

Original 2016 / Updated
2021, 2023, June 2026,
August 2026

Ships Point Improvement District

**EMERGENCY RESPONSE AND CONTINGENCY PLAN -
WATER**

Rip and Run Sheet

Incident Date _____

Time _____ am/pm

Incident Type ☐ Contamination ☐ Equipment Failure ☐ Loss of Source
 ☐ Seismic Event ☐ Criminal Event ☐ Other Natural Event

Yes N/A

- ☐ ☐ Incident Discovered By _____
- ☐ ☐ Incident Commander _____
- ☐ ☐ Emergency Declared By _____
- ☐ ☐ Called SPID Chair Jackie Ainsworth 250.702.6000
- ☐ ☐ Called DWO at VIHA 1.800.204.6166
- ☐ ☐ Communication to Users Initiated by _____
- ☐ ☐ Communication Method
 - ☐ Email ☐ Website ☐ Telephone ☐ Signage ☐ Facebook Page
 - ☐ Media ☐ Door-to door ☐ Other (specify) _____
- ☐ ☐ Agencies Contacted
 - ☐ Police ☐ Provincial Emergency Preparedness ☐ Ministry of Environment
 - ☐ Department of Fisheries ☐ Public Health Engineer ☐ Medical Health Officer
- ☐ ☐ Arrangements made with Contractors
 - ☐ Well Contractors ☐ Backhoe ☐ Electrical ☐ Plumbing
 - ☐ Pump House ☐ Control Systems ☐ Generator / Mechanical
- ☐ ☐ Arrangements made for Equipment and Supplies
 - ☐ Corix Piping ☐ Acme Chlorine ☐ Corix Control Solutions
- ☐ ☐ Arranged Alternate Water Supplies
 - ☐ Glacier Water Hauling ☐ H2O 2Go Services ☐ Lyster Ventures ☐ Natural Glacier Waters Inc.

NOTES:

1. Contacts

Ships Point Improvement District Emergency Response Plan Contacts				
	<i>Name</i>	<i>Telephone</i>	<i>Cell</i>	<i>Email</i>
System Operators	Dave Shepherd	250-335-0551		dave.shepherd@spid.ca
	Mike Mesford	250-335-0551	---	mike@mesford.com
Fire Chief	Terry Hoffart	250.702.5724	---	thoffart@telus.net
Water Technical	Bill Trussler	250.335.0617	403.880.5619	bill.trussler@shaw.ca
Committee	Bob Timbers			bltimbers@shaw.ca
	Dave Henderson	250.702.5724	---	dave.henderson@live.ca
	Bruce Prested	---	---	bprested@shaw.ca
	Isaac Meyer	250-650-9776		
	Mike Mesford	---	250.702.5900	mike@fannybaypearl.ca
	Brad Shuya	---		bradleyshuyaarchitect.com
	Dave Shepherd	778-898-3035		dave.shepherd@spid.ca
Electricians	Dieter Broemer	250.335.1491	250.335.2174	dbroemer@telus.net
White Pacific PLC	Jeremy Warren	250-793-2817		jeremy@whitepacific.ca
	Novatech	250.650.2120	---	---
Plumbers	Isaac Meyer	250-650-9776		---
Contractors	---	---	---	---
Well Contractors	Ian McGill	250.703.3785	---	---
	Drillwell Enterprises	250-746-5268		drill@drillwell.com
Generator/Mechanical	John Lowe	250-898-4770		jlaklowe@telus.net
	Simpson Maxwell	800.374.6766	---	info@simmax.com
Backhoe -small systems	Darren Hutton	250.703.1086	---	---
"	Rob Sawyer	---	250.897.2828	---
-regular systems	Stewart Keenan	250.335.0684	250.218.4283	---
Bulk Water Haulers	Glacier Water Hauling	250.218.6353	---	---
	H2O 2Go Services	250.337.5049	---	---
	Lyster Ventures	250.337.5035	---	---
	Natural Glacier Waters	250.335.9119	---	---

