

**Instructions:** The following form is a template of a water shortage contingency plan (hereafter referred to as the Plan) for a school that is also a nontransient noncommunity public water system (hereafter referred to as a school water system). Not all items may apply to your system or situation. **This template is optional and is supplied for your convenience as a template example. Mandatory elements are specified in Section 10609.60 of Water Code.** Consult with your district office or primacy agency as to the relevance of this template for your situation.

More information about the drought planning requirements for small water suppliers and nontransient noncommunity water systems can be found in [Senate Bill 552 \(2021\)](#).

# Water Shortage Contingency Plan



School Logo (*if desired*)

Happy Day School  
(*Name of Utility*)

15 Learning Place, Summerville, CA 96031  
(*Address, City, Zip Code*)

CA4730582  
(*PWS #s*)

January 1, 2023  
(*Date*)

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# Section 1: Introduction

<b>System Identification No.</b>	CA4730582 (7-digit state water system ID Number)
<b>System Name, Address, County</b>	Happy Day School, 15 Learning Place, Summerville, CA 96031 Siskiyou County
<b>Directions to the System</b>	<p>The Well001 is located at a latitude of 41° 5'54.45"N by longitude of 123° 4'2.04"W, behind the brown shed approximately 20 feet to the East.</p> <p><i>(Include how a new person would find the well, Google Earth gives latitude/longitude if you drop a "pin" at a location)</i></p>
<b>Basic Description and Location of System Facilities</b>	<p>Describe the water system: (e.g., wells or surface water description, pump type, current treatment, storage and distribution system). If well report is available, attach a copy of the well log to this document and/ or describe the well capacity, well depth, sanitary seal depth, where perforations are located, typical pump depth, etc.)</p> <p><i>The school serves 125 students and staff in four buildings. In the winter without irrigation, the school typically uses 4,455 gallons per day. With irrigation in the summer, the school typically uses 10,250 gallons per day.</i></p> <p><i>The school has one well. The well is at a total depth of 135 feet. It was built in 1989 by Waterhole Drilling company located in Happy Valley, CA. It has a submersible 5-hp pump normally maintained at a depth of 100 feet. The water is treated with sodium hypochlorite for disinfection before being transferred to a 5,000-gallon storage tank near the well for irrigation. The system also has 2 inline well pressure tanks that normally maintain 45-55 psi pressure in the distribution system.</i></p> <p><i>The operations plans, manuals, locations of valves and pipes, and well pumping records are located in the wellhouse in the green binder. The water system is typically checked once a week by the T-2 certified operator, Sally Fischer.</i></p>

<b>System Owner</b>	The water system owner is owned by <a href="#">Summerville School District</a> . (also include holder of property deed, if different)
Name, Title, Phone, email and role of the people responsible for maintaining and implementing water shortage plan	<p style="text-align: center;"> <a href="#">Superintendent, Bob Super</a>  <a href="#">15 Learning Place, Summerville, CA 96031</a>  <a href="#">256-123-4567</a>  <a href="mailto:bsuper@school.edu">bsuper@school.edu</a>  <b>Role: <a href="#">Coordination and Contracts</a></b> </p>
Name, Title, Phone, email and role of the people responsible for maintaining and implementing water shortage plan	<p style="text-align: center;"> <a href="#">Principal, Cecilia Light</a>  <a href="#">15 Learning Place, Summerville, CA 96031</a>  <a href="#">256-123-4568</a>  <a href="mailto:clight@school.edu">clight@school.edu</a>  <b>Role: <a href="#">Plan Oversight</a></b> </p>
Name, Title, Phone, email and role of the people responsible for maintaining and implementing water shortage plan	<p style="text-align: center;"> <a href="#">Office manager, Barbara Happy</a>  <a href="#">15 Learning Place, Summerville, CA 96031</a>  <a href="#">256-123-4569</a>  <a href="mailto:bhappy@school.edu">bhappy@school.edu</a>  <b>Role: <a href="#">Communications and Updates plan every five years</a></b> </p>
Name, Title, Phone, email and role of the people responsible for maintaining and implementing water shortage plan	<p style="text-align: center;"> <a href="#">Facilities manager, Andrew Joy</a>  <a href="#">15 Learning Place, Summerville, CA 96031</a>  <a href="#">256-123-4568</a>  <a href="mailto:ajoy@school.edu">ajoy@school.edu</a>  <b>Role: <a href="#">Plan Implementation</a></b> </p>
Name, Title, Phone, email and role of the people responsible for maintaining and implementing water shortage plan	

