Town of Sheboygan
Sanitary District No. 2 Sewer
Emergency Response Plan

Distribution:
* Utility Truck
* Jet Truck
* Office of the Director of Public Works
* Sanitary District No. 2 Sewer Commissioners

Revised March 2019

Emergency Response Plan

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Sanitary Sewer System Emergency Response Plan

1.0 Introduction

Emergency management and response is the process of preparing for, mitigating, responding to, and recovering from an emergency. It is the goal of the Town of Sheboygan Sanitary District No. 2 to assure prompt, effective response to all emergency situations associated with the sanitary sewer system through emergency management. The Field Service Section's emergency information is found in the Emergency Response binder in the Utility Truck and the Director of Public Works office, located at 1512 N. 40th St, Sheboygan, WI 53081. Standard Operating Procedures (SOPs) have been developed from emergency situation scenarios that could occur within the sanitary sewer system and includes steps that should be taken to protect employees, the public and the environment. Emergencies common to Wisconsin and the wastewater industry includes:

- Fires
- Explosions
- Release of toxic vapors
- Force main breaks
- Spill of hazardous materials
- Disasters (flooding, severe weather)
- Power disruptions
- Major vandalism
- Excavation/construction accidents

The following is property of Town of Sheboygan Sanitary District No. 2 that has been identified that can be damaged:

- Lift stations
- Force mains
- Sewers
- Hawkins Chemical Tote - Aquahawk HSX
- Erie Ave flow meter and control panels
- Emergency generators
- Utility truck
- Jet truck

The Town of Sheboygan Sanitary District No. 2 has developed and implemented site specific emergency response procedures in order to keep the facility in operations as safely and effectively as possible under emergency conditions. Some important points must be emphasized and considered:

1. If an emergency arises, the person responding must take the time to assess the situation, decide on the course of action, and carry out the plans in a safe, orderly, and controlled manner.

2. If the procedure required to correct an emergency situation is too extensive or unsafe to be handled by the personnel on call, additional resources and personnel must be contacted. Refer to the emergency call-in list Table 1, page 10. Assistance could also include the police and fire departments and other emergency agencies.

It is difficult to determine **all** possible emergency conditions or how to cope with them but the following considerations should be helpful. Operating experience will be the best guide as to when, where, why and how emergency conditions develop and as to the corrective actions required. Likely emergencies and response guidelines are presented below.

The effect of an emergency condition on the operation of the sanitary sewer system is dependent upon the components making up the system. A disruption in operation of one component can impair the overall efficiency of the system unless appropriate measures are taken to rectify the situation.

Emergency conditions which could affect the collection system of the Town of Sheboygan Sanitary District No. 2 Sewer can be of minor or disastrous proportions and can be broadly categorized under the two headings, natural (heavy rain fall, wind/power outage, blizzard conditions, cold, lightening) and man-made.

Emergencies resulting from man-made events that can cause disruption of collection systems operation include:

- Civil disorders and strikes – disruption in delivery of utilities and other items essential for system operation, physical destruction of facilities by acts of violence.
- Faulty maintenance – unexpected breakdowns in equipment.
- Negligent operation – wastewater and chemical spills.
- Accidents – personal injury, property damage.
- Personnel absence.
- National emergency - mobilization of troops, war.

Although it is possible that any of these incidents could occur at one time or another in the life of the system, the magnitude of the occurrence would dictate the immediate response. Damage to system components from such an incident ranges from extensive to minor. In some instance repair or replacement of a component may be required resulting in substantial disruption of the sanitary sewer system. In other cases, the component itself may be undamaged but is made inoperable because of damage to outside elements necessary for its operation, as in the case of a power failure.

The results of the vulnerability analysis indicate that with the exception of a major catastrophe, system performance can be kept at a level sufficient to carry on essential functions and responsibilities of the wastewater ability.

Mutual Aid Agreements:

When emergencies arise, outside assistance may be needed. This emergency assistance could be from a nearby community, utility company, contractor or others. One way to ensure that intercommunity assistance will be available when required is to enter into mutual aid agreements. The Town of Sheboygan has entered into such agreements with surrounding municipalities.