Ships Point Improvement District Emergency Response Plan Contacts

	<i>Name</i>	<i>Telephone</i>	<i>Cell</i>	<i>Email</i>
Equipment & Supplies	Iconex Piping	250.334.3200	---	---
	Iconex Control Systems	604.952.5858		
	Acme Chlorine	800.667.2263	---	---
Trustees	Jackie Ainsworth		250.702.6000	jackie@fannybaypearl.ca
	Bill Trussler	250.335.0617	403.880.5619	bill.trussler@shaw.ca
	Melina Fakaro		778-323-9164	thatmelgirl@gmail.com
	Eve Adams		778-938-3181	eveadams139@gmail.com
	Michelle Leroux		778-986-8918	lerouxmichelle@ymail.com
	Rob Vreugde		604-290-4206	robvreugde@gmail.com
	Robin Mumblo		250-335-1258	rmumblo@hotmail.com
Pump House & Control				
PLC Controls – White Pacific	Jeremy Warren	250-793-2817		jeremy@whitepacific.ca
Systems	Keith Good	604.420.1630	604.250.1401	kgood@alliedcontrols.ca
PROVINCIAL AGENCIES	---	---	---	---
Police	---	911	250.321.1321	---
Drinking Water Officer	Josh Moran	250-331-8585		Josh.moran@islandhealth.ca
Medical Health Officer	Dr. Charmaine Enns	250.331.8592	---	---
Island Emergency Contact	After Hours	800.204.6166	---	---
Environmental Health	Dianne Hulleman	250.331.8518	---	dianne.hulleman@viha.ca
Ministry of Environment	Coordination Centre	800.663.3456	---	---
- Nanaimo Office	Murray Sexton	250.751.3100	---	---
Prov Emerg Preparedness	---	800.663.3456	---	---

2. Action Plans for Core Hazards

CONTAMINATION OF SOURCE

Actions:

- Health Unit notifies us or we notify Health Unit
- Boil water advisory after discussing with DWO
- Confirm contamination by retesting
- Shut down pump as advised by DWO
- Notify all users
 - If Boil Water or Do Not Consume Notices needed, deliver notices door-to-door
- Contact relevant government agencies (see contacts) for advice and assistance
- Arrange alternate water source if necessary (see contacts)

Contacts:

- Local Health Unit (Environmental Health Department)
- Provincial Emergency Preparedness
- Police
- Ministry of Environment
- Department of Fisheries
- Others as necessary, depending on severity

LOSS OF SOURCE

Actions:

- Ensure pump is shut off (to protect pump)
- Notify all users
- Contact government agencies (see contacts) for advice and assistance
- Arrange alternate water source

Contacts:

- Local Health Unit (Environmental Health Department)
- Ministry of Environment

FLOOD CONDITIONS

Actions:

- Notify all users, door-to-door, regarding the potential for water contamination, loss of pump, power, etc. (Users should be advised to store some drinking water in advance, and to boil any suspect water for two minutes or disinfect with chlorine when flood conditions exist.)
- Phone government contacts (see below).
- Contact local media for public service announcement (for customers that cannot be notified by other means).
- Arrange alternate water source if necessary

Contacts:

- Local Health Unit (Environmental Health Department)
- Provincial Emergency Preparedness
- Ministry of Environment

CHLORINATOR FAILURE

Actions:

- Advise local Public Health Office
- Notify all users to boil water for two minutes or take other disinfection procedures in accordance with recommendation of local health officials
- Arrange chlorinator repairs

Contacts:

- Local Health Unit (Environmental Health Department)
- Chlorinator supplier

PUMP FAILURE

Actions:

- Notify all users of interruption of service
- Call for repairs: pump manufacturer
- Advise local Public Health office (if interruption not short-term)
- Arrange alternate water source if necessary

Contacts:

- Local Health Unit (Environmental Health Department)

GENERATOR FAILURE

Actions:

- Confirm back-up generator is the problem
- Arrange for another back-up generator (600 Volts)
- Notify all users about interruption of service if back up not capable of maintaining supply
- Advise local Public Health office
- Be aware that backflow action plan may need to be implemented
- Arrange alternate water source if necessary

Contacts:

- Local Health Unit (Environmental Health Department)
- Simpson Maxwell

BACKFLOW OR BACK SIPHONAGE

Actions:

