



PORT MCNEILL EMERGENCY PLAN

APPENDIX D

Port McNeill Water System
Emergency Response Plan

LIST OF POTENTIAL EMERGENCY SITUATIONS

The following is a list of potential emergency situations, which could make the water unsafe, prevent the flow of water, or pose a health risk:

<ul style="list-style-type: none"> Contamination of source (ie: Leakage of gas or other hazardous material into the water table) 	<ul style="list-style-type: none"> Pump failure
<ul style="list-style-type: none"> Loss of source 	<ul style="list-style-type: none"> Power failure
<ul style="list-style-type: none"> Flooding (danger to Well No. 2 near a watercourse) 	<ul style="list-style-type: none"> Fire (forest fire in watershed, or firefighting with system water)
<ul style="list-style-type: none"> Broken water main 	<ul style="list-style-type: none"> Earthquakes

NOTIFICATION TO HIGH RISK FACILITIES OF A WATER SYSTEM FAILURE:

In the event of a water system failure the following must be notified immediately:

- | | |
|--|---------------|
| • Port McNeill & District Hospital | 956-4461 |
| • Port McNeill Fire Department | 956-4513 |
| • North Island Secondary School | 956-3394 |
| • Cheslakees Elementary School | 956-3411 |
| • Sunset Elementary School | 956-4434 |
| • Huckleberry House Pre-school & Daycare | 956-3974/3975 |
| • I.G.A. | 956-4404 |
| • Port McNeill Dental Clinic | 956-4244 |
| • Port McNeill Arena | 956-3522 |
| • Haida-Way Motor Inn | 956-3373 |
| • Dalewood Inn | 956-3304 |
| • Humpback Inn | 956-3131 |
| • Black Bear Resort | 956-4900 |
| • Gus's Pub | 956-3554 |
| • Sportsman Restaurant | 956-4113 |
| • Mugz & McNeill Inn | 956-3446 |
| • Tia's Cafe | 956-2739 |
| • M & Y Restaurant | 956-4151 |
| • Devils Bath Brewing | 956-1616 |
| • Island Gem Water | 230-1325 |

High priority shall be given to contacting the above if a water system failure occurs during the operating hours (days) of any of the above. (ie: on weekends, the schools and some businesses are closed).

EXAMPLES OF POTENTIAL EMERGENCY SITUATIONS AND POSSIBLE RESPONSES:

CONTAMINATION OF SOURCE - SPILLS, VEHICLE ACCIDENT

Actions:

- Shut down pump.
- Notify Health Unit.
- Notify all users.
- Contact government agencies (see below) for advice and assistance.
- Contact Volunteer Fire Department for public service announcement (via loudspeakers on fire trucks).
- Contact local media for public service announcement.
- Arrange alternate source if necessary (ie: Bottled water, bulk hauler, storage tank).

Contacts: Town of Port McNeill Public Works, Environmental Health Officer, Emergency Management BC, R.C.M.P., Ministry of Environment, and Department of Fisheries and Oceans

LOSS OF SOURCE - (e.g. intake damaged, water table dropped)

Actions:

Ensure pump is shut off (to protect pump).

- Notify all users
- Contact government agencies (see below) for advice and assistance.
- Arrange alternate source – (ie: another well, bottled water, bulk hauler, and storage tank).

Contacts: Town of Port McNeill Public Works, Environmental Health Officer

FLOOD CONDITIONS:

Actions:

- Notify all users regarding the potential for water contamination, loss of pump, power, etc. Users should be advised to store some drinking water in advance, and to boil any suspect water for two minutes or disinfect with chlorine when flood conditions exist:
- Phone government contacts (see below).
- Contact Volunteer Fire Department for public service announcement (via

FLOOD CONDITIONS CONTD:

- loudspeakers on fire trucks).
- Contact local media for public service announcement.
- Arrange alternate source if possible - e.g. bottled water, bulk hauler, storage tank.

Contacts: Local Environmental Health Officer, Port McNeill Emergency Program Coordinator, Emergency Management BC, and Ministry of Environment.

BROKEN WATER MAIN:

Actions:

- Shut pump off.
- Call for repairs (see Contact Phone Numbers List)
- Notify all users of interruption of service.
- Arrange alternate source if necessary - e.g. bottled water, bulk hauler.