2.0 Emergency Response Considerations

When an emergency occurs, the Town of Sheboygan Sanitary District No. 2 must identify the type of emergency, determine the extent, plan a course of action, implement the plan, and follow up if necessary.

1. Identification of an emergency condition, overflows, spills, sewer backups, flooding, explosions, natural disasters and others are all easily identifiable. Other emergencies, such as the presence of explosive, toxic or oxygen deficient atmospheres or hazardous discharges may not be readily identifiable.

2. Upon arrival at an emergency scene, an immediate determination of the extent of the emergency must be made. The Sheboygan County Sheriff's Department and the Town of Sheboygan Fire Department should be alerted to their roles in case emergency conditions arise, and should be notified immediately if the conditions warrant them.

3. A plan for dealing with an emergency should be formulated as soon as possible. When toxic or hazardous substances or bypassing to surface waters are involved, the WDNR must be immediately notified. The plan should contain an assessment of needed equipment and manpower, and how they will be utilized. For example, a sewer backup would indicate the need for emergency pumping equipment to prevent flooding and sewer cleaning equipment to remove the blockage. If the blockage could not be removed with available equipment, District personnel would continue bypass pumping and arrange for the use of proper cleaning equipment.

4. Implementation of the emergency plan should begin as soon as personnel and equipment arrive at the scene.

5. The final step in any emergency situation is the follow-up investigation. This investigation should determine why the emergency developed, review the effectiveness of the corrective actions, and determine whether changes in operating procedures or maintenance scheduling could have prevented the emergency. For natural disasters the effectiveness of dealing with the problem should be evaluated.

3.0 Emergency Readiness Program

While it is not possible to be prepared for all eventualities, District personnel can take some precautions which may help them cope with emergencies when they happen. The Town of Sheboygan Sanitary District No. 2 emergency readiness program includes:

1. Have plans in place for dealing with both routine and catastrophic emergencies that will include the following:

    - Clearly identified steps that staff should take in the event of an emergency.
    - Specific procedures for reporting events that result in an overflow or other non-compliance event to the appropriate authorities.

A mechanism to keep the public/users notified of impacts to them, such as sewer blockages (including projected lengths of time), road closings, etc.

2. Have emergency response plans that include mechanisms to:

   - Ensure emergency calls are immediately relayed to appropriate personnel for investigation and response.
   - Ensure that appropriate personnel are aware of and follow the Response Plan.
   - Be aware of the areas in the system most susceptible (to the greatest extent possible) to sanitary sewer overflows.

3. Review and evaluate the effectiveness of emergency preparedness and response procedures, including communication systems, and revise them as necessary.

4. Keep all emergency response equipment on-site or readily available within a minimum response time.

5. Identify the services and operations that could be affected such as:

   - Sewage conveyance
   - Calcium nitrate spill (Aquahawk)
   - Metering and sampling

6. Identify who has to do what to whom, where, and by when.

   - Discovery
   - Initial response (rescue?)
   - Sustained actions
   - Termination and follow-up actions

7. Conduct training, exercises and drills.

Power Failure:

If there appears to be a power failure, the following should be checked before calling the power company:

- Check "reset" buttons on each piece of equipment. By resetting, the unit may be re-energized.
- Reset main breakers in Motor Control Centers or control panels.

If there is a power failure, the operator should check with the power company to determine the expected duration of the failure. An assessment should then be made regarding the length of time of the power outage and a determination made as to what precautions should be taken to prevent property damage.

During power outages, portable emergency generators, portable pumps and tank trucks may be used to transfer wastewater.

Flooding:

If there is an indication of possible flooding, proceed as follows:

- Monitor weather reports from the U.S. Weather Service for an estimate of the severity of the flood. The National Weather Service issues a warning to local residents detailing the nature and severity of the emergency. Warn the residents of the possibility of contamination of the private water supplies.

- Contact a private contractor to assist with sandbagging around the structure.

- Shut off the main breaker ***before the*** rising water reaches the lift station. This will prevent short circuiting and excessive water damage to the electrical equipment.