- Isolate site of problem
- Advise DWO or Medical Health Officer at local Health Unit as needed
- Notify users in accordance with recommendation of local health officials
- Repair break
- Purge and disinfect lines as directed, after corrections have been made
- Arrange alternate water source if necessary

Contacts:

- Local Health Unit (Environmental Health Department)
- Water suppliers as needed

INSIDER SABOTAGE OR VANDALISM

Actions:

- Evaluate Damage
- Contact police (see contacts)
- Contact VIHA (see contacts)
- Refer to other plans as required

Contacts:

- Police
- Local Health Unit (Environmental Health Department)

Background for this ERP

DEFINITIONS

Emergency. An exceptional event that exceeds the capacity of normal resources and organization to cope with it. A water service emergency is a forced water shortage due to inadequate supply, deterioration of quality, or damage and partial isolation of facilities.

Incident. Any situation with the potential to disrupt essential services, or jeopardize public health and safety.

Response. Emergency actions taken during both the impact of an incident and the short-term aftermath.

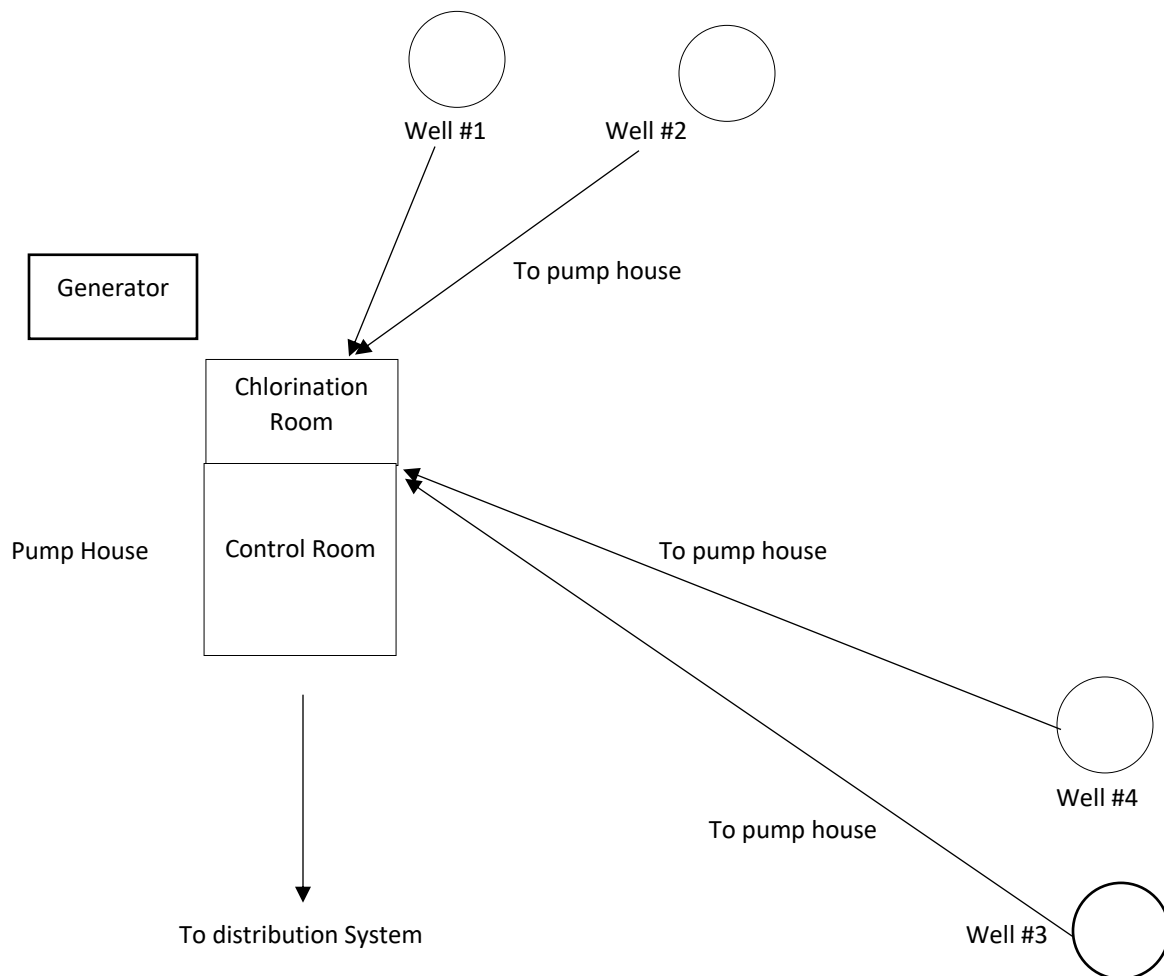
THE SHIPS POINT IMPROVEMENT DISTRICT WATER SYSTEM

