

<i>The Town of Fort Frances</i>	SECTION
	OPERATIONS AND FACILITIES
<u>STANDARD OPERATING PROCEDURE NO. 2 FOR PANDEMIC SITUATION - AFFECTING THE WATER TREATMENT PLANT OPERATORS & COMMUNITY</u>	NEW: December 2009 REVISED:
<u>POLICY</u>	
Resolution No. 371 (consent) 12/09	Supercedes Resolution No.
Policy Number 4.23	PAGE 1 of 2

1. PURPOSE:

In the event of a Pandemic situation occurring within the community, the Water Treatment Plant (WTP) Operators and other town staff will utilize this Standard Operating Procedure (SOP) on what steps must be taken.

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.

3. PROCEDURE:

A. Once one (1) of the WTP operators or supervisors become aware of a Pandemic situation within the community, the following step by step procedure will be adhered to;

- Call 911 or 274-9841 and request that the Town Community Control Group be assembled as a result of the Pandemic situation.
- Contact your immediate Supervisor and inform him/her of the situation as per the contact listing outlined in the emergency information binder.
- Contact and inform the Operations & Facilities Manager or designate of the situation.
- Remain at the Water Treatment Plant for further instructions from the Community Emergency Control Group.
- At the Water Treatment Plant start the process of coordinating the provision of potable water supply for the community. This is accomplished by contacting potable water suppliers as per the contact listing outlined in the emergency information binder to determine availability and their delivery schedule.
- The Operations & Facilities Manager along with the Town Community Control Group will assess the pandemic situation as it relates to providing a safe continuous supply of potable water for the community.
- Some of the risk assessment questions to be asked are as follows;
 - a) Are any or all of the Water Treatment Plant operators affected by the

- pandemic?
- b) Should a supply of emergency potable bottle water be brought into the community at this time?
 - c) At this time does it make sense to start reducing what regular tasks and duties the Water Treatment Plant operator(s) should perform? And also whether or not additional manpower resources are to be provided to assist with the operations at the Water Treatment Plant?
 - d) Does it make sense to have the existing Water Treatment Plant operator(s) remain at the Water Treatment Plant and quarantine the Water Treatment Plant facilities?
 - e) Ontario Clean Water Agency (OCWA) is the Ontario Provincial Government emergency water or wastewater operators and is mandated provincially to provide operators to municipalities during emergency situations. Does it make sense to contact OCWA at this time?
- The Operations & Facilities Manager will contact the Water Treatment Plant operator with instructions and directions.