

Emergency Operating Procedures

Procedure Name	Created Version
EOP 01 Adverse Water	August 19, 2016
EOP 02 Confined Space Rescue	January 12, 2012
EOP 03 Public Communications – Emergency	January 1, 2009
EOP 04 Spill Contingency Plan	July 6, 2011
EOP 05 OnWARN Activation	Oct 29, 2013

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 01	Title: Adverse Water	
Page: 1 of 6	Created: January 1, 2009	Revised: April 1, 2021

Purpose:

Use this procedure when any of the following situations occur:

- Adverse water results
- Loss of Pressure
- Low Residual
- High Residual
- High Turbidity
- Total Coliforms
- Ecoli

Procedure:

In all cases, these situations require the following notifications:

- Bruce-Grey-Owen Sound Medical Officer of Health
- Ministry of Environment (Spills Action Centre)
- Public Works Manager
- Chief Administrative Officer
- Mayor and Council of Southgate Township

The Bruce-Grey-Owen Sound Medical Officer of Health (MOH) and the Ministry of Environment (MOE) Spills Action Centre must be notified immediately by speaking directly to a person or by telephone to a person and in writing within 24 hours of any and all adverse water quality results. A copy of the notification form for Adverse Water to be filed with MOH and MOE is in Appendix E: Forms.

Notice must be given if analysis of a water sample from the distribution system or a sample of treated water:

- a) shows that a parameter exceeds the Maximum Acceptable Concentration (MAC) or Interim Maximum Acceptable Concentration (IMAC) for the parameters listed in Schedule 2 (Chemical Standards) and Schedule 3 (Radiological Standards) of Ont. Regulation # 169/03.
- b) shows that a parameter that is identified in a Certificate of Approval or Ministry of Environment Order/Direction as a health related parameter and that is not mentioned in section a) that exceeds the maximum acceptable concentration set out for that parameter in the Certificate of Approval or MOE Order/Direction.
- c) is an indicator of adverse water quality described in Schedule 1 (Microbiological Standards) of Ont. Regulation # 169/03.

This could result in:

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 01	Title: Adverse Water	
Page: 2 of 6	Created: January 1, 2009	Revised: April 1, 2021

1. Pre-cautionary boil water order
2. Boil water order
3. Do not use water order

Well Location Addresses:

Well D3 - 174 Victoria Street West (Industry Road)
Dundalk, ON NOC 1B0
Autodialer: 519-923-3483

Well D4 - 550 Main Street, East
Dundalk, ON NOC 1B0
Autodialer: 519-923-5150

Well D5 – 250 Hagan St East
Dundalk, ON NOC 1B0
Autodialer: 519-923-9198

Waterworks Numbers:

Dundalk Waterworks #220001753

Reporting phone numbers

Jim Ellis, Public Works Manager
or designate

Phone: 519-923-2110 ext. 250
Cell: 519-378-3777
Home: 519-924-0741

Medical Officer of Health

Phone: 800-263-3456
or 519-376-9420
Fax: 519-376-6310
After hours: 519-376-5420

Ministry of Environment
Spills Action Centre

Phone: 800-268-6060
or 416-325-3000
Fax: 800-268-6061
or 416-325-3011

Ministry of Environment
Owen Sound office

Phone: 519-371-2901
Fax: 519-371-2905

Dave Milliner, CAO

Phone: 519-923-2110 ext. 210
or 888-560-6607
Cell: 519-375-0122
Home: 519-923-9188

Mayor John Woodbury

Home: 519-375-7836
Cell: 519-477-0796

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 01	Title: Adverse Water	
Page: 3 of 6	Created: January 1, 2009	Revised: April 1, 2021

If additional operator assistance is required, contact the following Township Staff:

Cory Henry	Cell:	519-270-6439
Lorne Fick	Cell:	519-379-2585
Grayson Hannivan	Home:	519-923-6518
	Cell:	519-387-2625
Adam Nicholls	Cell:	226-668-2643

Other Well Support Personnel

Engineers: Oz DeCarlo - Triton Engineering

Phone: 519-843-3920

Cell: 519-766-5147

Dustin Lyttle Triton Engineering

Cell: 519-362-7649

Well Pump & High Lift

Service: Interpump

Phone: 519-843-4232

or 800-265-9355

or residence 519-843-2810

Plumbing

Support: Chris Soloman Soloman Plumbing Inc

Cell: 519-216-2780

Brian Mainland - H2Ontario

Phone: 519-662-1134

Cell: 519-897-1274

Electrician: Daryl Verbeek DV Electric

Phone: 519-923-6220

Cell: 519-375-5824

PLC

Peter Chung - Selog (Oakville)

Phone: 905-608-9737

Cell: 647-271-0616

SCADA

Jon Watson or

Dave Chamberlain Eramosa Engineering

Phone: 519-763-7774

Fax: 519-763-7757

Cell: 519-993-1629

Pager: 519-831-8549

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 01	Title: Adverse Water	
Page: 4 of 6	Created: January 1, 2009	Revised: April 1, 2021

Chlorine: Anchem Phone: 800-387-9799

Corrective Action for Adverse Water Quality Results

In the case of adverse water at the **Wells** the result will be **low or high chlorine residual** and/or **high turbidity**. The system will automatically shut down at the set critical control points. The following steps should be taken by the designated staff: **PWM**(Public Works Manger), **LH** (Lead Hand), **OL**(Operator/Labourer):

1. **OL or LH** - Switch to alternate well (SOP 17 Switch to Alternate Well)
2. **LH, PWM or OL** - Notify: MOH, SAC, Public Works Manager, CAO, Mayor and Council. Follow any additional direction provided by the MOH or SAC
3. **OL or LH** - Troubleshoot cause of adverse water and rectify
4. **OL or LH** - Flush system (SOP 5 Isolate and Flush)
5. **OL or LH** - Restore chlorine residual to <0.20 mg/L and turbidity to >1.00 NTU