## Section 2: Contacts

The Superintendent (*designated official; e.g., superintendent, principal, etc.*), or designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The Superintendent (*designated official*) or designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

### Internal Chain of Command – Lines of Authority

Name, Title and Contact Information	Responsibilities during an emergency
<p><i>[Insert Name], [Insert Title]</i></p> <p><i>[Insert Address]</i></p> <p><i>[Insert Phone #]</i></p> <p><i>[Insert Email]</i></p>	<ul style="list-style-type: none"> <li>● <i>[Insert responsibilities as applicable for water shortage / water emergency events]</i></li> </ul>
<p><i>Example:</i></p> <p style="padding-left: 40px;">Principal, Cecilia Light 15 Learning Place, Summerville, CA 96031 256-123-4568 clight@school.edu</p>	<p><i>Example:</i></p> <ul style="list-style-type: none"> <li>● Notify superintendent of needs</li> <li>● Meet and assist emergency personnel as needed</li> <li>● Oversee implementation and requirements</li> </ul>
<p><i>Example:</i></p> <p style="padding-left: 40px;">Facilities manager, Andrew Joy 15 Learning Place, Summerville, CA 96031 256-123-4568 ajoy@school.edu</p>	<p><i>Example:</i></p> <ul style="list-style-type: none"> <li>● Assist with emergency personnel</li> <li>● Coordinate with vendors/facilities</li> <li>● Coordinate with water haulers</li> </ul>

# Communication Plan

## Notify water system staff, parents and students of potential water shortage

<b>Who is responsible</b>	Superintendent, Principal, and Office Manager
<b>Procedures</b>	<p><i>Example:</i></p> <p>Office manager will compose drought template information, to be approved by Principal. Communication will go out via letters and emails to students and parents under the Superintendents email and signature. Information will be translated into Spanish and Kurak languages prior to distribution.</p>

## Alert local law enforcement, state, federal, water officials, and local health agencies

<b>Who is responsible</b>	Superintendent and Facilities Manager
<b>Procedures</b>	<p><i>Example:</i></p> <p>The Superintendent, or the Principal in their absence, will be the primary point of contact for local law officials. The Principal and Facilities Manager will jointly share responsibilities to contact water officials and health agencies. Water officials will be contacted using the information provided in the tables below.</p>

## Contact service and repair contractors

<b>Who is responsible</b>	Facilities Manager
<b>Procedures</b>	<p><i>Example:</i></p> <p>The facilities manager is responsible for contacting service or repair contractors for any necessary repairs and/or emergency water service providers such as drillers, bottled water providers and water haulers.</p>

## Procedures for issuing a health advisory

<b>Who is responsible</b>	Superintendent, Principal, Facilities Manager, Office Manager
<b>Procedures</b>	<p><i>Example:</i></p> <p>The superintendent, principal and facilities manager shall jointly confer on issuing a health advisory, including discussions with County environmental health and the State Water Board staff. Office manager will work with the facility manager to develop health advisory information, to be approved by Principal. Communication will go out via letters and emails to students and parents under the Superintendents email and signature. Information will be translated into Spanish and Kurak languages prior to distribution.</p>

## External Emergency Notification List

Organization or Department	Name & Position	Telephone	Email
Emergency Services	911	911	911
Water Operator	John Fisher Owner, Water Operator Consulting	Day: 256-123-4568 Emergency: 256-444-5555	jfisher@water.com
State Water Board District Engineer <sup>1</sup>	Barry Sutter, District Engineer	530-224-4800	Barry.Sutter@waterboards.ca.gov
State Water Board Staff Engineer	Sally Jo, staff engineer	530-224-4800	Sally.Jo@waterboards.ca.gov
County Environmental Health Specialist	Brian Case, REHS Environmental Health Specialist	256-111-222	bcase@co.siskiyou.ca.us
Technical Assistance Provider, if applicable	Jennifer Martin, California Rural Water Association	256-222-333	jmartin@crwa.org
Sustainable Groundwater Management Agency contact <sup>2</sup> / Regional Water Planning contact	Shasta Valley Groundwater Sustainability Agency, Natural Resource Specialist, Matt Parker	530-842-8005	mparker@co.siskiyou.ca.us
Mutual Aid Contact / CalWARN	Mike Diego, Valley Unified School District	256-333-9999	mdiego@vusd.edu
Other			

<sup>1</sup>Map of State Water Board staff contacts:

[https://www.waterboards.ca.gov/drinking\\_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf](https://www.waterboards.ca.gov/drinking_water/programs/documents/ddwem/DDWdistrictofficesmap.pdf)

<sup>2</sup>Map of Sustainable Groundwater Management Agencies locations: <https://gis.water.ca.gov/app/bp-dashboard/final/>



