

# ***BRUNSWICK SEWER DISTRICT***

## **EMERGENCY ACTION PLAN**

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## **Emergency Action Plan** **Brunswick Sewer District**

Leonard Blanchette, General Manager is responsible for development and implementation of this plan and will be known as the Emergency Response Team Coordinator.

### **Emergency Escape Routes**

It is the responsibility of the division supervisors to see that emergency escape maps are developed, accurate, and posted. Emergency escape routes are posted at all district facilities.

### **Reporting Fires and Other Emergencies**

In the event of an emergency that requires immediate evacuation the person discovering the emergency should use T/P call boxes, and call C/P cell phones.

To contact outside emergency personnel help dial 911

All District phones have a direct outside line.

### **Contact Persons**

The Emergency Response Team Coordinator or their designee will be the contact person for emergency personnel that arrive on the scene. Team Leaders will be responsible for assuring that all employees are accounted for. This will be done by having each Team Leader report ASAP to the Emergency Response Team Coordinator that all are present or who is missing. This information will be forwarded to emergency personnel on the scene.

Each Team Leader will be responsible for a maximum of 20 employees. Team Leaders at this facility are;

1. Lorraine Caron, Administration
2. Jennifer Nicholson, Treatment Plant
3. Wes Wharff, Collection and Pumping

In their absence the following will be team leaders;

1. Lisa True, Administration
2. Matthew Densmore, Treatment Plant
3. Ernie Bergeron, Collection and Pumping

**Accounting for employees**

Employees should immediately evacuate and meet at the Lishness Hockey Rink. Each team leader will be responsible for accounting for all employees at the meeting spot. In the event that the manager is out, the division supervisor will be responsible for accounting for all division employees. Once it has been determined that all are present or who is missing this should be reported to the Emergency Response Team Leader.

**Accounting for visitors**

In the event of an evacuation Supervisor's will bring the visitors to the outside meeting spot.

**Special Needs**

Disabled persons may need to be assisted by fellow employees.

**Critical Operations**

There are certain critical operations will need to be attended to prior to evacuation. The following are critical operations;

<b>Critical Operation</b>	<b>Responsible Person</b>
1) Press Operations	1) Press Operator (hit emergency stops)
2) Grease/Scum	2) Operator (hit emergency stops)

**Inside Safe Refugee Area**

Emergency incidents may occur that do not require evacuation of the building such as severe weather, or outside chemical release. The safe refugee area at this facility is Admin Conference Room or T/P Lunchroom.

Communication will be maintained via cell phones and two-way radios.

Supervisors will be responsible for bringing communication equipment to the safe refugee area along with emergency contact phone numbers. Cell phone chargers, portable radios and extra batteries will be kept in the supervisor's office. These will be brought to the safe refugee area by the supervisors.

**Evacuation Drills**

It will be the responsibility of Assistant General Manager to arrange with the local fire department for drills-if applicable. After each drill the safety committee will meet to review the drill and determine where, if any, changes need to be made. Employees should provide input as to the effectiveness of the drill.

**Personal Protective Equipment (PPE)**

List here the types of PPE that is provided and should be worn. This is currently not applicable.

**Training;**

Training of employees on the proper procedures to follow in the event of an emergency will be conducted by the Assistant General Manager or designated employee. Training of employees will be done on their first day of work and annually. Additional training will be provided when 1) new equipment, materials or processes are introduced; 2) layout or design of the facility changes; 3) employee's responsibilities or designated actions under the plan change; 4) drills demonstrate that employee performance must be improved.

Employee training includes;

- review of emergency escape routes
- fire extinguisher training(if applicable)
- means for reporting emergencies
- shut down procedures for critical operations
- alarm systems
- types of potential emergencies
- hazardous areas to avoid during an emergency incident
- location of meeting spot
- procedures for disabled
- location of safe refugee
- personal protective equipment use(if applicable)
- review of Emergency Action Plan

Team leader training includes;

- all of the employee training
- complete workplace layout
- alternate escape routes
- chemical/process hazards in the facility

**Rescue and medical duties;**

Rescue and medical duties will be performed by the local fire department. Trained District staff will assist until emergency medical personnel arrive on the scene.

This plan will be reviewed by the Health and Safety Committee on an annual basis.