

# **Sion Improvement District**

## **Water System**

# **Emergency Response Plan**

January 6, 2026

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## **1.0 INTRODUCTION**

## INTRODUCTION

The Drinking Water Protection Regulation (DWPR), under authority of the Drinking Water Protection Act (DWPA) requires all water purveyors to have an emergency response plan to refer to in the event of an emergency that might present a health threat to people utilizing the water system.

Emergency response plans are a reactive means of providing risk mitigation by targeting an event after it has happened. To effectively mitigate risk, emergency response plans should be coupled with a preventative program aimed at identifying vulnerabilities and addressing them before they lead to a problem. As is almost always the case, prevention is the best cure.

- This plan should be tested through an exercise program to:
- Identify any gaps or deficiencies in the policy and procedures so that they can be rectified
- Provide training for the plan implementers

Improve readiness and response times in the event of an actual emergency

Exercises should include “tabletop” sessions and “full-scale” exercises.

Tabletop exercises involve performing a verbal walk through of a response to an emergency situation by participants under hypothetical conditions. Tabletop exercises are intended to serve as problem solving sessions under low stress conditions with no time constraints.

Full scale drills serve to test the response procedures and emergency response personnel. Full scale exercises should incorporate a high degree of realism with extensive involvement of resources and personnel.

Exercise programs (testing and practicing) help to ensure that a response plan will work if and when needed. Emergency preparedness includes planning, exercising and training and is a continuous process of refreshment and refinement.

This plan contains contacts, procedures, a system map, and other information required to respond to emergencies.

## 1.1

### **Recognizing and Responding to Emergencies**

The procedures outlined in this response plan are intended to provide a guide for immediate actions to be taken following identification of an emergency situation. Unforeseen events such as flood, fire or major mechanical failures are clearly emergency situations. Water quality deviations may not be as easily identified as emergency situations. Deviation from legislated water quality standards for bacteriological quality standards require emergency response actions to be taken.

To take a proactive approach to administering Sion Improvement District's water supply, standard water quality characteristics should be identified for specific internal reporting and responses to prevent development of an emergency situation. Regular testing of pH, temperature, and turbidity can be used to establish normal ranges for these parameters. Recognizing deviation from these norms before a legislated standard is breached could allow the district staff to recognize and respond to an operational abnormality or source water problem before it becomes an emergency situation.

## **2.0 CONTACT LIST**

## **2.1 RESPONSIBLE DESIGNATES**

### **Emergency Coordinator**

*Director of Personnel and resources*

### **Media Representative**

*Issues and coordinates media notification*

### **Communications Coordinator**

*Ensures reporting and record keeping*

## **3.0 EMERGENCY RESPONSE PLANS**

### 3.1 LOSS OF WATER SUPPLY

#### **Action:**

Initiate notification plan detailed below, if safety of water supply may have been compromised, consult Drinking Water Officer to determine if Boil Water Advisory is necessary (see response plan 3.2 Failed Immediate Reporting Standard or Suspected Contamination)

Determine extent of supply loss:

- If alternate well(s) is/are available, advise public regarding water shortage as applicable;
- If alternate well(s) is/are not available;
  - Advise public immediately of water shortage, prohibiting all outdoor water use
  - Arrange for alternate water supply
- Effect repairs as required (condition specific)

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#### **Mandatory Contacts:**

- Fire Department
  - Interior Health: Drinking Water Officer
  - Residential and Commercial Users (within affected water system)
  - Engineer
-

**Notification:**

Send out public service announcement

Initiate door to door notification requesting Users to conserve water starting with large users first (reference form (Cont.))