In the case of adverse water in the **distribution** system for results of **low or high chlorine residual** and/or **high turbidity**. The following steps should be taken:

1. **LH, PWM or OL** - Notify: MOH, SAC, Public Works Manager, CAO, Mayor and Council. Follow any additional direction provided by the MOH or SAC
2. **LH or OL** - Troubleshoot cause of adverse water and rectify
3. **OL or LH** - Flush system (SOP 5 Isolate and Flush)
4. **OL or LH** - Restore chlorine residual to <0.05mg/L and turbidity to >5.00 NTU

If a reportable adverse water quality result occurs under either a) or b) of this document, **Chemical** or **Radiological Standards**, the following steps should be taken:

1. **LH, PWM or OL** - Notify: MOH, SAC, Public Works Manager, CAO, Mayor and Council. Follow any additional direction provided by the MOH or SAC
2. **OL or LH** - Immediately resample and test

If a reportable adverse water quality result occurs under item c),

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 01	Title: Adverse Water	
Page: 5 of 6	Created: January 1, 2009	Revised: April 1, 2021

Microbiological Standards (Total Coliform, Ecoli), of this document the following steps should be taken:

1. **LH, PWM or OL** - Notify: MOH, SAC, Public Works Manager, CAO, Mayor and Council. Follow any additional direction provided by the MOH or SAC
2. **OL or LH** - Immediately resample and test
3. **OL or LH** - Flush system
4. **OL or LH** - Restore chlorine residual to 0.20 mg/L and maintain
5. **OL or LH** - Resample between 24 and 48 hours from the original sample
6. **OL or LH** - Continue to resample and test until Total Coliforms and Ecoli are not detected in any of the samples from 2 consecutive sets of samples taken 24 to 48 hours apart or as otherwise directed by the MOH

In the case of an adverse water event due to **a loss of pressure >20PSI** the following steps should be taken:

1. **LH, PWM or OL** - Notify: MOH, SAC, Public Works Manager, CAO, Mayor and Council. Follow any additional direction provided by the MOH or SAC
2. **LH or OL** - Identify reason for loss of pressure. I.e. water main break, fire department, pump failure. Rectify, isolate, restore situation.
3. **LH or OL** - Check water meters for flow reversal backflow activity

Related Procedures:

SOP 01 Call-out Response

SOP 05 Isolate and Flush

SOP 08 Low Pressure

SOP 17 Switch to Alternate Well

SOP 19 System Shutdown

SOP 21 Water Sampling and Testing

SOP 40 Boil Water Advisory

SRP 06 Water Main Breaks

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 01	Title: Adverse Water	
Page: 6 of 6	Created: January 1, 2009	Revised: April 1, 2021

EOP 03 Public Communication – Emergency

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 02	Title: Confined Space Rescue	
Page: 1 of 1	Created: January 1, 2009	Revised: March 20,2020

Purpose:

Use this procedure when there is a concern that someone is having difficulty in a confined space. The following steps should be taken by the designated staff: **PWM**(Public Works Manager), **LH**(Lead Hand), **OL**(Operator/Laborer)

Procedure:

1. **LH or OL** - Under no circumstances should anyone enter the confined space without a self-contained breathing apparatus to retrieve an unconscious victim.
2. **LH or OL** - Call 9-1-1 for assistance, ask the dispatcher for the Owen Sound Fire Department.
3. **LH or OL** - If it is a trench rescue, inform responding firefighters to dispatch the Owen Sound Fire Department call 519-376-2512.
4. **LH or OL** - If it is a trench rescue, try to retrieve the victim by the retrieval system to which they are attached – **Do Not Enter The Confined Space**.
5. **LH or OL** - When the victim is retrieved, initiate CPR until trained assistance arrives.

Related Procedures:

- SOP – 12 Reservoir Cleaning
- SOP – 26 Well D3 Reservoir Diving Inspection
- SOP – 28 Confined Space Entry
- SOP – 44 Water Main / Service – Repair / Replacement / Installation
- SRP – 06 Water Main Breaks

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 03	Title: Public Communications - Emergency	
Page: 1 of 2	Created: January 1, 2009	Revised: March 20, 2020

Purpose:

Use this procedure when there is a situation that requires the immediate notification of the public concerning the safety of the drinking water. This would normally be in conjunction with an Adverse Water report and may involve all or parts of the population. The following steps should be taken by the designated staff: **PWM**(Public Works Manger), **LH** (Lead Hand), **OL**(Operator/Labourer), **OS**(office staff) **CI**(clerk), **FD**(Fire Department):

Procedure:

- **CL, OS, & PWM** - Create the appropriate documents. Such documents shall include newspaper advertisements, flyers, web site postings, radio advertisements, social media or other documents. The widest possible coverage should be initiated. The Administrative Centre may be able to assist in the production of documents.
- **All staff** - Southgate Township Departments can be enlisted to ensure full and immediate distribution.
- **CL, OS & PWM** - In the case of newspaper advertising, provide the Clerks Department with a copy of the ad as well as the frequency of publishing.
- **CL, OS & PWM** - In the case of flyers, provide the Clerks Department with a copy of the flyer and ask for an appropriate supply to be hand-delivered to residents and to post in all public buildings as well as retail and commercial outlets that have agreed to post such notices.
- **CL, OS & PWM** - In the case of a web site posting, provide the Clerks Department with a copy of the web site posting.
- **CL, OS & PWM** - In the case of media advertisements, provide the Clerks Department with the text of the advertisement and a list of the media stations to be involved.
 - Bayshore Broadcasting Phone: (519) 376-2030
Email: news@bayshorebroadcasting.ca
 - CKNX Radio Phone: (519) 357-1310
Email: news@cknxradio.com
 - The Dock 92.3 Radio Phone: (519) 470-6397
Email: news@923thedock.com
 - CTV Barrie Phone: (705) 734-2061
Email: barrieneews@ctv.ca
 - Dundalk Herald Newspaper Phone: (519) 923-2203
 - Mount Forest Confederate Phone: (519) 323-1550
 - Owen Sound Suntimes Phone: (519) 376-2250

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 03	Title: Public Communications - Emergency	
Page: 2 of 2	Created: January 1, 2009	Revised: March 20, 2020

Related Procedures:

- SOP 40 Boil Water Advisory
- EOP 01 Adverse Water
- EOP 04 Spill Contingency Plan

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 04	Title: Spill Contingency Plan	
Page: 1 of 1	Created: January 1, 2009	Revised: January 18, 2019

Purpose:

To address any chemical or petroleum spills in the Township of Southgate.

