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

Justification for Changes:

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

1. Page 68 - subsection 18.1 Introduction: New Standard Operating Procedure to be added as a potential emergency situation or service interruption. Also wording in this section to be cleaned up.
2. Page 69 - subsection 18.2 Town of Fort Frances – Water System - Potential Emergency Situations: Addition of wording to include the new Standard Operating Procedure - "Water Treatment Plant Emergency Standby Generator".
3. Page 69 - subsection 18.3 Emergency Response Binder: Addition of wording to include the new Standard Operating Procedure and grammar/spelling amendments.

Proposed Changes:

1. Page 68 - subsection 18.1 Introduction: See attachment.
2. Page 69 - subsection 18.2 Town of Fort Frances – Water System - Potential Emergency Situations: At the end of the subsection include the wording "6. Water Treatment Plant Emergency Standby Generator – A Standard Operating Procedure is in place. See procedure in the emergency response binder."
3. Page 69 - subsection 18.3 Emergency Response Binder: Amend first sentence from: "In the Control Room at the Water Treatment Plant," to "In the Water Treatment Plant Control Room," and amend Bullet 1. to read "six (6)" instead of "five (5)".

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Approval:

QMS Representative: [signature] **Date:** 22-03-2017

Comments:

18 Emergency Management

18.1 Introduction

During the course of developing a new Drinking Water Quality Management System for the Town of Fort Frances water system, several QMS team meetings took place, where a list of ~~five (5)~~ potential emergency situations or service interruptions ~~was~~ were developed, circulated and agreed ~~on~~ upon by the QMS team. The process of approving these ~~five (5)~~ potential emergency situations or service interruptions is recorded in the QMS meeting minutes. There are ~~five (5)~~six (6) main emergency situations where Standard Operating Procedures (SOP) were ~~developed~~ created. An ~~emergency~~ Emergency ~~response~~ Response ~~binder~~Binder, located ~~at~~ in the Water Treatment Plant ~~in the~~ Control Room has been ~~developed which outlines~~put together incorporating the ~~five (5)~~six (6) standard operating procedures for each emergency situation~~s~~, including emergency contact information, contact information for bottled water suppliers and a binder record sheet. Water system staff as part of their training requirements will review this emergency response binder.

18.2 Town of Fort Frances – Water System - Potential Emergency Situations

1. Destruction (Bombing/Major Fire) of Water Treatment Plant or Water Tower - A Standard Operating Procedure is in place. See Standard Operating Procedure No. 1 in the emergency response binder.

2. One or More Water Treatment Plant Operators are Sick and can't perform their duties to ensure a safe continuous supply of potable drinking water is available to the community. See Standard Operating Procedure No. 2 in the emergency response binder.

3. Water Main Breaks & Repairs - A Standard Operating Procedure is in place. See Standard Operating Procedure No. 3 in the emergency response binder.

4. Breakdown or Malfunction of Critical Treatment Process Equipment at the Water Treatment Plant - A Standard Operating Procedure is in place. See Standard Operating Procedure No. 4 in the emergency response binder.

5. Contamination of Raw Water Source - due to a derailment or highway spillage where toxic chemicals are discharged into the river near Water Treatment Plant raw water intake piping. A Standard Operating Procedure is in place. See Standard Operating Procedure No. 6 in the emergency response binder.

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.