- Notify the local office of the WDNR of the problems and ask for their assistance in avoiding possible health hazards due to the flooding.

Fire:

There is a limited opportunity for a fire in the wastewater collection system since most materials of construction are non-combustible. Electrical fires are possible. If a fire starts, call 911 and report the fire. If it is safe, turn off the power to the effected piece of equipment. The last thing to do will be using a type BC fire extinguisher to extinguish the fire.

Illegal or accidental dumping of combustible chemicals can cause fire or explosion within gravity sewers.

Windstorms and Tornadoes:

Due to the types of construction and structures involved within the wastewater interceptor system, windstorms or tornadoes should not cause major damage. However, these storms may make access difficult to facilities. If windblown debris damages buildings or structures, repairs will have to be made as soon as practical.

Freezing:

Freezing temperatures can be a problem wherever low temperatures and water occur. If facilities are left unprotected, damage to equipment, structures, and piping will occur. Every effort should be made to minimize potential freezing problems. During periods of severe cold, open flow channels, shallow sewers, force mains, lift stations, etc., should be watched for signs of ice buildup and freezing.

Shallow sanitary force mains are susceptible to freezing. Gravity sewers are normally not susceptible to freezing problems. If a frozen sewer or force main does occur, it must be located and thawed by use of hot water or heating with a steamer. Once the line is open, check for damage and repair if necessary.

Sewer Blockages:

Responses to interceptor or force main blockages are described in Section 3. It may be necessary to bypass the blockage by pumping or hauling the wastewater from the closest operational upstream manhole to the closest operational downstream manhole to prevent a wastewater backup into homes, businesses or flowing out of a manhole into the street, ditch or waterway.

Damaged or broken sewer must be handled the same as a blockage. The damaged pipe will need to be dug up to be repaired. Repair clamps. Gaskets and pipe should be kept on hand.

A broken force main is handled the same as a mechanical failure at the lift station. Repairing the force main will require taking a lift station out of service. The lift station wet well will be able to store wastewater for a short time but it will most likely be necessary to bypass pump or haul wastewater until the force main is repaired. Public sewers in the Town of Sheboygan are under control of Sanitary District No. 2 Sewer.

Warning of Possible Emergencies

Spills of Toxic or Hazardous Materials:

If a hazardous materials spill occurs, the District operator who assesses the sanitary sewer system should be aware of the potential hazards of environments of low oxygen or explosive atmosphere. When spills occur into the sanitary sewer system, a search to find their origin should be conducted.

- Color, odor and general appearance of the spill should be noted.
- Once the contents of the spill are known, a search through the collection system should be undertaken until the source of the spill is located.
- When the source of the spill is confirmed, the responsible party should be dealt with as detailed in the Sewer Use Ordinance (located in the Town Hall).

4.0 Tools and Equipment

Field Service response procedure for sewer backups and overflows:

- SOPs
- Spotlight
- Traffic signs
- Air monitor
- PPE- Gloves, safety glasses, rubber boots, etc.
- Cellular phone
- Digital camera
- Laptop
- Utility truck with traffic cones, safety lights, etc.

Field Service Response Procedure

Scenario with *NO* sewage found backed up in sewer main:

If there is no sewage found backed up in the sewer in either the upstream or downstream manhole of the address with the problem, notify the caller at that address that our line is clear. It is important to communication this fact.

Scenario *WITH* sewage found backed up in sewer main:

If there is sewage backed up in either the upstream or downstream manhole of the address with the problem, call one of the emergency jetters from the list provided and get them to the scene as quickly as possible. While you are waiting for them, follow the sewer line downstream checking manholes as you go. When you come to the first manhole with no sewage backed up in it, have them jet upstream from there to clear the obstruction. Try to determine the reason for the blockage and the depth of the sewage in the manhole. Remember, it is important to do all this as quickly as possible to prevent or reduce damage caused by the backup.

If a sewer backup causes property damage, our Office Staff should notify the insurance carrier as soon as possible. If this happens on a weekend or weeknight, call our Office Staff first thing the next workday at 920-451-2320.

