

**CONTINGENCY PLAN**  
**Township of Tay - QMS Operational Plan**

---

**Township of Tay Water Treatment & Distribution Systems**

---

**Element 8.8 – Risk Assessment Outcomes**

**Problem: Power Outage Procedure**

---

Township staff will attend the site to determine if the outage is either **localized** to the plant or **area-wide**.

For a Localized Outage:

1. Ensure that the standby generator for the plant has started and all equipment is operating normally (PLC pumps, VFD, chemical pumps, etc.).

A backup generator is available: *Waubashene Booster Station*

2. Begin troubleshooting to determine if the problem is due to a mechanical issue.
3. Confirm loss of power is to entire station.
4. Check if the main power feed disconnect/breaker has tripped.
5. Notify ORO and/or Lead Hand.
6. Arrange for a portable generator, if necessary, to prevent further issues.
7. When the power outage has been resolved, restore the plants to normal operation.
8. Update ORO and/or Lead Hand.

For an Area-Wide Outage:

1. Confirm estimated length of outage by contacting hydro.
2. Notify ORO and/or Lead Hand.

**CONTINGENCY PLAN**  
**Township of Tay - QMS Operational Plan**

---

**Township of Tay Water Treatment & Distribution Systems**

---

**Element 8.8 – Risk Assessment Outcomes**

**Problem: Power Outage Procedure**

---

3. Maintain contact with hydro until power is restored.
4. Ensure that a portable generator is used during the outage if necessary.

Standby Power Failure:

1. Immediately notify ORO and/or Lead Hand.
2. Troubleshoot generator:
  - a) Check generator status on control panel and verify if it is in auto mode. Verify whether or not emergency stop is depressed.
  - b) Check generator for alarms (over temp, over speed, oil pressure).
  - c) Check batteries and all connections to the diesel.
  - d) Check fuel tank level.
3. Try manually starting the generator.
4. Update ORO and/or Lead Hand.