## Service / Repair Notifications

Organization or Department	Name & Position	Telephone	Night or Call Phone	Email
<b>Water Operator</b>	John Fisher Owner, Water Operator Consulting	256-123-4568	256-444-5555	jfisher@water.com
<b>Back up Water Operator</b>	Saskia Foster Staff, Water Operator Consulting	256-134-3366	256-444-5555	sfoster@water.com
<b>Electric Utility Co</b>	PG&E	256-449-3333	800-743-5002	Outage map – <a href="#">PGE Emergency Site - Outage Center</a>
<b>Electrician</b>	Sparks Electric, Dan Sparks	256-669-3355	800-555-3654	dsparks@sparks.com
<b>Plumber</b>	Fastest Plumber, Diana Lopez	256-224-3698	800-256-2342	dlopez@fp.com
<b>Water Hauler<sup>3</sup></b>	Mack's Hauling, Maggie Mack	256-241-3369	256-241-3369	mmack@macks@com
<b>Bottled Water Vendor</b>	Sparkles Water, Sandy Sparkles	256-241-3345	800-236-4122	ss@sparkles.com
<b>Well Pump Technician</b>	Weekly Drilling, Dean Bolling	256-333-2417	256-365-3333	deanb@weekly.net
<b>Well Drilling Company</b>	Weekly Drilling, Rob Weekly	256-333-2417	256-365-3333	robw@weekly.net
<b>Back Flow Company</b>	X-connect, Jose Chavez	256-125-3654	256-125-3655	Chavez@xconnect.com

<sup>3</sup>Only use licensed water haulers from the California Department of Public Health:

<https://www.cdph.ca.gov/Programs/CEH/DFDCS/CDPH%20Document%20Library/FDB/FoodSafetyProgram/Water/CountyList.pdf>

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

Type of Event	Criteria for Initiation/Termination	Comments
<b>Drought</b>	<p><i>Example:</i></p> <p>County or State Government issues/lifts order to conserve water, or</p> <p>Drought noted on California Water Conditions website for our area, or</p> <p>Well levels are dropping rapidly compared to historical levels</p>	<p>California has experienced continuous and historic drought levels. Potential local impacts from drought can be assessed using the available <a href="#">California Water Watch</a> tool.<sup>4</sup></p>
<b>Fire</b>	<p><i>Example:</i></p> <p>Upon direction of fire department or other appropriate authority</p>	<p>Fire possibilities are high throughout much of California, include any unique fire risks/mitigants and result in fire officials requesting water conservation</p>
<b>Earthquake</b>	<p><i>Example:</i></p> <p>Upon direction of fire department, Office of Emergency Services or other appropriate authority</p>	<p>Earthquakes occur throughout California and may result in well failure or other causes of water loss</p>
<b>Contaminants</b>	<p><i>Example:</i></p> <p>State Water Resources Control Board, Division of Drinking Water guidance (see emergency notification plan for contacts)</p>	<p>Known contamination of the well currently being removed through treatment. If treatment has failed or the source was otherwise contaminated, would this result in water outages?</p>
<b>Pandemic</b>	<p><i>Example:</i></p> <p>State Water Resources Control Board, Division of Drinking Water guidance (see emergency notification plan for contacts)</p>	<p>Could a pandemic disrupt school water supply delivery? (e.g., loss of operator support, etc.)</p>
<b>Terrorism / Vandalism</b>	<p><i>Example:</i></p> <p>State Water Resources Control Board, Division of Drinking Water guidance (see emergency notification plan for contacts)</p>	<p>Any risk to water well from targeted acts of terrorism or vandalism? (e.g., storage tank entry, etc.)</p>
<b>Power Outage</b>	<p>Initiate conservation if power is out, impacting the well, for more than 2 hours</p>	<p>Power Outage may result in loss of pump</p>

<sup>4</sup>California Water Watch: <https://cww.water.ca.gov/>

## Section 4: Triggers and Response Stages for Water Shortage Levels

This table provides a summary of each water shortage stages, triggers and response actions. Additional information for each response action and communication action can also be provided if desired in subsequent pages.

