# Appendices

# Appendix A. Emergency Response Plan | Contacts List Template

**/ Email**

|  |  |  |  |
| --- | --- | --- | --- |
| Band | **Organization** | **Name** | **Phone / Fax / E-mail** |
| Operator |  |  |
| Staff or 2nd Operator |  |  |
| Chief |  |  |
| Band Administrator |  |  |
| Councillor |  |  |
| Circuit Rider |  |  |
| Emergency Personnel | Police, RCMP |  |  |
| Fire Department |  |  |
| Ambulance |  |  |
| Hospital |  |  |
| Provincial Emergency Program (PEP) |  |  |
| Regulatory Authorities | AANDC Officer |  |  |
| Environment Canada |  |  |
| Health Canada |  |  |
| Provincial Ministry of Environment  |  |  |
| Fisheries and Oceans Canada or Canadian Coast Guard |  |  |
| Utilities | All Utilities / “Call before you dig” service, or: |  |  |
| Hydro/Power |  |  |
| Gas |  |  |
| Telephone |  |  |
| Media | TV |  |  |
| Radio |  |  |
| Newspaper |  |  |
| Suppliers and Contractors | Nearest environmental lab 1 |  |  |
| Nearest environmental lab 2 |  |  |
| Pump rentals |  |  |
| Sewage pump/haul services |  |  |
| Pump system servicing |  |  |
| Pump manufacturer/supplier |  |  |
| Electrician |  |  |
| Plumbing services |  |  |
| General rental |  |  |
| Main system components equipment manufacturers |  |  |
| Excavation services |  |  |
| Date this list completed |
| Name of person who completed list |
|  |

# Appendix B. Emergency Response Plan | Actions Lists Template

|  |
| --- |
| **TYPE OF EMERGENCY:** |
| **ACTIONS** | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |

|  |  |  |
| --- | --- | --- |
| **CONTACTS** | **1** |  |
|  | **2** |  |
|  | **3** |  |
|  | **4** |  |
|  | **5** |  |

|  |
| --- |
| **TYPE OF EMERGENCY:** |
| **ACTIONS** | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |

|  |  |  |
| --- | --- | --- |
| **CONTACTS** | **1** |  |
|  | **2** |  |
|  | **3** |  |
|  | **4** |  |
|  | **5** |  |

|  |
| --- |
| **TYPE OF EMERGENCY:** |
| **ACTIONS** | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |

|  |  |  |
| --- | --- | --- |
| **CONTACTS** | **1** |  |
|  | **2** |  |
|  | **3** |  |
|  | **4** |  |
|  | **5** |  |

|  |
| --- |
| **TYPE OF EMERGENCY:** |
| **ACTIONS** | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |
|  | **🞏** |  |

|  |  |  |
| --- | --- | --- |
| **CONTACTS** | **1** |  |
|  | **2** |  |
|  | **3** |  |
|  | **4** |  |
|  | **5** |  |

# Appendix C. Emergency Response Activity Record and Reporting Template

**1. Date record entered (yyyy/mm/dd): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. Recorded by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Title/Position:**

🞏 WW System operator 🞏 Band Manager 🞏 Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Description of cause(s) of the incident**

* Wastewater spill / broken sewer main, location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Blocked sewer main, location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Malfunctioning of wastewater treatment plant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Pump/siphon failure, location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Electrical control malfunctioning, location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Power failure, area affected\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Malfunctioning of wastewater disposal facilities (i.e., ground disposal fields, outfalls)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Flooding\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Earthquake\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Snow/wind storm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fire\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Act of vandalism, terrorism or sabotage (e.g., explosions) causing massive system disruption\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Others, specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5. Effect of the incident/event observed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Has any spill occurred?**  🞏 Yes 🞏 No. If No, skip Sections 7 to 12.

**7. Amount of spill estimated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Litres.

**8. Location of the spill (attach a copy of the site plan marked with the spill location)**

**9. Location of the affected downstream area:**

* Drinking water source, specify location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Well, specify location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* House or other buildings, specify location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fish bearing stream, specify location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Swimming/recreational water body, specify location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* High traffic area, specify location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other, specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Duration of spill:**

From\_\_\_\_\_\_ Days\_\_\_\_\_\_ Hours\_\_\_\_\_\_ To\_\_\_\_\_\_ Days\_\_\_\_\_\_\_\_\_ Hours\_\_\_\_\_\_\_\_\_

