

Incident & Emergency Plan (including PIRMP)

FACILITY NAME:	Bingara Gorge Recycled Wastewater Treatment Plant		
ADDRESS:	150 Condell Park rd, Wilton, NSW, 2571		
HOURS OF OPERATION:	Monday to Friday, 7am to 3pm		
DATE PREPARED:	2-9-2026	REVIEW DATE:	2-9-2029

Table of contents

1. Types of Emergencies	2
2. Emergency Control Organisation (ECO)	3
2.1 ECO Structure	3
2.2 Roles and Responsibilities	3
2.3 Emergency Contact List	4
3. Response Arrangements	5
3.1 Preventive Measures	5
3.1 Notification	6
3.2 Evacuation Procedure	8
3.3 Evacuation Plans	9
4. Response Procedures	12
4.1 Bomb Threats & Suspect Packages	12
4.2 Bushfire	13
4.3 Fire	13
4.4 Hazardous Chemical Leaks (Fumes, Loss of Containment, Contamination, etc.)	14
4.5 Infectious Diseases	15
4.6 Lagoon / pond integrity breach	15
4.7 Medical Emergency (except Wildlife)	16
4.8 Power Failure	16
4.9 Sewage Overflows from high rain event	17
4.10 Wildlife (snake, kangaroo, dog, etc.)	18
5. Acronyms, Definitions and Abbreviations	19

1. Types of Emergencies

Local Emergency Planning Committee (EPC) has identified potential emergency situations on this site to be:

☒	Bomb threats and suspect package
☒	Bushfire
☒	Fire
☐	Flood
☐	Gas leak / Explosion
☒	Hazardous chemical leaks (Fumes, loss of containment, contamination, etc.)
☒	Infectious diseases
☒	Lagoon / pond integrity breach
☒	Medical emergency
☒	Power failure
☐	Severe wind (Gale, tornado, etc.)
☒	Sewage overflows from high rain event
☒	Violent or threatening person
☒	Wildlife (snake, kangaroo, dog, etc.)

2. Emergency Control Organisation (ECO)

POSITION		IDENTIFIER
☒	Chief Warden	White cap
☒	Area Warden	Yellow cap
☒	First Aid Officer	Green cap

2.1 ECO Structure



2.2 Roles and Responsibilities

ECO POSITION	RESPONSIBILITIES
Chief Warden (Equivalent to SW Incident / Emergency Controller)	• Maintain knowledge of the layout of the building, structure and workplace • Be competent in the use of the communication equipment in the building, structure and workplace • On becoming aware of an emergency: - o Don ECO apparel - o Proceed to the ECP - o Ascertain the nature of the emergency and determine appropriate action - o If required, ensure that the appropriate emergency services are notified - o Lead & direct area wardens of the situation & actions to be done - o If necessary, initiate evacuation and control entry to the affected areas - o If there has been an evacuation, ensure that all occupants are accounted for - o Maintain a log of the events

ECO POSITION	RESPONSIBILITIES
	- o Brief emergency services and follow directions given until the termination of the emergency • When the emergency has ceased, inform occupants to return to the building • Conduct a debriefing with the ECO and EPC to assess conditions, and make recommendations • Undertake annual emergency response drill & evacuation to test out the procedure
Area Wardens	Upon hearing an alarm or on becoming aware of an emergency, - o Don ECO apparel - o Communicate with the Chief Warden and act as directed - o Search the area to ensure all persons have evacuated - o Assist any persons with disabilities - o Advise the Chief Warden of circumstances and action taken
First Aid Officers	Upon becoming aware of an emergency: - o Don ECO apparel - o Grab the portable first aid kits - o Proceed to the ECP - o Act as directed by the Chief Warden - o Assist injured persons and administer appropriate first aid - o Ensure that all treatment is recorded

2.3 Emergency Contact List

[Bingara Gorge Emergency Contact List](#) is maintained by the Plant Manager and is updated on a 3-yearly basis or if there is significant change.