<b>Stage</b>	<b>Shortage Range</b>	<b>Trigger</b>	<b>Response Action</b>	<b>Communication Action</b>	<b>Termination Action</b>
<b>Level 1</b>	Up to 10%	<i>e.g., unusual rainfall and/or moderate drought noted on California Water Watch website for our area</i>	<i>e.g., initiate conversations with the water operator about current water usage levels; highlight drought education in current curriculum</i>	<i>e.g., discussions with operator</i>	<i>e.g., return to normal rain pattern.</i>
<b>Level 2</b>	Up to 20%	<i>e.g., County or State issues conservation order or severe drought on California Water Watch website</i>	<i>e.g., decrease irrigation by 20% (or as ordered), initiate preventative leak detection survey, monitor monthly depth to water level measurements to ensure well capacity does not change</i>	<i>e.g., discussions with Facilities Manager and operator</i>	<i>e.g., return to normal rain pattern, lifting of order, and decrease in drought severity level</i>
<b>Level 3</b>	Up to 30%	<i>e.g., extreme drought on California Water Watch website, conservation order, or water levels decreased by more than 30% of typical levels for this historical season</i>	<i>e.g., no irrigation and intensive water conservation education with students, prepare plan for hauled water/bottled water delivery to be used if necessary</i>	<i>e.g., contact state and parents with conservation warning <b>And</b> Discussions with Superintendent, Principal, Facilities Manager and Office Manager on planning</i>	<i>e.g., return to normal rain pattern, lifting of order, and decrease in drought severity level</i>
<b>Level 4</b>	Up to 40%	<i>e.g., pump failure, water outage, pressure below 20 psi, etc.</i>	<i>Contact operator and the State Water Board immediately, determine if water supply is adequate for drinking and sanitation needs – if not contact water hauler, bottled water, and/or parents to shut-down the school until water is resumed.</i>	<i>Contact operator, contact state, contact parents</i>	<i>e.g., normal water pressure resumed.</i>
<b>Level 5</b>	Up to 50%	<i>e.g., unusual rainfall and/or moderate drought noted on California Water Watch website for our area</i>	<i>e.g., initiate conversations with the water operator about current water usage levels; highlight drought education in current curriculum</i>	<i>e.g., discussions with operator</i>	<i>e.g., return to normal rain pattern.</i>

<b>Level 6</b>	> 50%	<i>e.g., County or State issues conservation order or severe drought on California Water Watch website</i>	<i>e.g., decrease irrigation by 20% (or as ordered), initiate preventative leak detection survey, monitor monthly depth to water level measurements to ensure well capacity does not change</i>	<i>e.g., discussions with Facilities Manager and operator</i>	<i>e.g., return to normal rain pattern, lifting of order, and decrease in drought severity level</i>
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## Section 5 – Informational Only: Educational Water Conservation Resources

**Note:** Section 5 is informational only and not meant for inclusion in the template language. Section 5 will only be included in the template guidance document.

DWR K-12 Education Resources:

<https://water.ca.gov/What-We-Do/Education>

<https://water.ca.gov/what-we-do/education/education-materials>

DWR Drought Information: <https://water.ca.gov/Programs/All-Programs/Drought>

USEPA WaterSense for Kids: <https://www.epa.gov/watersense/watersense-kids>

CalEPA Drought Information and Resources: <https://calepa.ca.gov/disaster/drought/>

CalRecycle Kids: <http://calrecycle.ca.gov/Kids/>

State Water Resources Control Board Educational Resources (Students and Educators sections):

[https://www.waterboards.ca.gov/water\\_issues/programs/outreach/education/school/](https://www.waterboards.ca.gov/water_issues/programs/outreach/education/school/)

[https://www.waterboards.ca.gov/water\\_issues/programs/outreach/education/school/other.html](https://www.waterboards.ca.gov/water_issues/programs/outreach/education/school/other.html)

Dept. of Conservation Resources for K-12 Educators: <https://www.conservation.ca.gov/educators>

The Metropolitan Water District of Southern California Water Education:

[https://www1.mwdh2o.com/DocSvcsPubs/Education\\_Site/index.html](https://www1.mwdh2o.com/DocSvcsPubs/Education_Site/index.html)

Cool California “Getting Kids Involved” Resources: <https://coolcalifornia.arb.ca.gov/article/getting-kids-involved>

Sonoma Water Classroom/Field Programs: <https://www.sonomawater.org/ClassroomandFieldPrograms>

Solano County Water Agency K-12 Programs: <https://www.scwa2.com/water-efficiency/schools/school-programs-k12/>

Water Education Foundation “Project WET” Program: <https://www.watereducation.org/project-wet>

The Water Forum Resource Library (UWMPs and WSCPs): <https://www.waterforum.org/resources/resource-library>

Water Education Foundation: <https://www.watereducation.org/droughtinfo>

DFA “DROPS” Program: [https://www.waterboards.ca.gov/water\\_issues/programs/grants\\_loans/drops/](https://www.waterboards.ca.gov/water_issues/programs/grants_loans/drops/)