

Appendix 3: Copperlode Falls Dam - Emergency Control Organisation Operational Checklists

Dam Emergency Controller (Manager Operations) - Operational Checklist

The role of the DEC is to lead the CFD ECO during a dam emergency event and coordinate notifications of PAR with the LDMG-CR.

Action / Task (Pre-event)	Commenced	Completed	Status / Remarks / Comments
1. Maintain situation awareness to Identify lead indicators of a potential dam emergency event	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Review and assess any notifications of a dam emergency	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Invoke the EAP and activate the ECO if the conditions detailed in Table 2 are reached or when conditions determine	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Action / Task (During Event)	Commenced	Completed	Status / Remarks / Comments
1. Notify CRC stakeholders (via Whispir) that the EAP has been invoked and the ECO is activating	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Log onto GCCS in the DEC profile and fill the role of Dam Emergency Controller within the ECO	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Start a personal event log and keep a chronological record of actions & observations	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Chair a teleconference with all ECO members and confirm each ECO role has been filled allocated and all members are logged into GCCS	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Ensure all ECO actions, decisions and events are accurately recorded and documented in the event log	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Liaise with the LDC to confirm LDMG activation and ECO reporting requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Obtain an update on the current situation from the DEO and DESO	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. If a SDF emergency event is imminent and normal notification procedures may impact the safety of PAR, activate the Redlynch Valley early warning system to warn PAR	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Action / Task (During Event)	Commenced	Completed	Status / Remarks / Comments
9. Manage the activities of the ECO and maintain overall control of the dam emergency response	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Revise and approve draft ECO SITREPs and send to DESO	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11. Make recommendations to the LDMG on communications with PAR	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
12. Request Manager Infrastructure to arrange a Special Inspection in accordance with Condition DS9 of the Dam Safety Conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
13. Request LDMG to arrange Infrastructure support to manage access to Lake Morris Road	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14. Request additional CRC resources to manage the emergency response as required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
15. Decide when to replace key staff, including self, due to fatigue if the emergency is protracted	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
16. Request additional specialist support for the ECO, if required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
17. If SDF emergency event, issue warning communications to PAR via <i>Whispir</i> in line with the activation level (as per Appendix 4)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
18. Recommend to the LDMG that warning communications be issued to PAR (i.e. <i>Whispir</i> , NEAS, media, social media, Cairns Alert and Cairns Disaster Management Dashboard)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
19. Decide when the emergency is over, inform ECO, LDMG and other relevant stakeholders	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
20. Lead contribution to the post-event review and Emergency Event Report	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Dam Emergency Support Officer (Treatment Coordinator) - Operational Checklist

The role of the DESO is to assist the DEC in the management of the CRC response to a dam emergency and manage communications with the DEO.

Action / Task (Pre-event)	Commenced	Completed	Status / Remarks / Comments
1. Maintain situation awareness to Identify lead indicators of a potential dam emergency event	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Review and access any notifications received of a dam emergency and confirm requirement to escalate	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Escalate notifications received of a dam emergency to Manager Operations	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Be prepared to invoke the EAP and activate the ECO if Manager Operations is not available	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Action / Task (During event)	Commenced	Completed	Status / Remarks / Comments
1. Log onto GCCS in the DESO profile and fill role of Dam Emergency Support Officer within the ECO	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Start a personal event log and keep a chronological record of actions and observations	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Participate in a teleconference with all ECO members	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Maintain a chronological record of ECO actions taken, photographs, correspondence and data collected during the event	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Support the actions of the DEO and ensure activities are kept inside the Safety Circle	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Oversee operations to maintain communication with dam monitoring activities (SCADA, CCTV, Telstra)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Monitor dam spillway for sudden change in levels	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Monitor remote instrumentation and CCTV	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Read piezometers regularly and increase frequency if significant changes are occurring	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Draft Situation Reports and send to DEC for review and approval	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Action / Task (During event)	Commenced	Completed	Status / Remarks / Comments
11. Publish approved Situation Reports on GCCS, or email if GCCS is off line.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
12. Coordinate suitable CRC staff to relieve the DEO during prolonged ECO activation (see Table 2)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
13. Identify what additional CRC resources are required to assist the emergency response	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
14. Provide regular updates to the DEC via GCCS, phone or email depending on situation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
15. Attend the post-emergency review	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
16. Compile all data and dam safety inspection records	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
17. Assist in the development of the post-event Emergency Event Report	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Dam Emergency Obsrever (CFD Caretaker) - Operational Checklist

The role of the DEO is to monitor and report the condition of the dam and manage access to the CFD area during an emergency event.

Actions detailed below must only be undertaken if it is safe to do so.

Action / Task (Pre-event)	Commenced	Completed	Status / Remarks / Comments
1. Maintain situation awareness to Identify lead indicators of a potential dam emergency event	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Notify Treatment Coordinator when conditions indicate that a dam emergency event may be imminent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Be prepared to notify PAR via the Redlynch Valley early warning system if a SDF emergency event is imminent	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Action / Task	Commenced	Completed	Status / Remarks / Comments
1. Log onto GCCS in the DEO profile and fill role as Dam Emergency Observes	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Start a personal event log and keep a chronological record of actions & observations	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Participate in a teleconference with all ECO members	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Monitor dam water levels and spillway flow	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Conduct a routine dam safety inspection	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Coordinate response actions at CFD as directed by the DEC or DESO	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Monitor access to CFD by the public and commercial operators	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Recommend closure of Lake Morris Rd when conditions may put public safety is at risk	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Provide regular updates to DEC and DESO DEC via GCCS, phone or email depending on situation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Complete final dam safety inspection including reading of piezometers and seepage weirs	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
11. Prepare event data for input into the post-event Emergency Event Report	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Dam Emergency Compliance Coordinator (Team Leader Drinking Water Quality) - Operational Checklist

The role of the DECC is to assist the DEC meet all internal and external compliance obligations.

Action / Task	Commenced	Completed	Status / Remarks / Comments
1. Log onto GCCS in the DECC profile and undertake role as Dam Emergency Compliance Coordinator	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Start a personal event log and keep a chronological record of actions & observations	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Participate in a teleconference with all ECO members	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4. Advise the DEC on CRC compliance requirements during the emergency	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Provide regular updates to the DEC via GCCS, phone or email depending on situation	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Create LIMS OFI database record for the event and save event related documents in to DM system referencing LIMS	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
7. Ensure regulatory reporting requirements for the Dam Safety Regulator and other applicable authorities are met	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Attend the post-emergency review	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
9. Assist in the development of the post-event Emergency Event Report	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
10. Notify the Dam Safety Regulator when the ECO has been stood down	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	