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1.0 Purpose/Objective/Plan

To document a procedure to maintain a state of emergency preparedness. The role of the Owner, Emergency management coordinator and The Operating Authority is to prevent or mitigate danger to life, property and environment during emergencies through development, testing and maintenance of contingency plans. This document shall include:

- A list of potential emergency situations or service interruptions,
- The process for emergency response and recovery,
- A procedure for emergency response training and testing,
- Setting North Huron's Owner and Veolia Water Canada Operating Authority responsibilities during emergency situations,
- Appropriate references to the North Huron Emergency Response Plan,
- An emergency communication protocol and procedure for maintenance of the emergency contact list.

2.0 Procedure

2.1 To simplify access, a list of potential emergency situations is included in the "Contingency Plan" section of this Plan and on the risk assessment.

2.2 In case of emergencies, the Overall Responsible Operator must be notified by the Operating Authority immediately and procedures identified in the relevant contingency plan must be enacted.

2.3 All components of the "Contingency Plan" will be reviewed annually with the operating Authority (OP-E18-3 Contingency plan review checklist) and will be updated as required. A desk-top exercise will be conducted when time permits and before any new contingency plans are implemented, to test selected procedures to ensure adequacy, accuracy and training (OP-E18-2 contingency plan testing).

2.4 The Operators will be required to sign off that the Contingency Plan information has been presented to them, reviewed and it is understandable. All new licensed operators will be required to review the plan and a sign off sheet will document the transfer of information. (Form OP-E18-3)

2.5 In the event of an emergency failure of the system that presents an imminent danger to life, property or environment, the Emergency Management Coordinator, (see OP-E18-1 Emergency Phone List) is to be contacted to activate the North Huron Emergency Plan. A copy of the plan which defines all Staff and Owner roles and responsibilities during emergency events is at the Municipal Office.

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2.6 Once an Emergency Event is considered contained or resolved, and Emergency Exercise/ Debriefing will occur with Operations Staff, this event will be recorded on “Element 18: OP-E18-7 Emergency Exercise/ Debriefing form”, if improvements are required the Corrective Action Process will be initiated tracking changes on the CAR form/ CAR log and Root Cause analysis form, If required/necessary appropriate SOP’s and Contingency plans will be developed and included in the plan.

3.0 Associated Documents and References

QMS Overview
Element 2: OP-E2-1 Policy Statement
North Huron Contingency Plans
North Huron Standard Operating Procedures
North Huron Emergency plan
Element 18: OP-E18-1 Emergency Phone List
Element 18: OP-E18-2 Contingency Plan Testing
Element 18: OP-E18-3 Contingency Plan Review Checklist
Element 18: OP-E18-4 SOP Review Checklist
Element 18: OP-E18-5 Operational Plan Review Checklist
Element 18: OP-E18-6 Watermain Break Report
Element 18: OP-E18-7 Adverse Reporting
Element 18: OP-E18-8 Emergency Exercise/ Debriefing

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Revision History

New Revision	Date of Revision	Summary of Changes	Revised by
11	July 30, 2026	Changed all "appendix" to reflect new names of documents. Changed "3.0 Appendices" to "3.0 Associated Documents" Added revision history.	Chloë Godfrey