3. Response Arrangements

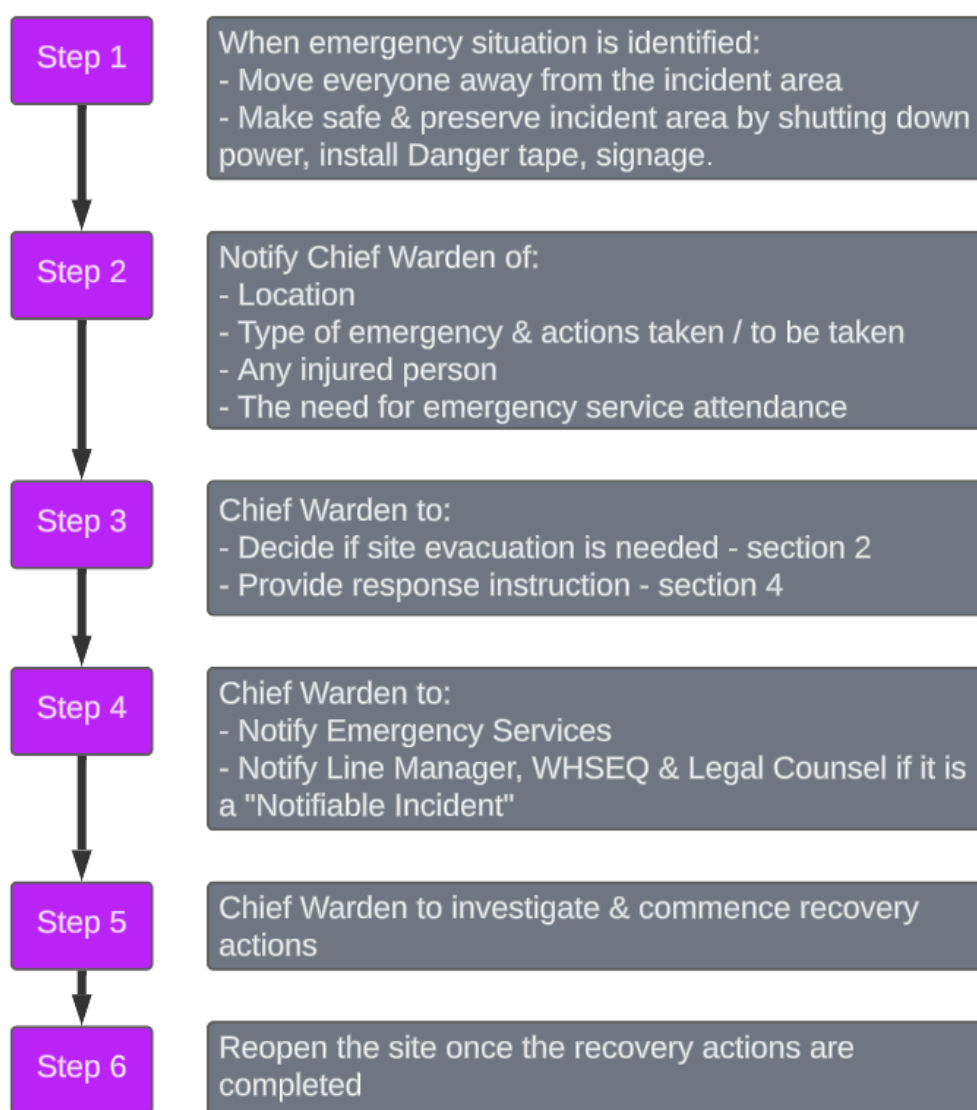
Emergency Control Point:	Bingara Gorge RWTP vehicle entry/exit point
Muster Point location:	Bingara Gorge RWTP vehicle entry/exit point
First Aid Kit locations:	Visitor sign in / lunch room and in Veolia vehicles
Alarm & Communication System:	Air horn, verbal, and mobile phone
Immobile personnel location:	N/A

3.1 Preventive Measures

General	Regular workplace inspections by trained and competent personnel. Mobile phones are available as primary communication equipment. The site is secured at all times.
Biological	Workers educated on health & hygiene practices Mandatory Hep A, Hep B, Tetanus & Covid-19 vaccinations. Pre-employment & 2-yearly Health monitoring.
Chemical	Safety Data Sheets, Chemical Register & Chemical Manifest are kept current for all hazardous chemicals on site. Hazardous chemicals labelled correctly & stored in a safe manner A spill kit for initial response to a hazardous chemical incident is available.
Electrical	Equipment regularly tested by a competent person
Emergency Drill	Emergency evacuation drill shall be undertaken annually & form a basis of Annual Fire Safety Certificate issuance Emergency response procedures shall be tested on an annual basis.
Incident Management	Refer to Bingara Gorge Health & Safety Plan, section 3.7 Incident Management.
Fire ban	Workers educated on fire danger periods and total fire ban days Maintain good housekeeping

