



**REGIONAL DISTRICT  
of Fraser-Fort George**

**EMERGENCY RESPONSE PLAN FOR  
AZU SMALL WATERWORKS SYSTEM**

# EMERGENCY RESPONSE PLAN FOR AZU SMALL WATERWORKS SYSTEM

## INTRODUCTION

The *Drinking Water Protection Act* requires a water supplier to monitor and protect its drinking water. According to the new regulations the water supplier is required to submit an Emergency Response and Contingency Plan (ERCP). An ERCP is a written document that spells out a water system's plan of action for responding to potential emergencies, disasters or abnormal operational circumstances. This plan is to provide guidelines that will minimize disruption of normal customer services and protect public health and safety if an incident should occur.

Each ERCP must include the following information:

- a) the names and telephone number of
  - i. the management personnel for the water supply system,
  - ii. the drinking water officer, medical health officer and public health inspector, and
  - iii. other agencies and officials specified by the drinking water officer;
- b) the persons referred to in paragraph (a) to be contacted in each type of emergency or abnormal operational circumstance;
- c) the steps to follow in the event of an emergency or abnormal operational circumstance;
- d) protocols to follow respecting public notice if an immediate reporting standard cannot be met.

This specific ERCP was developed by the Regional District of Fraser-Fort George for the Azu Small Waterworks System. Within this plan specific community and RDFFG staff members are identified and assigned guideline procedures and appointed responsibilities. In the case of an incident, it is vital that these identified individuals be familiar with the scope of ERCP and their appointed responsibilities. This is to insure, that if an incident should occur, the safety of the public served by this water system is guaranteed and service disruption is minimal.

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**TABLE OF CONTENTS**

EMERGENCY RESPONSE PLAN – ACTION LIST ..... 1

    Type of Emergency: Power Failure ..... 2

    Type of Emergency: Complete Pump Failure at Pump House ..... 3

    Type of Emergency: Contamination of Water ..... 4

    Type of Emergency: Fire (Forest fire in watershed, or fire fighting with system water) ..... 5

    Type of Emergency: Loss of Source (Water Supply) ..... 6

    Type of Emergency: Earth Quake Loss or Structural Damage to Pump House ..... 7

APPENDIX A - EMERGENCY RESPONSE PLAN – RESPONSIBILITY PLAN ..... 8

APPENDIX B – F: REMOVED AS PER *FREEDOM OF INFORMATION AND PROTECTION OF  
PRIVACY ACT* ..... 9

## **AZU SMALL WATERWORKS SYSTEM**

### **EMERGENCY RESPONSE PLAN – ACTION LIST**

#### **Type of Emergency: Broken Water Main**

**Actions:** See Appendix A for assigned responsibilities

- Notify Regional District staff.
- Locate valve & turn off.
- Notify all users of interruption of service.
- Arrange for repairs.
- Advise local Public Health Office.
- Arrange for alternate water source if necessary.

**Contacts:** See Appendix B for contact names and numbers

RDFFG Contact / Maintenance Contractor:

Azu Water Management Member:

**Type of Emergency: Power Failure****Actions: See Appendix A for assigned responsibilities**

- Notify Regional District Staff.
- Call B.C. Hydro to determine time for power restoration.
- Notify users to conserve water during power outage.
- Hook-up to the Powder King generator as soon as possible (see Appendix B).
- If with out power for longer than 12 hours, arrange for alternate power plant to be brought in (see Appendix B).
- Advise Public Health Office.
- Arrange for alternate water source if necessary.

**Contacts: See Appendix "B" for contact names and numbers**

RDFFG Contact / Maintenance Contractor:

BC Hydro:

Power Plant Rental:

**Type of Emergency: Complete Pump Failure at Pump House**

**Actions:** See Appendix A for assigned responsibilities

- Notify Regional District Staff.
- Secure system at pump house.
- Contact pump repair company.
- Advise Public Health Office.
- Notify all users of interruption of service.
- Arrange for alternate water source if necessary.