Procedure:

See attached document *Spill Contingency Plan*

Related Procedures:

None

TOWNSHIP OF SOUTHGATE EMERGENCY PLAN

**Spill
Contingency
Plan**

Date: July 6, 2011
Revised: January 26, 2013
Revised: January 12, 2015
Revised: January 18, 2018
Revised: February 02, 2021

Table of Contents

1.0	Aim	1
2.0	Scope	1
3.0	Definitions	2
3.1	Interpretation and Application Part X, Section 92/93 – Spills, Environmental Protection Act	2
3.2	Abnormal Discharge	2
3.3	Notice of Spills	3
3.4	Notice to Ministry by Person Investigating.....	3
3.5	Duty to Mitigate and Restore	3
4.0	Assessment Of Spill Magnitude.....	4
4.1	Minor Spill.....	4
4.2	Moderate Spill	4
4.3	Major Spill	5
4.4	Emergencies	5
5.0	Spill Responsibilities	6
5.1	Minor Spill.....	6
5.2	Moderate Spill	6
5.3	Major Spill.....	6
6.0	Procedures on the Handling of Spills of Hazardous Materials	7
6.1	Office Staff Procedures	7
6.2	List of Spill Investigation Personnel	7
6.3	Protection Procedures	8
6.4	Procedures	8
7.0	Communication	10
8.0	Equipment.....	11
9.0	Three Part Plan	12
9.1	Prevent Spill from Continuing.....	12
9.2	Containment and Product Recovery.....	12
9.3	Disposal and Restoration	12
10.0	Review and Amendment.....	14
	appendix 1 – Spill Occurrence Report	15
	appendix 2 – Important Telephone Numbers.....	16
	appendix 3- Well Head Protection Mapping.....	18

This Spill Contingency Plan was developed for the Township of Southgate, comprised of the Village of Dundalk, the Township of Proton and the Township of Egremont.



1.0 Aim

The aim of this plan is to establish in advance certain working arrangements which will be necessary to establish control in the event of a spill (a discharge of a pollutant into the natural environment from a container, structure, or vehicle that is abnormal in its quantity or quality) or release of oil or other hazardous substances. It includes the measures that may have to be taken to safeguard property and the health and welfare of the residents of the Township of Southgate when faced with an emergency. The effectiveness of the response depends entirely upon the extent in which preparations have been made and the interest for speed and efficiency of their response.

2.0 Scope

Emergency action will include the earliest possible recognition of the response to the situation by all services, the earliest possible establishment of overall control of emergency operations by Southgate authorities, the provision of essential aid and assistance for persons affected by the emergency, the recording of decisions taken by municipal authorities and of costs incurred in relation to the emergency, and the timely provision of information on the emergency to all services and agencies responding to the public and the media and to senior governments.

Emergencies can arise with or without warning. This plan is intended to deal with the worst case, the situation that develops without warning.

3.0 Definitions

3.1 Interpretation and Application, Part X, Section 92/93 – Spills, Environmental Protection Act

“municipality” means an upper-tier municipality, a lower-tier municipality or a single-tier municipality;

“owner of the pollutant” means the owner of the pollutant immediately before the first discharge of the pollutant, whether into the natural environment or not, in an abnormal quantity or quality at the location where the discharge occurs, and the “owner of a pollutant” has a corresponding meaning;

“person having control of a pollutant” means the person and the person’s employee or agent, if any, having the charge, management or control of a pollutant immediately before the first discharge of the pollutant, whether into the natural environment or not, in an abnormal quantity or a quality at the location where the discharge occurs, and “person having control of the pollutant” has a corresponding meaning;

“pollutant” means a contaminant other than heat, sound, vibration or radiation and includes any substance from which a pollutant is derived;

“practicable” means capable of being effected or accomplished;

“restore the natural environment” when used with reference to a spill of a pollutant means restore all forms of life, physical conditions, the natural environment and things existing immediately before the spill of the pollutant that are affected or that may reasonably be expected to be affected by the pollutant and “restoration of the natural environment”, when used with reference to a spill of a pollutant, has a corresponding meaning;

“spill” when used with reference to a pollutant means a discharge,
(a) into the natural environment,
(b) from or out of a structure, vehicle or other container, and
(c) that is abnormal in quality or quantity in light of all the circumstances of the discharge and when used as a verb has a corresponding meaning;

“substance” means any solid, liquid or gas, or any combination of any of them.

3.2 Abnormal Discharge

A discharge of a pollutant designated by the regulations at a location designated by the regulations shall be deemed to be in a quantity or with a quality abnormal at the location.

3.3 Notice of Spills

Every person having control of a pollutant that is spilled and every person who spills or causes or permits a spill of a pollutant that causes or is likely to cause an adverse effect shall forthwith notify the following persons of the spill, of the circumstances thereof, and of the action that the person has taken or intends to take with respect thereto,

- (a) the Ministry;
- (b) any municipality within the boundaries of which the spill occurred or, if the spill occurred within the boundaries of a regional municipality, the regional municipality;
- (c) where the person is not the owner of the pollutant and knows or is able to ascertain readily the identity of the owner of the pollutant; and
- (d) where the person is not the person having control of the pollutant and knows or is able to ascertain readily the identity of the person having control of this pollutant, the person having control of the pollutant.

