

CITY OF MERRITT - MUNICIPAL EMERGENCY PLAN

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PART 1 - INTRODUCTION

1.1 MAYOR'S STATEMENT

Major emergencies or disasters have the possibility of striking any community at any time. Through foresight and advance planning, the potential negative impact of a major emergency on a community can often be kept to a minimum.

The Merritt Emergency Program has been established by Council to reduce, prevent, meet and/or overcome the effects of a major emergency. The purpose of this Municipal Emergency Plan is to clarify the responsibilities of all those concerned during a major emergency within the municipality and to outline basic emergency procedures to be followed.

This plan will be updated as changing circumstances and needs dictate.

David Laird, Mayor
City of Merritt, B.C.

1.2 OBJECTIVE - CITY OF MERRITT EMERGENCY PROGRAM

The objective of the City of Merritt Emergency Program is to prepare in advance to reduce, prevent, meet and/or overcome the effects of civil disaster, and for the purpose of ensuring the orderly continuity of Government of the City of Merritt during major emergencies, the maintenance of law and order, the saving of life, the protection of health and welfare of the citizens of the community and the preservation of property and the environment. To ensure an effective response to major peacetime emergency situations, the City of Merritt Emergency Operations Planning Committee has prepared this Municipal Emergency Plan.

1.3 PURPOSE - MUNICIPAL EMERGENCY PLAN

The purpose of this plan is to clarify the responsibilities of all those concerned during an emergency within the municipality and to outline basic emergency procedures to be followed. An emergency will usually require the immediate involvement and coordination of many different departments and agencies.

1.4 DEFINITION OF EMERGENCY AND DISASTER

An "emergency" means a present or imminent event that is caused by accident, fire, explosion or technical failure or by the forces of nature, and requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

A "disaster" means a calamity that is caused by accident, fire, explosion or technical failure or by the forces of nature, and has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.

PART 2 - EMERGENCY OPERATIONS PLANNING COMMITTEE

2.1 EMERGENCY OPERATIONS PLANNING COMMITTEE

The Emergency Operations Planning Committee is the Administrative body which is responsible for the preparation, coordination and execution of emergency plans and programs. The Committee comprises of:

- Administrator
- Corporate Administrative Assistant
- Corporate Services Manager
- Emergency Communications Coordinator
- Emergency Program Coordinator
- Emergency Social Services Director
- Financial Services Manager
- Fire Chief
- Public Works Manager
- S/Sgt. RCMP
- Unit Chief, B.C. Ambulance Service

PART 3 - EMERGENCY PLAN IMPLEMENTATION PROCEDURE

3.1 AUTHORIZATION

Any member of the Emergency Operations Planning Committee may authorize the implementation of this Emergency Plan in whole or in part. To initiate call-out procedures, contact the Emergency Program Coordinator using the phone number or street address detailed in Schedule "B" to this plan.

3.2 ACTIVATION

To activate this emergency plan in whole or in part, the Emergency Program Coordinator will contact those individuals who form the Emergency Operations Centre Control Group. Phone numbers and street addresses are detailed in Schedule "B" to this plan.

PART 4 - EMERGENCY OPERATIONS CENTRE (EOC)

4.1 PURPOSE

The Emergency Operations Centre (EOC) is the command centre for the City of Merritt Emergency Program during a major emergency.

4.2 LOCATION

The EOC will be located in the Council Chambers of City Hall (2185 Voght Street). In the event that City Hall is damaged or threatened by the emergency, the EOC will be located in the basement of the Terminal Building at the Airport. If this alternate site is also damaged or threatened by the emergency, the Emergency Program Coordinator will inform the EOC staff during the activation procedure of an alternative location.

4.3 STAFFING - EMERGENCY OPERATIONS CENTRE CONTROL GROUP

The Emergency Operations Centre (EOC) is staffed by the Emergency Operations Centre Control Group which consists of the following positions:

- Administration Assistant
- B.C. Ambulance Service – Unit Chief
- Emergency Communications Coordinator
- Emergency Operations Centre Manager
- Emergency Program Coordinator
- Emergency Social Services Director
- Financial Services Manager
- Fire Chief - David Matteucci
- Public Works Manager
- Public Information Officer
- RCMP – Staff Sergeant

These individuals are highlighted in Schedule "B" to this manual. In the event that these individuals cannot be reached, an alternate departmental representative will be called out to the EOC. Alternates are listed in Schedule "B" following each of the above positions. Those called out to the EOC are responsible for making arrangements to notify support staff within their control to assist at the EOC and/or in the field.

PART 5 - EMERGENCY PUBLIC INFORMATION CENTRE (EPIC)

5.1 PURPOSE

The Emergency Public Information Centre (EPIC) is the site which is established for the coordination and release of information to the public and the media.

5.2 LOCATION

The EPIC will be located in the Council Chambers of City Hall (2185 Voght Street), with the Media Room located in the Community Room of City Hall. In the event that City Hall is damaged or threatened by the emergency, the EPIC will be located in the basement of the Terminal Building at the Airport. If this alternate site is also damaged or threatened by the emergency, the Emergency Program Coordinator will inform the EOC staff during the activation procedure of an alternative location.

PART 6 - EMERGENCY RECEPTION CENTRES

6.1 PURPOSE

Emergency Reception Centres are the places where evacuees will congregate for lodging, feeding, registration/inquiry, personal services, etc. and may serve as staging or transfer points for evacuees moved to subsequent lodging for 72 hours.

6.2 LOCATION

The main Emergency Reception Centre will be located at the Civic Centre. Emergency Reception Centres will be set up and staffed at locations which are designated by the Emergency Social Services Director. These sites will be locations which are not threatened by the emergency.

PART 7 - RESPONSIBILITIES BY POSITION DURING AND/OR AFTER AN EMERGENCY

7.1 ADMINISTRATIVE ASSISTANT

During and/or after an emergency, responsibilities include:

1. preparing a service log of all EOC activities;
2. updating display boards with departmental information;
3. providing administrative support;
4. arranging meals and beverages for EOC Staff;
5. maintaining a service log of all activities during the emergency.

7.2 B.C. AMBULANCE SERVICE

During and/or after an emergency, responsibilities include:

1. triage, treating and transporting the sick and injured;
2. providing on-site medical aid for injured emergency response personnel;
3. establish command post in coordination with Police & Fire departments.
4. maintaining a service log of all activities during the emergency

7.3 EMERGENCY COMMUNICATIONS COORDINATOR

During and/or after an emergency, responsibilities include:

1. establishing emergency communications;
2. coordinating amateur radio personnel;
3. providing advice relating to emergency communications;
4. maintaining a service log of all activities during the emergency.

7.4 EMERGENCY OPERATIONS CENTRE MANAGER

During and/or after an emergency, responsibilities include:

1. directing emergency operations on behalf of the Emergency Operations Control Group;
2. designating the department responsible for site management;
3. coordinating advice and direction with respect to Emergency Operations Centre operations;
4. advising the Mayor and Council of on-going developments;
5. opening, preparing and equipping the Emergency Operations Centre;
6. maintaining a service log of all Emergency Operations Centre activities during the emergency;
7. planning for recovery;
8. maintaining a service log of all activities during the emergency.

7.5 EMERGENCY PROGRAM COORDINATOR

During and/or after an emergency, responsibilities include:

1. activating the emergency plan and contacting the individuals who will be required to report to the Emergency Operations Centre (EOC);
2. informing the members of the Emergency Program Management Committee that the emergency plan and an EOC are being activated;
3. contacting the Provincial Emergency Program (PEP) in Victoria to obtain an Emergency Task Number;
4. setting up and staffing an EOC;
5. providing assistance and advice to the EOC staff;
6. providing resources and support to the EOC staff;
7. ensuring that the Emergency Site Manager is aware of resources sent to the emergency site by EOC staff;
8. contacting and updating PEP Zone Manager on conditions for possible assistance from Provincial Ministries;
9. acting as liaison between agencies;
10. contacting Search and Rescue groups for their assistance, if required;
11. maintaining a service log of all activities during the emergency.

7.6 EMERGENCY SOCIAL SERVICES

During and/or after an emergency, responsibilities include:

1. more than 3 families involved in an emergency, a Reception Centre or Centres will be opened to provide the following services:
 - registration/inquiry of victims, workers and volunteers,
 - provide food, clothing, lodging and personal services for victims for 72 hours when needed, extension will be applied for if deemed necessary,
 - provide pet care for household pets, not livestock,
 - set-up communications at all Reception Centres and ESS Headquarters,
 - provide services at respite areas for workers and volunteers:
 - disaster site(s)
 - ESS Centres
 - Assembly points
 - Staging areas
 - Institutions
 - Hospitals
2. maintaining a service log of all activities during the emergency.

7.7 FINANCIAL SERVICES MANAGER

During and/or after an emergency, responsibilities include:

1. provide direction for purchasing;
2. provide coding for labour and equipment;
3. implementing purchasing guidelines;
4. providing accounts payable codes and forms;
5. instrumental in collection of funds from provincial government;
6. coordinates all expenses incurred during and after the event and applies for funding;
7. conducts the final accounting of the event;
8. prepares event financial report;
9. deputy to the Emergency Operations Centre Manager;
10. keeper of the keys for City owned buildings and security codes.

7.8 FIRE DEPARTMENT

During and/or after an emergency, responsibilities include:

1. establishing an incident command post or control centre in the field, if applicable;
2. reducing hazards relating to fires;
3. coordination of emergency response teams from private industry through the unified Incident Command Structure;
4. directing all fire-fighting and rescue extrication & urban operations within the City of Merritt;
5. advising EOC staff on matters concerning fire-fighting, and in fire prevention in areas where an emergency has increased risks;
6. controlling and attenuating dangerous goods hazards and releases;
7. assisting the police in evacuating buildings and threatened areas;

8. ensuring that adequate protection is available for the remainder of the community not directly affected by the emergency;
9. maintaining a service log of all activities during the emergency.

7.9 INCIDENT COMMANDER

During and/or after an emergency, responsibilities include:

1. establishing a site command post near the emergency site;
2. establishing a communication link with those called out to the emergency site;
3. briefing those called out to the emergency site;

4. communicating with the EOC to obtain resources not available from individual departments through their own supply systems;
5. keeping the EOC informed of events occurring at the emergency site;
6. ensuring that command posts and site commanders are clearly identified;
7. establishing inner and outer perimeters and pass this information on to the EOC;
8. designating a staging area within the outer perimeter to facilitate marshalling of resources and advise the EOC of the staging area's location;
9. ensuring a complete investigation into the emergency is conducted;
10. maintaining a service log of all activities during the emergency.

7.10 POLICE DEPARTMENT

During and/or after an emergency, responsibilities include:

1. establishing an incident command post or control centre in the field, if applicable;
2. define working area and establish control perimeter;
3. control of access to the emergency site;
4. clearing and control of emergency access routes to and from the site for emergency response personnel;
5. secure emergency site for subsequent investigation;
6. establish crowd control;
7. establish traffic control;
8. protecting property and valuables;
9. assisting with search and rescue of trapped persons;
10. assisting the Fire Department in evacuating buildings and threatened areas;
11. assisting the BC Coroner's Office by securing sites to preserve evidence where deceased persons are found;
12. setting-up of evacuation routes with Public Works;
13. maintaining a service log of all activities during the emergency.

