



EMERGENCY OPERATIONS PROCEDURES

Types of Emergency :

- Power Outage
- Severe Flooding
- Earthquakes
- Catastrophic Fire

Power Outage Emergency Classifications :

- Class 1 – 1 to 3 hours duration
- Class 2 – 8 to 16 hours duration
- Class 3 – 16 to 24 hours duration
- Class 4 – Extended or unknown duration; i.e., days, weeks

Class 1 – Manpower required – 3 people minimum

Positions : 1 person to oversee generators and fuel situations at Water Reclamation Facility, Lower Reservoir, Main Sewer Lift station #1, Taylor Lift Station #3, and Upper Reservoir Generator.

- 1 person for communications between the Reclamation Facility and Water staff, as well as to notify others if needed. The first responder's phone will be busy, due to receiving multiple alarm messages.
- 1 person for Water Reclamation Facility operations.

Class 2 – Manpower required – 5 people

Positions : Same as Class 1 with two extra people to relieve two persons for rest time, breaks, etc. Coverage can go as high as 6 people, if needed, including the District Manager. During long outages, the demand for persons can drop to 3, 2, or even 1 person, depending on the stabilization scenario. With increased emergency automation, there will be lessened demand for persons to be present long term.

If working overtime, it has been customary to divide night shifts into 4-hour increments. Employees shall decide who starts first four-hour shift.



Class 3 – Manpower required – 6 people

Positions : Same as class 2. With this length of outage, it may be desirable to designate longer shifts per individual and more rest time between shifts. Maximum length of each shift should not exceed 12 hours

Class 4 – Manpower required – 6 people

Positions : Same as class 3. At this juncture, an extra Water Reclamation Facility person is activated to full-time status in order to provide enough rest for the facility staff. With this kind of emergency, outside help will have been called in, such as City of Sequim staff. It is not unknown to have Sequim call the SWD for help as well. See the Emergency Contact List for all contractors currently in Sunland Water District's directory.

Diesel fuel should be of a main concern for Class 3 and Class 4 operations. Attempts to procure fuel should be made after 24 hours of downtime. This allows for delays caused by other facilities needing fuel. Gasoline is another consideration, but not as important as diesel for the generators.



APPENDIX A

MANPOWER ROSTER – 7-17-25

	NAME	PHONE	EMAIL
1	Tim Berger	360-809-2754	tim@sunlandwater.com
2	Willy Burbank	360-477-5021	willy@sunlandwater.com
3	Scott Garner	360-775-5363	scott@sunlandwater.com
4	Joe Beeson	360-683-6584	joe@sunlandwater.com
5	Rich Sleeper	360-460-3805	rich@sunlandwater.com
6	Rocky Burbank	360-582-6739	rocky@sunlandwater.com
7	Pat Osborne	360-565-4418	n/a

OFFICE

		Website:	www.sunlandwater.com
8	Judy Gamble	360-683-3905	judy@sunlandwater.com
	Office Administrator	909-214-6826	Cell
		360-477-4697	Home
9	Karen Shay	360-683-3905 x2	karen@sunlandwater.com
	Bookkeeper	206-369-9731	Cell

COMMISSIONERS

	Jim Larison, President	360-681-5249	com1@sunlandwater.com
	Al Frank, Secretary	360-250-8380	com3@sunlandwater.com
	John Lewis	360-504-2621	com2@sunlandwater.com