3.4 Notice to Ministry by Person Investigating

A member of a police force or an employee of a municipality or other public authority who is informed of or who investigates the spill of a pollutant shall forthwith notify the Ministry of the spill of the pollutant unless he or she has reasonable grounds for believing that such notice has been given to the Ministry by another person.

3.5 Duty to Mitigate and Restore

The owner of a pollutant and the person having control of a pollutant that is spilled and that causes or is likely to cause an adverse effect shall forthwith do everything practicable to prevent and eliminate the adverse effect and to restore the natural environment.

4.0 Assessment of Spill Magnitude

Before any effective action can be undertaken to redeem the effects of a spill of any kind, it is necessary to make an assessment of the magnitude and type of the spill and speed in making this assessment will be very important. It is essential that a responsible person from the Township of Southgate investigate without delay any report of a spill of any magnitude.

The Ontario Ministry of the Environment (Environmental Protection Act, RSO 1990, Part X Emergency Plans Act) defines a spill as:

A discharge of a pollutant into the natural environment from or out of a structure, vehicle or other container which is abnormal in quality or quantity in light of all the circumstances of the discharge. If a spill causes, or is likely to cause, any of the following adverse effects, it must be reported and cleaned up:

- impairment of the quality of the natural environment for any use that can be made of it;
- injury of damage to property or to plant or animal life;
- harm or material discomfort to any person;
- adverse effects on the health of any person;
- impairment of the safety of any person;
- the rendering of any property or plant or animal life unfit for use by humans;
- the loss of enjoyment of normal use of property; or,
- interference with the normal conducts of business.

4.1 Minor Spill

A spill of such magnitude and nature that it does not cause significant adverse effects or public concerns, where the spiller can, utilizing his/her own resources, undertake the necessary measures to control, contain and clean up the material spilled. During a spill of this size, the following people should be contacted (for contact information see Appendix 2):

Township of Southgate	Chief Administrative Officer David Milliner
	Public Works Manager Jim Ellis
	Public Works Foreman Phil Wilson
	Water Lead Hand Cory Henry

All spills, no matter the magnitude, should be documented and kept on file.

4.2 Moderate Spill

A spill of such magnitude and nature that it causes significant adverse effects in the immediate vicinity of the spill where the resources under a municipal or co-operative contingency plan may be required to effectively contain and clean up the material spilled. During a spill of such magnitude, contact the list under 4.3 Major Spill (see below). When dealing with a moderate and major spill the Chief Administrative Officer should use his discretion on contacting authorities.

4.3 Major Spill

A spill of such magnitude and nature that it presents a hazard to human health, or causes serious adverse effects over a wide area and for which the Ministry may be required to assume control of the clean up and restoration and activities. Upon a spill of this magnitude, the following contacts should be informed. When dealing with a moderate and major spill the Chief Administrative Officer should use his discretion on contacting authorities.

Chief Administrative Officer David Milliner Office: 519-923-2110 ext 210
Email: dmilliner@southgate.ca Cell: 519-375-0122

Spills Action Centre Tel: 800-268-6060

Community Emergency Management Coordinator Office: 519-923-2402
Derek Malynyk Cell: 519-373-1139
Email: firechief@southgate.ca

Public Works Manager Office: 519-923-2110 ext 250
Jim Ellis Cell: 519-378-3777
Email: jellis@southgate.ca

Public Works Foreman Office: 519-923-2110 ext 251
Phil Wilson Cell: 519-378-8202
Email: pwilson@southgate.ca

Water Lead Hand Office: 519-923-5054
Cory Henry Cell: 519-270-6439
Email: waterworks@southgate.ca

Treasurer William Gott Office: 519-923-2110 ext 220
Email: wgott@southgate.ca

Mayor John Woodbury Cell: 519-477-0796
Email: jwoodbury@southgate.ca

For a more detailed contact list please refer to Appendix 2.

4.4 Emergencies

Defined by the Emergency Plans Act as: “a situation caused by the forces of nature, an accident, an intentional act or otherwise that constitutes a danger of major proportions to life or property”.

5.0 Spill Responsibilities

In accordance with the Ministry of the Environment, the following section outlines responsibilities during minor, moderate, and major spills;

5.1 Minor Spill

1. The spiller shall take immediate measures to control and contain the spill.
2. The spiller shall notify the Ministry and in some situations the owner and person in control if they are not already aware.
3. The spiller shall clean up the spilled pollutant and restore the natural environment using his/her own resources or those of a contractor.
4. Public agencies shall maintain surveillance where necessary and provide advice to the spiller or the spiller's forces.
5. The Ministry shall provide advice and direction while enforcing the duties and responsibilities imposed by Ministry legislation. The need for on-site Ministry inspection/surveillance is assessed on a case by case basis.

5.2 Moderate Spill

1. The spiller shall take immediate measures to control and contain the spill.
2. The spiller shall notify the Ministry and in some situations the owner and person in control if they are not already aware. The spiller may contact an industry co-operative for assistance, if needed.
3. Southgate or the industry co-operative agency shall perform appropriate contingency action, as required. Contractor services shall be obtained, as needed.
4. Southgate shall maintain surveillance where necessary and provide advice to those in control.
5. The Ministry shall provide advice and direction while enforcing duties and responsibilities imposed by Ministry legislation. The need for prompt on-site Ministry inspection/surveillance is assessed on a case by case basis.

5.3 Major Spill

1. The spiller shall take immediate measures to control, contain and clean-up spilled material.
2. The spiller shall notify the Ministry and in some situations the owner and person in control, if they are not already aware.
3. The Ministry, in consultation with other agencies, shall assume control of containment, clean-up and disposal as required. Prompt Ministry on-site inspection is essential.
4. Minister's Directions or Orders under Section 94 or Section 97 of the Environmental Protection Act shall be issued as required for cost recovery, right of entry and limited liability purposes. The Ministry shall invoke the "Province of Ontario Contingency Plan for Spills of Oil and other Hazardous Materials" as appropriate to obtain additional assistance from Provincial and Federal agencies; or the Ministry shall contact the resources of a private sector.