7.11 PUBLIC INFORMATION OFFICER

During and/or after an emergency, responsibilities include:

1. setting up and staffing an Emergency Public Information Centre (E.P.I.C.)
2. preparing news releases/information packages as directed by the EOC;
3. issuing news bulletins and arranging news briefings for the City and other agencies/governments as required.
4. monitoring media coverage of the emergency to ensure the accuracy of information broadcast to the public;
5. maintaining a service log of all activities during the emergency.

7.12 PUBLIC WORKS DEPARTMENT

During and/or after an emergency, responsibilities include:

1. providing equipment and vehicles (City and hired);
2. maintaining water and sewer utilities;
3. providing emergency water supplies;
4. providing and assisting with traffic control devices;
5. providing heavy rescue equipment, supplies and special emergency vehicles such as loaders, snow plows, etc.;
6. eliminating hazards from damaged utilities (not to include BC Hydro or Terasen Gas);
7. directing BC Hydro and Terasen Gas to disconnect and restore power services as required;
8. providing portable or alternate power service to essential services;
9. directing Telus to provide testing and maintenance of emergency telephone/radio services and the restoration of normal telephone services;
10. the maintenance, clearance and control of transportation routes;
11. providing drainage and flood control equipment;
12. providing sanitation facilities;
13. obtaining various equipment from private sources;
14. assisting in the erection of radio antennas, if required.
15. establishing evacuation routes with Police;
16. providing buses for evacuating residents and transporting emergency personnel;

17. to obtain inspection services for bridge structures to assess damage and ensure safety;
18. maintaining a service log of all activities during the emergency.

PART 8 - STATE OF LOCAL EMERGENCY

8.1 DECLARATION OF A STATE OF LOCAL EMERGENCY

City Council or the Mayor may, at any time that they are satisfied that an emergency exists or is imminent in the City, declare a state of local emergency relating to all or any part of the City.

A declaration of a state of local emergency must identify the nature of the emergency and the part of the City in which it exists or is imminent, and the declaration must be made:

- (a) by bylaw or resolution if made by Council, or
- (b) by order, if made by the Mayor.

The Mayor must, before making a declaration, use his/her best efforts to obtain the consent of the other members of Council to the declaration and must, as soon as practicable after making a declaration, convene a special meeting of Council to assist in directing the response to the emergency.

8.2 PUBLIC NOTIFICATION

Immediately after making a declaration of a state of local emergency, the Corporate Services Manager or Public Information Officer must:

- (a) forward a copy of the declaration to the Provincial Minister, and
- (b) cause the details of the declaration to be published by a means of communication that the Council or Mayor considers most likely to make the contents of the declaration known to the population of the affected area.

8.3 LENGTH OF A STATE OF LOCAL EMERGENCY

A declaration of a state of local emergency expires seven (7) days from the date it is made unless earlier cancelled.

8.4 EXTENSION OF A STATE OF LOCAL EMERGENCY

Council may, with the approval of the Provincial Minister, extend the duration of a declaration of a state of local emergency for periods of not more than 7 days each.

PART 9 - POWERS OF COUNCIL DURING A STATE OF LOCAL EMERGENCY

9.1 POWERS OF COUNCIL

After a declaration of a state of local emergency is made, Council may do all acts and implement all procedures that it considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, including exercising any or all of the following powers:

- (a) acquire or use any real or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (b) authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
- (c) control or prohibit travel to or from any area;
- (d) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services;
- (e) cause the evacuation of persons and the removal of livestock, animals and personal property from any area of the City that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
- (f) authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the Council to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (g) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the Council to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
- (h) construct works considered by the Council to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
- (i) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the City for the duration of the state of emergency;
- (j) authorize the Emergency Coordinator or designated person to exercise, in any part of the municipality affected by a declaration of a local state of

emergency, those specific powers enabled in the City's Emergency Measures Bylaw and assumed by the Council or Mayor.

PART 10 - CANCELLATION OF A STATE OF LOCAL EMERGENCY

10.1 CANCELLATION

The Council or Mayor must, when of the opinion that an emergency no longer exists in the part of the City in relation to which a declaration of a state of local emergency was made,

- (a) cancel the declaration of a state of local emergency in relation to that part
 - (i) by bylaw or resolution, if the cancellation is effected by the Council, or
 - (ii) by order, if the cancellation is effected by the Mayor, and
- (b) promptly notify the Minister of the cancellation of the declaration of a state of local emergency.

10.2 PUBLIC NOTIFICATION

Immediately after the termination of a declaration of state of local emergency, the Council must cause the details of the termination to be published by a means of communication that the Council considers most likely to make the contents of the termination or the fact of the termination known to the majority of the population of the affected area.

PART 11 - HAZARD PROCEDURE CHECKLIST

The following section details possible scenarios which have been identified as possibly affecting the City.

11.1 AIRCRAFT CRASH

Possible Major Effects

- | | |
|---------------------------------|------------------------------------|
| 1. Casualties | 7. Deaths |
| 2. Fire | 8. Explosion |
| 3. Damage to Property | 9. Special Cargo Problems |
| 4. Sudden Hospital requirements | 10. Disruption of Utilities |
| 5. Disruption of traffic | 11. Involvement of Dangerous Goods |
| 6. Disruption of communications | |

Potential Actions

Agency Responsible

- | | |
|---|--|
| 1. Establish an Emergency Operations Centre | Emergency Coordinator |
| 2. Establish Emergency Communications | Police/Fire/B.C.A.S./Communications
Coordinator |
| 3. Define working area and establish control perimeter | Fire/Police |
| 4. Secure disaster scene for subsequent investigation | Police |
| 5. Rescue and fire fighting | Fire |
| 6. Establish routes for emergency vehicles | Police |
| 7. Establish traffic control | Police |
| 8. Provide traffic control barriers | Public Works |
| 9. Establish crowd control | Police |
| 10. Protect property and valuables | Police |
| 11. Notify hospitals of casualties including number
and type | B.C.A.S |

12. Triage, treat and transport casualties
13. Investigate hazardous cargoes
14. Eliminate hazards from damaged utilities
15. Establish news release system
16. Establish reception centre
17. Recovery
18. Establish temporary morgue

B.C.A.S.
Fire/Industry
Public Works
Public Information
E.S.S.
EOC Manager
Police/Coroner

Equipment

1. Fire fighting and rescue equipment
2. Ambulances
3. Communications equipment

4. Auxiliary lighting
5. Barricades
6. Mobile Public Address System

7. Chemical response team, if applicable

Source

Fire
B.C.A.S.
Police/Fire/B.C.A.S./Communications
Coordinator
Public Works
Public Works
Police/Fire/Communications
Coordinator
Industry

11.2 CHEMICAL SPILL

Possible Major Effects

- | | |
|-------------------------|-----------------------------------|
| 1. Casualties | 4. Trapped people |
| 2. Deaths | 5. Disruption of traffic |
| 3. Fires and explosions | 6. Involvement of dangerous goods |

Potential Actions

Agency Responsible

- | | |
|---|---|
| 1. Determine nature of substance spilled and possible effects | Fire |
| 2. Notify Ministry of the Environment | Fire |
| 3. Determine nature and effects of spill | Fire |
| 4. Establish an Emergency Operations Centre | Emergency Coordinator |
| 5. Eliminate potential ignition sources | Fire/Police |
| 6. Define working area and establish control perimeter | Fire/Police |
| 7. Establish routes for emergency vehicles | Police |
| 8. Establish command post at/or near site | Police/Fire/B.C.A.S. |
| 9. Establish emergency communications | Police/Fire/B.C.A.S./Communications Coordinator |
| 10. Warn adjacent areas and define areas of risk | Police |
| 11. Evacuate area, if needed | Police |
| 12. Contact Industrial response teams | Fire |
| 13. Eliminate further escape of chemicals | Public Works |
| 15. Establish temporary morgue | Police/Coroner |
| 16. Establish news release system | Public Information Officer |
| 17. Establish traffic control | Police |
| 18. Establish crowd control | Police |
| 19. Provide traffic control devices | Public Works |
| 20. Provide heavy equipment | Public Works |
| 21. Establish Reception Centre(s) | E.S.S. |
| 22. Establish evacuation routes | Police/Public Works |
| 23. Triage, treat and transport casualties | B.C.A.S. |
| 24. Contact Canutec | Fire |
| 25. Recovery | EOC Manager |

Equipment

Source

- | | |
|----------------------------|--------------|
| 1. Wrecker | Public Works |
| 2. Fire fighting equipment | Fire |
| 3. Traffic barricades | Public Works |
| 4. Chemical response team | Industry |
| 5. Ambulance | B.C.A.S. |

11.3 COMMUNICABLE DISEASES/EPIDEMICS

Possible Major Effects

- | | |
|--------------------------|----------------------------|
| 1. Casualties | 4. Evacuation |
| 2. Deaths | 5. Danger to public health |
| 3. Hospital requirements | 6. Panic |

Potential Actions

1. Establish an Emergency Operations Centre
2. Warn of imminence
3. Establish emergency communications
4. Establish priority for essential services to community
5. Notify hospital of casualties
6. Establish routes for emergency vehicles
7. Establish crowd control
8. Establish traffic control
9. Establish temporary morgue
10. Order an evacuation
11. Evacuate area if needed
12. Establish emergency reception centre
13. Triage, treat and transport casualties
14. Provide traffic control barriers
15. Organize emergency transportation pool

Agency Responsible

Emergency Coordinator
Public Information Officer
All Agencies
E.O.C. Control Group
B.C.A.S.
Police
Police
Police
Police/Coroner

Police
E.S.S.
B.C.A.S.
Public Works
Public Works

Equipment

1. Ambulance
2. Communication equipment
3. Mobile public address system
4. Special equipment for type of hazard

Source

B.C.A.S.
Fire/Police/Ambulance/Communication
Coordinator

Police/Fire/Communicatio
ns Coordinator
Industry

11.4 DANGEROUS GASES

Possible Major Effects

- | | |
|-----------------------------------|---|
| 1. Casualties | 5. Explosions and fire |
| 2. Deaths | 6. Hazards to people and livestock |
| 3. Tendency of people to disperse | 7. Disruption of business and industrial activities |
| 4. Disruption of traffic | 8. Evacuation |

Potential Actions

1. Determine nature and effects of gas
2. Define areas of risk
3. Evacuate areas of risk
4. Establish an Emergency Operations Centre
5. Establish emergency communications
6. Rescue and fire fighting
7. Eliminate further escape of gases
8. Notify hospitals of casualties
9. Establish temporary morgue
10. Establish news release system
11. Establish Reception Centre(s)
12. Establish traffic control
13. Establish evacuation routes
14. Triage, treat and transport casualties
15. Contact Canutec
16. Recovery

Agency Responsible

- Fire/Industry
Fire/Industry
Police
Emergency Coordinator
Police/Fire/B.C.A.S./Communication Coordinator
Fire/Search and Rescue
Fire/Industry
B.C.A.S.
Police/Coroner
Public Information Officer
E.S.S.
Police
Police/Public Works
B.C.A.S.
Fire
EOC Manager

Equipment

1. Ambulances
2. Fire fighting and rescue equipment
3. Communications equipment
4. Decontamination equipment
5. Mobile public address system
6. Barricades
7. Anti-gas clothing, if necessary