**11. Type of spill:**

🞏 Raw sewage 🞏 Septic tank effluent 🞏 WW treatment plant effluent

**12. Samples taken:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **CBOD5** | **TSS** | **Fecal Coliform** | **LC50\*** |
| **Location 1** (attach a site plan) |
| Date : \_\_\_\_\_\_\_\_ | (yyyy/mm/dd) | **\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_** |
| Time: \_\_\_\_\_\_\_\_ | (Hour) | (mg/L) | (mg/L) | (MPN/100 mL) |  |
| **Location 2** (attach a site plan) |
| Date : \_\_\_\_\_\_\_\_ | (yyyy/mm/dd) | **\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_** |
| Time: \_\_\_\_\_\_\_\_ | (Hour) | (mg/L) | (mg/L) | (MPN/100 mL) |  |
| **Location 3** (attach a site plan) |
| Date : \_\_\_\_\_\_\_\_ | (yyyy/mm/dd) | **\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_** |
| Time: \_\_\_\_\_\_\_\_ | (Hour) | (mg/L) | (mg/L) | (MPN/100 mL) |  |
| **Location 4** (attach a site plan) |
| Date : \_\_\_\_\_\_\_\_ | (yyyy/mm/dd) | **\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_** |
| Time: \_\_\_\_\_\_\_\_ | (Hour) | (mg/L) | (mg/L) | (MPN/100 mL) |  |

\*Sampling for fish bioassay LC50 is required only if spill leads to a fish-bearing water body

**13. Level of impact (See Section 4.2 for ranking criteria):**

🞏 Level 1 (Minor) 🞏 Level 2 (Significant) 🞏 Level 3 (Major)

**14. Actions taken:**

**15. Personnel and agency representatives contacted:**

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**16. Personnel and agency representatives on the scene**

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**17. Further actions to be taken and when:**

Action 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By Date (yyyy/mm/dd) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By Date (yyyy/mm/dd) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Action 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By Date (yyyy/mm/dd) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Appendix D. Notification of Release or Environmental Emergency

The *Release and Environmental Emergency Notification Regulations* designate (under *CEPA 1999*) and prescribe (under the *Fisheries Act)* the persons providing 24-hour emergency telephone service for the organizations operating for the provincial and territorial governments, enabling them to receive notifications that, otherwise, have to be made directly to Environment Canada. The list of designated provincial contacts is provided in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Ontario | Spills Action CentreOntario Ministry of the Environment | 416-325-3000 or 1-800-268-6060\* |
| 2. | Quebec | Environmental Protection Operations Directorate – QuebecEnvironment Canada | 514-283-2333 or 1-866-283-2333\* |
| 3. | Nova Scotia | Maritimes Regional OfficeCanadian Coast GuardFisheries and Oceans Canada | 902-426-6030 or 1-800-565-1633\* |
| 4. | New Brunswick | Maritimes Regional OfficeCanadian Coast GuardFisheries and Oceans Canada | 902-426-6030 or 1-800-565-1633\* |
| 5. | Manitoba | Manitoba Department of Conservation | 204-944-4888\* |
| 6. | British Columbia | British Columbia Provincial Emergency ProgramMinistry of Public Safety and Solicitor General | 1-800-663-3456 |
| 7. | Prince Edward Island | Maritimes Regional OfficeCanadian Coast GuardFisheries and Oceans Canada | 902-426-6030 or 1-800-565-1633\* |
| 8. | Saskatchewan | Saskatchewan Ministry of Environment | 1-800-667-7525\* |
| 9. | Alberta | Alberta Ministry of Environment | 780-422-4505 or1-800-222-6514\* |
| 10. | Newfoundland and Labrador | Newfoundland and Labrador Regional OfficeCanadian Coast Guard, Fisheries and Oceans Canada | 709-772-2083 or1-800-563-9089\* |
| 11. | Yukon | Yukon Department of Environment | 867-667-7244\* |
| 12. | Northwest Territories | Department of Environment and Natural Resources, Government of the Northwest Territories | 867-920-8130\* |
| 13. | Nunavut | Department of Environment and Natural Resources, Government of the Northwest Territories | 867-920-8130\* |

\*The content of this table may be updated from time to time. Please periodically verify proper contacts at: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2011-90/page-2.html>

# Appendix E. Material for Informing System Users/Community Members

Attach here your means of communication with system users/community members:

1. Phone tree
2. E-mail addresses list (save this list as a group in your e-mail software on your computer)
3. List of web-based social networks (save these links as “favorites” in your web browser on your computer)

Attach here pre-prepared messages for distribution to system users/community members:

1. Flyers for door-to-door distribution (have a stack of these ready)
2. Pre-written e-mail messages (save these on your computer at an easy-to-find location)
3. Pre-written messages for posting on web-based social media
4. Pre-written press releases