**1A. *Emergency Water Conservation Notification* or**

**1B. *Emergency Water Conservation and Boil Advisory Notification* as applicable)**

### **3.2 FAILED IMMEDIATE REPORTING STANDARD OR SUSPECTED CONTAMINATION.**

**Action:**

- Contact the Drinking Water Officer to determine if Boil Order Advisory should be issued or if other public notification is required; follow up notice to Drinking Water Officer with written notification within 24 hours. If contact can not be made with the Drinking Water Officer and there is reason to believe the drinking water supply may pose a threat to public health, a public advisory should be issued to affected users regarding the potential threat, as applicable:
  - Refer to Emergency Response Plan 3.3 Contaminated Water – Bacteriological for Boil Order Advisory Procedure.
  - Refer to Emergency Response Plan 3.4 Contaminated Water – Chemical for notification that water is unsafe for use.
- Determine nature and extent of problem:
  - Source of contaminant.
  - Type of contaminant.
  - Portion of distribution system affected (level area(s) in active system).
  - Dependability of test results (possible false alarm).
- If public notification is not required but further testing is advised, re-sample water to ensure accurate test results. Obtain and ship samples as directed by laboratory and engineer.

**Mandatory contacts:**

- Interior Health: Drinking Water Officer
  - Fire Department (if known or suspected contaminant may affect fire suppression)
  - Engineer
- 

**Notification:**

- N/A under this section

### 3.3 Contaminated Water – Bacteriological

The response plan that follows shall be implemented and executed upon confirming the need to do so per Emergency Response Plan 3.2 – Failed Immediate Reporting Standard or Suspected Contamination and/or on the direction of the Interior Health Authorities.

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- Action Initiate notification plan detailed below
  - Assess nature and extent of problem if not done previously
  - Arrange for alternate water source for drinking water if warranted and where required and/or possible
  - Rectify problem leading to contaminant if required Initiate water flushing program (refer to Procedure 1 – ***Contaminated Water Recovery Phase Plan***)
- 

**Mandatory Contacts:**

- Interior Health: Drinking Water Officer
  - Fire Department Residential and Commercial Users Provincial Preparedness program (if warranted)
  - Engineer
- 

**Notification:**

- Send out public service announcement
- Initiate door to door notification of boil advisory (reference form 2 – ***Boil Water Advisory*** and post ***Boil Water Advisory*** signs (reference Sign 1 – ***Boil Water Advisory Sign***) at all publicly accessible taps.

### 3.4 Contaminated Water – Chemical

**Action:**

- Initiate notification plan detailed below
- Assess nature and extent of problem if not done previously

- Arrange for alternate water source for drinking water if warranted and where required and/or possible
  - Rectify problem leading to contaminant if required
  - Initiate water flushing program (refer to Procedure 1 – ***Contaminated Water Recovery Phase Plan***)
- 

#### **Mandatory Contacts:**

- Interior Health: Drinking Water Officer
  - Fire Department (if known or suspected contaminant may effect fire suppression)
  - Residential and Commercial Users
  - Provincial Preparedness program (if warranted)
  - Engineer
- 

#### **Notification:**

- Send out public service announcement
  - Initiate door to door notification of contaminated water advisory (reference form 3 – ***Contaminated Water Advisory***) and post Contaminated Water Advisory signs (reference Sign 2 – ***Contaminated Water Advisory Sign***)
- 