SPID's water system has a number of components that if damaged, temporarily or permanently disabled, put the entire system at risk and potentially out of operation. The components at risk include:

- Aquifer(s)
- Water wells (1 through 4) (wellheads, downhole equipment and tie-in lines)
- Chlorination system
- Pump house building
- Pump house control systems
- A back-up generator
- Distribution System (mains, valves and control points)

The Wilfred Creek Watershed is assumed to be the water source for SPID's aquifer. Therefore, it is clear that the board of trustees, now and in the future, has an obligation to the customers of SPID's water system, to resist any development in or on the Wilfred Creek watershed lands in order to protect the aquifer.

SCHEMATIC: SPID WATERWORKS (NON-TECHNICAL, NOT TO SCALE)

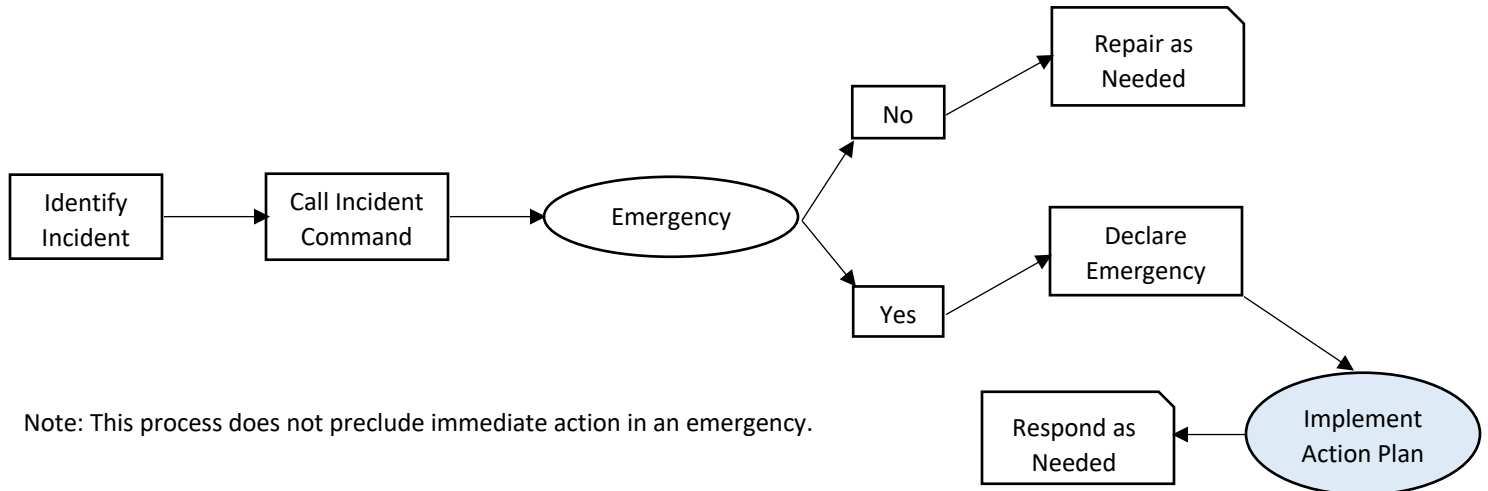


INCIDENT COMMAND STRUCTURE

The handling of all types of emergencies, whether their nature is medical, fire, water or otherwise, follows a common protocol. Every emergency is:

- Identified;
- Communicated to an authority;
- Declared;
- Responded to;
- Communicated to the appropriate audience(s); and
- Recovered

A schematic for an emergency protocol follows.



