



# TOWN POLICY

## ADMINISTRATION POLICY:

# Emergency Response Policy for a Major Rain Event

**DEPARTMENT:** General Administration

**POLICY NUMBER:** GN-034

**APPROVAL:**  APPROVED BY CAO  
Jeff Shaw

**EFFECTIVE DATE:** September 26, 2006

**SUPERSEDES:** Policy #R-3

**UP FOR REVIEW:** November 23, 2022

### Policy Statement:

This policy is formulated to provide direction for Town of Cardston Staff to deal with major rain events that have the potential to cause flooding of Lee Creek and infiltration of water into the Town of Cardston's sanitary and storm sewer lines.

### The purpose of this policy is to:

Be proactive in the event of a major rain event and detail two areas of focus:

1. Preventative Policy
2. Operational Policy

### Preventative Policy

The Town Public works department will ensure that all pumps and emergency apparatus have been serviced by May 1 of each year and are operational and ready to be deployed as per the Operational Policy.

### Operational Policy

- 1) All departments of the Town are on notice that in the month of June, that manpower is necessary in the event of major flooding. Holidays may be suspended in the event that an emergency situation is imminent.
- 2) The Alberta Department of Environment has a notification system regarding River Forecasting that notifies key Town Employees, through a call out sequence, of pending major events. The levels of reporting are:
  - (a) High Stream Flow Advisory;





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- (b) Flood Watch; and,
- (c) Flood Warning.
- 3) When a high stream flow advisory is sent during normal working hours, the Town of Cardston Public works staff will begin monitoring sewer flows at strategic locations. Those being manhole inspections at the intersection of 2nd Ave. and 1 St. East; 3rd Ave. and 1 St. East; 3rd Ave. and 2nd St. East; 6th Ave. W, south of the Cardston IGA Mall; 3rd Ave 4th & 5th Streets West. The monitoring is to determine the level of flow in the manholes. A line will be painted in each manhole that will designate at what water level that pumping shall commence. If the high stream flow advisory is sent after normal working hours, management will determine if a call out is required to inspect flow in the manholes to determine if manpower will be required. If after hours a Flood Watch is sent, the manpower will be deployed and prepare to pump as required.
- 4) If levels in the manholes are not at the pump line and the forecast has been updated to Flood Watch, men and equipment will be deployed to mitigate the emergency.
- 5) When a high flow call out comes from the lift station, Town of Cardston Public Works employees shall establish the nature of the callout and if it is a rain event, will commence to monitor the lift station and the manholes that are identified.
- 6) Once water levels have reached the agreed upon levels, manpower and equipment will be deployed to each location to commence pumping.
- 7) Once the decision is made to pump sanitary sewer water to discharge it into the storm sewer system, Alberta Environment must be notified by calling 1-800-222-6514.
- 8) Employees or trained volunteers will man the pumps to ensure continual operation.

The six inch trash pumps will be set up at the location of manhole #7 located at 2nd Ave and 2nd Street east and manhole #4 located at 6th Ave W. Southwest of the IGA. Other pumps will be placed at strategic locations on 3rd Ave. W. and 4th and 5th streets at manholes #5 & #6 and east of the Third Avenue Bridge on 2nd street at manhole #3.

Operation shall continue until such time as the rain event has ended, or the levels in the manholes are lower than the pumping mark. Monitoring shall continue with all pumps in place, in case the rain event is updated to an emergency situation.