Source

- B.C.A.S.
Fire
Police/Fire/Communication Coordinator
Industry/Fire
Fire/Police/Communication Coordinator
Public Works
Industry

11.5 EARTHQUAKE

Possible Major Effects

1. Casualties
2. Deaths
3. Trapped people
4. Damage to property
5. Material damage to roads, bridges, utilities, buildings
6. Fire, explosions, fire hazards
7. Escape of gases
8. Flooding
9. Land/mudslides
10. Panic
11. Danger to public health
12. Evacuation of population and livestock

Potential Actions

1. Establish an Emergency Operations Centre
2. Mobilize necessary manpower and equipment
3. Request outside assistance, including military
4. Rescue, Fire Fighting and identifying hazards
5. Establish emergency communications
6. Establish medical facilities
7. Establish emergency Reception Centre(s)
8. Establish temporary morgue
9. Establish control of population
10. Coordinate and administer incoming aid
11. Establish news release system including instructions to public
12. Eliminate hazards from damaged utilities
13. Maintain/Open transportation routes
14. Triage, treat and transport casualties
15. Recovery

Equipment

1. Rescue equipment
2. Communications equipment
3. Public service maintenance vehicles
4. Mobile generators/lighting
5. Medical units and supplies
6. Obtain piping for emergency repairs to water and sewerage facilities
7. Portable water supplies
8. Mobile public address system

Agency Responsible

- Emergency Coordinator
Public Works
E.O.C. Control Group
Police/Fire/S.A.R./Public Works
Police/Fire/B.C.A.S./Communications
Coordinator
B.C.A.S.
E.S.S.
Police/Coroner
Police
E.O.C. staff
Public Information Officer
- Public Works
Public Works
B.C.A.S.
EOC Manager

Source

- Fire/Police
Fire/Police/Communication
Coordinator
Public Works
Public Works
B.C.A.S.
Public Works
- Public Works
Police/Fire/Communication
Coordinator

11.6 EVENT CROWD MANAGEMENT

Possible Major Effects

1. Casualties
2. Deaths
3. Trapped people
4. Damage to property
5. Material damage to roads, bridges, utilities, buildings
6. Fire, explosion, fire hazards
7. Panic
8. Evacuation of population and livestock

Potential Actions

1. Establish an Emergency Operations Centre
2. Mobilize necessary manpower and equipment
3. Request outside assistance, including military
4. Rescue, Fire Fighting and identifying hazards
5. Establish emergency communications
6. Establish medical facilities
7. Establish emergency Reception Centre(s)
8. Establish temporary morgue
9. Establish control of population
10. Coordinate and administer incoming aid
11. Establish news release system including instructions to public
12. Eliminate hazards from damaged utilities
13. Maintain/Open transportation routes
14. Triage, treat and transport casualties
15. Recovery

Agency Responsible

- Emergency Coordinator
Public Works
E.O.C. Control Group
Police/Fire/S.A.R./Public Works
Police/Fire/B.C.A.S./Communications
Coordinator
B.C.A.S.
E.S.S.
Police/Coroner
Police
E.O.C. staff
Public Information Officer

Public Works
Public Works
B.C.A.S.
EOC Manager

Equipment

1. Rescue equipment
2. Communications equipment
3. Public service maintenance vehicles
4. Mobile generators/lighting
5. Medical units and supplies
6. Mobile public address system

Source

- Fire/Police
Fire/Police/Communication
Coordinator
Public Works
Public Works
B.C.A.S.
Police/Fire/Communications
Coordinator

11.7 EXPLOSION

Possible Major Effects

- | | |
|--------------------|--|
| 1. Casualties | 6. Release of dangerous gases and/or chemicals |
| 2. Deaths | 7. Disruption of traffic |
| 3. Panic | 8. Disruption of utilities |
| 4. Property damage | 9. Disruption of communications |
| 5. Fire | |

Potential Actions

Agency Responsible

- | | |
|---|--|
| 1. Establish an Emergency Operations Centre | Emergency Coordinator |
| 2. Establish emergency communications | Police/Fire/B.C.A.S./Communication Coordinator |
| 3. Rescue and fire fighting | Fire/Police/S.A.R. |
| 4. Protect property | Police |
| 5. Define working area and establish control perimeter | Police/Fire |
| 6. Eliminate hazards from public utilities | Public Works |
| 7. Establish routes for emergency vehicles | Police |
| 8. Notify hospitals of casualties | B.C.A.S. |
| 9. Establish temporary morgue | Police/Coroner |
| 10. Establish traffic control | Police |
| 11. Establish crowd control | Police |
| 12. Arrange for specialists to deal with hazardous substances | Fire |
| 13. Estimate possible further hazards | Fire |
| 14. Identify Structural Damage | Public Works |
| 15. Establish emergency Reception Centre(s) | E.S.S. |
| 16. Establish news release system | Public Information Officer |
| 17. Triage, treat and transport casualties | B.C.A.S. |
| 18. Contact Canutec | Fire |
| 19. Recovery | EOC Manager |

Equipment

Source

- | | |
|---|---------------------------------------|
| 1. Ambulances | B.C.A.S. |
| 2. Fire fighting and rescue equipment | Fire |
| 3. Communications equipment | Police/Fire/Communication Coordinator |
| 4. Auxiliary lighting | Public Works |
| 5. Barricades | Public Works |
| 6. Equipment to repair public utilities | Public Works |
| 7. Special equipment associated with type of hazard | Industry |

11.8 FIRE - MAJOR RURAL (WILDFIRE)

Possible Major Effects

- | | |
|-----------------------|--|
| 1. Casualties | 5. Disruption of traffic and communication |
| 2. Deaths | 6. Disruption of utilities |
| 3. Fire | 7. Involvement of dangerous goods |
| 4. Damage to property | |

Potential Actions

1. Establish an Emergency Operations Centre
2. Establish emergency communications
3. Define working area and establish control perimeter
4. Rescue and fire fighting including fire breaks
5. Establish proper jurisdiction
6. Notify hospitals of casualties
7. Warn and mobilize required additional
8. Warn about spread of fire
9. Establish news release system
10. Establish emergency Reception Centre(s)
11. Make decision re: evacuation of community
12. Order an evacuation
13. Determine need and make arrangements for supplementary water supplies
14. Establish traffic control
15. Eliminate hazards from damaged utilities
16. Determine if dangerous goods involved
17. Triage, treat and transport casualties
18. Recovery

Agency Responsible

- Emergency Coordinator
Police/Fire/B.C.A.S./Forestry/
Communications Coordinator
Police/Fire
Fire/Forestry
Fire/Forestry
B.C.A.S.
Fire
Public Information Officer
Public Information Officer
E.S.S.
Fire/Forestry
Forest Service/Fire Commissioner
Fire/Public Works

Police
Public Works
Fire
B.C.A.S.
EOC Manager

Equipment

1. Fire fighting and rescue equipment (normal and supplementary)
2. Water tankers
3. Relay pumps
4. Communications equipment
5. Auxiliary lighting
6. Medical Supplies
7. Mobile public address system
8. Chemical response team if applicable

Source

- Fire/Forestry
Public Works/Forestry
Public Works/Forestry
Fire/Police/Communication
Coordinator
Public Works
B.C.A.S.
Police/Fire/Communication
Coordinator
Fire/Industry

11.9 FIRE - MAJOR URBAN

Possible Major Effects

- | | |
|---------------------------------|----------------------------------|
| 1. Casualties | 7. Deaths |
| 2. Fire | 8. Damage to property |
| 3. Sudden Hospital requirements | 9. Collapse of buildings |
| 4. Disruption of buildings | 10. Evacuation |
| 5. Disruption of traffic | 11. Explosions and other hazards |
| 6. Disruption of communication | |

Potential Actions

1. Establish an Emergency Operations Centre
2. Establish emergency communications
3. Define working area and establish working perimeter
4. Secure disaster scene for subsequent investigation
5. Rescue and fire fighting
6. Control panic in fire fighting area
7. Establish routes for emergency vehicles
8. Notify hospital of casualties
9. Establish temporary morgue, if needed
10. Establish traffic control
11. Establish crowd control
12. Eliminate hazards from damaged utilities
13. Warn about spread of fire
14. Establish news release system
15. Establish emergency Reception Centre(s)
16. Determine if dangerous goods involved
17. Triage, treat and transport casualties
18. Make decision re: evacuation of community
19. Order an evacuation
20. Recovery

Agency Responsible

- Emergency Coordinator
Police/Fire/B.C.A.S./Communications
Coordinator
Police/Fire
Police
Fire
Police
Police
B.C.A.S.
Police/Coroner
Police
Police
Public Works
Fire/Police
Public Information Officer
E.S.S.
Fire
B.C.A.S.
Fire
Fire Commissioner
EOC Manager

Equipment

1. Fire fighting and rescue equipment
2. Ambulances
3. Water tankers
4. Relay Pumps
5. Communications equipment
6. Auxiliary Lighting
7. Mobile public address system

Source

- Fire/Forestry
B.C.A.S.
Public Works/Forestry
Public Works/Forestry
Fire/Police/Communication
Coordinator
Public Works
Police/Fire/Communication
Coordinator

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8. Chemical response team

Industry

11.10 FLOOD

Possible Major Effects

- | | |
|---|-----------------------------|
| 1. Disruption of community | 5. Evacuation of population |
| 2. Damage to property | 6. Dangers to public health |
| 3. Contamination of normal water supplies | 7. Losses to local economy |
| 4. Casualties | |

Potential Actions

1. Warn of imminence
2. Establish an Emergency Operations Centre
3. Mobilize necessary manpower and equipment
4. Establish emergency communications
5. Establish traffic control
6. Establish dikes as required
7. Check stocks of sand and sandbags
8. Eliminate hazards from damaged utilities
9. Protect property
10. Establish emergency Reception Centre(s)
11. Evacuate, if required
12. Establish news release system
13. Establish emergency health facilities
14. Triage, treat and transport casualties
15. Recovery

Agency Responsible

Public Works
Emergency Coordinator
Public Works
Police/B.C.A.S./Communication
Coordinator
Police
Public Works
Public Works
Public Works
Police
E.S.S.
Police
Public Information Officer
B.C.A.S.
B.C.A.S.
EOC Manager

Equipment

1. Transportation
2. Communication equipment
3. Equipment for constructing dikes
4. Heavy equipment (bulldozers etc)
5. Auxiliary lighting
6. Auxiliary power facilities
7. Medical and health supplies
8. Pumps
9. Mobile public address system

Source

Public Works
Police/Communication
Coordinator
Public Works
Public Works
Public Works
Public Works
B.C.A.S.
Public Works
Police/Fire/Communication
Coordinator

11.11 POWER FAILURE

Possible Major Effects

- | | |
|--|----------------------------|
| 1. Casualties - indirect, due to lack of power | 4. Disruption of traffic |
| 2. Deaths - indirect, due to lack of power | 5. Disruption of utilities |
| 3. Panic, particularly in crowded areas | 6. Trapped people |

