



**REGIONAL DISTRICT  
of Fraser-Fort George**

**EMERGENCY RESPONSE PLAN FOR  
BEAR LAKE SMALL WATERWORKS SYSTEM**

# **EMERGENCY RESPONSE PLAN FOR BEAR LAKE 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 Bear Lake Small Waterworks System. Within this plan specific community and RDEFG 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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## BEAR LAKE 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.
- Take reading of reservoir water levels from meter located in the community commission building.
- Advise local Public Health Office.
- Arrange for alternate water source if necessary.

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

RDFFG Contact.

Bear Lake Maintenance Contractor:

Bear Lake Commission 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 including mill during power outage.
- Advise mill estimated duration of power outage and current water levels in reservoir.
- Water supply in reservoir 2 to 2 ½ days residential use only.
- If Community is out of power and the mill has power and continues to operate, arrange for a power plant to be brought online as soon as possible (see Appendix B).
- If both the mill and community are with out power, arrange for power plant if outage is estimated to be longer than 12 hours (see Appendix B).
- Advise Public Health Office.
- Arrange for alternate water source if necessary.

**Contacts:** See Appendix "B" for contact names and numbersRDFFG Contact.Bear Lake Maintenance Contractor:B.C. 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:

Bear Lake Maintenance Contractor:

Bear Lake Commission 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.

Bear Lake Maintenance Contractor

Bear Lake Commission Member

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

**Type of Emergency: Fire (Forest fire in water distribution area, or fire fighting with system water)****Actions:** See Appendix A for assigned responsibilities

- Notify Regional District Staff.
- Take reading of reservoir water levels from meter located in the community commission building.
- 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 numbersRDFFG Contact.Bear Lake Maintenance Contractor:Bear Lake Commission 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.
- Take reading of reservoir water levels from meter located in the community commission building.
- Arrange for alternate water source.

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

RDFFG Contact.

Bear Lake Maintenance Contractor:

Bear Lake Commission Member:

**Type of Emergency: Earth Quake Loss or Structural Damage to Reservoir****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 reservoir.
- Arrange for volunteers to man the pumps.
- Manually operate water system from pump house. 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.
- Proceed with reservoir replacement if required.
- Contact government agencies (see below) for advice and assistance.

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

RDFFG Contact.

Bear Lake Maintenance Contractor:

Bear Lake Commission Member:

Reservoir Manufacturer:

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

## **APPENDIX A - EMERGENCY RESPONSE PLAN – RESPONSIBILITY PLAN**

### **Responsibility of Maintenance Contractor:**

**Actions:** to take depending on emergency:

- Immediately attend to emergency, assess and take appropriate action if safe to do so.
- Notify Regional District Emergency Contact Person and Bear Lake Commission Contact person of the nature of emergency and of the action taken (see Appendix B).
- 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).
- Close main in and out flow line from reservoir.
- Manually operate water system from pump house.
- Post appropriate signage on community notice boards e.g.: Boil advisories, contamination of water supply and conserve water (see Appendix D)
- Take readings of reservoir levels.

### **Responsibility of Designated RDFFG Staff Contact:**

**Actions:** to take depending on emergency:

- Keep in contact with Bear Lake Maintenance Contractor to assess the severity of the emergency, and advise on appropriate action to take.
- If necessary, attend site to advice, assist and coordinate efforts to resolve situation.
- Arrange for repairs (see Appendix B).
- Contact Bear Lake Commission appointed member 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.

### **Responsibility of Designated Bear Lake Community Commission Contact:**

**Actions:** to take depending on emergency:

- Report to and continue to up-date RDFFG Designated Emergency Contact person.
- Assess the emergency and if necessary contact the appropriate emergency public services (see Appendix B).

- 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 personal to issue a media release.
- Arrange for assistance from designated Bear Lake community members to help with emergency (man pumps etc).
- Take notes and photographs for documentation.

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