



## Emergency Response Plan (ERP) Testing

### Emergency Plans

Emergency response planning for a site is required under three different sets of regulations. Each plan has a different focus and may cover different emergencies.

#### Evacuation Scheme

required under the Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations

- The Evacuation Scheme is about how your building will be safely evacuated in the event of a fire and focuses on clearing the building and preserving life in the event of a fire.

#### General Emergency Planning

Emergency Plan required under the Hazardous Substances (General Risk and Workplace Management Regulations)

- The emergency plan required by the GRWM regulations is not specific in items required but is to cover all emergencies that may arise on a site which would include fire, hazardous substances, injury, natural disaster, lockdowns and evacuation for various scenarios.

#### Hazardous Substance Emergency Planning

Emergency response plan required under the Health and Safety at Work (Hazardous Substances) Regulations

- The ERP required by the HSW-HS regulations is about how your site will respond to an emergency that involves the hazardous substances on site.

There may be crossover between your required plans, for example if you have flammable liquids on your site, the ERP will include a response to a fire, which may require you to evacuate the building, and this will trigger your building evacuation scheme requirements.

**This document focuses on the ERP and testing the ERP as required by the Hazardous Substances Regulations.**

Your evacuation scheme testing regime is defined the regulations (typically every 6-months), and your general emergency planning testing is something you need to determine for your site.

## Emergency Response Plan (ERP) Testing



## Test your plan

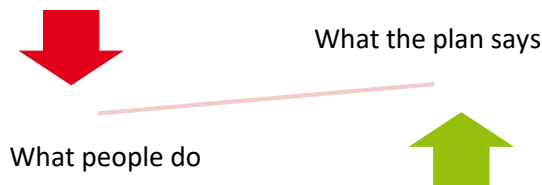
**Test your plan** Your Hazardous Substances Emergency Response Plan must be tested:

- at least every 12-months
- within 3-months of the plan changing / changes of personnel

**Why?** We want to know that the 'plan' will work if followed in an emergency.

- Do personnel know what to do
- Are contact details correct
- Is equipment ready for use and in the right place
- Are site maps & inventories accurate

Testing must demonstrate that every procedure or action in the plan is workable and effective. Plans need to be tested regularly to ensure that they are up to date and fit for purpose. Most importantly the plan documents what people should be doing in an emergency and we need to see how this plays out in practice (before there is a real incident).



**How** How you do this can vary, but it needs to address the 'why?'

- Hands-on exercise & drills (e.g. mock-spill in yard)
- Site walkthrough & review
- Tabletop review & discussion exercise
- A full-blown on-site scenario involving local fire service may be warranted for your site on occasion
- Training can be part of your plan testing
- An external set of eyes can be helpful

It can be useful to stagger your testing throughout the year (e.g. gas leak test in May, acid spill test in September, fire response in January).

**To be effective, you should plan your tests carefully to cover all the substances or harm situations that could occur on your site.**

**Record** Keep records of:

- Date & method of test
- Outcomes & any actions required
- Changes implemented





**Date of this ERP Test** Click or tap here to enter text.

**Method of Testing** *Methods of Testing may include*

On-site practical exercise       On-site walkthrough  
 Table-top exercise                       Exercise involving FENZ  
 Exercise involving third-party service provider

*Detail / Description* Click or tap here to enter text.

**Personnel Involved in Scenario** Click or tap here to enter text.

Scenario	Is this being tested today? <input type="checkbox"/> Yes <input type="checkbox"/> No	When was this scenario last tested?		
		Date	Substances involved	How Tested?
Fire Evacuation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Fire Response (beyond evacuation)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Spill – minor	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Spill - major	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Gas Leak	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Chemical Reaction	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.

**Equipment**

**Identified & available** Can all needed equipment be identified and located from the ERP?  
Click or tap here to enter text.

**In good order** Is the equipment 'present & correct', and serviceable?  
Click or tap here to enter text.

**Isolations etc** Are shut-off valves & isolators clearly identified and operational?  
Click or tap here to enter text.

**Debrief & Records**

**Corrective Actions** Were any corrective actions identified following the plan test?

Changes to contact details ....  
 Changes to equipment locations ....  
 New / additional equipment required ....  
 Training identified ....  
 Others ....

Do the changes to the plan mean the plan must be retested within 3 months?  
Click or tap here to enter text.

**Debrief Report** Complete here or attach a debrief report  
Click or tap here to enter text.