If it is suspected that a blockage or other occurrence in the sewer main has caused the backup, the cause/location should be identified and corrected as soon as possible, and then documented. **If possible, the cause of the blockage should be obtained and preserved as evidence.**

IMPORTANT: It is very important that we do not discuss matters of legal claims or liability for damage with anyone but municipal officials or agents of our insurance carrier. Our helping with the initial cleanup measure is intended as a goodwill gesture and should not be construed to imply liability for damages. The initial cleanup is not intended to render the dwelling safe and sanitary, and no warranty of such conditions should be made or implied.

Table 1

Town of Sheboygan Sanitary District No. 2
Emergency Services Contractors and Equipment

Town of Sheboygan Personnel (See also current List of Town Contacts)

DPW	Bill Blashka	920-946-4939 Cell
	John Witters	920-946-7439 Cell
	Emergency Pager	920-576-6668

Sanitary District No. 2 Sewer Commissioners

President	Dave Griffin	920-458-1675
Treasurer	Ken Katte	920-452-9137
Secretary	Art Stewart	920-912-7058

Mutual Aid Contact

Sheboygan Wastewater Treatment Plant, Steve Jossart	920-639-0340
Kohler DPW, Brett Edgerle	920-459-5668

Contractors	**Service/Equipment**	
Advanced Disposal	Confined Entry	
Sheboygan, WI		920-459-2711
Albert's Hydrovac	Pumping & Hauling	
N8662 Union Rd, Sheboygan		920-980-3767/Russ Albert
Diggers Hotline	Locates	800-242-8511
Waukesha, WI		811
Dixon Engineering		
Lake Odessa, MI		616-374-3221
Energenecs	Pumps/Electrical	
700 East Milan Drive		262-377-6360
Saukville, WI 53080		800-343-6337
Great Lakes TV	Televising/Green Bay WI	920-863-3663
Hawkins	Chemical Supplier	920-923-1850
1882 Morris St	Fax: 920-923-0606	920-238-1101/Jeremy
Fond du Lac, WI		608-548-1055/Jamie Stezke
LA Equipment	System Repairs	920-207-3302
1006 Garton Rd		920-207-9861/Adam Launer
Sheboygan, WI		
Specht Electric	Scott	920-207-4171/Cell
Wagner Excavating	System Repairs	920-458-9082
3437 Paine Ave, Sheboygan		920-918-1004/Greg Wagner

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Sanitary Sewage Overflow Notification Summary Report

Form 3400-184 (R 7/17)

◯ **Sanitary Sewer Overflow (SSO)**
◯ **Treatment Facility Overflow (TFO)**

Notice: An overflow is defined as a release of wastewater from a sewage collection system (SSO) or from a location within a sewage treatment facility (TFO) other than a permitted outfall structure, directly to a water of the state or land surface. Pursuant to s. 283.55(1)(dm), Wis. Stats., s. NR 210.21(4)(5)(6) Wis. Adm. Code and in accordance with reporting requirements in your WPDES permit, permittees shall submit a written report form for each overflow. This record is used to administer the water quality program, and any personally identifiable information may be provided to requesters as required under the Wisconsin Open Records law (ss. 19.31–19.39, Wis. Stats.)."

Use one form per SSO location. Submit within five calendar days to your Department wastewater representative. Attach additional information as necessary to explain or document each overflow occurrence. A single SSO may be more than one day if the circumstance causing the overflow results in discharge duration more than 24 hours. If there is a stop and restart of the overflow within 24 hours, but it's caused by the same circumstances, report it as one SSO. If the discharges are separated by more than 24 hours, they should be reported as separate SSOs.

Notifications

Department Notification

Permittee (Municipality or Facility Name)	Permit No.

Person Who Contacted the DNR

DNR Person Contacted	Date (mm/dd/yyyy)	Time of Day ◯ am ◯ pm	Within 24 hours? ◯ Yes ◯ No

Public Notification

Date (mm/dd/yyyy)	How the Public was Notified

Describe the actual or potential for human exposure or contact with overflowing wastewater

Other Notifications (if applicable)		
	Drinking Water Intake Owner	Date (mm/dd/yyyy)
	Regional Wastewater Treatment Facility	Date (mm/dd/yyyy)

(Satellite collection permittees are required to submit a copy of this report to the regional plant to which they discharge.)

