

EMERGENCY PROCEDURES

If this happens



Break in Pipeline

Note: The Valves (Taps) in the shed at Dam are Gate Valve type (Round) but they shall be replaced soon with Ball Valves as illustrated

Keyholders

Sandra Harms 9572 9061
 Digby Kuiper 0428 828 417
 Theo Lawrence 9572 9393
 John Morrell 9572 9272
 Charlene Clarke 9572 9569
 Hank van Oyen 9572 9023

Electrician

Brian Allen 0411 111 437

Do this



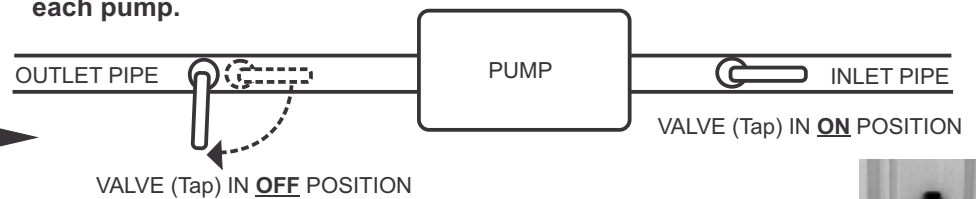
1. Contact a keyholder to get access to sheds:

Sandra Harms - 9572 9061, Sue or Theo Lawrence - 9572 9393
 Hank van Oyen - 9572 9023 Charlene Clarke - 9572 9569

2. Turn **OFF** all pumps **whether running or not** in the 3 pumping stations.

2A. Turn OFF THE ELECTRICAL SWITCHES on the mainboard on the shed wall.

2B Turn OFF the individual valves (inlet & outlet taps) located on both sides of each pump.



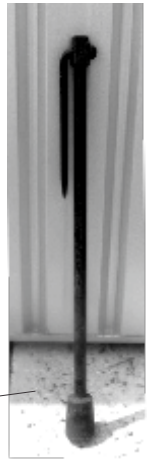
3. Refer to Map overleaf and proceed to turn OFF Gate

Valves **1** & **2** Located diagonally across the road at the entrance to Lot 270 Red Brook Circle (where the small shed and the laneway to the tank turns in). A white GV is also painted on the road. You will need to pick up the Key Handle to turn the Gate valves off. This is located in the shed at the Dam.

IMPORTANT: Gate Valves must be turned Anti-clockwise

Gate Valve key Handle

Pointed end to lift out iron cover to Gate Valve



4. If repairs can be undertaken by Maintenance team proceed, if not then please contact a Plumber from the list below:

Larry Croft - 0427 871 532
 Shaun Fitzgerald - 9574 5603 / 0414 991 302
 Sim Kuiper - 9573 1093
 Tim Henry - 0428 418 855 / 9572 9066
 Round the Bend Plumbing & Gasfitting 0419 803791

5. When repairs finished Re-open Gate valves **1** & **2**. Return to Pumping Stations

***5A First turn the Inlet & Outlet Valves to ON position** (See diagram above)

***5B Turn the electricity ON** to start the pumps.

(make sure you only turn the pumps on that were operational at the time of the break down). In summer months at the Dam, and winter at the creek.

***Remember the pumps at the dam turn OFF and ON automatically at 4 hourly intervals, so they may not appear to have been in operation when the breakdown occurred, you can tell whether it was operational if the valves were in ON position when you stopped the system (Diagram Item No 2A & 2B of this page).**

6. Return Keys to Keyholder after locking sheds and gates to system. Please inform Keyholder of Name of Contractor employed to do the repairs, if applicable, or supply any Invoice/paperwork involved for our records or payment.