



**Emergency Response Management Plan
Treatment Plant**

**Cootamundra –Gundagai
Regional Council**

**EMERGENCY
RESPONSE MANAGEMENT
PLAN
Treatment Plant**



Emergency Response Management Plan Treatment Plant

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4			
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Emergency Incident Response Plan

1 Purpose & Scope

This Emergency Incident Response Plan (PIRP) has been developed to describe Cootamundra Shire Councils response to a potential Emergency incident and to meet the requirements of the Protection of the Environment Operations Act (POEO Act 1997)

The plan covers description of potential hazards, actions to be taken to prevent additional environmental harm and details of communication required in the event of an incident. The plan is based on a risk assessment.

2 Process

In the event of an Emergency incident:

Step 1: Emergency Response: Ensure personnel are safe.

Step 2: Emergency Response: Contain the incident where possible.

Step 3: Notify the Facilities Manager.

Step 4: Treatment Plant Operator to complete the notification required in section 2.6.2 if the Emergency incident meets the definition in section 2.1.

The remainder of this document is set out to meet the requirements of the legislation. Each of the sections below is titled to match the *Preparation of Emergency incident response management plans* document issued by the EPA.

2.1 Definition of Emergency Incident

A Emergency incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which emergency has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

An emergency incident is required to be notified if there is a risk of 'material harm to the environment', which is defined in section 147 of the POEO Act as:

(a) Harm to the environment is material if:

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- (i) It involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- (ii) It results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and
- (b) Loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.

2.2 Potential Incidents

Sewage overflow, raw or partially treated, pose a potential threat to the environment. They could be caused by:

- Storms (lightning/heavy rainfall/wind) causing power failure or damage to infrastructure
- Reticulation blockages
- Damage to reticulation (contractors or other damage during excavations etc.)
- Infrastructure failure due to age
- Excessive flows
- Power outage
- Treatment plant blockage
- Flood.

2.3 Pre-emptive actions to be taken

First priority for pre-emptive measures is to eliminate substances that can become potential pollutants. If this is not possible, physical barriers should be installed to prevent pollutants from entering the environment such as bunding and spill drainage containment.

Plant and equipment are available to create additional bunding in the event of significant sediment runoff using material available on site. Any material used for bunding will be assessed in accordance with the Waste Classification Guideline for appropriate disposal.

Cootamundra Shire Council also undertakes regular maintenance of its system.

The following is a list of measures undertaken by Council staff and contractors

- Daily checks of waste treatment plant and pumping stations.
- CCTV and Jetting for repeated chokes
- Cleaning and maintenance of pumps.

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2.4 Inventory of Pollutants

There are sources of Emergency maintained on site consisting of 25, 000 litre Aluminium Sulphide tank, Chlorine and small amount of fuel for small machinery and mowing equipment is located on site. All chemicals substances have a material safety data sheet (MSDS) which is stored at the appropriate location within Council works sites.

2.5 Safety Equipment

Staff are issued with appropriate PPE gear, including Breathing Apparatus (BA)- which is stored at Water & Sewer shed area within the Council Depots , Gas Monitors stored at Council work sites.

2.6 Contact Details

2.6.1 Council Personnel responsible for the sites

The following table outlines the council personnel responsible for the site.

The site is manned intermittently with a supervisor depending on requirements.

Title	Name	Contact Number
Manager of Facilities	Phil McMurray	0413884164
Site Operator	Geoff Finucane	0427943845
Council Office		1300 459 689

In all situations where there is damage and/or loss to private property or a member of the public is injured or becomes sick due to a Emergency incident contact Councils on the above number.

2.6.2 Notification of external parties

The following table outlines the contact details and correct sequence for notification in the event of a notifiable Emergency incident.

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Emergency Services (if dealing with an emergency)	Police Fire Ambulance	000
EPA	Environment Line	131555
WorkCover		131050
Cootamundra Shire Council	Council Office	6940 2100
Fire and Rescue (if not an emergency)	NSWDB (Town) RFS (Rural)	6942 1411 6942 6222

2.7 Communicating with neighbours and local community

The site has signage indicating the contact details for community feedback.

In the event of a notifiable incident neighbouring properties will be door knocked or phoned to advice of the situation.

The table below outlines the local media outlets that will be contacted.

Organisation	Phone	Fax
ABC Local Radio	69234811	69234899
Cootamundra Herald	69421488	69422821
2WG/93.1 Star FM Radio	69211022	69217193
2LF/93.9 FM Radio	63821133	63824403

Contaminated land is to be disinfected, ponded sewage pumped out and faecal coliforms are to be monitored until back ground levels are reached.

The Sewage Treatment Plant is located on Turners Lane Cootamundra. There are no other private land holders/ or residences adjoining the treatment plant (2.10 Map). The inflow into the plant and the available storage means that the potential for an overflow affecting any neighbours is low. In the event of incident and overflow escaping containment areas or in times of flood, and the there is a potential for it to impact on the community, then the organisations listed above would be notified.