Potential Actions

1. Establish headquarters to restore power
2. Establish an Emergency Operations Centre
3. Restore power
4. Establish priority for essential services to community
5. Control allocation of auxiliary power
6. Establish news release system and keep public informed
7. Establish traffic control
8. Protect property
9. Establish Reception Centre(s)
10. Establish emergency communications
11. Organize emergency transportation pool
12. Release persons trapped in electrically operated devices (e.g. elevators)
13. Assess danger to public health and provide emergency services
14. Maintain essential water/sewer services
15. Recovery

Agency Responsible

- Public Works (B.C. Hydro)
Emergency Coordinator
Public Works (B.C. Hydro)
E.O.C.
Public Works
Public Information Officer
- Police
Police
E.S.S.
Police/Fire/B.C.A.S./Communications
Coordinator
Public Works
Fire
- B.C.A.S.
- Public Works
EOC Manager

Equipment

1. Auxiliary power
2. Auxiliary heaters
3. Mobile public address system
4. Auxiliary lighting

Source

- Public Works
Public Works
Police/Fire/Communication
Coordinator
Public Works

11.12 ROAD CLOSURES

Possible Major Effects

- | | |
|--|--|
| 1. Casualties | 9. Damage of property (roads, bridges) |
| 2. Deaths | 10. Fire and explosions |
| 3. Hospital requirements | 11. Trapped people |
| 4. Disruption of traffic | 12. Hazard to people and/or livestock |
| 5. Evacuation | 13. Damage to property |
| 6. Disruption of utilities | 14. Involvement of dangerous goods |
| 7. Disruption of communications | 15. Danger to public health |
| 8. Release of dangerous gases and/or chemicals | |

Potential Actions

1. Establish an Emergency Operations Centre
3. Establish emergency communications
4. Establish priority for essential services to community
5. Notify hospital of casualties
6. Establish traffic control
7. Establish temporary morgue
8. Order an evacuation
9. Evacuate area if needed
10. Clear debris
11. Establish emergency reception centre
12. Triage, treat and transport casualties
13. Provide traffic control barriers
14. Protect property and valuables
15. Establish evacuation routes
16. Rescue and firefighting
17. Organize emergency transportation pool
18. Maintain essential water-sewer services
19. Establish dykes as required
20. Recovery

Agency Responsible

- Public Information Officer
All Agencies
E.O.C. Control Group
B.C.A.S.
Police
Police/Coroner
- Police
Public Works
E.S.S.
B.C.A.S.
Public Works
Police
Police/Public Works
S.A.R./Fire
Public Works
Public Works
Public Works
EOC Manager

Equipment

1. Firefighting/rescue equipment
2. Ambulance
3. Communication equipment
4. Mobile public address system
5. Barricades

Source

- Fire
B.C.A.S.
Fire/Police/B.C.A.S./Communication
Coordinator
Police/Fire/Communications
Coordinator
Public Works

- | | |
|---|--------------|
| 6. Equipment to repair Public utilities | Public Works |
| 7. Road clearing equipment | Public Works |

11.13 SEVERE WINTER STORMS

Possible Major Effects

- | | |
|---------------------------------|--|
| 1. Casualties | 8. Damage of property (roads, bridges) |
| 2. Deaths | 9. Trapped people |
| 3. Hospital requirements | 10. Hazard to people and/or livestock |
| 4. Disruption of traffic | 11. Damage to property |
| 5. Evacuation | 12. Collapse of buildings |
| 6. Disruption of utilities | 13. Panic |
| 7. Disruption of communications | |

Potential Actions

1. Establish an Emergency Operations Centre
2. Warn of imminence
3. Establish emergency communications
4. Establish priority for essential services to community
5. Notify hospital of casualties
6. Establish routes for emergency vehicles
7. Establish crowd control
8. Establish traffic control
9. Establish temporary morgue
10. Order an evacuation
11. Evacuate area if needed
12. Provide auxiliary power
13. Clear debris
14. Establish emergency reception centre
15. Triage, treat and transport casualties
16. Provide traffic control barriers
17. Protect property and valuables
18. Establish evacuation routes
19. Rescue and firefighting
20. Organize emergency transportation pool
21. Maintain essential water-sewer services
22. Identify structural damage
23. Recovery

Agency Responsible

- Emergency Coordinator
 Public Information Officer
 All Agencies
 E.O.C. Control Group
 B.C.A.S.
 Police
 Police
 Police
 Police/Coroner
- Police
 Public Works
 Public Works
 E.S.S.
 B.C.A.S.
 Public Works
 Police
 Police/Public Works
 S.A.R./Fire
 Public Works
 Public Works
 Public Works
 EOC Manager

Equipment

1. Firefighting/rescue equipment
2. Ambulance
3. Communication equipment
4. Auxiliary lighting, heaters, power
5. Mobile public address system

Source

- Fire
 B.C.A.S.
 Fire/Police/B.C.A.S./Communication
 Coordinator
 Public Works
 Police/Fire/Communication

- | | |
|---|--|
| <ul style="list-style-type: none"> 6. Equipment to repair public utilities 7. Road clearing equipment | <p>Coordinator
Public Works
Public Works</p> |
|---|--|

11.14 TERRORIST ACTIVITY

Possible Major Effects

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Casualties 2. Deaths 3. Hospital requirements 4. Disruption of traffic 5. Evacuation 6. Disruption of utilities 7. Disruption of communications 8. Damage of property (roads, bridges) 9. Fire and explosions | <ul style="list-style-type: none"> 10. Trapped people 11. Hazard to people and/or livestock 12. Damage to property 13. Involvement of dangerous goods 14. Collapse of buildings 15. Danger to public health 16. Release of dangerous gases a/o chemicals 17. Panic |
|--|--|

Potential Actions

Agency Responsible

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Establish an Emergency Operations Centre 2. Establish emergency communications 3. Establish priority for essential services to community 4. Notify hospital of casualties 5. Establish routes for emergency vehicles 6. Establish crowd control 7. Establish traffic control 8. Establish temporary morgue 9. Order an evacuation 10. Evacuate area if needed 11. Establish emergency reception centre 12. Triage, treat and transport casualties 13. Provide traffic control barriers 14. Establish evacuation routes 15. Rescue and firefighting 16. Organize emergency transportation pool 17. Maintain essential water-sewer services 18. Recovery | <p>Emergency Coordinator
All Agencies
E.O.C. Control Group
B.C.A.S.
Police
Police
Police
Police/Coroner

Police
E.S.S.
B.C.A.S.
Public Works
Police/Public Works
S.A.R./Fire
Public Works
Public Works
EOC Manager</p> |
|--|--|

Equipment

Source

- | | |
|--|--|
| <ul style="list-style-type: none"> 1. Communication equipment 2. Auxiliary lighting, heaters, power 3. Mobile public address system | <p>Fire/Police/B.C.A.S./Communication
Coordinator
Public Works
Police/Fire/Communication</p> |
|--|--|

- | | |
|---|--------------|
| 4. Barricades | Coordinator |
| 5. Chemical response team | Public Works |
| 6. Equipment to repair public utilities | Industry |
| 7. Special equipment for type of hazard | Public Works |
| | Industry |

11.15 TORNADO OR SEVERE WINDSTORM

Possible Major Effects

- | | |
|----------------------------|---------------------------------|
| 1. Casualties | 5. Damage to property |
| 2. Deaths | 6. Disruption of traffic |
| 3. Disruption of community | 7. Disruption of communications |
| 4. Disruption of utilities | |

Potential Actions

Agency Responsible

- | | |
|--|--|
| 1. Warn of imminence | Emergency Coordinator |
| 2. Establish an Emergency Operations Centre | Emergency Coordinator |
| 3. Establish emergency communications | Police/Fire/B.C.A.S./Communications
Coordinator |
| 4. Define working area and establish control perimeter | Police |
| 5. Establish routes for emergency vehicles | Police |
| 6. Notify hospitals of casualties | B.C.A.S. |
| 7. Rescue | Fire/Police/S.A.R. |
| 8. Establish temporary morgue | Police/Coroner |
| 9. Eliminate hazards from damaged utilities | Public Works |
| 10. Establish news release system | Public Information Officer |
| 11. Protect property | Police |
| 12. Establish emergency Reception Centre(s) | E.S.S. |
| 13. Provide auxiliary power | Public Works |
| 14. Clear debris | Public Works |
| 15. Open and maintain transportation routes | Public Works |
| 16. Triage, treat and transport casualties | B.C.A.S. |
| 17. Recovery | EOC Manager |

Equipment

Source

- | | |
|---------------------------------|---------------------------|
| 1. Rescue equipment | Police/Fire |
| 2. Fire equipment | Fire |
| 3. Ambulances | B.C.A.S. |
| 4. Road clearing equipment | Public Works |
| 5. Barricades | Public Works |
| 6. Auxiliary generators | Public Works |
| 7. Mobile public address system | Police/Fire/Communication |

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Coordinator

11.16 WATER CONTAMINATION - SOURCE

Possible Major Effects

1. See attached Merritt Emergency Plan for Potable Water

Potential Actions

1. See attached Merritt Emergency Plan for Potable Water

Equipment

1. See attached Merritt Emergency Plan for Potable Water

11.17 WATER CONTAMINATION-RESERVOIR AND DISTRIBUTION SYSTEM

Possible Major Effects

1. See attached Merritt Emergency Plan for Potable Water

Potential Actions

1. See attached Merritt Emergency Plan for Potable Water

Equipment

1. See attached Merritt Emergency Plan for Potable Water

PART 12 - CITY OF MERRITT EMERGENCY PLAN SCHEDULES

SCHEDULE "A" - EMERGENCY MEASURES BYLAW NO. 1725

SCHEDULE "B" - EMERGENCY TELEPHONE CALL-OUT LIST

SCHEDULE "C" - ELECTED OFFICIALS TELEPHONE CALL-OUT LIST

SCHEDULE "D" - CITY MAP

SCHEDULE "E" - EMERGENCY EQUIPMENT RESOURCE LIST

SCHEDULE "F" - OUTSIDE AGENCIES EMERGENCY CONTACT LIST

SCHEDULE "G" - MERRITT EMERGENCY PLAN FOR POTABLE WATER

SCHEDULE "A"

CITY OF MERRITT

BY-LAW NO. 1725

A BYLAW TO ESTABLISH AND MAINTAIN AN EMERGENCY MANAGEMENT ORGANIZATION TO DEVELOP AND IMPLEMENT EMERGENCY PLANS

WHEREAS the Council must establish and maintain an emergency management organization to develop and implement emergency plans;

AND WHEREAS the Council of the City of Merritt wishes to provide a comprehensive management program to prepare for, respond to and recover from emergencies and disasters;

NOW THEREFORE, the Council of the City of Merritt in open meeting assembled enacts as follows:

SECTION 1 - CITATION

1.1 This by-law shall be cited as the “City of Merritt Emergency Measures Bylaw No. 1725, 2002.”

SECTION 2 - INTERPRETATION

2.1 In this by-law:

- (a) “Council” means the City of Merritt Municipal Council.
- (b) “Declaration of a State of Local Emergency” means a declaration of Council or the Mayor that an emergency exists or is imminent in the municipality.
- (c) “Disaster” means a calamity that:
 - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature; and,
 - (ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.
- (d) “Emergency” means a present or imminent event that:
 - (i) is caused by accident, fire, explosion or technical failure or by

- (ii) the forces of nature; and, requires prompt co-ordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.
 - (e) “Emergency Program Coordinator” means the person appointed by Council.
 - (f) “Merritt Emergency Management Organization” means the Emergency Executive Committee, Emergency Program Planning Committee, Emergency Program Coordinator and such other persons appointed and functional groups established and which are charged with emergency preparedness, response and recovery measures.
 - (g) “Municipality” means all of the area within the boundaries of the City of Merritt.
- 2.2 This by-law shall be construed in accordance with the Emergency Program Act and all Regulations made thereunder. In this by-law, “Act” means the Emergency Program Act.

