

KAMLOOPS SEWAGE TREATMENT CENTRE TOUR REQUEST DOCUMENTATION



Tours cannot be confirmed until the MAIL-BACK REGISTRATION form has been 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 STAFF'S INSTRUCTIONS.

THANK YOU FOR YOUR CO-OPERATION.

Health and Safety Instructions for Tour Participants

Please READ CAREFULLY. The registration form at the back of this document must be completed and sent to us at least two weeks before you arrive for your tour.

We want to accommodate people of all abilities. Please ensure that any accessibility needs are identified on the registration form, 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 underage participants.

Ideally, tour groups should have no more than 15 people. If 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. Tours are less than one hour. After-hours tours can be accommodated on a case-by-case basis; however, due to limited resources, they will be kept to approximately 30 minutes in duration.

Park in the front lot at the Admin building. As parking is limited, groups bringing more than five vehicles are asked to park outside of the gates and walk to the facility.

Please plan to arrive 15 minutes early.

If the front door is locked, please use the intercom on the outside gate to alert staff.

Stay together as a group and do not explore the facility without your tour guide. Please do not break away from your tour group to view other areas of the facility unsupervised.

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

Please do not carry small objects that may fall into open bodies of water. If you drop anything into a confined area or into the water, please notify the tour guide immediately.

Remember to use washrooms before the tour starts. If a child needs to use the washroom during the tour, they 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 UNSUPERVISED BY THE TOUR OPERATOR UNDER ANY CIRCUMSTANCES.

1. Natural Gas

No matches, lighters, open flames, smoking, strikers, welding, or any ignition or spark source are 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. Pushing a button or placing your hands or body near equipment could be dangerous for you and others.

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 9-1-1.

5. Noise

Hearing protection can be supplied and must be worn, as instructed by 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. Electrocutation

There are many areas of high voltage on site.

8. Wastewater

Wastewater is a biological hazard. Please keep hygiene in mind during your time at the facility. While we avoid directly contacting any of the unhygienic areas, it is a wastewater treatment facility. We recommend tour participants wash their hands at one of our many sinks/bathrooms before leaving the site.

EMERGENCY EVACUATION PROCEDURES

THESE PROCEDURES WILL BE CLEARLY REVIEWED WITH YOUR GROUP BEFORE YOUR TOUR STARTS.

If your group must evacuate the facility, follow your tour guide's instructions.

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

The City of Kamloops and Kamloops Sewage Treatment Centre 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 your tour guide's instructions to ensure a safe visit.

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

**KAMLOOPS SEWAGE TREATMENT CENTRE
TOUR REGISTRATION FORM**

Tours are available Monday–Friday

Tour Group Name:		
Tour Group Contact Person:		
Phone:	Fax:	Email:
Mailing Address:		
Briefly describe your group's interests and/or special needs:		
Tour Date requested (MM/DD/YR):		
Start time:		Estimated no. 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 make every attempt to provide at least two weeks' notice for your tour group booking.
We allow cameras, but we will not be held responsible if your camera is damaged in any way during the tour.

We look forward to seeing you and hope you enjoy your tour!

Please completed and mail, fax, or email this form to:

Mail:

Sewage Treatment Plant Tours
955 Concordia Way
Kamloops BC V2C 6V3

Fax: 250-828-3790

Email: civicooperations@kamloops.ca

We will contact you via the information provided above to confirm your tour once this document is received.

Thank you for your interest in our facility.