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2.8 Minimising harm to persons on the premises

Refer to the emergency response plan for the site. At all times minimising harm to persons shall be a priority.

2.9 Training, Testing and Review.

There is a very low risk of an emergency incident occurring. Council ERP for Treatment Plant will be reviewed annually in the month of July. Testing the plan will be carried out at the time of review.

All staff will be trained in the ERP and records maintained in the corporate training system.

A copy of this plan will be uploaded to the Council website and kept within the site folder.

Action plan of potential emergency response are listing below:

Overflow at Bett St pumping station:

Isolate: Turn off pump as quickly as possible, check the area to see what the problem is and try to fix the problem, if unable to do so contact emergency services.

This pump station has an alarm system if there is a problem a notification is sent to Council's Treatment Plant operator's phone or Council's Water & Sewer operator's phone.

Contain: Contain any spillage by using bunding with either sand, soil or spill containment kits (if available) to keep it from spreading further. The operator must wear the correct PPE before proceeding to contain the spillage. Safety of the environment and staff is the main priority.

Barricade: Use of bunding with sand, soil or spill containment kit (if available) if it is a large spillage a pit must be dug to allow spillage to be collected into this pit.

Contact: Contact emergency service (i.e. Fire & Rescue, Police, WorkCover NSW) if the situation is too big for Council staff to handle, in this situation the council staff would secure the area making sure there is no access by unauthorised persons and wait until emergency services arrive. EPA must be notified of all incidents at the Treatment Plant.

Clean up: Remove any spillage and bunding when the breakage has been repaired, making sure that the area is free from any spillage.

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Safety Equipment: Correct PPE for the operator i.e. gloves, face mask, breathing apparatus, gas detector, and spill containment kits

Broken Pipe at treatment plant:

There would be a maximum time frame of 24 hours to be able to fix the leakage and breakage before sewage would leak from the treatment plant area down to the creek.

Isolate: Check area to see how bad the problem is. If it can be fixed by the a staff member this should be done promptly, using the correct PPE and equipment available, once this area has been contained, the operator is to go to Bett Street pumping station and turn isolation valves off. Assess the situation at Bett St to see if there is any problem there.

Contain: Contain spillage by using bunding with either sand or soil. If it is a large area have Plant i.e. Backo to pick up large solid spillage, any liquid would evaporate into the ground, disinfectant could be used to eliminate excessive small. The operator must wear the correct PPE before proceeding to contain the spillage. Safety of the environment and the staff is the main priority. If the situation was too large to contain contact emergency services.

Barricade: Use of bunding with sand or soil or dig a pit to allow spillage to be collected.

Contact: Contact emergency service (i.e. Fire & Rescue, Police, WorkCover NSW) if the situation is too big for Council staff to handle, in this situation the council staff would secure the area making sure there is no access by unauthorised persons and wait until emergency services arrive. EPA must be notified of all incidents at the Treatment Plant.

Clean up: Remove any spillage and bunding when the breakage has been repaired, making sure that the area is free from any spillage.

Safety Equipment: Correct PPE for the operator i.e. gloves, face mask, breathing apparatus, gas detector, and spill containment kits

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Chemical Spill:

- Isolate:** Turn off pumps – Find the leak and try to repair the leak. Making sure there is not fumes escaping to cause harm, if this is the case contain the area and call emergency services
- Contain:** Ensure that the operator is wearing the correct protective clothing before entering the area. Erect bunding or use of sawdust like substance (e.g. Spill boss) to reduce the spillage. Containment of any chemical spill is a priority for the safety of the operator, general public and the environment.
- Barricade:** Use of bunding with sand or soil or dig a pit to allow spillage to be collected
- Contact:** Contact emergency service (i.e. Fire and Rescue, Police, WorkCover NSW) if the situation was too big for Council staff to handle, in this situation the council staff would contain the area making sure there is no access by unauthorised persons and wait until emergency services arrive. Try and quote the UN No for the MSDS. to emergency service, if available. EPA must be notified of all incidents at the Treatment Plant.
- Clean up:** Remove any spillage and bunding when the spillage has been cleaned up, making sure that there is nothing left in the area.
- Safety Equipment:** Correct PPE for the operator i.e. gloves, face mask, breathing apparatus, gas detector, and spill containment kits

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2.10 Maps



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Evacuation Plan – Cootamundra Treatment Plant



Evacuation Procedure

- ❖ WHEN INFORMED OF THE NEED TO EVACUATE THE WASTE DEPOT AREA, LEAVE BY THE NEAREST SAFE EXIT, AS INSTRUCTED BY SMT OR EMERGENCY PERSONNEL.
- ❖ LEAVE IN AN ORDERLY MANNER, **DO NOT PANIC**.
- ❖ TURN RIGHT FROM WASTE DEPOT DOWN TURNERS LANE. MAKE YOUR WAY 100 METERS OR RIGHT TO **ASSEMBLY POINT** INDICATED NEAR FENCE.
- ❖ STAY AT THE **ASSEMBLY POINT** UNTIL TOLD YOU MAY LEAVE OR RE-ENTER THE TREATMENT PLANT.