Wet Weather Information (if applicable)

Was this overflow wet weather related? ◯ Yes ◯ No (skip this section)

Rainfall Start: _____ (Date (mm/dd/yyyy)) _____ (Start Time) ◯ am ◯ pm _____ (Rainfall Amount) inches

Rainfall End: _____ (Date (mm/dd/yyyy)) _____ (End Time) ◯ am ◯ pm

Contributing Soil or Other Conditions (saturated, frozen, soil type, snowmelt, etc.): _____

Overflow Details

Location (Street Address)

Location (GPS coordinates, WGS84 standard coordinate system) Latitude: _____ (e.g. 43.075350) Longitude: _____ (e.g. -89.379770)

Overflow Start: _____ (Date (mm/dd/yyyy)) _____ (Start Time) ◯ am ◯ pm

Overflow End: _____ (Date (mm/dd/yyyy)) _____ (End Time) ◯ am ◯ pm

_____ (Duration) hours _____ (Volume) gallons

Cause: (select all that apply)

- ☐ Rain
- ☐ Snow Melt
- ☐ Flooding
- ☐ Power Outage
- ☐ Plugged Pipe
- ☐ Broken Pipe
- ☐ Equipment Failure
- ☐ Contractor Related
- ☐ Other–Explain: _____

Overflow Occurred From: (select only one)

- ◯ Lift Station – Name: _____
- ◯ Manhole – MH#: _____
- ◯ Gravity Sewer Pipe
- ◯ Pressure Sewer Pipe (Forcemain)
- ◯ River or Stream Crossing – Select one: ◯ Forcemain ◯ Siphon
- ◯ Permanent Overflow Structure
- ◯ Treatment Plant Unit or Pipe: _____
- ◯ Other: _____

Destination: (select all that apply)

- ☐ Ditch – Name of surface water it drains to: _____
- ☐ Storm sewer – Name of surface water it goes to: _____
- ☐ Surface water – Name of waterbody: _____
- ☐ Ground – Seeps into soil: _____
- ☐ Other – Describe: _____

Overflow Explanation (This includes any information, whether the overflow was unavoidable to prevent loss of life, personal injury, or severe property damage and whether there were feasible alternatives to the overflow.)

Immediate Corrective Action and Steps Taken to Reduce this Overflow Volume and Impacts

Long Term Plan to Reduce, Eliminate, Prevent Reoccurrence of this Overflow

Building Backups

Number of building backups occurring during this time in Area of Overflow: _____

Locations of Building Backups:
(list each one)

Certification

Authorized Representative Name	Authorized Representative Title

Email Address	Phone Number

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

_____ _____
Signature of Authorized Representative Signed Date (mm/dd/yyyy)

Note: Submit this form to your DNR wastewater representative. Permittees who are required to submit monthly Discharge Monitoring Reports (DMRs) shall report this overflow on the DMR.

DNR Follow-Up Action (DNR Use Only)	

Unscheduled Bypassing Policy

Any unscheduled bypass or overflow of wastewater at the treatment works or from the collection system is prohibited unless:

1. The bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

2. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate backup equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and

3. The permittee notified the Department as required in this Section.

Bypassing of wastewater in order to accomplish maintenance or construction activities is prohibited unless specifically authorized in writing by the WDNR.

Whenever there is an unscheduled bypass or overflow occurrence at the treatment works or from the collection system, the permittee shall notify the Department within 24 hours of initiation of the bypass or overflow occurrence by telephoning the wastewater staff in the regional office as soon as reasonably possible.

