your core fund investments[9] in your CalPERS 457 account. For more information about SMAs, including a complete list of fees charged by Schwab for different types of investment transactions, please contact Schwab at (888) 393-PCRA (7272). Fees may also be incurred as a result of actual brokerage account trades. Before purchasing or selling any investment through the SMA, you should contact Schwab at (888) 393-PCRA (7272) to inquire about any fees, including any undisclosed fees, associated with the purchase or sale of such investment.
Self-Managed Account (SMA) Plan Administrative Fee	0.19% ($1.90 per $1,000)	Annual fee deducted monthly on a pro-rata basis	Voya	The SMA Plan Administrative fee pays for recordkeeping costs for assets in your SMA account. This fee is deducted pro rata on a monthly basis from your core fund investments in your CalPERS 457 account. The SMA Plan Administrative Fee is subject to change based on total Plan assets.

Footnotes for Table 1 and Table 2:

[1] Fund returns shown are net of investment management and administrative expenses and fees unless otherwise noted. Benchmark performance returns do not reflect any management fees, transaction costs or expenses. Benchmarks are unmanaged. You cannot invest directly in a benchmark.

[2] Historical annual operating expenses are not available. Reported annual operating expenses are estimated based on Voya recordkeeping, and State Street Investment Management capped investment fees, and operating expenses.

[3] Total annual operating expenses are comprised of investment management and administrative expenses and fees incurred by the funds.

[4] State Street Real Asset Fund has a custom benchmark comprised of 25% Bloomberg Enhanced Roll Yield Index, 25% S&P® Global Large MidCap Commodity and Resources Index, 10% Dow Jones US Select REIT Index, 20% Bloomberg US Government Inflation-Linked 1-10 Year Bond Index, and 20% S&P® Global Infrastructure Index.

[5] If the ending market value (EMV) falls to zero in any one month, the inception date resets to the next month with an EMV. Performance is then calculated from the new inception date.

[6] The benchmark for each Target Retirement Date Fund is a composite of asset class benchmarks that are weighted according to each Fund's policy target weights. The asset class benchmarks are Russell 3000 Index, MSCI ACWI ex-USA IMI Index (net), Bloomberg US Aggregate Bond Index, the State Street Investment Management customized benchmark for Real Assets (see footnote 4), and ICE BofA US 3-Month Treasury Bill Index.

[7] Broad-based benchmarks grouped here provide comparative performance standards for domestic equity, international equity and fixed income.

[8] The CalPERS Board of Administration periodically reviews the plan administrative fees and adjusts fees to reflect expenses incurred by the Plan. Participant fees are charged to reimburse CalPERS for actual administrative fees of the Plan.

[9] Core fund investments are listed in Table 1 above the Target Retirement Date funds. Core funds include: State Street Russell All Cap Index Fund (Class I), State Street Global All Cap Equity ex-US Index Fund (Class I), State Street US Short Term Government/Credit Bond Index Fund (Class I), State Street US Bond Fund Index (Class I), State Street Real Asset Fund (Class A), and State Street Short Term Investment Fund ("STIF").

DISTRICT CORRESPONDENCE

Board Meeting of September 3, 2025

Date: **Correspondence Sent To:**

1. 08/18/2025 The Honorable Adam Schiff
U.S. Senate
Washington, D.C.
Subject: Proposed Spending Reductions for Water Infrastructure Assistance Programs

   Letters also sent to:

   - The Honorable Alex Padilla
     U.S. Senate
   - The Honorable Salud Carbajal
     U.S. House of Representatives

2. 08/25/2025 Mr. Alan Farsad
Soilmoisture Equipment Corporation
Subject: Industrial User Discharge Permit Application Due by October 15, 2025

   Letters also sent to:

   - Rayne of Santa Barbara, Inc.
   - Next Energy Technologies, Inc.
   - Santa Barbara County Sheriff Coroner Facility
   - Goleta Valley Cottage Hospital
   - National Railroad Passenger Corp./Amtrak
   - Bardex Corporation
   - Santa Barbara Airbus
   - Santa Barbara Airport
   - TSP Filter dba MANN & HUMMEL
   - City of Santa Barbara Resource Recovery & Waste Management
   - Praevium Research Inc.
   - Kate Farms, Inc.
   - Goleta Water District – 9 Well Sites
   - Mission Support and Test Services (x2)
   - Advanced Vision Science, Inc.
   - AgRx
   - Santa Barbara Wildlife Care Network
   - Santa Barbara Metropolitan Transit District
   - Raytheon Company (not Self Protect Systems)
   - Kyocera – SLD Laser
   - La Cumbre Mutual Water District

DISTRICT
CORRESPONDENCE
Board Meeting of September 3, 2025

Date:	Correspondence Received From:
1. 07/16/2025	County of Santa Barbara BOARD OF SUPERVISORS County Counsel – File Reference No. 25-00673 **Subject:** Consider recommendations regarding proposed Amendments to the Conflict of Interest Code of the Goleta Sanitary District

Hard Copies of the Correspondence are available at the District's Office for review