### **3.5 Broken Watermain**

#### **Action:**

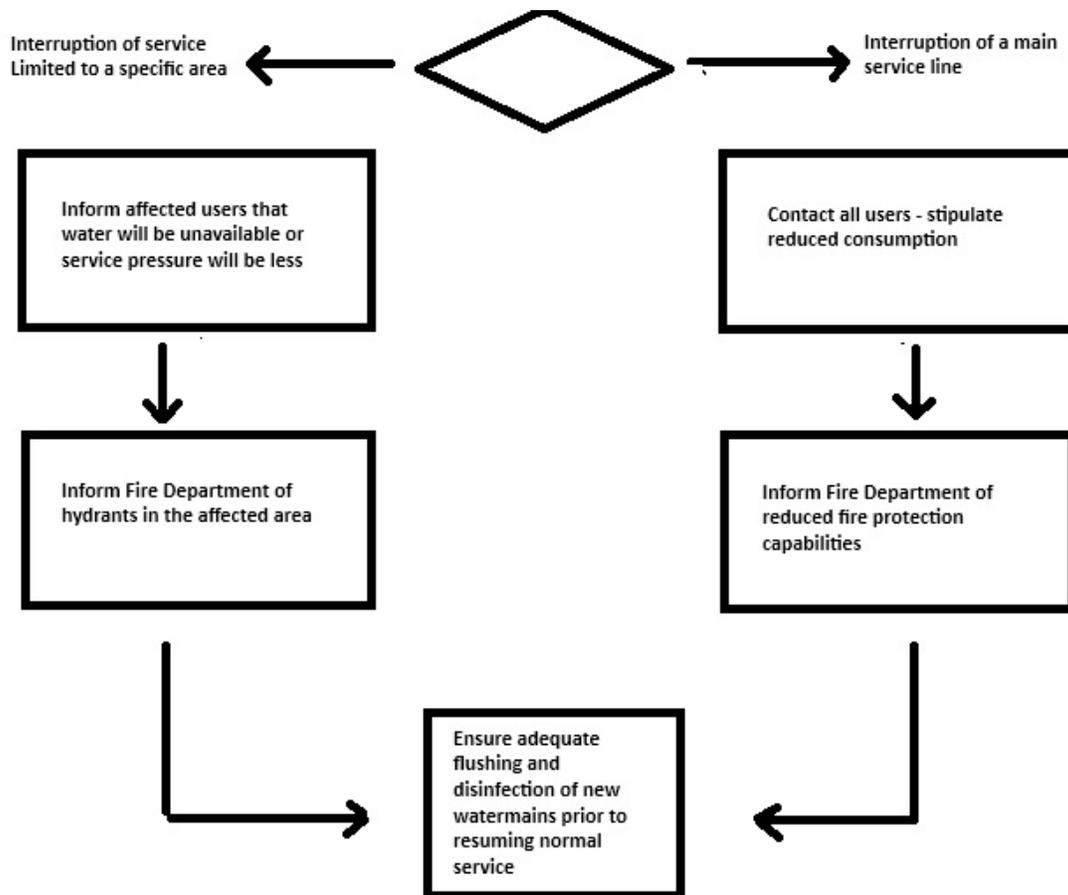
- Isolate break at nearest valves
  - If necessary and possible, maintain enough pressure to prevent backflow
  - If necessary, attempt a shunt by connecting two nearby hydrants
- 

#### **Mandatory Contacts:**

- N/A

#### **Notification:**

- N/A



### 3.6 Power Failure

**Action:**

- Assess nature and extent of problem if not done previously
- **If power outage may outlast available water storage**, or if there is any suspicion of threat to drinking water quality, initiate notification plan detailed below
- Arrange for alternate water source for drinking water if warranted and where required and/or possible

**Mandatory Contacts:**

- Interior Health: Drinking Water Officer
- Fire Department
- Residential and Commercial Users
- Provincial Preparedness program (if warranted)
- Engineer

**Notification:**

Send out public service announcement Initiate door to door notification requesting Users to conserve water starting with large users first (reference form **1A. Emergency Water Conservation Notification** or **1B. Emergency Water Conservation and Boil Water Advisory Notification as applicable**)

## **4.0 PROCEDURES**

## **PROCEDURE 1**

### **CONTAMINATED WATER RECOVERY PHASE PLAN**

1. Assess extent of required disinfection and flushing program.
2. Implement disinfection and flushing program.
3. Notify water users over radio announcement to run their taps for 5 minutes to flush their systems
4. Obtain water samples from 2 locations in each pressure zone affected for bacteriological sampling procedures
5. Lift boil water advisory with public notification via radio announcements upon verification of passed bacteriological tests.
6. Remove all boil water advisory signage and complete documentation

## PROCEDURE 2

### PROCEDURE FOR NOTIFYING USERS AND PLACING OF BOIL ORDER ADVISORY SIGNS

You have been assigned the task of notifying users and for placing boil order advisory signs at specific locations within a defined area of Sion Improvement District. The attached lists are to be used to track the buildings or houses notified of the boil order. Space is provided to indicate how notification occurred and how many signs were placed. This same form will be used to record the removal of signs when the boil order advisory is complete.