In addition, the permittee shall within five (5) days of conclusion of the bypass or overflow occurrence report the following information to the Department in writing:

- Reason the bypass or overflow occurred, or explanation of other contributing circumstances that resulted in the overflow event. If the overflow or bypass is associated with wet weather, provide data on the amount and duration of the rainfall or snow melt for each separate event.
- Date the bypass or overflow occurred.
- Location where the bypass or overflow occurred.
- Duration of the bypass or overflow and estimated wastewater volume discharged.
- Steps taken or the proposed corrective action planned to prevent similar future occurrences.
- Any other information the permittee believes is relevant.

Wisconsin Dept. of Natural Resources
Lake Michigan Area Headquarters
2984 Shawano Ave.
Green Bay, Wisconsin 54313-6727
1-920-662-5492/1-920-662-5136
24 hour attendant 1-800-943-0003

Wisconsin Dept. of Natural Resources
Madison, Wisconsin
1-608-266-3204

When Your Rural Mutual Claims Representative Calls, Be Prepared To Provide Information Such As:

(Insurance Claims Checklist)

1. Cause(s) of the backup, include all contributing factors such as amount of rainfall (including total time period of the rainfall).
2. Condition and age of sewer main involved.
3. Sewer main – type of construction material.
4. Cleaning and inspection history for the sewer line.
5. Last date of cleaning/inspection prior to the incident.
6. Method of cleaning/inspection on that date (flushed, jetted, rodded).
7. Date the municipality was first notified of the back-up.
8. When and what action was first taken after notification.
9. If the problem was in the main or the lateral line?
10. Have there been any prior problems with blockage in this main? If so, when and how often?
11. Are there any major industries, schools, or restaurants on this sewer main? If so, how close are they to the blockage?
12. Was the municipality or another contractor doing any work in the area prior to the time of the backup? If so, could the work have any relationship to the back-up?

Rural Mutual Insurance
Sewer Back-Up Defense Checklist

Telephone/Contact Information Form

Person Receiving the Call: _____

Date: _____ Time: _____

Caller's Name: _____

Address where the problem is suspected: _____

Description of the problem: _____

_____

_____

The person receiving the call should then immediately notify a Field Services Technician to proceed to the address with the problem to check out the situation. If this occurs after hours, person should call in a technician according to the emergency call-in list.

Field Services Response Procedure

Tools needed in the field:

SOP	Cellular Phone
Spot Light	Digital Camera
Air Monitor	Lap Top
PPE- gloves, safety glasses, rubber boots, etc.	Utility Truck with traffic cones, safety lights, etc.

Scenario with NO sewage found backed up

If there is no sewage found backed up in the sewer in either the upstream or downstream manhole of the address with the problem, notify the caller at that address that our line is clear. It is important to communicate this fact.

Scenario with sewage found backed up

If there is sewage backed up in either the upstream or downstream manhole of the address with the problem, call one of the emergency jetters from the list provided and get them to the scene as quickly as possible. While you're waiting for them, follow the sewer line downstream checking manholes as you go. When you come to the first manhole with no sewage backed up in it, have them jet upstream from there to clear the obstruction. Try to determine the reason for the blockage and the depth of the sewage in the manhole. Remember, it is important to do all this as quickly as possible to prevent or reduce damage caused by the backup.

- If a sewer back up causes property damage, our office staff should notify the insurance carrier as soon as possible. If this happens on a weekend or weeknight, call our office staff first thing the next workday at 920-451-2320.
- If it is suspected that a blockage or other occurrence in the sewer main has caused the backup, the cause/location should be identified and corrected as soon as possible and then documented. If possible, the cause of the blockage should be obtained ad preserved as evidence.
- IMPORTANT: It is very important that we do not discuss matters of legal claims or liability for damage with anyone but municipal officials or agents of our insurance carrier. Our helping with the initial cleanup measures is intended as a goodwill gesture and should not be construed to imply liability for damages. The initial cleanup is not intended to render the dwelling safe and sanitary, and no warranty of such conditions should be made or implied.

Sanitary District No. 2 Sewer Personnel to Contact in the Event of a Backup

William Blashka - Director of Public Works	Work 920-451-2320
	Cell 920-946-4939
David Griffin - President	Work 920-451-2320
Office Clerk – Darla Free	Work 920-451-2320