Fire fighting equipment	Local Fire Alarm System. Fire-fighting equipment (Fire hose reel & suitable foam/dry powder/CO2 fire extinguishers) installed on strategic spots.
First Aid	First aid kits inspected on an annual basis. AED installed first aid facilities, trained First Aiders.
Training	Site personnel with ECO role shall be trained on the contents of this Plan, when there is a change to the document Site personnel shall be trained on Incident Management procedure for: • incident & emergency identification, reporting & escalation, including the urgency of Notifiable Incident to the regulator; • Incident & emergency site management, including signage, barricading & notifiable incident site preservation.

3.2 Emergency Response Workflow



Veolia Water Solutions & Technologies is required to report any Reportable / Notifiable Incident to the respective authorities, such as:

- NSW Health PHU (Public health unit);
- NSW EPA;
- Wollondilly Council;
- Fire & Rescue NSW;
- Sydney Water; and
- Safework NSW.

Refer to:

- section [2.3](#) for Bingara Gorge Emergency Contact List;
- section [5](#) for definition; and
- the individual emergency response procedure in section [4](#).

3.3 Evacuation Procedure

On being instructed to evacuate,

1. area warden shall lead the evacuation; and
2. workers and visitors shall:
 - Remain calm
 - Collect personal belongings
 - Follow instructions of wardens
 - Leave via the nearest safe exit and proceed to the designated Assembly Area
 - Remain at the Assembly Area and report any missing persons to the Chief Warden

Once the facility has been evacuated, re-entering is not permitted until directed by the Chief Warden.

3.4 Evacuation Plans

4. Response Procedures

4.1 Bomb Threats & Suspect Packages

Bomb threats may come in 2 forms (written and/or verbal):

- Keep written threat as it is, including any envelope/container. DO NOT handle any further.
- Verbal threat - DO NOT HANG UP. Gather as much information from the caller following the [First 5 Minutes Phone Threat Checklist](#).

RESPONSE:

Treat every threat as real until proven otherwise.

FOR UNOPENED letter / package:

- DO NOT use any mobile phones, radios or any electromagnetic devices, as these might set off the package
- Inform Chief Warden or 000
- Call emergency services from a distance away
- Do not touch, tilt or tamper with a known or suspected explosive or incendiary device
- Place the item in a plastic bag and seal it - Avoid handling it any further
- Evacuate the area if advised by emergency services

FOR OPENED letter / package:

- Inform Chief Warden or 000 - location, number of people exposed, package description and any action taken
- Keep hands away from face - avoid eyes, nose & mouth contamination
- wash your hands
- Do not disturb or pass around the item
- Do not clean up spilt material but place an object over the package without disturbing it
- Barricade to prevent others from entering the area
- Shutdown the building ventilation & any fans

RECOVERY MEASURES:

Chief Warden to:

- discuss with management & emergency services for workplace clearance & the risks
- provide situation update to workers, bar any legal issue
- declare emergency situation is resolved & resume the workplace activities
- offer workers for counselling support - Employee Assistance Program
- review the emergency plan

4.2 Bushfire

RESPONSE:	• Listen to radio for local information & monitor the surrounding area • Clear the workplace from flammable & combustible materials as much as possible • Stay clear of windows • Inform Chief Warden or 000 - Fire Brigade if bushfire is identified near plant • Evacuate only by direction of emergency services or if bushfire is sighted
RECOVERY MEASURES:	Chief Warden to: • discuss with management & emergency services for workplace clearance & the risks • listen to radio for the clearance of local area • declare emergency situation is resolved & resume the workplace activities • inspect the workplace & arrange for property repairs • review the emergency plan

4.3 Fire

RESPONSE:	• Inform Chief Warden if fire is identified on the plant area • Evacuate people from the immediate danger area • Alert all workers in the plant vicinity • Contact the Fire Brigade - 000 and surrounding neighbours as required • Extinguish the fire (if the situation is safe and the personnel is capable) • Contain it by closing all doors to isolate the heat and smoke if it can't be extinguished • Barricade access to the fire area and do not allow anyone to return into the plant
RECOVERY MEASURES:	Chief Warden to: • discuss with management & emergency services for workplace clearance & the risks • declare emergency situation is resolved & resume the workplace activities • offer workers for counselling support - Employee Assistance Program • inspect the workplace & arrange for property repairs • review the emergency plan