SECTION 3 - ADMINISTRATION

- 3.1 An Emergency Executive Committee shall be composed of:
- (a) the Mayor and two Councillors (one of which will be the Committee Chairperson);
 - (b) the Administrator of the municipality or his/her designate;
 - (c) the Emergency Program Coordinator.
- 3.2 The Council shall appoint an Emergency Program Coordinator to facilitate emergency preparedness, response and recovery measures.
- 3.3 Subject to the approval of the Council, the Emergency Executive Committee may:
- (a) make and amend its terms of reference, policies and procedures;
 - (b) enter into agreements with regional districts or other municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery; and,
 - (c) enter into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services.
- 3.4 There shall be an Emergency Program Planning Committee organized as follows:

- (a) The Emergency Program Coordinator shall be the Chairperson of the Emergency Planning Committee and will delegate an alternate to act in his/her absence.
- (b) All heads of services and supporting agencies as identified by the City's Emergency Response Plan will be members of the Emergency Planning Committee.

SECTION 4 - DUTIES AND RESPONSIBILITIES OF THE COUNCIL

4.1 The Emergency Executive Committee shall prepare and present to the Council for annual review and approval:

- (a) A list of hazards to which the municipality is subject and which also indicates the relative risk of occurrence.
- (b) Plans respecting the preparation for, response to and recovery from emergencies and disasters, which include:
 - (i) a periodic review and updating of plans and procedures for that review;
 - (ii) a program of emergency response exercises;
 - (iii) a training program;
 - (iv) procedures by which physical and financial emergency resources or assistance may be obtained;
 - (v) procedures by which emergency plans are to be implemented;
 - (vi) warning procedures to those persons who may be harmed or suffer loss in an emergency or impending disaster;
 - (vii) procedures to coordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the municipality; and,
 - (viii) procedures to establish the priorities for restoring essential services provided by the municipality, or recommended priorities to other service providers, that are interrupted during an emergency or disaster.

SECTION 5 - POWERS OF THE COUNCIL

5.1 The Council or the Mayor or the Emergency Program Coordinator (or other persons designated in the plan) may, whether or not a state of local emergency has been declared, cause the emergency plan to be implemented.

5.2 The Council by by-law or resolution, or the Mayor by order, may declare a state of local emergency when the extraordinary power or authority enabled

by the Act is required to effectively deal with an emergency or disaster in any part of the municipality.

5.3 Upon a “declaration of a state of local emergency” being made, Council or the Mayor shall:

- (a) forward a copy of the declaration to the Minister responsible; and,
- (b) cause the details of the declaration to be published by a means of communication that the Council or Mayor considers most likely to make the contents of the declaration known to the majority of the population of the affected area.

5.4 After a declaration of a state of emergency is made under Section 5.2 in respect of all or any part of the municipality, and for the duration of the state of emergency, the Council or Mayor may do any or all acts considered necessary and Implement procedures that the Council or Mayor considers necessary to prevent, respond to or alleviate the effects of an emergency or a disaster, Including any or all of the following:

- (a) acquire or use any real or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster;
- (b) authorize or require any person to render assistance of a type that the person Is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster;
- (c) control or prohibit travel to or from any part of the municipality;
- (d) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services In the municipality;
- (e) cause the evacuation of persons and the removal of livestock, animals and personal property from any part of the municipality that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property;
- (f) authorize the entry into any building or on any land, without warrant, by any person In the course of implementing an emergency plan or program or if otherwise considered by the Council or Mayor to be necessary to prevent, respond to or alleviate the effects of an

emergency or disaster;

- (g) cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the Council or Mayor to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster;
- (h) construct works considered by the Council or Mayor to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster;
- (i) procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of the municipality for the duration of the local state of emergency; and,
- (j) authorize the Emergency Program Coordinator (or other selected person or persons) to exercise, in any part of the municipality affected by a declaration of a local state of emergency, those specific powers enabled In Section 5.4 and assumed by the Council or Mayor.

5.5 The Council or Mayor must, when of the opinion that an emergency no longer exists in the municipality to which a declaration of local state of emergency was made:

- (a) Cancel the declaration of a state of local emergency In relation to that part:
 - (i) by by-law or resolution, if the cancellation is effected by the Council; or,
 - (ii) by order, if the cancellation is effected by the Mayor; and,
- (b) promptly notify the Minister responsible of the cancellation of the declaration of a state of local emergency.

SECTION 6 - LIABILITY

6.1 As enabled by the Act, no person, including, without limitation, the Council, the Mayor, members of the Merritt Emergency Management Organization, employees of the City of Merritt, a volunteer and any other persons appointed, authorized or required to carry out measures relating to emergencies or disasters is liable for any loss, cost, expense, damages or injury to persons or property that result from:

- (a) the person In good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this by-law, unless, in doing or omitting to do the act, the person was grossly negligent; or,

- (b) any acts done or omitted to be done by one or more of the persons who were, under this by-law, appointed, authorized or required by the person to do the acts, unless In appointing, authorizing or requiring those persons to do the acts, the person was not acting In good faith.

SECTION 7 – REPEAL

7.1 City of Merritt Emergency Program Bylaw No. 1569, 1996 is hereby repealed.

READ A FIRST TIME the 12th day of November, 2002.

READ A SECOND TIME the 12th day of November, 2002.

READ A THIRD TIME the 12th day of November, 2002.

ADOPTED this 26th day of November, 2002.

Original signed by
R.H. Baird, MAYOR

Original signed by
J.E. Barry, CORPORATE
SERVICES MANAGER

SCHEDULE “B”

EMERGENCY OPERATIONS CENTRE CONTROL GROUP

Emergency Operations Centre Manager

Jennifer Bridarolli – City of Merritt - Administrator
2180 Taylor Place
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V1K 1B8

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jenbrid@ocis.net

Telephone Number 378-4224 – City Hall
378-3477 - Residence
378-7823 – Cell

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Fire Chief

David Matteucci – City of Merritt - Fire Chief

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Merritt, B.C.

V1K 1B8

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Telephone Number 378-5626 – Fire Hall
378-5666 – Residence
378-7568 – Cell

S/Sgt RCMP

Al Clark

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V1K 1B8

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378-6942 – Residence
378-7474 - Cell

Public Works Manager

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E-mail address sboven@merritt.ca
panterra@telus.net

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378-3708 - Residence
315-3110 - Cell

Public Works Foreman

Garry Laursen – City of Merritt – Public Works Foreman

461 Marshall Road

Lower Nicola, B.C.

V1K 1J4

E-mail address

Telephone Number 378-4224 – City Hall
378-2494 – Residence
378-7604 - Cell
378-2257 – After Hours

Emergency Program Coordinator

Brian Hawkins
2502 Jackson Avenue
Merritt, B.C.
V1K 1B1
E-mail address bbhawkins@telus.net
Telephone Number 378-1887 – Residence
315-8025 - Cell

Emergency Communications Coordinator

Laura Sanders – City of Merritt – Deputy Financial Services Manager
#27 – 1401 Nicola Avenue
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E-mail address lsanders@merritt.ca
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378-6022 – Residence
315-2144 – Cell

Administration Assistant

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carolejeff@hotmail.com
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315-4452 - Residence
315-3440 - Cell

Unit Chief, BC Ambulance Service

Telephone Number 378-5912 – BC Ambulance Service
315-3037 - Cell
315-0520 - Pager

Emergency Social Services Director

Clara Norgaard
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Telephone Number 378-5121 – Business
378-4738 – Residence
315-5297 - Cell
378-3015 – Pager

Financial Services Manager

Tom Reynolds – City of Merritt – Financial Services Manager
3466 Pineridge Drive
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V1K 1J5
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315-0331 – Residence
315-9672 – Cell

SCHEDULE “C”

ELECTED OFFICIALS TELEPHONE CALL-OUT LIST

Mayor David Laird
2798 Granite Place
Merritt, B.C. V1K 1E3
Telephone Number 378-4703 (R)
315-8180 (Cell)

Councillor Norm Brigden
2111 Taylor Place
Merritt, B.C. V1K 1B8
Telephone Number 378-3450 (R)
315-4211 (B)
315-5106 (Cell)
E-Mail address normbrigden@hotmail.com

Councillor Nadia Clarke
1850 First Avenue
Merritt, B.C. V1K 1B8
Telephone Number 378-3744 (R)
378-2157 (B)
378-1684 (Cell)
E-mail address nadia.clarke@shaw.ca

Councillor Harry Kroeker
2171 Taylor Place
Merritt, B.C. V1K 1B8
Telephone Number 378-6406 (R)
378-7675 (Cell)
E-mail address bgk@telus.net

Councillor Elmer Reimer
1902 Eastwood Avenue
Merritt, B.C. V1K 1K3
Telephone Number 378-5337 (R)
E-mail address elmjan@telus.net

Councillor Peter Samra
2649 Forksdale Avenue
Merritt, B.C. V1K 1P8
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378-2514 (B)
315-3582 (Cell)
E-mail address samra1@shaw.ca

Councillor Ron Sherwood
1775 Quilchena Avenue PO Box 443
Merritt, B.C. V1K 1B8
Telephone Number 378-2341 (R)
378-7377 (Cell)
E-mail address risherwood@shaw.ca

SCHEDULE "E"

EMERGENCY EQUIPMENT RESOURCE LIST

EQUIPMENT

Sanders and Company	378-2267
• Excavators	
• Tractor Trailer/Low bed	
Mervyn D. Contracting	378-5761
• Excavators/Trailers	
• Backhoe	
• Tandem Dump Trucks	
Thomson S. Backhoe	378-4366
• Backhoe	
• Tandem Dump Truck	

- Lower Nicola Backhoe 378-4524
- Excavators/Trailers
 - Backhoe
 - Tandem Dump Trucks
- VSA Highway Maintenance Ltd. 315-0166 (Day)
1-888-315-0025 (24 hour Emergency Number)
- Excavator/Trailer
 - Backhoes
 - Tandem Dumps
 - Water Trucks
 - Pressure Water Trucks
- Double D. Water Service
3127 Fox Farm Road 378-5702 (Day)
• Vacuum Water Truck 378-5702 (After Hours)
- James A.E. Ltd. 378-4075 (Day)
3 – 2525 Priest Avenue
- Excavators
 - Backhoe
 - Loader
 - Tandem Dump Trucks
 - Equipment Trailer
- R.P. Cebriy
2843 Cranna Crescent 315-2414 (Day)
378-4418 (After Hours)
- Excavator (\$110.00 per hour)
 - Backhoe (\$70.00 per hour)
 - Tandem Dump Trucks (\$65.00 per hour)
 - Loaders
 - Graders
 - Charter Bus (47 passenger)
- Emmerick Excavating
1301 Nicola Avenue 378-2888 (Day)
• Excavator 378-6051 (After Hours)
378-7371 (Cell)
- Norgaard Ready Mix
1301 Nicola Avenue 378-5121 (Day)
• Dump Trucks 378-6051 (After Hours)
• Mixers 378-7371 (Cell)
• Supply of riprap