Contact: Town of Port McNeill Public Works, (see Contact Phone Numbers)

PUMP FAILURE:

Actions:

- Notify all users of interruption of service.
- Call for repairs: see Contact Phone Numbers
- Advise local Public Health Office (if interruption not short-term).
- Arrange alternate source if necessary - e.g. bottled water, bulk hauler.

Contact: Town of Port McNeill Public Works, (see Contact Phone Numbers).

POWER FAILURE:

Actions:

- Call BC Hydro:
- Start backup generator (see Procedure for Generator)
- Notify all users about interruption of service if backup not capable of maintaining supply.
- Arrange alternate source if necessary - e.g. bottled water, bulk hauler.

Contacts: Town of Port McNeill, Local Health Unit, and local Public Health Office.

FIRE (Forest Fire in watershed, or firefighting with system water):

Action:

- Notify all users of potential need for high volume of water with which to fight a fire. Request users to conserve water.

Contacts: Port McNeill Volunteer Fire Department, Ministry of Forests - Fire Suppression, Town of Port McNeill Public Works, Port McNeill Emergency Plan Co-coordinator.

EARTHQUAKE:

Action:

- Take action to deal with any immediate life-threatening situations.
- Clear route to water wells for emergency vehicles.
- Clear area around any remaining water storage tanks for possible use.
- Evaluate the nature and extent of physical damage to systems.
- Eliminate hazards from damaged water system.
- Undertake repair and salvage operations.
- Advise Hydro Utility Company of priority to re-establish service for the restoration of water distribution.
- Arrange for the purification of existing water and distribution to those in need.

Contacts: Town of Port McNeill Public Works, Fire Department, Emergency Management BC Coordination Center, Port McNeill Emergency Program Coordinator, Emergency Social Services Director, Local Environmental Health Office, Media, R.C.M.P., BC Hydro

BACKUP GENERATORS – WELLS NUMBER 2 & 5

These generators start automatically after there is a power outage of more than 30 seconds and shut down automatically within 30 seconds of when power is restored. Manual starting of these units is not possible due to the control configuration. They also start and run on a weekly basis for a 10-minute test cycle.

NOTE: During a power outage both of these generators should be checked from time to time to make sure that they are running properly and checked again after power is restored to ensure a proper changeover has occurred. Should either one of them fail, then the large portable generator that is also used for the lift stations, may have to be connected to well number 3 in order to maintain the water level in the reservoirs.

BACKUP GENERATOR – WELL NUMBER 3

STANDARD OPERATING PROCEDURE FOR SWITCHING TO ALTERNATE POWER SUPPLY - NUMBER 3 WELL:

STARTUP

1. Start the generator before leaving the Public Works Yard.
2. Disconnect main hydro in well house.
3. Change selector from hydro to generator.
4. Plug in #3 Well cable to wall receptacle
5. Switch on #3 Well power switch inside generator.
6. Switch on generator main switch inside well house

SHUTDOWN

Switch off generator main switch inside well house.

1. Switch off #3 well power switch inside of generator.
2. Turn generator off.
3. Unplug #3 well cable from wall receptacle.
4. Change selector from generator to hydro.
5. Re-connect main hydro in well house.
6. Move generator back to Public Works Yard.

LOCATION OF RESOURCES IN THE EVENT OF ANY EMERGENCY:

PERSONNEL:

In the event of an emergency, the most senior employee of the Town's Public Works Department who is available (Public Works Supervisor) will assess the emergency and determine what action is required.

The Public Works Manager Designate will delegate a member of staff to commence contacting individuals on the "Contact Phone" list.

It is critical that in addition to arranging with all necessary contractors, that the Mayor and Councillor in charge of Public Works be notified of any emergency. They field many calls from the general public and must be kept informed.

If an emergency occurs during regular working hours, the Staff at the Town Office must be informed, they will also be providing information to the general public and media. Should an emergency occur outside of normal working hours, the Corporate Administrator Officer must be notified.

WATER MAIN PLANS:

All water main plans are in at least three places:

1. Town Office Public Works Office, 1775 Furney Place
2. Public Works Yard-Office, 681 Tower Street
3. Pickup truck operated by the Public Works Manager, 681 Tower Street or Manager's residence.

These plans show the location of every water line within the Town Boundaries, their "shutoffs" and fire hydrants.

