

The Town of Fort Frances Water System
General QMS Administration

PROCEDURE TITLE: Document Change Request Form
QMS REFERENCE: Element No. 5 - APPENDIX "A"

REVISION #4
QMS REPRESENTATIVE:

DOCUMENT CHANGE REQUEST FORM

Requested By: QMS Team

Date: March 17, 2017

Department: O. & F. Division

Type of Change:

☒ Edit Existing Document ☐ Create New Document ☐ Delete Document

Changes Requested:

1. Element 18 Emergency Management (cont'd)

Justification for Changes:

The following section is being revised to update the Town of Fort Frances Drinking Operation Plan.

4. Page 69 - subsection 18.4 Connection to Town's Emergency Community Control Group (Municipal Emergency Planning Measures): Amend second paragraph to include six (6) potential emergency situations or service interruptions.
5. Page 70 - subsection 18.5 Annual Training on Emergency Preparedness: Amend paragraph to include six (6) potential emergency situations or service interruptions instead of five (5).

Proposed Changes:

4. Page 69 - subsection 18.4 Connection to Town's Emergency Community Control Group (Municipal Emergency Planning Measures): Second paragraph, second sentence; remove the words "five (5)" and replace with "six (6)".
5. Page 70 - subsection 18.5 Annual Training on Emergency Preparedness: Amend first sentence to remove word "five (5)" and replace with "six (6)".

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Approval:

QMS Representative:  Date: 22-03-2017

Comments:

PROCEDURE TITLE: Emergency Management

REVISION #6

QMS REFERENCE: ELEMENT NO. 18

QMS REPRESENTATIVE: 

6. **Water Treatment Plant Emergency Standby Generator – A Standard Operating Procedure is in place. See procedure in the emergency response binder.**

18.3 Emergency Response Binder

In the ~~Control Room at~~ Water Treatment Plant **Control Room**, there exists an Emergency Response Binder that contains the following;

1. All ~~five (5)~~**six (6)** Standard Operating Produces (SOP) for these emergency situations.
2. A contact list of all water staff, all Public Works staff, the Town Community Control Group members, suppliers of bottled drinking water, and the resource contact list from the Town of Fort Frances Emergency Plan.
3. Record Sheet indicating when the water system staff or supervisors have annually reviewed and/or used the emergency information binder for a training exercise and/or when the information in the Binder has been revised or updated.

The Secretary/Receptionist will update the Emergency Response Binder as necessary when new information or revised information becomes available. The Secretary/Receptionist will be required to fill-in the record sheet contained in the binder once information is updated in the binder.

18.4 Connection to Town's Emergency Community Control Group (Municipal Emergency Planning Measures)

Municipal departments and divisions routinely respond to situations requiring fire, police, ambulance and Public Works services; however, some emergency situations may escalate beyond the scope of normal operations. The Town of Fort Frances has developed an Emergency Plan to aid/assist or guide in the response to any emergency situation. Under Provincial legislation, the Town is required to develop, implement and annually train on its Emergency Plan.

The Operations & Facilities Manager or designate is a key member of the Town Community Control Group. The ~~five (5)~~**six (6)** potential emergency situations or service interruptions for the water system would eventually trigger the Town Community Control Group to be assembled to assist in the situation.

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18.5 Annual Training on Emergency Preparedness

On an annual basis all the staff within the water system will review the Emergency Response Binder and the ~~five (5)~~ **six (6)** potential emergency situations or service interruptions where at a minimum the Standard Operating Procedures or Contingency Plans will be reviewed. The Town's Emergency Community Control Group will annually be involved in a table-top exercise or mock field exercise, which at times may include the water system staff. All training activities will be recorded in minutes of meetings or internal memo minutes. These avenues of record will outline training activities, participants, date and time. A copy of training memos will be placed in all participant personnel file.