Tibar 1742 Fairway Place	378-2585
<ul style="list-style-type: none">• Dump Trucks• Bobcat	
Haul Rite Transport Ltd. 2775 Pooley Avenue	378-6150 (Office) 378-6199 (Shop)
<ul style="list-style-type: none">• Low Beds	
Fox Consulting Services 1650 Williams Crescent	378-3790
<ul style="list-style-type: none">• Excavators• Dozers• 2 yard Loader• Grader• Gravel Trucks• Low Bed – 20 Ton capacity• Low Bed – 50 Ton capacity	

ELECTRICAL CONTRACTORS

Hub Electric	378-4646
Kamloops Electric Motors	372-9822
Hack Electric	378-5580

SUPPLIERS

Fred SurrIDGE (Kelowna)	1-800-663-5857
<ul style="list-style-type: none">• Water Work	
Western Supplies (EMCO) (Kamloops)	1-800-221-4212
<ul style="list-style-type: none">• Plumbing and Heating	
E.B. Horseman	1-250-372-3191
B.C.G. Services (Kamloops)	1-800-284-6480
<ul style="list-style-type: none">• Water Works	

Controlling Traffic (Flagging Services)
Beth Nadeau
1576 Voght Street

378-5831 (Home)
378-1509 (Cell)
378-2215 (Work)

SCHEDULE "F"

OUTSIDE AGENCIES EMERGENCY CONTACT LIST

CONTACTS

Public Health Officials

Environmental Health Officer	1-250-851-7346 – work
Manager, Health Protection	1-250-851-7309 – work
Medical Health Officer	1-250-851-7300 – work
Public Health Engineer	1-250-851-7348 – work
	1-250-851-7341 – fax

Laboratories (Water Testing)

Eco-Tech Laboratories Ltd.	1-250-573-5700 – work
	1-250-573-4811 – home
Caro Environmental Services	1-250-765-9646 – work
	1-250-762-8237 – home
	1-250-212-6422 – cell
	1-250-868-8907 – home

Poison Control

1-800-567-8911

Other Utilities

Terasen	1-250-371-5007–Scott Taylor 1-250-371-5026-Tony Pham 1-800-663-9911 – night 378-4212 – day 1-888-769-3766 – night
BC Hydro	611
Telus	378-9359
MoTH	

PEP

Provincial - Victoria	(250) 387-5956
Central Region - Kamloops	
Regional Manager	(250) 371-5240
Rod Salem	(250) 371-5246 - fax

Ministry of Forests-Cascades Forest District

District Manager	
Rod DeBoice	(250) 378-8402 (250) 378-8481 – fax (250) 315-8611 – cell (250) 378-6277 – home

Email-Rod.DeBoice@gems3.gov.bc.ca

BC Forest Service-Merritt Fire Zone

Joe Gilchrist	(250) 378-6402
Al Crane	(250) 378-6516 – fax
Harry Spahan	

First Nations Emergency Services Society

Paula Santos	1-888-822-3388 (604) 669-9832
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Ministry of Highways

Harvey Nelson	(250) 378-8488
Brent McDonald	(250) 378-8482
Jurgen Jutter	(250) 378-8483 (250) 378-8475 – fax

Coldwater Fire Department

Ron Aljam	(250) 378-2412
Laura Antoine	(250) 378-5351 – fax

Lower Nicola Fire Department

Lindsay Tighe	(250) 378-4933 (250) 378-6063 – fax (250) 315-3094 – cell
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Regional Fire Commissioner

Wayne Price

(250) 828-4001

(250) 828-4323 – fax

Conservation Officer Services

Chris Walder

(250) 378-7754 – cell

District of Logan Lake

Mayor Ella Brown

(250) 523-6225

(250) 523-6678 – fax

Email-loganlake@ocis.net

SCHEDULE “G”

**MERRITT EMERGENCY PLAN
FOR POTABLE WATER**



July, 1998
File: 7052126.1
Revised September 2002
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MERRITT EMERGENCY PLAN FOR POTABLE WATER

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Section 1
BACKGROUND

1.1 PURPOSE

The purpose of this plan is to provide a resource to aid in the detection, assessment, control and clean-up of any anticipated emergency situation related to the supply of clean, safe water. The plan will specify priorities, program the best apparent way of using available resources and assign specific tasks. Included as appendices are a list of available resources generally available in the Merritt area, as well as general procedures too lengthy to include in the body of the report for each anticipated emergency, such as the AWWA standards for disinfecting water mains. Not included in this plan are specific details of the operations and maintenance of the water system. It is assumed that personnel responding to an emergency will be familiar with the operation of the system and with general repair procedures. Also, it is expected that as-built information and operation and maintenance manuals are up-to-date and readily available to the emergency response crews.

1.2 SYSTEM DESCRIPTION

An overall composite plan of the City’s water system is included in Appendix G. Merritt receives its potable water from five groundwater wells: Fairley Park, Voght Park Gas/Electric, Voght Park Electric, May Street and Collettsville. All wells with the exception of Fairley Park are located immediately adjacent to the Coldwater River. All of the wells access the same aquifer.

The Fairley Park Well is located approximately midway between the Nicola and Coldwater Rivers. Fairley Park and Voght Park Wells pump from the same unconfined aquifer from a depth of approximately 30 m. The rated capacities of these wells are noted below:

Fairley Park	64.4	L/s
Voght Park Gas/Electric	90.0	L/s
Voght Park Electric	140.2	L/s
May Street	26.5	L/s
Collettsville Well	51.4	L/s

These wells pump directly into the distribution system and are controlled by

reservoir levels at Grimmet Reservoir.

There are two reservoirs both with full water level elevations of 680 m. The smaller reservoir, at 664 m³, is located at the west end of the City. The larger reservoir, at 4550 m³ is located at the north end of the City, north of Grimmet Street.

No disinfection is provided at any of the wells because the source is groundwater.

1.3 POSSIBLE EMERGENCIES

The possible emergencies, and their possible causes, dealt with in this plan are:

- Well Contamination;
 - Bacteriological
 - Chemical

- Reservoir Contamination;
 - Well Contamination
 - Supply Line Break
 - Vandalism

- Distribution system Contamination;
 - Well Contamination
 - Reservoir Contamination
 - Backflow
 - Distribution Line Break
 - Major Fire Flow Condition

- Pump Failure;
 - Power Failure
 - Flood Conditions - Lose Access to Pump Station
 - Mechanical Breakdown (Response Depends On):
 - Time of Year (Likely Demand)
 - Which Pump
 - Estimated Time to Repair

In general terms as all wells access the same aquifer it is conceivable that chemical contamination could render all wells unusable. However, chemical contamination would likely manifest in one well and then slowly migrate to the other wells. The City would have several options to implement if it looked like there was a real possibility that all wells could be contaminated. The

options include:

- .1 Drill additional wells in a different aquifer (i.e., east of the Nicola River, or southeast along the Coldwater River) and connect them to the existing distribution system.
- .2 Make arrangements with River Ranch to temporarily connect their high production irrigation well. Contact Butch Sahara (250) 378-4880
- .3 Implement an emergency river intake with connection to the City's distribution system.

Section 2

EMERGENCY STAGES

There are several basic stages during the initial discovery and assessment of an emergency; warning, detection, assessment, emergency response and clean up. The following are steps that every Public Works employee should be aware of, given that anyone may be the first to be notified or come upon an emergency situation. Being familiar with an organized approach may save precious time.

2.1 WARNINGS

Warnings may come in a number of ways. The two most likely are a phone call from a concerned citizen or from routine maintenance checks. City of Merritt utilities are monitored on a twenty four hour basis. During regular working hours problem calls are received at the City Hall switchboard or at the Public Works Maintenance Shop. After hours all City services are monitored by computer alarms and an answering service at City Hall. The appropriate department heads and staff are notified by the Public Works Department should an incident occur. It is beyond the scope of this manual to detail all possible warning signals that should be watched for but it is essential that each employee be trained to know likely warning signs and be aware of situations that may lead to problems. A short list of problems and their possible warnings are given in the following Table 1.

2.2 DETECTION

Once a warning sign has become apparent, the actual cause must be detected. Each employee should be trained to recognize warning signs then investigate to determine the cause and consequence of that sign. Again, a short list of problems to look for is given in the following Table 1. Procedures or tests (beyond visual observations) that can be undertaken to determine if an actual problem exists will generally be the responsibility of the Public Works Manager.

2.3 ASSESSMENT

The personnel to detect a potential emergency should make a quick assessment of the situation. The assessment is not to determine a remedy, but rather to determine the magnitude of the problem so a decision can be

made as to whether an emergency response is required or whether routine maintenance or a mechanical adjustment is appropriate to solve the problem.

2.4 EMERGENCY RESPONSE PLAN

Once an emergency has been detected and assessed and the Public Works Manager or persons acting on his behalf have been informed, the emergency plan for the specific situation should be implemented.

The following pages contain the emergency plans. Specific tasks are assigned by the plan to specific individuals, with steps given to:

- CONTROL the emergency
- OPERATE during the emergency

The steps should be undertaken within the guidelines of the roles and responsibilities outlined in Section 3. Although all personnel should be familiar prior to an emergency with their responsibilities and required actions during an emergency, one of the first steps should an event occur is to re-affirm the roles and establish clear lines of communication.

2.5 CLEAN UP AND REPAIR

Following control of the emergency the clean up or repair may begin. Because the possible causes and thus remedies of an emergency are numerous, it is beyond the scope of the manual to describe specific repair procedures. It is likely that most repair procedures required of public works staff will be within the scope of their regular training. Depending on the cause and extent of the emergency, advice and direction from appropriately qualified specialists should be obtained.

TABLE 1

EMERGENCY	WARNING SIGNS	POSSIBLE CAUSES
BACTERIOLOGICAL CONTAMINATION OF WELLS (S)	Odour, discoloration, bad taste, floating objects and sickness.	Linkage from surface water to groundwater, natural deterioration of aquifer, build-up of bacteria on well screens and flooding.
CHEMICAL CONTAMINATION OF WELLS (S)	Odour, discoloration, bad taste, floating objects and sickness.	Vandalism, chemical spill in groundwater recharge area.
RESERVOIR CONTAMINATION	Odour, discoloration, bad taste, sickness, signs of vandalism, flooding, wet spots, erosion and shortage of water.	Well contamination, vandalism.
DISTRIBUTION SYSTEM CONTAMINATION	Odour, discoloration, bad taste, sickness, shortage of water, very low pressures, sudden pressure fluctuations, flooding, wet spots and erosion.	Well contamination, reservoir contamination. Backflow from: <ul style="list-style-type: none"> • Industrial plants or equipment • Irrigation system winterization • Fire flow conditions • mainline break
EXTENSIVE PUMP FAILURE	Reservoir level will begin to drop if the number of pumps in failure mode reduces the capacity of the system below water demands.	Power failure.