6.0 Procedures on the Handling of Spills of Hazardous Materials

6.1 Office Staff Procedures

Notification of a spill could be received from many sources, including the Ministry of the Environment, a municipal or regional department, industry, private individual or agency. In any case, the receiver will then turn the call over to the Chief Administration Officer or Public Works Staff. The staff member receiving the call will fill out a spill report (Appendix 1) and get as much information as possible from the caller.

6.2 List of Spill Investigation Personnel

Upon receiving a report of a spill occurrence which may only be minor or a suspected case, the Chief Administrative Officer or staff available will direct a patrol foreman in the area to proceed to the scene to conduct an investigation. In a case where senior positions are not available, the personnel next in line will attend, until someone is available to attend the scene.

1. Chief Administrative Officer David Milliner
2. Public Works Manager Jim Ellis
3. Public Works Foreman Phil Wilson
4. Water Lead Hand Cory Henry

*contact information is available in Appendix 2.

If the initial call is from a responsible individual or agency and a request is made for the plan to be implemented, this should be done. If the initial call indicates only a suspicion of a spill, the receiver will notify the local fire department and the appropriate staff to investigate the scene and make a report to the initial receiver to determine the appropriate course of action.

On receipt of a confirmed spill report requiring the response of Southgate, Public Works staff will perform the following actions:

- arrange for notification of the situation to the local fire department, police services, the Ministry of the Environment and a private agency, if required, if they are not already aware of the situation;
- have staff remain within the office while remaining staff or a staff member attends the scene;
- once all have arrived, an assessment can be made and all the necessary actions to control and contain the spill can be undertaken;
- if required, inform pollution and water plants in the vicinity of the spill, it's location, contents and what is being done;
- remaining staff in the office will coordinate equipment, spill control and clean up contractors to the site as required by on-site staff.

Staff remaining in the office, as required will:

- test police, fire and public work networks;
- ensure that the appropriate personnel including the Ministry of the Environment are on their way to the spill site;

- alert transportation services patrol, the traffic section, if assistance is required;
- arrange for standby power units for site, if necessary;
- arrange for site photographs or video tape of the spill incidents;
- provide support to the individuals in the field, as requested.

If a spill occurrence happens at night, whoever receives the notification will ensure that information regarding the spill is received and documented. He or she will then contact the appropriate personnel within the Public Works Department, who will then continue from there as listed above.

6.3 Protection Procedures

- always stay upwind of a spill.
- leave plenty of room between the spill and yourself.
- do not walk in or touch the material.
- avoid inhaling all gases, fumes, and smoke at any time.

6.4 Procedures

In handling any spill whether on a road or property within Southgate, the following procedures should be followed:

1. On coming upon a spill affecting our facilities or roads, immediately contact the Chief Administration Officer requesting Public Works staff and other departments and agencies to respond if required. Identify what the material is if at all possible.
2. If a carrier is involved and the driver is able to assist, find out what the material is. Check for placards at a safe distance and inform Public Works staff who and/or what you are dealing with.
3. For a spill no matter what the size is, small or large, liquid or solid, that cannot be identified; you should contact Public Works staff and inform them of the following:
 - estimated size of spill, calculating the magnitude of the spill
 - actual location, closest cross road
 - approximate amount involved, if possible
 - identification of any odours emitting from the product
4. Environmental Services staff will then contact a sampling company so that samples can be taken to identify the product in question.
5. If the product is in liquid form and can easily spread and is in a path of traffic, it is important to direct traffic away from the spill area. In this instance you would inform Public Works staff and they in turn would contact the police/fire services of the situation and location.
6. Use common sense; in the majority of cases the material would be identifiable. It is vital that you make notes of all spill information which would affect the roads and facilities within Southgate.

7. Public Works staff, along with vital services, or a private agency will respond to the site if necessary and will work together until an effective clean up has been completed.
8. Any chemical related spill should be approached with caution and at no time should the product be mixed with any other product, liquid or solid, until the chemical is identified and the proper handling procedures are identified.
9. Staff who has the chance to contain the spill which may migrate and collect in other areas, such as a ditch, should do so in a safe manner if the material is identifiable. The construction of a temporary dike using materials on hand such as sand, dirt or snow may contain the spill until proper clean up procedures are implemented.
10. At all times staff should never put themselves into a position of danger.
11. Public Works staff should be aware of all procedures being undertaken at all times and the appropriate personnel should be at the location as quickly as possible to handle the situation.
12. All reports should be given to Public Works staff and filed for an appropriate length of time.

7.0 Communication

Communication is vital to the success of an emergency response. A list of contact information is collected as Appendix 2 and includes the office of the Township of Southgate, cellular telephone numbers and email for key personnel, as well as home telephone numbers in case a spill occurs during non-regular office hours. The calling chain should include the Chief Administrative Officer and so on as listed above under investigation personnel.

8.0 Equipment

Equipment within the Township of Southgate is as follows:

- 3 – rubber tire loaders (2 ½ yard bucket)
- 1 – rubber tire excavator
- 3 – tractors with loader
- 1 – skid steer

Dump trucks are located at all Southgate facilities.

Information regarding the whereabouts and condition of the above equipment should be collected from the Public Works Manager. This information should be regularly monitored in case of changes to the above list.

9.0 Three Part Plan

9.1 Prevent Spill from Continuing

Action should be taken to stop the spill from continuing.

9.2 Containment and Product Recovery

Action to be taken will depend entirely on the type and extent of the situation. All agencies on-site must, after assessing the situation, decide on the necessary measures to be taken, and put them into effect. These procedures will be dictated by the materials at hand.

The pollutant and any materials which may be in contact with the pollutant should be contained and rendered harmless.

