

<i>The Town of Fort Frances</i>	SECTION OPERATIONS AND FACILITIES
<u>STANDARD OPERATING PROCEDURE NO. 5 FOR HYDRO POWER OUTAGE FOR OPERATING THE WATER SYSTEM</u>	NEW: July 2004 REVISED: June 2009, December 2009, June 2012
<u>POLICY</u>	
Resolution No. 634 (consent) 06/12	Supercedes Resolution No. 371 (Consent) 12/09
Policy Number 4.5	PAGE 1 of 4

1. PURPOSE:

In the event of a power outage occurs at the Water Treatment Plant, the 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 & Facilities 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 Power outage at the Water Treatment Plant;

- Activate the back-up emergency diesel drive fire pump unit and ensure it is functioning properly.
- The Town's ability to produce or manufacture water has been eliminated, thus the conservation of the existing stored water is a priority. Also the amount of water from the clear wells or reserve at the Water Treatment Plant to be supplied to the water distribution system is limited by the utilization of only one distribution (high lift) pump. As a result of these factors, the Water Treatment Plant Operator should determine the existing volume which is contained in both the clear wells at the Water Treatment Plant and the Water Tower.
- Contact the Fort Frances Power Corporation (F.F.P.C.) via the emergency number 911 to determine the duration of the power outage, if longer than 24 hours, the Water Treatment Plant Operator should consider issuing a emergency water restriction notification based on the existing volume stored within the storage facilities and seasonal demand period.

- If all three factors exist, an emergency water restriction will be issued;
 - a) During high demand period – May to September
 - b) The stored volume is below 60% (5280 cu. meters) of the maximum storage capacity (8800 cu. meters)
 - c) The Hydro power outage will be longer than 24 hour period
- Contact the Operations & Facilities Division Manager or his designate immediately – part of the Community Control Group – Call the Fire Hall at 911 or 274-9841.
- 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 same Fax No. 218-283-3087
- Start to monitor and record the water level in the Water Tower.
- If the Water Tower goes below 5.74 meters (47%), then the Water Treatment Plant Operator will manually close the Water Tower isolation valves in order to maintain an adequate water supply for fire protection. Remain at the Water Tower until support manpower arrives.

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. Lists of possible suppliers are contained in the emergency response binder.
 - Assist in coordinating resources to aid the water treatment plant operator in maintaining the stored water in the distribution system.
 - 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. The Town requires your cooperation. Also 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 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 determined 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 this 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 ____ day(s). Please stay tune to your radio station for further up-dates on this 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.