Section 3
ROLES AND RESPONSIBILITIES

3.1 RESPONSIBLE PERSONNEL

- Public Works Manager: Shawn Boven
Public Works Foreman: Garry Laursen

- Administration: Jennifer Bridarolli
Alternate: Tom Reynolds

- Public Information Officer: Ruth Tolerton
Alternate: Carole Fraser

- Interior Health, Health Engineer Contact: Claire Audet
Medical Health Officer: Dr. Lu
Chief Environmental Officer: Ken Christian

- Waterworks Foreman: Dan Hildebrand
Alternates: Joe Matias
Darrell Finnigan

Each different emergency may involve a number of different personnel in a number of different ways. However the general roles and responsibilities for those listed above will be as outlined in the following pages. All phone numbers for various contacts are included in Appendix A.

3.2 ALL PUBLIC WORKS EMPLOYEES LIKELY TO BE THE FIRST PERSONNEL AWARE OF POSSIBLE EMERGENCY

- Know the WARNING signs to be watching for (see Table 1, page 5).
- Know how to DETECT a possible emergency and carry out that DETECTION once a warning is given.
- Make an ASSESSMENT of the situation and determine what immediate action is required.
- Contact the Public Works Manager.
- Call other emergency response personnel if a danger is apparent - fire, police, public health, ambulance, etc.

3.3 PUBLIC WORKS MANAGER

- Make an ASSESSMENT of the situation:
 - determine scope of emergency, affected components; wells, pumps, controls, supply line, reservoir, distribution (all or part).
 - can the problem be handled by the current public works crews?
 - what other agencies or utilities need to be notified?
 - does the public need to be informed?
- Call health officials, if required.
- Call City Administration.
- Call community relations officer, if required.
- Call specialists, if required (toxicology, Poison Control, etc.)
- Call other utilities if required.
- Call job foreman.
- Direct activation of emergency chlorination procedures, if required.
- Hire special equipment.

3.4 WATERWORKS FOREMAN

- Contact required crew.
- Assist Public Works Manager to make calls to:
 - Other utilities (as required)
 - Hire special equipment
 - Locate material suppliers
- Supervise emergency operation

3.5 PUBLIC INFORMATION OFFICER

Inform the Public as required:

- In consultation with Health Representatives and Public Works Manager determine:
 - need and urgency for public notification
 - area requiring notification
 - methods(s) of notification
 - content of notice
 - prepare and implement the distribution of information to those affected:
 - door-to-door verbal notice
 - door-to-door written notice
 - newspaper
 - radio

Section 4

EMERGENCY PLAN

4.1 WELL CONTAMINATION - Bacteriological

a) Warning Signs

- odour, discoloration, bad tastes, sickness
- elevated total or fecal coliform results

b) Possible Causes

- surface water connection to aquifer
- build-up of bacteria on well screens
- spill in river

c) Control

1) Establish Communication Lines:

First on Scene | Public Works Manager | Administration | Interior Health Authority | Public Information Officer | Public

2) Contact Health Officials:

- determine specific details of message to those affected (i.e., issue boil order, continue to abstain from drinking);
- sample and test.

3) Alert Those Affected:

- contact Public Information Officer to inform public via media; radio, TV, newspaper or door-to-door if immediate action is required:
 - issue a “Do Not Drink” warning
 - issue a “Boil Water” advisory

4) Contact Job Foreman and Public Works Crew.

- 5) Determine Extent of Contamination:
- is aquifer contaminated? If so how many wells are involved?
 - is distribution contaminated?
 - is reservoir contaminated?

d) Emergency Operation

- 1) *ISOLATE CONTAMINATED WELL*, operate from other wells.
- 2) Find *SOURCE* of contamination.
- 3) Institute Emergency Chlorination if required - see Appendix F.
- 4) Implement alternate water supply (new well on a different aquifer, Garthwaite Well or emergency river intake) if aquifer contamination is extensive.
- 5) Consider delivery of bottled water and tanker truck supply if required.
- 6) See emergency response for *RESERVOIR* contamination if required.
- 7) See emergency response for *DISTRIBUTION* contamination if required.
- 8) *DISINFECT* well as directed by Health Officials.
- 9) See Appendix C for AWWA disinfection procedures.
- 10) *SAMPLE AND MONITOR* quality regularly until source is once again determined to be safe.

e) Post Emergency Clean Up / Repair

- 1) *DETERMINE* and take appropriate steps to preclude a similar emergency, i.e., if source of aquifer contamination is identified.

4.2 WELL CONTAMINATION - Chemical

a) Warning Signs

- odour, discoloration, bad taste, sickness

b) Possible Causes

- vandalism
- industrial activity in groundwater recharge area
- chemical spill in groundwater recharge area

c) Control

1) Establish Communication Lines:

First on Scene | Public Works Manager | Administration | Interior Health Authority | Public Information Officer | Public

2) Contact Health Officials:

- sample and test;
- issue further details of water use order:
 - do not drink;
 - do not bath, etc.

3) Alert Those Affected:

- contact Public Information Officer to inform public via media; radio, TV, newspaper or door-to-door if immediate action is required:
 - issue a “Do Not Drink” warning

4) Contact Job Foreman and Public Works Crew.

5) Determine Extent of Contamination:

- are all wells contaminated?
- is storage reservoir contaminated?
- is distribution system contaminated?

d) Emergency Operation

- 1) *ISOLATE CONTAMINATED WELL*, operate from other wells.
- 2) Identify *SOURCE* of contamination.
- 3) Implement alternate water supply (new well in a different aquifer, Garthwaite Well, or emergency river intake) if aquifer contamination is extensive.
- 4) Get approval from appropriate regulatory agencies for disposal of contaminated material.
- 5) *REMOVE* as much of the *CONTAMINATED SOURCE* as possible, use appropriate safety procedures.
- 6) *UNDERTAKE* decontamination of aquifer / well as directed by Health Officials and Toxicology experts.
- 7) See emergency operation for *RESERVOIR AND DISTRIBUTION SYSTEM* contamination.
- 8) *MONITOR* quality regularly.

e) Post Emergency Clean Up / Repair

- 1) *CLEAN* well carrying out the appropriate remediation as directed by officials with expertise in the field of the particular contamination.
- 2) *DETERMINE* and take appropriate steps to preclude a similar emergency.

4.3 RESERVOIR CONTAMINATION

a) Warning Signs

- odour, discoloration, bad taste
- sickness
- signs of vandalism
- shortage of water
- high total or fecal coliforms

b) Possible Causes

- well contamination

- vandalism
- roof damage
- animal intrusion

c) Control

1) Establish Communication Lines:

First on Scene | Public Works Manager | Administration | Interior Health Authority | Public Information Officer | Public

2) Contact Health Officials:

- sample and test water;
- if contamination is chemical, try to locate sample for analysis;
- issue further details of water use order:
 - do not drink;
 - do not bath;
 - boil water.

3) Alert Those Affected:

- contact Public Information Officer to inform public via media; radio, TV, newspaper or door-to-door if immediate action is required;
 - issue a “Do Not Drink” warning
 - issue a “Boil Water” advisory

4) Contact Job Foreman and Public Works Crew.

5) Determine Extent of Contamination:

- is distribution system completely contaminated?

d) Emergency Operation

1) *ISOLATE RESERVOIR* from system:

- wells supply to distribution with reservoir valved off.

- 2) *REMOVE SOURCE* of contamination.
- 3) Contact *FIRE* Department, notify regarding reduced fire flow capabilities.
- 4) In consultation with the appropriate regulatory agencies (Health, Fisheries, Toxicology experts, etc.), *DETERMINE IF CONTAMINATED STORED WATER CAN BE:*
 - *DISINFECTED* and used;
 - *WASTED* to ground;
 - *WASTED* to the sewer system;
 - *TRUCKED* to a suitable disposal site.
- 5) Institute Emergency Chlorination Procedures if required - see Appendix F.

e) Post Emergency Clean Up / Repair

- 1) *EMPTY, CLEAN, AND DISINFECT RESERVOIR* carrying out the appropriate remediation as directed by officials with expertise in the field of the particular contamination. See Appendix D for AWWA Standard on disinfecting water storage facilities.
- 2) *DETERMINE* and take appropriate steps to preclude a similar emergency.

4.4 DISTRIBUTION SYSTEM CONTAMINATION

a) Warning Signs

- odour, discoloration, bad taste
- sickness
- water shortage
- very low pressures
- sudden pressure fluctuations
- flooding, wet spots, or erosion

b) Possible Causes

- well contamination
- reservoir contamination
- backflow from:

- industrial plants or equipment
- irrigation system winterization
- fire flow conditions
- distribution line breaks
- distribution line breaks

c) Control

1) Establish Communication Lines:

First on Scene | Public Works Manager | Administration | Interior Health Authority | Public Information Officer | Public

2) Contact Health Officials:

- sample and test water;
- if contamination is chemical, try to locate source and sample for analysis;
- issue further details of water use order:
 - do not drink;
 - do not bath; etc.

3) Alert Those Affected:

- contact Public Information Officer to inform public via media; radio, TV, newspaper or door-to-door if immediate action is required;
 - issue a “Do Not Drink” warning
 - issue a “Boil Water” advisory

4) Contact Job Foreman and Public Works Crew.

5) Determine Extent of Contamination:

- is distribution system completely contaminated?
- is reservoir contaminated?

d) Emergency Operation

1) *LOCATE SOURCE* of contamination:

- check reservoir;
- check all wells;
- check for cross connection (backflow);

- irrigation system winterization
 - industrial plants or equipment;
 - negative pressures as a result of fire flow;
 - other.
- 2) *REMOVE* or isolate contamination *SOURCE*.
 - 3) Contact *FIRE* Department, notify regarding reduced fire flow capabilities.
 - 4) In consultation with the appropriate regulatory agencies (Health, Fisheries, Toxicology experts, etc.), *DETERMINE IF CONTAMINATED WATER IN THE SYSTEM CAN BE*:
 - *DISINFECTED* and used;
 - *WASTED* to ground;
 - *WASTED* to the sewer system;
 - *TRUCKED* to a suitable disposal site.
 - 5) Institute Emergency Chlorination Procedures if required - see Appendix F.
 - 6) Institute disinfection of water mains - see Appendix D.

e) Post Emergency Clean Up / Repair

- 1) Carry out appropriate *REMEDIATION MEASURES* as directed by officials with expertise in the field of the particular contamination. These may include:
 - disinfection;
 - systematically flushing all mains;
 - other procedures;
 - replacement of PVC pipes exposed to petroleum products.
- 2) *DETERMINE* and take appropriate steps to preclude a similar emergency from happening.

4.5 PUMP FAILURE

a) Warning Signs

- reservoir levels drop below low level alarm
- alarm signal from pump house

b) Possible Causes

- power failure
- mechanical breakdown
- flood conditions

c) Control

- 1) Establish Communications Lines

First on Scene | Public Works Manager | Administration | Interior Health Authority | Public Information Officer | Public

- 2) Determine Extent of Damage
- 3) Contact BC Hydro
- 4) Contact Job Foreman
- 5) Alert Those Affected
 - Public Information Officer notifies public of emergency water restrictions
- 6) Contact Interior Health Authority

d) Emergency Operation (Power Failure)

- 1) Ensure Voght Gas/Electric pump is running on the standby generator. This will provide only 25% of City's maximum supply capability.
- 2) Advise public via radio, TV and public announcements of emergency water restrictions including no outside irrigation.
- 3) Advise parks department, schools, golf course to cease irrigation immediately.
- 4) Contact BC Hydro and establish the source of the problem and estimate downtime.
- 5) If down time will be extensive - consider implementing another standby generator.
- 6) Monitor water use City wide to ensure compliance with water restrictions.