9.3 Disposal and Restoration

Remove the pollutant and everything that has been contaminated and restore the natural environment to a state as if the spill did not occur. This may require continuing environmental monitoring by a qualified consultant.

Record of Activities

Any Southgate personnel on-site shall keep a record of all activities completed during the spill response.

Disposal Methods

The method of disposal regarding contaminated absorbents, soils, water, etc. will be decided by the on-site agencies in conjunction with Ministry of the Environment (MOE). Licensed contractors or agencies may be used.

Summary

The response to any type of hazardous spill will be a joint effort with Southgate, the County and the MOE. The Public Works personnel first on the scene will make an assessment and take the proper steps to put the plan in motion. Speed in making decisions is very important.

Other Resources

The following resources will be available and will be called upon as required:

- Engineering services for the Township of Southgate
- Ministry of Transportation
 - provision of personnel, vehicles and equipment required
- Environmental Consultants
 - providing specialized engineering and technical services at the site
- Fire
- Health
 - if there is any likelihood of contamination of food or food storage areas, or the presence of toxic gases is confirmed or suspected, or any danger to health or municipal water systems or private wells becoming contaminated

- Police
 - to seal off the area and to evacuate personnel from the area, if this is considered necessary
- Social Services
 - in the event that an evacuation occurs, they would be responsible for registering evacuees, feeding and sheltering evacuees and transportation of evacuees

A contact list is located in Appendix 2.

10.0 Review and Amendment

The plan will be reviewed annually. Any changed circumstance in the municipal situation, giving rise to the need for interim amendments shall be brought to the attention of the Chief Administration Officer of the Township of Southgate immediately. Such matters as change of incumbents in positions, telephone and address changes shall be noted in the plan as soon as possible.

Appendix 1
Spill Occurrence Report

Received by: _____ Date: _____ Time: _____

Reported by: _____ of: _____ Phone: _____

Identification	Contacts
<p>Location: (911 and road name if avail) _____</p> <hr/> <p>Time of accident/spill: _____ am or pm</p> <p>Material type: _____</p> <p>Amount spilled: _____</p> <p>Odour: _____</p> <p>Is it still spilling? _____</p> <p>Vehicle identification (if applicable) make/model/plate# _____</p> <p>Affected Area (provide road name(s)):</p> <p><input type="checkbox"/> Roads _____</p> <p><input type="checkbox"/> Ditches _____</p> <p><input type="checkbox"/> Storm sewer: _____</p> <p><input type="checkbox"/> Sanitary sewer: _____</p> <p><input type="checkbox"/> Other (provide details): _____</p> <p>Personnel on-site (list names): _____</p> <hr/> <hr/> <hr/>	<p>Must Call:</p> <p><input type="checkbox"/> Public Works cell 519-378-3777</p> <p><input type="checkbox"/> CAO tel 519-923-2110x210 cell 519-375-0122</p> <p><input type="checkbox"/> MOE local office 519-371-2901</p> <p><input type="checkbox"/> Spills Action Centre 800-268-6060</p> <p><input type="checkbox"/> Dundalk Fire Dept 519-923-2402</p> <p>Dundalk Fire Chief cell 519-373-1139</p> <p><input type="checkbox"/> Durham Fire Chief 519-369-8767</p> <p><input type="checkbox"/> Wellington North Fire Chief 519-830-4088</p> <p><input type="checkbox"/> Local Police Dept 519-794-7827</p> <p>NOTE: Emergency Police/Fire 911</p> <hr/> <p>Initial Comments: _____</p> <hr/> <hr/> <p align="center">CLEAN UP</p> <p>Required:</p> <p><input type="checkbox"/> Sand</p> <p><input type="checkbox"/> Pumps</p> <p><input type="checkbox"/> Absorbents</p> <p><input type="checkbox"/> Other: _____</p> <hr/> <hr/>
<p>Note if spill affects:</p> <ul style="list-style-type: none"> • Public Works Manager – Jim Ellis office 519-923-2110 x 250 cell 519-378-3777 email jellis@southgate.ca • Health hazard contact Public Health, Ministry of Health Tel 519-376-9420 • Emergency Alert contact Community Emergency Management Coordinator office 519-923-2110 x 230 cell 519-375-0123 email cwatson@southgate.ca 	
<p>Supervisor's Comments: _____</p> <hr/> <hr/>	

Appendix 2
Important Telephone Numbers

Spills Action Centre		800-268-6060
Township of Southgate	Toll Free:	888-560-6607
Mayor John Woodbury	Cell:	519-477-0796
Email: jwoodbury@southgate.ca	Home:	519-375-7836
Chief Administrative Officer	Office:	519-923-2110 x 210
David Milliner	Cell:	519-375-0122
Email: dmilliner@southgate.ca	Home:	519-923-9188
Community Emergency Management Coordinator		
Derek Malynyk	Office:	519-923-2402
Email: firechief@southgate.ca	Cell:	519-373-1139
Public Works Manager	Office:	519-923-2110 x 250
Jim Ellis	Cell:	519-378-3777
Email: jellis@southgate.ca	Home:	519-924-0741
Treasurer William Gott	Office:	519-923-2110 x 220
Email: wgott@southgate.ca	Cell:	519-550-0381
Police		Emergency: 911
Dundalk Community Policing Office (OPP)		519-923-2144
OPP North Grey Detachment-administration		519-376-3433
OPP Local & Province Wide Inquires		888-310-1122
Fire		Emergency: 911
Dundalk Fire Department	Business:	519-923-2402
Chief Derek Malynyk	Cell:	519-373-1139
Email: firechief@southgate.ca		
Durham & District Fire Department	Cell:	519-369-8767
Mount Forest & District Fire	Cell:	519-830-4088
Hospitals		
Grey Bruce Health Services – Markdale Hospital 55 Isla Street, Markdale		519-986-3040
Louise Marshall Hospital 630 Dublin Street, Mount Forest		519-323-2210
South Bruce Grey Health Care Centre – Durham Hospital 320 College Street North, Durham		519-369-2340
Headwaters Health Care Centre – Orangeville Hospital 100 Rollinghills Drive, Orangeville		519-941-2410

