

Emergency Response Planning for Water & Wastewater Systems

Course Outline

Course Description

This 1 day course is designed to provide operators with the knowledge and background to develop an emergency response plan based on potential emergencies that can arise in their communities` related to their water and wastewater systems.

Course Pre-requisites

There are no pre-requisites for this course.

CEU Credit

This course is registered with EOCP and offers 0.6 CEUs.

Course Duration

- 1 day
- 8:30 am to 4:00 pm
- 1 hour lunch break
- morning and afternoon break (15 minutes each)

Course Agenda and Objectives

Introduction

- Housekeeping
- Instructor Introduction
- Operator and Supervisor Introductions

Introduction to Emergency Response Planning

Types of Emergencies in your Community

500 College Drive PO Box 2799 Whitehorse, Yukon Y1A 5K4 Canada

t. 867.668.8800 toll free 1.800.661.0504 www.yukoncollege.yk.ca





Overview or Assessment of the Utility or System

- What is an Overview or Assessment of the Utility or System?
- Descriptions and Details of an Overview or Assessment

Electronic Documents

- The Use of Electronic Documents
- Emergency Contact List
- Types of Emergency Responses and Their Procedures
- Updating Electronic Documents

Planning

- The Importance of Planning
- The Roles and Responsibilities of the Incident Command Center (ICC)
- Create an Organizational Chart
- The ICC Team
- ICC Equipment and Communications Location

ERP Communications Plan

- The Purpose of the ERP Communications Plan
- Details About the ERP Communications Plan

Incident Management

- What is Incident Planning?
- Types and Content of Emergency Response Checklists

Document Management

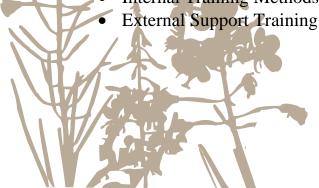
- What is Document Management
- Logs and Records Involved with Document Management
- Insurance Coverage

Training

- Who Gets Training?
- Types of Emergency Response Training Programs
- **Internal Training Methods**

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Recovery from an Emergency

- Roles and Responsibility of the recovery officer
- Types of Activities Conducted during the Recovery

Termination

- The Impacts and Cost Incurred During Emergency Operations
- Identify all Time, Materials, Damage, and Equipment Costs

Emergency Response Planning Exercise

• Select an Emergency and Develop a Plan

Course Requirements:

Attendance and participation are required. CEUs will be allocated based on attendance and course completion.

Evaluation:

Course completion will be based on attendance and participation in the course.



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