

<i>The Town of Fort Frances</i>	SECTION
	OPERATIONS AND FACILITIES
<u>STANDARD OPERATING PROCEDURE NO. 6 – FOR RAW WATER SOURCE CONTAMINATION</u>	NEW: July 2004 REVISED: June 2009, December 2009, June 2012
<u>POLICY</u>	
Resolution: 634(Consent)06/12	Supercedes Resolution No. 371 (Consent) 12/09
Policy Number 4.4	PAGE 1 of 4

1. PURPOSE:

In the event of an environmental contamination accident/incident occurs where the quality of the Town's raw water source is questionable, Town employees will adhere to the following policy.

2. RESPONSIBILITY:

All individuals in the Operations & Facilities Division workforce, at all levels and functions, which are responsible for providing and delivering water services to the community. Mainly, the first Water Treatment Plant Operator to arrive at the Water Treatment Plant and Operations & Facility Division Manager, or his designate once aware of the situation.

3. PROCEDURE:

- A. Water Treatment Plant Operator - the following step by step procedure shall be followed in order to address a raw water contamination event at the Water Treatment Plant;
 - i. Shutdown all raw water intake pumps and stop producing or manufacturing water
 - ii. Contact the following immediately and fill-out/fax the appropriate written documentation in due course;
 - **The Ministry of the Environment – Spills Action Centre**
During regular working hours – 1-800-875-7772
After regular working hours – 1-800-268-6060
 - **North western Health Unit ;**
Kenora Head office 807-468-3147 Ext. 252 or after hours 807-468-7109
Toll free – 1-800-830-5978
Fort Frances; 274-9827/275-9480
 - **O & F Division Manager or his designate** - Part of Community Control Group - Call the Fire Hall – 911 or 274- 9841
 - **Minnesota Pollution Control Agency;** Toll free – 1-800-657-3864

- iii. Communicate to the Public by means of radio announcements via the three local radio stations. Fax the following message (See attached Appendix "A")
 - B 93.1 FM Station Phone # 274-5341, Fax No. 274-2033
 - International Falls Radio Station KGHS 1230 AM (phone # 218-283-3481 & KSDM 104.1.0 FM Phone # 218-283-2622 Fax No. 218-283-3087.
- iv. Limit treated water stored at the Water Treatment Plant going into the water distribution system by shutting down all the distribution pumps (over-ride the automatic control system). Determine the exact volume of water in the clear wells at the Water Treatment Plant.
- v. Start to monitor and record the water level in the water tower.
- vi. If the Water Tower goes below 5.74 m (47%), then manually close the Water Tower isolation valves in order to maintain an adequate water supply for fire protection.
- vii. Take direction from the Public Health Officer in conjunction with the Ministry of Environment staff in regards to collecting water samples from the environmental contamination site.

B. MANAGEMENT:

- i. The responsibilities of the Operations & Facilities Division Manager or his designate is as follows;
 - Activate the assembling of the Community Control Group
 - Start the process of coordinating the provision of emergency potable water supply for the community. A list of possible suppliers is contained in the emergency binder.
 - Assist in coordinating resources to aid the Water Treatment Plant Operator in maintaining the stored water in the distribution system and to address the environmental contamination concern.
 - Establish the location(s) where potable water will be distributed.
 - Once the location where the emergency potable water supply is established, notify the public through radio announcements the availability of the potable water supply. See appendix "B"

**Appendix “A”
Radio Announcement
For Emergency Water Restriction**

Please be advised that an emergency water restriction as of (Date) _____ at _____AM or PM is now in affect for the citizens of Fort Frances and Couchiching First Nation. As a result all water customers are asked to not use any water from their taps or the water distribution system.

The Town has approximately one-day supply of water stored in the Water Tower and clear well reserves at the Water Treatment Plant. The Town is unable to produce or manufacture water from the Water Treatment Plant at this point in time. It is essential that the citizens do not use this water in order to have a supply of water available for fire fighting purposes. If the citizens of both communities do not adhere to the water restriction, the Town will take appropriate action to preserve the existing stored water, thus customers may experience a loss in water pressure. The Town requires your cooperation

The Town is making arrangements to have a supply of bottle potable water brought to the Community. The exact location where the bottled water will be distributed from is yet to determine at this point in time. Also the duration of the emergency water restriction is unknown. Please stay tuned to your radio station for further up-dates on the matter. The Corporation of the Town of Fort Frances would like to thank you in advance for your assistance in adhering to the emergency water restriction.

Appendix "B"
Radio Announcement
Where Emergency Bottled Water is available

As a result of the Emergency Water restriction issued on _____ at _____ AM or PM for the citizens of Fort Frances and Couchiching First Nation. Bottled water is available at the following locations;

- 1 _____
- 2 _____
- 3 _____

From _____ am to _____ pm.

In regards to the water restriction it will be in affect for at least _____ days. Please stay tuned to your radio station for further up-dates on the matter. The Corporation of the Town of Fort Frances would like to thank you in advance for your assistance in adhering to the emergency water restriction.