Contractors

Cedar Well	519-369-5564
Jason Stevens	519-923-5518
Esker-Lee	519-923-5591
B & M Construction	519-372-5434

Environmental Consultants

Rubicon Environmental Inc.	Office: 519-923-3025 Cell: 519-942-7353
----------------------------	--

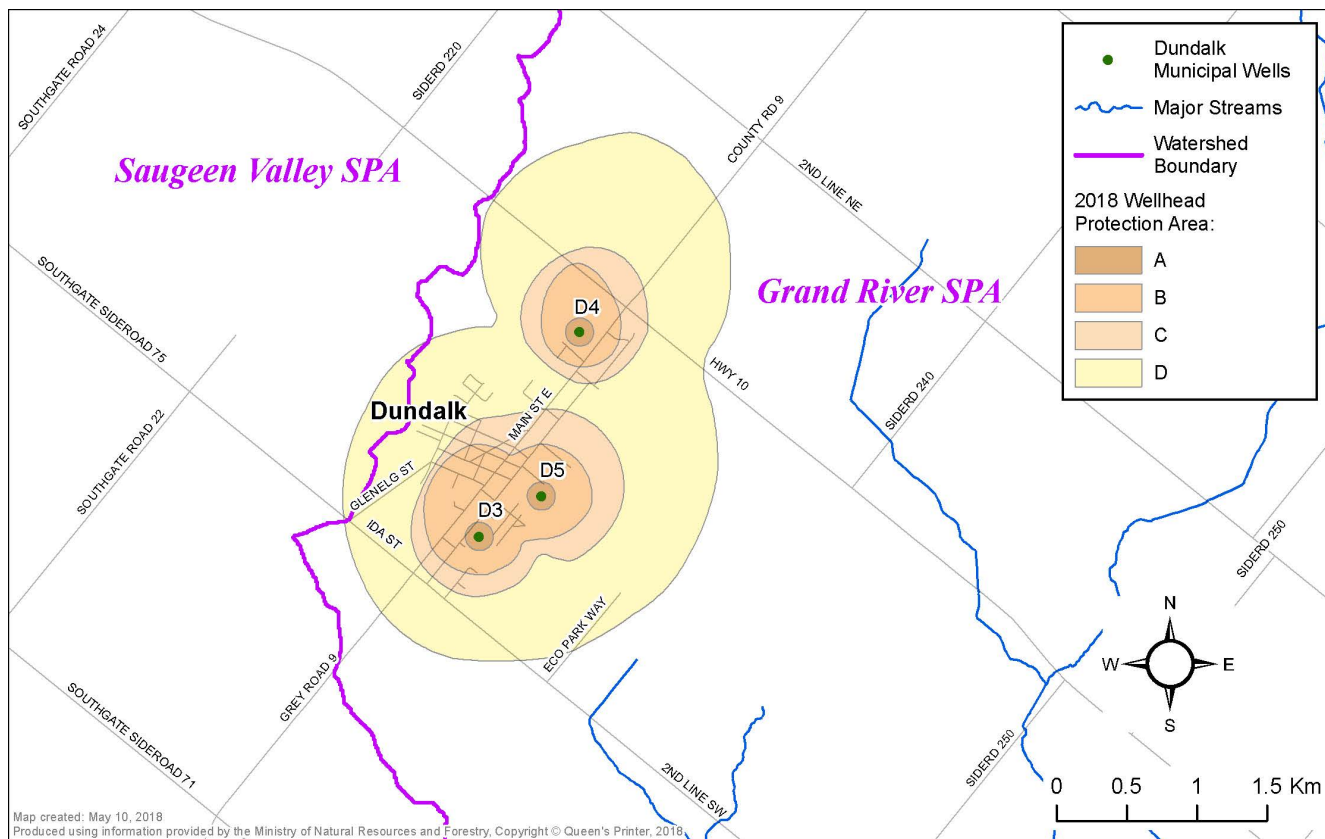
Other Resources

Grand River Conservation Authority	519-621-2761
Ministry of Labour	800-387-0774
Public Health Office – Durham	800-394-6643
Ministry of the Solicitor General and Corrections	416-314-3723

Services through Emergency Measures Ontario

Union Gas	877-969-0999
Hydro One	800-267-0706
Bell	310-2355
Enbridge	866-763-5427

Appendix 3 Well Head Protection Mapping



Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 05	Title: OnWARN Activation	
Page: 1 of 6	Created: September 24, 2013	Revised: January 18, 2019

Purpose:

Use this procedure when in need of additional assistance. Usually during an emergency event. OnWARN contributors can provide, manpower, equipment, supplies, etc.

Procedure:

Receive direction from Emergency management to communicate with OnWARN contacts. Reference OnWarn contact list in Operational Plan section 18-5.

- **OnWARN Activation** – Appendix “A” describes the OnWARN Activation and Communication procedure.
- **Pre-Event Activation** - Some types of emergencies (e.g. severe storms or hurricanes) can be characterized as “warning” or “notice” events due to a build-up of intensity over time and/or scientific methods of predicting an event. This type of event allows Members to anticipate the magnitude of damage and therefore response needs. Activating prior to the disaster opens the lines of communication and coordination among Members which helps to ensure a timely and proactive response. The Requesting Member can initiate the following activities:
 - Notify Members of the expected conditions;
 - Maintain contact with Members about changing conditions and information;
 - Receive requested resources and identify follow-up actions.
- **Notification** – occurs when a Requesting Member notifies that they need resources. The OnWARN Activation Form (Appendix “B”) prompts the Requesting Member to include required information in the notification. Initial communication occurs via e-mail, a phone call, website or other methods. Verbal notifications between Requesting and Responding Members are confirmed via written communication (on the OnWARN Activation Form). The Member requesting mutual aid / assistance gathers and documents the following information:
 - Type of incident;
 - Impact on Member;
 - Number of agencies in response;

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 05	Title: OnWARN Activation	
Page: 2 of 6	Created: September 24, 2013	Revised: January 18, 2019

- Known limitations or restrictions;
- Available communication tools.

