

 CITY OF GRAND RAPIDS		City of Grand Rapids Environmental Services Department Policies and Procedures	
Title: Element 11 – Emergency Preparedness and Response		Created by: Dave Harris Approved by: William R. Kaiser	
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General

Well defined emergency response procedures^A are important in assuring a planned, coordinated and rapid response to emergency situations. The City and its contractors have developed plans to ensure that our employees can confidently respond to emergencies.

Procedures

The City wastewater treatment plant is governed by its "Emergency Operating Plan"^B which addresses situations including;

- Power outages
- Contamination of water supplies
- Hydraulic overloads
- Fires and explosions
- Equipment breakdowns
- Process failures
- Toxic spills

The City wastewater plant has established procedures to respond to heightened alert levels issued by the United States Homeland Security advisory system. Wastewater plant management reviews response procedures with its personnel, contractors, etc., at regular or specially called meetings when the department of Homeland Security increases alert levels.

The facility response procedures are made available to City employees, contractors, and other people conducting business with the City as appropriate.

The City also requires its contractors to develop emergency response plans. The required plans include, but are not limited to;

- Spill control plan (includes spill prevention procedures)

Contractors are required to provide their personnel with the proper training to execute these plans and to coordinate their actions with the City. Following any spill and cleanup, the contractor completes an incident report^C. The City and the contractor discuss the cause of the spill, the spill response, any measures that need to be taken to prevent similar spills and any other required corrective actions.

Electronic copies on the “Sharepoint” are considered controlled. All other copies are to be considered uncontrolled. Emergency response equipment^D is maintained at the City wastewater treatment plant and is readily available to minimize response time. A SOP # 3114 (Release Containment Plan for WWTP) was implemented to address spills at WWTP site.

References

Appendix A Glossary
Appendix B Tables, Figures, Forms
Appendix C CCP Postings

^A Reference Table 11.1 “Emergency Response Information”

^B Reference City of Grand Rapids Wastewater Treatment Plant Operation and Maintenance Manual

^C Reference Element 12 BMP Documentation and Document Control – Table 12.2 “Biosolids BMP Related Documentation and Retention”

^D Reference Table 11.2 “Emergency Equipment Inventory”

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Table 11.1 Emergency Response Information

EMERGENCY RESPONSE INFORMATION			
Document	Emergency/Description	Responsibility/ Location	Area(s) of Influence within the Biosolids Value Chain
<i>SOP 1111 - Wastewater Plant Security</i>			
	Details facility security requirements and procedures in response to Department of Homeland Security alert levels	City	Wastewater Collection and Pretreatment Wastewater Treatment and Solids Generation
		ESD Sharepoint	Solids Stabilization, Conditioning, and Handling Biosolids Storage and Transportation
<i>Wastewater Plant Emergency Operating Plan</i>			
	<ul style="list-style-type: none"> Power outages Contamination of water supplies Hydraulic overloads Fires and explosions Equipment breakdowns Process failures Toxic spills Spill Containment at WWTP (SOP # 3114) 	City	Wastewater Collection and Pretreatment Wastewater Treatment and Solids Generation
		ESD Sharepoint	Solids Stabilization, Conditioning, and Handling Biosolids Storage and Transportation
<i>Contractors Emergency Response Plan</i>			
	<ul style="list-style-type: none"> Spill Control Plan (includes spill prevention procedures) 	Contractor	Solids Storage and Transportation
		Contractor's office	Biosolids End Use or Disposal

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Table 11.2 Emergency Equipment Inventory

Emergency equipment inventory list is maintained in SOP 3510. General safety equipment including fire extinguishers, first aid kits, and personal protective equipment is normally kept in vehicles and buildings and is not listed.