

Clean Water Plant Tour Protocol

The following protocol was designed to provide uniformity in plant tours and to ensure safety to our plant visitors. It was developed with input from the Michigan Municipal Risk Management Association and members of the CWP Public Outreach committee.

General Guidelines

- Third grade is the lower age limit for tours.
- Groups should be limited to one class (approx. 35 persons). Exceptions to this standard may be made on a per case basis.
- Tour guides should be aware of the need for special accommodations for differently-abled persons.
- Bus driver must stay with bus at all times and the bus must remain at the plant during the tour.
- Permission slips are available for download on the City website and must be completely filled in before the tour may commence.
- Tour guides must have means of staying in contact with the plant (i.e. Nextel) for emergencies (weather, chemical release, etc).

The Lab Nextel is usually available and can be used for tours. It is in Myron's office.

- Tour guides have the right and responsibility to dismiss unruly groups. In the case of one or a few unruly individuals, the entire group should be dismissed.

Emergency Procedures

- Evacuation procedures for a chemical release or fire can be found in the Clean Water Plant Emergency Response Plan.
- Tours will not go out onto the grounds and will remain in the building if a tornado watch is issued.
- If a tornado warning is issued while the group is out on a tour, the tour guide will shelter the group in place. The group should be guided to a stairwell (preferable) or lower level of the nearest building.

Tour Route

Exterior Plant Features:

The outdoor tour route should include these areas of the plant:

- Headworks
 - Access only from east entrance
 - View bar screens from the mezzanine
 - Utilize hand sanitizer located in this area upon exit
- Aeration Basins
 - This area is slippery when wet. Use caution when accessing during rainy or snowy conditions
- Final Clarifiers
- Chlorine Contact Basin and Flume
 - Tour may also include this feature for age and interest appropriate groups

Note: The tour route skips primary clarifiers because they are out of the way of the rest of the plant, pose significant trip/fall hazards, and the concept of a clarifier is easily demonstrated by the final clarifiers.

- During times of construction or inclement weather the tour guide should make sure that the tour route is clear of hazards, easily passable, etc.
- Bus-based tours are acceptable, but should be limited to use during inclement weather. The tour guide must be certain that the bus route and plant conditions are compatible before proceeding with a bus tour.
- The blower building should not be accessed by groups under age 18 due to noise levels. Older groups may tour this area, if interested. Proper hearing protection is required.
- The observation deck should not be used for tour groups due to various safety concerns.

Interior Plant Features

The indoor tour route should include these areas:

- Conference Room
 - Plant schematic is stored in the closet
 - Talking points for presentation can also be found in the closet
 - Proper PPE should be used when handling samples for the microscope. Please clean up the microscope area and properly dispose of samples when finished.
- Control Room
- Great Lakes Hallway
- Lab
 - Groups under 18 year of age may access only the BOD area
 - Groups older than 18 may view the entire lab
 - All groups must wear eye protection and should be reminded of proper safety and hygiene guidelines
 - Use extra caution when near ovens, acid baths, and open containers