**Contacts:** See Appendix B for contact names and numbers

RDFFG Contact / Maintenance Contractor:

Azu Water Management Committee member:

**Type of Emergency: Contamination of Water****Actions: See Appendix A for assigned responsibilities**

- Notify Regional District Staff.
- Notify effected users not to use water for domestic purposes, boil advisory.
- Advise Public Health Office.
- If contamination occurs near the end of the water system, isolate from rest of system.
- If entire system is contaminated drain and shut down system.
- Arrange for alternate water source.
- Bring contractor out to clear water system lines.
- Contact government agencies for advice and assistance.

**Contacts: See Appendix B for contact names and numbers**

RDFFG Contact / Maintenance Contractor

Azu Water Management member

PEP, Ministry of Environment and others as necessary, depending on severity.

**Type of Emergency: Fire (Forest fire in watershed, or fire fighting with system water)**

**Actions:** See Appendix A for assigned responsibilities

- Notify Regional District Staff.
- Contact government agencies for advice and assistance.
- Advise Public Health Office.
- Notify all users of possible interruption of service.
- Arrange for alternate water source if necessary.

**Contacts:** See Appendix B for contact names and numbers

RDFFG Contact / Maintenance Contractor:

Azu Water Management Member:

PEP, Ministry of Environment, Ministry of Forests, and others as necessary depending on severity.



**Type of Emergency: Loss of Source (Water Supply)**

**Actions:** See Appendix A for assigned responsibilities

- Notify Regional District staff.
- Ensure pump is shut off at pump house.
- Advise Public Health Office.
- Notify all users of loss of service.
- Arrange for alternate water source.

**Contacts:** See Appendix "B" for contact names and numbers

RDFFG Contact / Maintenance Contractor:

Azu Water Management Member:

**Type of Emergency: Earth Quake Loss or Structural Damage to Pump House****Actions: See Appendix A for assigned responsibilities**

- Notify Regional District staff.
- Shut off the water lines. Close main in flow and out flow line from pump house.
- Arrange for volunteers to man the pumps.
- Manually operate water system from pump house if possible. Cycle pumps as required to maintain adequate pressure.
- Advise Public Health Office.
- Notify all users of possible interruption of service.
- Arrange for alternate water source if necessary.
- Arrange for structural engineer to assess damage.
- Contact government agencies (see below) for advice and assistance.

**Contacts: See Appendix "B" for contact names and numbers**

RDFFG Contact / Maintenance Contractor:

Azu Water Management Member:

PEP, Ministry of Environment and others as necessary depending on severity.

## APPENDIX A - EMERGENCY RESPONSE PLAN – RESPONSIBILITY PLAN

### Responsibility of Designated RDFFG Staff Contact/ Maintenance Contractor:

#### Actions: to take depending on emergency:

- Immediately attend to emergency, assess and take appropriate action if safe to do so.
- Ensure pump is shut off (to protect pump).
- Isolate parts or close down the entire water system. For shut-off valve location map (see Appendix F).
- Arrange for repairs (see Appendix B).
- Manually operate water system from pump house.
- Notify the Azu Water Management Member Contact person of the nature of emergency and of the action taken and to assist with emergency and arrange for communications within the community (see Appendix B).
- Contact appropriate government agencies for advice and assistance (see Appendix B).
- Notify public health office (see Appendix B).
- Contact media for public announcements. For media releases (see Appendix C).
- Post on RDFFG web site: warnings and daily status up-dates.
- Arrange for alternate source of water (see Appendix B).
- Contact appropriate utilities before excavating
- Take notes and photographs for documentation.

### Responsibility of Designated Azu Water Management Member Contact:

#### Actions: to take depending on emergency:

- Report to and continue to up-date RDFFG Designated Emergency Contact person / maintenance contractor.
- Notification of all users of water system by "Phone Tree" (see Appendix E) or "Door to door message posting" (see Appendix D). If all users of the water system **can't be reached**, contact RDFFG contact person to issue a media release.
- Set-up and post appropriate signage on Road Side Sandwich notice boards e.g.: Boil advisories, contamination of water supply and conserve water (see Appendix D)
- Arrange for assistance from other Azu Water Management Members to help with emergency (man pumps etc).

**APPENDIX B – F: REMOVED AS PER *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***