- 7) Consider alternative sources of water – i.e. bulk supplier.

APPENDIX “A”

CONTACTS

APPENDIX "A"

CONTACTS

CONTACTS

Public Works Manager: To be Announced (250) 378-4224 (Work)

Public Health Officials:

Environmental Health Officer Claire Audet (250) 851-7347 (Work)
Chief Environmental Officer Dan Ferguson (250) 851-7309 (Work)
Medical Health Officer Dr. James Lu (250) 851-7300 (Work)
Public Health Engineer Sandra Plank (250) 851-7348 (Work)
On call Medical Health Officer 1-866-851-7311
(250) 851-7341 (Fax)

Laboratories (Water Testing): Eco-Tech Laboratories (250) 573-5700 (Work)
Tom Fletcher (250) 573-4811 (Home)

Caro Environmental Services (250) 765-9646 (Work)
Jock Hawkey (250) 762-8237 (Home)
(250) 212-6422 (Cell)
Jan Fraser (250) 868-8907 (Home)

Poison Control: 1-800-567-8911

Public Works Foreman: Gary Laursen (250) 378-4278 (Work)
(250) 378-7604 (Cell)
(250) 378-2494 (Home)

Waterworks Foreman: Dan Hildebrand (250) 378-4278 (Work)
(250) 378-6878 (Home)

Alternates: Joe Matias (250) 315-1360 (Work)
(250) 378-2284 (Home)

Darrell Finnigan (250) 315-1360 (Work)
(250) 378-6944 (Home)

Fire: Dave Matteucci (250) 378-5626 (Fire Hall)
(250) 378-5666 (Home)
(250) 378-7568 (Cell)
Police: RCMP (250) 378-4262 (Day)
911 (Night)

Ambulance: 1-800-461-9911

Other Utilities:

BC Gas (250) 378-5193 (Day)
1-800-663-9911 (Night)

BC Hydro (250) 378-4212 (Day)
1-888-769-3766 (Night)

BC Telephone 611

MoTH District: (250) 378-9359

Emergency Disinfection: *See Emergency Disinfection Procedures - Appendix E*

EQUIPMENT:

Smith Cameron (Chemical Feed Pump) 1-800-669-5841

Chamco Hydraulics (Vancouver - well pumps) (604) 682-8841 (Work)
(604) 921-9477 (Home)

Quality Pumps (Collettsville Well) Kelowna 1-800-996-7844

Sanders and Company 378-2267

- Excavators
- Tractor Trailer/Low bed

Mervyn D. Contracting 378-5761

- Excavators/Trailers
- Backhoe
- Tandem Dump Trucks

Thomson S. Backhoe 378-4366

- Backhoe
- Tandem Dump Truck

Lower Nicola Backhoe

378-4524

- Excavators/Trailers
- Backhoe
- Tandem Dump Trucks

VSA Highway Maintenance Ltd.

Don Roy-General Manager

315-0166 (Day)

- Excavator/Trailer
- Backhoes
- Tandem Dumps
- Water Trucks
- Pressure Water Trucks

1-888-315-0025 (Emergency)

315-5054 (Cell)

Double D. Water Service

3127 Fox Farm Road

378-5702 (Day)

- Vacuum Water Truck

378-5702 (After Hours)

James A.E. Ltd.

3 – 2525 Priest Avenue

378-4075 (Day)

- Excavators
- Backhoe
- Loader
- Tandem Dump Trucks
- Equipment Trailer

R.P. Cebriy

2843 Cranna Crescent

315-2414 (Day)

- Excavator
- Backhoe
- Tandem Dump Trucks
- Loaders
- Graders
- Charter Bus (47 passenger)

378-4418 (After Hours)

(\$110.00 per hour)

(\$70.00 per hour)

(\$65.00 per hour)

- Excavator
- Backhoe
- Tandem Dump Trucks
- Loaders

378-4418 (After Hours)

(\$110.00 per hour)

(\$70.00 per hour)

(\$65.00 per hour)

- Graders
- Charter Bus (47 passenger)

Emmerick Excavating
1301 Nicola Avenue

- Excavator

378-2888 (Day)
378-6051 (After Hours)
378-7371 (Cell)

Norgaard Ready Mix
1301 Nicola Avenue

- Dump Trucks
- Mixers
- Supply of riprap

378-5121 (Day)
378-6051 (After Hours)
378-7371 (Cell)

Tibar

1742 Fairway Place

- Dump Trucks
- Bobcat

378-2585

ELECTRICAL CONTRACTORS:

Hub Electric

378-4646

Kamloops Electric Motors

372-9822

Hack Electric

378-5580

MATERIAL SUPPLIERS:

- In-Stock - at works yard

Valves, hydrants, robar couplings, clamps, pipe and sand bags.

- Specialty Fittings

Terminal City Iron Works (Vancouver) (604) 253-7525 (Day)
(604) 253-6365 (Fax)

- Pipe and Fittings

Western Supplies Ltd. (Kamloops) (250) 372-8242 (Day)
(250) 372-3351 (Fax)

OTHER CONTACTS:

Fred Surridge 1-800-663-5857

- Hypochlorite

Zep (Kamloops) (250) 372-5242 (Day)
(250) 372-2272 (Fax)

- Bottled Water

Canadian Springs (Kamloops) 1-800-661-6355
High Valley Water Co. (Kamloops) (250) 374-5477

- Bulk Water

Gallant Trucking (Kamloops) (250) 573-5355

MEDIA CONTACTS:

Radio: CJNL - Merritt (250) 378-4288 (Day)

Newspaper: Merritt Herald (250) 378-4241 (Day)
Merritt News (250) 378-8876 (Phone)
(250) 378-8853 (Fax)

Post Office: (250) 378-4331 (Day)
1-800-267-1177 (Night)

Flyer Distribution: Merritt Herald (250) 378-4241 (Day)

Television: Merritt Broadcasting Ltd. (250) 378-4288

City: Mayor: David Laird (250) 378-4703 (Home)
(250) 315-8180 (Cell)
(250) 378-2600 (Fax)

Administrator: Jennifer Bridarolli (250) 378-3477 (Home)
(250) 378-4224 (Work)

Updated January 06, 2006

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(250) 378-7823 (Cell)

(250) 378-2600 (Fax)

Shaw Cable:

(250) 378-2568 (Customer Service)

(250) 378-4919 (Studio)

APPENDIX “B”

AVAILABLE RESOURCES

Contractors
Equipment
Material

EQUIPMENT:

Sanders and Company	378-2267
<ul style="list-style-type: none">• Excavators• Tractor Trailer/Low bed	
Mervyn D. Contracting	378-5761
<ul style="list-style-type: none">• Excavators/Trailers• Backhoe• Tandem Dump Trucks	
Thomson S. Backhoe	378-4366
<ul style="list-style-type: none">• Backhoe• Tandem Dump Truck	
Lower Nicola Backhoe	378-4524
<ul style="list-style-type: none">• Excavators/Trailers• Backhoe• Tandem Dump Trucks	
VSA Highway Maintenance Ltd. Don Roy-General Manager	315-0166 (Day) 1-888-315-0025 (24 hours)
<ul style="list-style-type: none">• Excavator/Trailer• Backhoes• Tandem Dumps• Water Trucks• Pressure Water Trucks	
Double D. Water Service 3127 Fox Farm Road	378-5702 (Day) 378-5702 (After Hours)
<ul style="list-style-type: none">• Vacuum Water Truck	
James A.E. Ltd. 3 – 2525 Priest Avenue	378-4075 (Day)
<ul style="list-style-type: none">• Excavators• Backhoe• Loader• Tandem Dump Trucks• Equipment Trailer	
R.P. Cebriy	

2843 Cranna Crescent

- Excavator
- Backhoe
- Tandem Dump Trucks
- Loaders
- Graders
- Charter Bus (47 passenger)

315-2414 (Day)
378-4418 (After Hours)
(\$110.00 per hour)
(\$70.00 per hour)
(\$65.00 per hour)

Emmerick Excavating
1301 Nicola Avenue

- Excavator

378-2888 (Day)
378-6051 (After Hours)
378-7371 (Cell)

Norgaard Ready Mix
1301 Nicola Avenue

- Dump Trucks
- Mixers
- Supply of riprap

378-5121 (Day)
378-6051 (After Hours)
378-7371 (Cell)

ELECTRICAL CONTRACTORS:

Hub Electric

378-4646

Kamloops Electric Motors

372-9822

SUPPLIERS:

Fred Surridge (Kelowna)

- Water Work

1-800-663-5857

Western Supplies (EMCO) (Kamloops)

- Plumbing and Heating

1-800-221-4212

E.B. Horseman

1-250-372-3191

B.C.G. Services (Kamloops)

- Water Works

1-800-284-6480

APPENDIX “C”

AWWA STANDARD FOR WELL DISINFECTION

APPENDIX “D”

**AWWA STANDARD FOR DISINFECTION
OF WATER-STORAGE FACILITIES**

APPENDIX “E”

AWWA STANDARD FOR DISINFECTING WATERMAINS

APPENDIX “F”

EMERGENCY CHLORINATION PROCEDURES

APPENDIX "F"

EMERGENCY CHLORINATION PROCEDURES

If chlorination is required at one of the wells undertake the following:

- .1 define water pressure in discharge pipe when well pump is on.
- .2 define flow rate in pipe in L/min. (if flow is in Usgpm multiply by 3.78).
- .3 order 12% liquid sodium hypochlorite from Zep (see Appendix A).
- .4 secure a solution tank (the largest practical size that will fit in the pump station).
- .5 estimate chlorine solution pumping rate using sample calculation below where Q = flow from well in Litres/min.

$$\text{Chlorine Solution (12\%)} \text{ pumping rate in L/min} = \frac{Q (3 \text{ mg/L})}{120,000 \text{ mg/L}}$$

If Q = 1,000 Usgpm = 3,780 L/min. then chlorine pumping rate would be 0.095 L/min. In other words for every 1 hour that the well pump is on 5.67 Litres of sodium hypochlorite at 12% will be used.

- .6 call Smith Cameron (1-800-669-5841) and order a chemical feed pump and injection assembly. Give water pressure in pipe, desired pumping rate (determined in .5) and explain that 12% hypochlorite will be pumped. Include anti-syphon and check valve options.
- .7 Install Equipment
 - place solution tank inside pumphouse
 - add hypochlorite to solution tank
 - connect suction side of chemical feed pump to solution tank (pump may be placed above top of solution tank)
 - insert injection assembly into discharge pipe of well pump
 - connect chemical feed pump discharge pipe to injection assembly
 - electrically wire the chemical feed pump to only come on when the well pump is on

- .8 By trail and error measure the chlorine residual in the distribution system adjust the frequency and stroke dials on the chemical feed pump until the residual in the distribution system is 0.3 - 0.6 mg/L.

APPENDIX "G"

WATER SYSTEM COMPOSITE DRAWING