Single family residences, multi-family property managers, and businesses are to be notified both verbally and with a written notice. **If no one is available a written notice should be left in a conspicuous location (i.e. the mailbox or taped on the door).**

Signs are to be placed in the locations listed below:

#### Multi-Family Residences, Commercial or Public Buildings, Parks

- 1) Inside and outside of every exit or entrance door
- 2) Both sides of each door that accesses the stair wells
- 3) Above the call buttons at each floor of all elevators
- 4) Inside each elevator
- 5) On the outside of each public bathroom door



Removal of Signs completed \_\_\_\_\_  
Date      Time      Signature

## 4.2 RECORD FORM FOR NOTIFYING SINGLE-FAMILY RESIDENCES

Home Address	Verbal and Written Notification	Mail Box Notification
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		

Notification completed \_\_\_\_\_  
Date      Time      Signature

Print Name and Title: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

## PROCEDURE 3

### EMERGENCY ACTION REPORT

Emergency responses are to be documented including a description of the emergency, date and time of discovery or initial notification and details of actions taken.

***Description of Emergency:***

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***Emergency Reported:*** Date: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

Response Action	Date:	Time:

## **5.0 NOTIFICATION FORMS AND SIGNS**

**Form 1A****Sion Improvement District****EMERGENCY WATER  
CONSERVATION NOTIFICATION**

We have lost the main water supply source for the district and are requesting that all users immediately reduce their water use. Water in the home should be used as sparingly as possible. Outdoor use is strictly prohibited.

Normal service will be resumed as soon as possible. Users will be notified when the water situation is over.

We thank you for your co-operation.

For more information, please contact our office at 250-444-7139

**Form 1B**

**Sion Improvement District**

**EMERGENCY WATER  
CONSERVATION AND BOIL WATER  
ADVISORY NOTIFICATION**

We have lost the main water supply source for the district and are requesting that all users immediately reduce their water use. Water in the home should be used as sparingly as possible. Outdoor use is strictly prohibited.

Water currently being supplied is not safe for drinking or consumption. To make the water safe for drinking, washing dishes, or washing produce to be eaten raw, water should be boiled at a rapid boil for at least 2 minutes.

Normal service will be resumed as soon as possible. Users will be notified when the water emergency is over.

We thank you for your co-operation.

**Form 2****Sion Improvement District****BOIL WATER – ADVISORY**

Water currently being supplied is not safe for drinking or consumption. To make the water safe for drinking, washing dishes, or washing produce to be eaten raw, water should be boiled at a rapid boil for at least 2 minutes.

Normal service will be resumed as soon as possible. Users will be notified when the water emergency is over.

We thank you for your co-operation.

**Form 3****Sion Improvement District****CONTAMINATED WATER ADVISORY**

Water currently being supplied is not safe for drinking, bathing or any other domestic purpose. Please tune to your local media stations for further directions on where to obtain water for drinking and domestic use.

Normal service will be resumed as soon as possible. Users will be notified as soon as the water emergency is over.

We thank you for your co-operation.

For more information, contact our office at 250-444-7139

**Sign 1**

# Boil Water Advisory



## WARNING

This water is NOT SAFE for drinking or domestic use. Water must be boiled for 2 minutes prior to use.

Posted \_\_\_\_\_ (date)

Sion Improvement District Contact (250) 444-7139 for further details.

**Sign 2**

## **Contaminated Water Advisory**



# **WARNING**

This water is NOT SAFE for drinking or ANY domestic use.

Posted \_\_\_\_\_ (date)

Sion Improvement District Contact (250) 442 7139 for further details

# **APPENDIX A**

## **Water System Maps**