

# Burney Water District

## Emergency Notification Plan

After receiving notification of an emergency related to District Services, the District Manager or designee will contact staff.

- All available staff will assemble at the District Office,
- Staff will hold an initial meeting to discuss event details,
- The initial meeting will establish safety practices and precautions for staff during the event, determine the District point of contact for the event, and decide staff responsible for confirming facts surrounding the emergency and those responsible for particular methods of notification.

Methods used to Notify those affected may include:

### Phone Calls

- The District's **One Call Now** system. This automated system utilizes customer contact phone numbers saved in the District database.
- In addition to those contacted using the District's One Call Now notification system, staff will individually call contacts on an established list for schools, healthcare and other high-risk facilities.
- If needed, the District may coordinate with the Shasta County Sheriff's Cal OES call system.

### Mass Media

- Staff may relay emergency notification information to local radio/television stations and ask that the information be disseminated through their various media applications.
- Staff will post the notification on the Burney Water District website and update activities and events surrounding the event.
- Staff may contact Facebook users, such as Shasta County, Sheriff, or other social media users for disseminating the notification.

### Canvass the Town

- If the District is to hand out door-to-door notifications, the District may involve community volunteers to expedite the dissemination of information.

Barring any unforeseen circumstances, those affected by an emergency can be notified in one (1) day.

Att.: Contact List for Schools, Agencies, Healthcare and other medical facilities