Lines of Communication

The lines of communication for water emergencies in the Ships Point Improvement District are from the Water Operator, who is responsible and is in charge for the remedy of the incident. The Water Operator contacts either the Chair of the SPID Board of Trustees or another available Trustee who will in turn contact other persons. External communications will be made in consultation with the Water Operator. For clarity, the Water Operator has full control over all aspects of the emergency until authority has been delegated to others or until control is relinquished to another individual. To remedy an incident, the Water Operator has the authority to involve others on an as needed basis.

COMMUNICATIONS

BOIL WATER NOTICE

The Ships Point Improvement District, in consultation with the Vancouver Island Health Authority, has issued a boil water notice for the Ships Point Improvement District water system. This notice is effective immediately and covers all Ships Point Improvement District water system customers.

Until further notice, water from the Ships Point Improvement District water system should be held at a rolling boil for two minutes and cooled before it is consumed. For your safety, only boiled or bottled water should be used for drinking, making ice or fountain drinks, washing dishes, brushing teeth, or preparing foods that will not be cooked.

[Briefly describe the situation that triggered the notice using one of the following statements and delete the others. If none is appropriate, please consult VIHA for approval of alternate wording prior to issuing the notice:]

___ Recent water tests show the presence of unacceptable level of bacteria. Boiling the water will make it safe to drink.

___ Turbidity in the water system has risen to unacceptable levels as a result of [heavy rains, mudslide, rapid snowmelt, etc.]. High turbidity can interfere with disinfection and may signal the presence of disease causing organisms. Boiling the water will make it safe to drink.

___ The water system recently experienced a [line break/power failure/loss of disinfection/possible source contamination, etc.] which may have made the water unsafe to drink. Boiling the water will make it safe to drink.

For further information contact Ships Point Improvement District at 250.335.0551. Updated information can be found on the community website at www.spid.ca

REMOVE BOIL WATER NOTICE

Effective __ (Date) __ the Ships Point Improvement District and the Vancouver Island Health Authority are removing the boil water notice for the users of the Ships Point Improvement District water system. This notice is effective immediately and covers all Ships Point Improvement District water system customers.

Updates will be available through the district website www.spid.ca.

DO NOT CONSUME THE WATER NOTICE

The Ships Point Improvement District, in consultation with the Vancouver Island Health Authority, has issued a do not consume the water notice for the Ships Point Improvement District water system. This notice is effective immediately and covers all Ships Point Improvement District water system customers.

Until further notice, do not drink the water from the Ships Point Improvement District water system. Boiling the water will not make it safe to drink.

The Ships Point Improvement District and the Vancouver Island Health Authority are working together to resolve the situation. Once the water is safe to drink, the do not consume the water notice will be rescinded.

Updates will be available through the district website www.spid.ca.

REMOVAL OF THE DO NOT CONSUME THE WATER NOTICE

Effective _____ the Ships Point Improvement District and the Vancouver Island Health Authority are removing the do not consume the water notice for the users of the Ships Point Improvement District water system. This notice is effective immediately and covers all Ships Point Improvement District water system customers.

Updates will be available through the district website www.spid.ca.

CORE HAZARDS

Alert Conditions. Considered to be routine emergencies like distribution line breaks, short power outages, and minor mechanical conditions.

Emergency Conditions. Considered to be more significant emergencies like disruption of a supply main, complete loss of chlorination equipment system, reservoir carburetion, or water quality degradation due to things like high turbidity, and positive E-coli. These types of issues usually require a Boil Water Notice to protect the public.

Potential Disaster Conditions. Situations like potential flooding of the pump house grounds.

Disaster Conditions. Emergency situations like a large forest fire within the watershed; landslide, mudslide or hazardous chemical spill in the watershed, or acts of terrorism. These types of emergencies constitute a catastrophic disaster/major emergency which may require immediate notification of law enforcement and local emergency management services. These events often take anywhere from several days to months to resolve before the system returns to normal operation.