

Public Utilities Commission for the Municipality of Chatham-Kent

Drinking Water Quality Management System

CK PUC Operational Plan

DWQMS Element 18 – Emergency Management

Purpose

This Policy outlines the procedure for maintaining a state of emergency preparedness that identifies potential emergencies and covers response and recovery, training and testing, responsibilities, and communications.

Scope

This Policy relates to Emergencies that directly relate to the safety of drinking-water and the Public Utilities Commission for the Municipality of Chatham-Kent (C-K PUC) drinking-water systems.

Policy

1.0 Emergency Preparedness and Response

- 1.1 The C-K PUC, through its Quality Management System (QMS) Risk Assessment process, identifies and documents potential emergency situations and service interruptions that might ultimately impact drinking-water safety.
- 1.2 Processes for emergency response and recovery are identified in the Internal C-K PUC Policies and Procedures Manual, as well as associated Risk Assessment Standard Operating Procedures (SOP's)
- 1.3 To ensure emergency preparedness, staff is required to review and sign off on the review of the C-K PUC Policies and Procedures Manual annually and review all SOP's on RRAM.
- 1.4 The Municipality of Chatham-Kent Emergency Plan outlines further potential emergency situations, responsibilities, response, and recovery.

- 1.5 The C-K PUC performs one annual mock emergency at one or more of its facilities on a rotating basis. Minutes from these testing activities are recorded and reviewed by management to identify gaps and opportunities for improvement. In addition, a summary of the Annual Mock Emergency is distributed to Staff in each area for review.
 - 1.6 An Emergency Contact List and an Overall Responsible Operator (ORO) List for the C-K PUC Treatment and Distribution Systems has been developed to ensure that the appropriate individuals will be contacted in the event of an emergency and that the necessary actions are taken to respond to the situation. These lists are reviewed on an annual basis and as needed to ensure that they remain current.
- 2.0 Associated Forms, Procedures, Work Instructions
- Municipality of Chatham-Kent Emergency Plan
 - Internal CK PUC Policies and Procedures Manual
 - Risk Assessment and Associated SOP's
 - C-K PUC Emergency Contact List
 - C-K PUC Treatment and Distribution System ORO Lists
- 3.0 Records
- Mock Emergency Minutes