In all cases in which the OnWARN Agreement is activated, participating Members notify the OnWARN Steering Committee via e-mail (info@onwarn.org) or telephone to the OnWARN Chair that the request has been made and met with resources from another member.

- **Response to a Request for Assistance** – A Member is not obligated to respond to a request. Once a Member receives a request for assistance, the Authorized Official evaluates whether or not to respond. The Authorized Official considers these questions:
 - Does my utility have the resource requested?
 - Do the resources meet the operational requirements that the Requesting Member identified?
 - Did this event impact normal operation?
 - If we provide resources, can we maintain our ability to respond to unanticipated needs?

If the Authorized Official determines that resources are available to respond to the Requesting Member, the Member is then referred to as a Responding Member. The Authorized Official of the Responding Member communicates, as soon as possible, with the Requesting Member that it is available to respond and provides the approximate arrival time of such assistance. When possible, the Authorized Officials of both the Requesting and Responding Members will confirm all verbal agreements with written documentation (fax or e-mail).

In addition, the Authorizing Officials will clarify and agree upon the following items:

- Requesting Member's ability to provide food, sleeping arrangements, first aid, etc. for personnel and resources;
- Reimbursement process to determine whether the Responding Member follows the reimbursement article of the OnWARN Agreement; and

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 05	Title: OnWARN Activation	
Page: 3 of 6	Created: September 24, 2013	Revised: January 18, 2019

– What aid the Responding Member can provide, the cost, and confirmation of the approval from the Authorized Official and the Member's management to provide aid.

If agreement is reached on the above items, the Authorized Officials will complete and transmit the authorization in writing.

- **After Action Report** - After an exercise or an incident, all OnWARN Members involved with the mutual aid/assistance response are encouraged to meet and complete an After Action Report and consider creating an Improvement Plan. It is recommended that all key players and groups involved in the response and recovery provide input. Therefore, if the incident is small and only involves a small number of OnWARN Members, the affected Member may complete the After Action Report (Appendix "C"). If the incident is large and involves many jurisdictions, the OnWARN Steering Committee may coordinate the after action review and report process. OnWARN Operational Plan 3 of 7

Response Considerations

- **Requesting Member** – responsible for the following tasks:
 - Determine how to describe the resources required and which Members can potentially meet that need.
 - Discuss resource needs and conditions of use with potential Responding Members.
 - After the Responding Member(s) confirms available resources and estimated costs; review and determine whether to accept this mutual aid/assistance proposal.
 - Provide status updates to the OnWARN Steering Committee so that OnWARN Members are aware that needs are met or not.
 - Assign a Mutual Aid Coordinator to address care, feeding, and other support for incoming mutual aid personnel.
 - Notify local emergency management coordinating partners of the incoming mutual aid.
 - Identify a Staging Area and assign a Staging Area Manager for incoming mutual aid.

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 05	Title: OnWARN Activation	
Page: 4 of 6	Created: September 24, 2013	Revised: January 18, 2019

- Identify work assignments for the incoming mutual aid.
 - Consider how to integrate incoming mutual aid resources with existing workforce.
 - Develop a demobilization plan that includes protocols on how and when mutual aid resources will be released.
- **Responding Member** – is responsible to complete the following tasks:
 - Contact the Requesting Member to notify them of available resources
 - If mutual aid/assistance is requested, review and determine whether it can meet this request.
 - Estimate the cost of response. These costs will then be reported to the Requesting Member for consideration.
 - Identify supervisors and staff to send to the Requesting Member's emergency, and consider which employees can adapt to the environment of the incident (consider physical and mental health impacts).
 - Develop an internal Communications Plan between supervisors of the responding teams and the Responding Member.
 - Conduct a pre-deployment briefing with all responding team staff. Include the following items:
 - o Health and safety considerations, including but not limited to immunizations, special tools, or clothing;
 - o Environmental conditions onsite;
 - o Care and shelter arrangements;
 - o Rules of conduct during deployment, including but not limited to, activities allowed after work hours; and
 - o Review of procedures.
 - Inform Requesting Member of the Responding Member's deployment and estimated time of arrival

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 05	Title: OnWARN Activation	
Page: 5 of 6	Created: September 24, 2013	Revised: January 18, 2019

- **Requesting Member Demobilization** – following standard Incident Management System practices of demobilization, the Requesting Member writes a demobilization plan on how to coordinate the return of resources, including the debriefing of staff and the inspection of equipment and materials. The plan should:
 - Capture personnel evaluations and identify future tactical resource needs. This would be conducted by both the Requesting Member prior to releasing the personnel, as well as by the Responding Member once its personnel are back.
 - Identify release priorities and procedures. This would include internal resources, mutual aid resources, and any contracted resources.
- **Responding Member Demobilization** - while preparing to demobilize and prior to leaving, the Responding Member's team is responsible to complete the following tasks:
 - Deliver documentation collected during response to the Requesting Member;
 - Return any sensitive or confidential information to the Requesting Member;
 - Collect all information on costs and process it through the Requesting Member's Finance and Administration;
 - Keep copies of all cost documentation for Responding Member. Information includes:
 - o Injury reports;
 - o Timesheets;
 - o Material purchased;
 - o Equipment used and duration of use.

The Responding Member will prepare appropriate invoices as described in the OnWARN Agreement.

Related Procedures:

None

Dundalk Drinking Water System

Version 2018-1 Release Date: January 18, 2018 MECP Version 2.0

Emergency Operating Procedure		
EOP #: 05	Title: OnWARN Activation	
Page: 6 of 6	Created: September 24, 2013	Revised: January 18, 2019