

Kamloops Centre for Water Quality Tour Mail-Back Registration Form

KAMLOOPS CENTRE FOR WATER QUALITY TOUR REQUEST DOCUMENTATION



Tours cannot be confirmed until the MAIL-BACK REGISTRATION form is filled in and returned. The request form is found on the last page of this document.

SAFETY IS OUR No. 1 CONCERN

**ALL TOUR PARTICIPANTS MUST FOLLOW INSTRUCTIONS OF STAFF
THANKS FOR YOUR CO-OPERATION. ENJOY!**

HEALTH AND SAFETY INSTRUCTIONS FOR TOUR PARTICIPANTS

Please READ CAREFULLY and ensure to complete the MAIL-BACK REGISTRATION FORM at the back of this document at least two weeks prior to arriving for your tour.

So that we can accommodate special needs, please also ensure to identify them on the MAIL-BACK REGISTRATION FORM attached and inform the tour guide upon your arrival.

GENERAL INFORMATION

Individuals under the age of 18 must be accompanied by a parent or guardian. As a general rule, there should be at least one adult supervisor for every five under-age participants.

Tour group size should ideally be 15 individuals or less. In the event you would like to include more than 15, please state these intentions in advance so that proper staffing and supervision can be arranged.

Tour booking times are between 8:00 am and 3:00 pm, and are under one hour in duration. After hours tours can be accommodated on a case by case basis; however, due to limited resources, will be kept to approximately 30 minutes in duration.

Park on the west side of the building, and enter as a group through the front door and assemble in the foyer. Please plan to arrive 15 minutes early.

In the event the front door is locked, there is an intercom on the outside door to alert staff.

Stay together as a group and do not wander around the centre.

Horseplay is absolutely forbidden. Leaning over handrails is not permitted in any area.

Please do not bring small objects in your pocket that may fall into open bodies of water. If you drop anything into a confined area or into the water, please notify the operator immediately.

Remember to use washrooms before the tour starts. Children wishing to use the washroom during the tour must be accompanied by a supervisor, who is responsible for informing the tour guide of their intention.

MAJOR HAZARDS ON SITE

PLEASE ADHERE TO ALL POSTED SIGNS.

**PARTICIPANTS ARE NOT PERMITTED TO ENTER ANY ROOM
UNAUTHORIZED BY THE TOUR OPERATOR UNDER ANY CIRCUMSTANCES.**

1. Natural Gas

Matches, lighters, open flames, smoking, strikers, welding, or any ignition or spark source are not allowed in the building.

2. Hazardous Chemicals

The storage rooms have been designed to contain any spills.

3. Rotating Equipment

Do not touch equipment, controls, buttons, etc. during your tour. By pushing a button or placing your hands or body near equipment, you could be putting yourself and others in danger. Also, by standing too close to a piece of equipment, you could get caught and pulled into the equipment, causing serious injury or death.

4. First Aid

There are a number of first aid stations inside the building. The operator can attend to very minor first aid; however, in the event that someone is injured, the operator will call 911.

5. Noise

Hearing protection can be supplied and must be worn per instructions of your tour guide, particularly in areas identified as requiring hearing protection. If you have other hearing concerns, you must inform the tour guide before participating in the tour.

6. Tripping, Slipping, and Falling

Surfaces and staircases may be slippery. Watch your step! Open-toed shoes, sandals, and pointed heels are not permitted.

7. Drowning and Pond Outside the Centre

The pond outside the Kamloops Centre for Water Quality can be an attractive hazard for children. Supervisors must closely monitor children around this area and adhere to all posted warning signs around the perimeter of the pond.

8. Electrocutation

There are many areas of high voltage on site.

EMERGENCY EVACUATION PROCEDURES

THESE PROCEDURES WILL BE CLEARLY OUTLINED BEFORE YOUR TOUR STARTS.

If your group must evacuate, follow the instructions of your tour guide.

If the tour guide is not available for any reason, proceed to the *Emergency Assembly Area* to the outside west of the building in a calm and orderly fashion. This area will be identified to the group prior to your tour.

The City of Kamloops and the Kamloops Centre for Water Quality staff are not responsible for any injuries, deaths, or lost or destroyed articles, etc. incurred while on our site. Always use extreme care and caution during your visit with us and follow the instructions of your tour guide to ensure a safe visit.

Enjoy your tour, and remember—BE SAFE AND ENJOY!!

Kamloops Centre for Water Quality Tour Mail-Back Registration Form

KAMLOOPS CENTRE FOR WATER QUALITY TOUR REGISTRATION FORM <i>Tours are available Tuesdays and Thursdays</i>		
Tour Group Name:		
Tour Group Contact Person:		
Phone:	Fax:	Email:
Mailing Address:		
Briefly describe your group's interests and/or special needs:		
Tour Date Request (MM/DD/YR):		
Start time:	Estimated # of people:	
Persons < 18 yrs of Age?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If YES, will there be 1 adult per 5 children?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Please completed and forward/fax/email this PAGE back to:	
Water Treatment Plant Tours 955 Concordia Way Kamloops BC V2C 6V3	OR
	Fax: 250-828-3790 Email: civicooperations@kamloops.ca

Please make every attempt to provide at least two weeks' notice for your tour group booking.
We allow cameras but will not be held responsible if your camera is damaged in any way during the tour.

**WE WILL CONTACT YOU VIA THE INFORMATION PROVIDED ABOVE TO
ONFIRM YOUR TOUR ONCE THIS DOCUMENT IS RECEIVED.
THANK YOU.**