



H.R. LaBounty Safety Awards Nomination Form

Nomination Deadlines:

Spring Awards: February 2, 2026

Fall Awards: September 1, 2026

Agency: Clearlake Oaks County Water District

Project/Initiative Title: Emergency Response Bag

Implementation Date: 12/31/2025

Cost to Implement: \$1000.00

Staff Time Required: 8 Hours

Number of Employees/Facilities Impacted: 17- All Departments

Employee/Department/Committee Nominated:

Name(s): Dianna Mann, Olivia Mann, Bailey Anderson

Job Title/Department: Administration

Nomination Summary

Write a brief summary of your project/initiative. Clearly state the problem/hazard recognized by the nominee and the specific reasons that they initiated corrective action.

This initiative established a fully equipped Emergency Response Bag to support rapid, safe, and effective response to emergencies. In 2025, the District received 43 after-hours calls, averaging approximately three per month, not including emergencies that occurred during normal operational hours. By consolidating critical resources into a single, deployable kit, the District has enhanced preparedness, reduced response delays, and strengthened its ability to protect public health and maintain essential services during emergency events. This effort also reflects a JPIA Commitment to Excellence and aligns with Wildfire Emergency Response preparedness best management practices.

Describe the specific actions taken to resolve the problem(s) or challenge(s). Share the best practices that made this initiative successful for the agency and its impact.

The District proactively implemented a standardized Emergency Response Bag to address delays, safety risks, and inefficiencies during water and sewer emergencies, both during and after-hours. Common response challenges were identified, and essential safety equipment, tools, procedures, and critical contact information were consolidated into a single, readily accessible bag. The District also utilized Ready.gov's Basic Disaster Supplies List as a resource to help guide the selection of contents and ensure comprehensive emergency preparedness.

This best-practice approach emphasizes advance planning, standardization, and employee safety, which are key elements of JPIA's loss prevention and risk management principles. The Emergency Response Bag has improved response time, enhanced situational readiness, reduced safety risks to employees, and strengthened the District's ability to maintain essential services during emergency incidents.

State whether the hazard was reduced with engineering controls, introduced a new administrative or work procedure, or relied on personal protective equipment to solve the problem.

The Emergency Response Bag reduces the engineering control risk associated with delayed or limited access to essential safety equipment, tools, and operational resources during emergency response. By physically consolidating and standardizing critical response materials into a single, readily deployable kit, the district eliminates reliance on ad-hoc equipment gathering and reduces exposure to uncontrolled hazards during time-critical incidents.

Describe any extraordinary circumstances that made this nominee's safety accomplishments significant. Describe whether the nominee influenced safety in the workplace, encouraged employee participation in safety efforts, obtained organizational "buy in" to implement the solution.

This safety accomplishment was significant due to the need for clear, coordinated emergency response under high-stress, time-sensitive conditions. The administration team collaboratively configured a standardized Emergency Response Bag to ensure the district is prepared at all times and that any employee can be confidently directed to retrieve the "ER Bag" during an incident.

Through collaboration and shared ownership, the nominee(s) influenced workplace safety by promoting consistency, reducing miscommunication, and eliminating unsafe improvisation during tense situations. This collective approach encouraged employee participation, achieved organizational buy-in, and strengthened the district's overall safety culture and emergency readiness..

Describe whether the project/initiative addressed a hazard or exposure included in the JPIA Commitment to Excellence Program.

Yes. This project directly addresses a hazard and exposure initiative by reducing employee exposure to safety risks during water and sewer emergency response. The Emergency Response Bag mitigates hazards associated with delayed access to safety equipment, incomplete information, and unsafe improvisation during time-critical and after-hours incidents, thereby improving employee safety and response readiness.

- Office/Field Ergonomics
- Vehicle Operations
- Slip/trip/falls – falls from heights
- Emergency Readiness/Wildfire Prevention
- Other:

List and attach any supporting materials that you feel are important for the reviewers to gain a complete picture of the nomination. Digital photos, supporting documentation, sample forms, etc.

Attachments:

Collage Sign in Sheet

Contents List

Nominated by: Olivia Mann

Date: 01/30/2026

General Manager: Dianna Mann

Date: 01/30/2026

Please email this form with supporting documents and digital photos (jpg) to tlofinq@acwaipia.com.

Emergency Response Bag

Item	Count	Expiration / Note
21-1 Multi Tool	1	NA
Adjustable Wrench	1	NA
Batteries	20	Sep-35
Beacon Light	1	NA
Cable Ties	200	NA
Collapsible Cones	2	NA
Contact List	1	As of 01/20/2026
Content List	1	As of 01/20/2026
Disinfecting Wipes	1 Pack	NA
Duct Tape	1	NA
Earplugs	7	NA
Emergency Blanket	2	NA
Emergency Glow Sticks	4	Oct-29
Emergency Response Handbook	1	2024 Production
Emergency Whistle	2	NA
First Aid Kit	1	Dec-27
Garbage Bags	3-Pack	NA
Hand Sanitizer	3	Jun-28
Hand Warmers	3	Feb-29
Hard Hat	1	NA
Head Lamp	1	NA
Incident Forms	1	As of 01/20/2026
Kleenex	2	NA
LED Flashlight	2	NA
Lockout Tagout Kit	1	NA
N95 Masks	2	NA
Nitrile Gloves	1 Box	Aug-30
Pens - Sharpies - Highlighter	8	NA
Poncho	2	NA
Power Banks	2	NA
Rubber Bands	5	NA
Safety Vest - Type 2, Class R	1	NA
Safety Glasses	1	NA
Tarps	2	NA
Toe Warmers	3	Apr-28
Umbrella	1	NA
Vomit Bags	4	NA



Clearlake Oaks County Water District
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Clearlake Oaks, CA 95423
(707) 998-3322 Phone (707) 998-1245 Fax
www.clocwd.org (Website)

January 29, 2026

Emergency Response Bag Acknowledgment

By signing below, I acknowledge that I have reviewed the contents of the District's Emergency Response Bag on January 29, 2026 and have received an explanation of its purpose, location, and use. I understand my responsibility to be familiar with these materials in the event of an emergency.

Dianna Mann

Dianna Mann

Olivia Mann

Olivia Mann

Bailey Anderson

Bailey Anderson

Kurt Jensen

Kurt Jensen

James Simons

James Simons

Jeremy Backus

Jeremy Backus

Jesse Seth

Jesse Seth

Joshua Campbell

Joshua Campbell

Thomas Hunter

Thomas Hunter

Francisco Castro

Francisco Castro

Steven Bonge

Steven Bonge

Josette Thurston

Josette Thurston

Garrett Swanz

Garrett Swanz

Dillon Cattalini

Dillon Cattalini

Emergency Response Bag Reviewed On: January 29, 2026

Stanley Archacki
President

Michael Herman
Vice President

James Burton
Director

William McHugh
Director

A. Donald Whittier
Director