CONTACT LIST:

The Contact Phone Number list contained within this Plan (due to privacy issues only published numbers will be listed on the internet) is also located:

- At the Town Office, 1775 Furney Place
- At the Public Works Office, 681 Tower Street
- In the Port McNeill Emergency Plan, 1775 Furney Place
- At the Fire Hall, 2705 Haddington Crescent

LOCATION OF TOOLS & MAINTENANCE EQUIPMENT:

Tools, equipment and repair parts necessary in the event of an emergency are stored at the Public Works Yard, 681 Tower Street.

Electricians, pump repair companies and machining companies who are available to aid the Town in the event of an emergency will provide specialized equipment.

PM Waterworks System - Emergency Response Plan Contact List

Name	Title	Work Number	Home Number	Cell Number
Julian Allen	PW Manager	250-974-8337		
Scott Sinclair	PW Chargehand	250-230-8447		
Gaby Wickstrom	Mayor	250-956-3111		
Shelley Downey	Councillor Liaison	250-956-3126		
Pete Nelson-Smith	CAO	250-956-3111		
Brenda Johnson	CFO	250-956-3111		
Dean Tait	Fire Chief	250-974-4120		
Alison Mitchell	VIHA	250-956-6819		
K&K Electric	Electrical Contractor	250-949-8133		
Duncan Electric	Well Motor Contractor	250-287-4724		
Micron Machine Works	Well Motor Repairs	250-956-3194		
The Port 1240	Radio Station	250-956-6500		
Melody Wilson	EPC	250-956-5158		
Ken Burkholder	ESSD	250-230-2477		
RCMP	PM SGT.	250-956-4441		

Emergency Response Standard Operating Procedure

Unsafe Drinking Water – Non-Consumable (contamination/vandalism)

1. Issue boil water notice or shut off water supply if necessary
2. Contact appropriate person(s) from the list of emergency numbers.
3. Contact DWO or DWO delegate.
4. Port McNeill Public Works will notify any affected water users. Please keep a phone and address list of users at hand.
5. Port McNeill Public Works will post warning signs.
6. Port McNeill Public Works will notify appropriate health officers.
7. Port McNeill Public Works will coordinate repairs.
8. Port McNeill Public Works will supply an alternate source of drinking water.

START UP PROCEDURE – Julian Allen or designate

1. Send water samples to appropriate lab for testing. This is dependant on the type of contamination suspected.
Chemical: B.V. Labs
Bacteriological: B.V. Labs
2. Identify and correct source contamination: B.V. Labs
3. Entire system should be flushed and disinfected by: Julian Allen
4. Submit water sample(s) to appropriate lab for testing (for bacteriological contamination, three (3) consecutive sampling results must be negative)
5. Resume water supply only if approved by DWO (D)/MHO

Location of Emergency Response Plan: Town Office and Town Website

Additional Criteria:

- A. Attach a drawing of the water system that shows mains, critical control points (intake/pump house/valves/treatment units/connections/pressure zones, etc.) buildings, access routes and maintenance equipment.
- B. Attach a list of contacts of water system users in the event that they need to be notified.
- C. Attach a **“Boil Water Notice”** and **“Do Not Use the Water Notice”** signs.
- D. Attach cleaning and disinfection procedures for the waterlines/reservoir.

The plan is to be reviewed on an annual basis to ensure the contact information is up to date and accurate. All changes need to be forwarded to the DWO delegate.

Date	Reviewed By
January 28, 2022	Julian Allen
April 18, 2017	Laura Evans
April 10, 2013	Glen Boyd

Emergency Response Standard Operating Procedure

Unsafe Drinking Water – Action List

Type of Emergency	Actions	Contact
Power Outage	Contact Public Works	Julian Allen
Suspect Microbial Contamination	<ol style="list-style-type: none">1. Shut off water system2. Inform Users3. Have water tested4. Flush and disinfect as required5. Activate system when safe6. Notify users of status	Julian Allen/Town Office
Suspect Chemical Contamination	<ol style="list-style-type: none">1. Shut off water system2. Inform Users3. Have water tested4. Flush and disinfect as required5. Activate system when safe6. Notify users of status	Julian Allen/Town Office
Water treatment/disinfection malfunction	<ol style="list-style-type: none">1. Shut off water system2. Inform Users3. Have water tested4. Flush and disinfect as required5. Activate system when safe6. Notify users of status	Julian Allen/Town Office