4.4 Hazardous Chemical Leaks (Fumes, Loss of Containment, Contamination, etc.)

RESPONSE:

- Inform Chief Warden
- Evacuate the immediate area
- Barricade to prevent unauthorised access to the area
- Isolate electrical equipment, air handling system, gas supply, and ignition sources
- Refer to the Safety Data Sheet (SDS) in the plant office for health & environmental mitigation measures
- Wear the necessary PPE (e.g. gloves, safety glasses, face mask, chemical apron, respirator, gas detectors, etc.)
- Stop the flow (e.g. closing valve, applying seal, etc.) from the source
- Stop the spill from entering waterways that lead to outside the plant using portable stormwater cover, absorbent pillow, etc. or diverting the flow back into the plant catchment area
- For small chemical spills, contain it with the available spill kit across the plant area & capture them into impervious plastic bag for disposal
- For Major leak, notify Senior Contract Manager and WHSEQ & Compliance Systems Manager for event escalation & to manage Notifiable Incident to the regulators & Veolia management.
- Notify NSW EPA and Ben Evans Golf Course Superintendent, 0427 014 451 if necessary
- Notify the emergency services - 000
- Provide Hazardous Chemical manifest to the emergency service
- Follow directions from the emergency service personnel for containment

RECOVERY MEASURES:

Chief Warden to:

- organise clean up according to the chemical SDS & in consultation with the emergency services
- discuss with management & emergency services for workplace clearance & the risks
- declare emergency situation is resolved & resume the workplace activities
- organise waste disposal according to the [Hazardous Chemical Guideline](#)
- offer workers for counselling support - Employee Assistance Program
- inspect the workplace & arrange for property repairs
- restock the spill kit
- review the emergency plan

4.5 Infectious Diseases

RESPONSE:	• Inform Chief Warden • Isolate the exposed personnel • Barricade work area to prevent unauthorised access to the area • Contact the ambulance - 000 and obtain direction to manage the disease • notify Senior Contract Manager and WHSEQ & Compliance Systems Manager for event escalation & to manage Notifiable Incident to the regulators & Veolia management. • Provide regular updates to the exposed personnel.
RECOVERY MEASURES:	Chief Warden to: • organise clean up in consultation with the emergency services • discuss with management & Public Health Service for workplace clearance & the risks • declare emergency situation is resolved & resume the workplace activities • offer workers for counselling support - Employee Assistance Program • develop Return To Work plan as required • review the emergency plan

4.6 Lagoon / pond integrity breach

RESPONSE:	• Inform Chief Warden • Keep the fence to 20ML irrigation pond & 60ML lake barricaded to prevent unauthorised access to the area • Notify NSW EPA, 131555, Wollondilly Council, 02 4677 1122, and Ben Evans Golf Course Superintendent, 0427 014 451 of the issue • Monitor the pond & lake level and discharge to Stringybark Creek if the level is $\geq$ 98% using FIT 101. FIT 102 & FIT 103 flowmeters, as per VWS&T EPL • Contact State Emergency Service (SES) if the dam & lake seem unable to contain the water and will flood the surrounding area. • Notify Senior Contract Manager and WHSEQ & Compliance Systems Manager for event escalation & to manage Notifiable Incident to the regulators & Veolia management.
RECOVERY MEASURES:	Chief Warden to: • organise clean up in consultation with the emergency services • discuss with management & NSW EPA for workplace clearance & the risks

4.6 Lagoon / pond integrity breach

- discuss with plant personnel & Golf Course Superintendent on further actions
- declare emergency situation is resolved & resume the workplace activities
- offer workers for counselling support - Employee Assistance Program
- review the emergency plan & debrief with plant personnel & Golf Course Superintendent

4.7 Medical Emergency (except Wildlife)

RESPONSE:

- Inform Chief Warden and First Aid Officer
- Avoid moving the injured person unless there is clear danger in the vicinity
- Isolate the equipment involved
- Notify WHSEQ & Compliance Systems Manager for escalation & to manage Notifiable Incident to the Public Health service and Safety regulators
- Barricade work area to prevent unauthorised access to the area
- Ensure First Aid assistance is provided by first aid kit & defibrillator
- For potentially life threatening emergency, call ambulance - 000
- Assist ambulance access & provide information to the ambulance personnel

RECOVERY MEASURES:

Chief Warden to:

- discuss with management for workplace clearance & the risks
- declare emergency situation is resolved & resume the workplace activities
- offer workers for counselling support - Employee Assistance Program
- develop Return To Work plan as required
- replenish first aid kit & check the defibrillator adequacy
- review the emergency plan & PEEPS (if any)

4.8 Power Failure

RESPONSE:

- Listen to radio for local information & monitor the surrounding area
- Inform Chief Warden if power outage occurred
- Escalate to management if Diesel generator does not start as it is designed for 7 seconds lag & 16 hours full load
- Contact the service provider

4.8 Power Failure

	- Restart the plant according to BGW SOP - Plant Restart - Evacuate only by direction of emergency services or Chief Warden command - Shut-off / isolate electricity and equipment accordingly
RECOVERY MEASURES:	Chief Warden to: - discuss with management & emergency services for workplace clearance & the risks - declare emergency situation is resolved & resume the workplace activities - offer workers for counselling support - Employee Assistance Program - inspect the workplace & arrange electrician for repairs - review the emergency plan

4.9 Sewage Overflows from high rain event

RESPONSE:	- Inform Chief Warden - Evacuate the immediate area - Barricade to prevent unauthorised access to the area - Notify Senior Contracts Manager and WHSEQ & Compliance Systems Manager for event escalation & to manage Notifiable Incident to the regulators & Veolia management. - Notify NSW Health Public Health Unit, NSW EPA, Wollondilly council, and Sydney Water Representative of the issue - Wear the necessary PPE (e.g. gloves, safety glasses, mask, gas detectors, etc.) - Organise for vacuum truck to clean up the sewage spills around the feed tank bund & plant surroundings for disposal offsite - Divert the sewage flows to avoid contaminating the nearby public area or waterway if necessary - Immediately disinfect the contaminated surfaces around the feed tank bund & plant surroundings - Erect signage to notify residents of sewage spill if it enters a public area or waterway
RECOVERY MEASURES:	Chief Warden to: - organise clean up & disinfection, including: - increasing ventilation & reduce humidity by opening all windows & fans - removing excess water into the sewage system, not into storm drains

4.9 Sewage Overflows from high rain event

	○ Discard all objects that are porous or difficult to clean into contaminated materials plastic bags ○ Wash areas, furnishings, equipment & PPE with a detergent solution, rinse with clean water, disinfect, and allow to dry. ● discuss with management & NSW EPA for workplace clearance & the risks ● discuss with plant personnel & Golf Course Superintendent on further actions ● declare emergency situation is resolved & resume the workplace activities ● organise sewage sludge disposal to ANL as compost ● offer workers for counselling support - Employee Assistance Program ● review the emergency plan & debrief with plant personnel to determine if any further training is needed
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4.10 Wildlife (snake, kangaroo, dog, etc.)

RESPONSE:	● Wear gaiters when accessing high grass area ● Avoid contact with wildlife ● Call WIRES when hazardous or protected wildlife is identified ● Inform Chief Warden when emergency occurs ● For a snake bite, immobilise the bitten area & consult NSW Poisons Information Centre - 13 11 26 ● For any injury, apply first aid treatment.
RECOVERY MEASURES:	Chief Warden to: ● offer workers for counselling support - Employee Assistance Program ● review the emergency plan

5. Acronyms, Definitions and Abbreviations

TERM	DEFINITION
ECO	Emergency Control Organisation A group of personnel that is appointed by the Emergency Planning Committee (EPC) to direct and control the emergency response procedures.
ECP	Emergency Control Point
Evacuation Drill	An exercise to simulate an emergency situation / scenario that requires an evacuation. Typically undertaken on an annual basis by ECO & documented by an observer.
First Aid	Immediate treatment to an injured or ill person.
First Aider	A designated person that is trained to provide first aid treatment.
Reportable / Notifiable Incident	Incident in the conduct of VWST activities that threatens, or could threaten, water quality, public health or safety.
Reportable / Notifiable Incident - Environmental	POEO Act 1997 section 148 - VWS&T is obliged to notify any pollution incident where a material harm to the environment is caused or threatened POEO Act 1997 section 147 - a) Harm to the environment is material if: 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
Reportable / Notifiable Incident - Health & Safety	• the death of a person • a serious injury or illness of a person • a potentially dangerous incident. Refer to Incident Notification Information Sheet for further details.