



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 <u>Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations</u>

- 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 <u>Hazardous Substances</u> (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.





Test your plan

Test Your Hazardous Substances Emergency Response Plan must be tested:

your plan

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

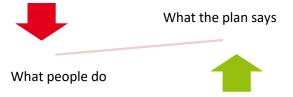
Why? We want to know that the 'plan' will work if followed in an emergency.

- 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





Please adapt this checklist as applicable to your site / plan – expand text fields as required

Site Details						
Company Name	Click or tap here to enter text.					
Address	Click or tap here to enter text.					
Emergency Response Plan Details						
Name / Title of Plan	Click or tap here to enter text.					
Version #	Click or tap here to enter text.					
Date of Plan	Click or tap here to enter text.					
Who has been provided with copies of the plan	Including electronic / physical copies This needs to include • People responsible for actioning the plan • Emergency Services Click or tap here to enter text.					
Physical Copies of ERP	Where are other physical / printed copies of the ERP located? Click or tap here to enter text.					
Hazardous Substances requiring ERP under HSW(HS)	The substances or classes of substance that exceed the ERP threshold (Schedule 5) are: Click or tap here to enter text.					
Incidents & Emergencies						
Have there been any incidents / emergencies involving hazardous substances	Have you had any hazardous substances emergencies in the last 12 months? ☐ No ☐ Yes					
Personnel & Contacts						
Changes in Personnel	Since your last ERP plan test have you had any changes in personnel? ☐ No ☐ Yes ☐ Do they have a role in the ERP? ☐ Have they received training? Click or tap here to enter text.					
Contacts	Are all critical contact details correct? Click or tap here to enter text.					
Documentation – are these included with the ERP / available to those coordinating the response?						
Inventory	☐ Yes ☐ No					
Safety Data Sheets	☐ Yes ☐ No					
Site Plan	☐ Yes ☐ No					
Test Scenarios						

Emergency Response Plan (ERP) Testing





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	When was this scenario last tested?			
	tested today?	Date	Substances involved	How Tested?	
Fire Evacuation	☐ Yes ☐ 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)	☐ Yes ☐ No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	
Spill – minor	☐ Yes ☐ No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	
Spill - major	☐ Yes ☐ No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	
Gas Leak	☐ Yes ☐ No	Click or tap to enter a date.	Click or tap here to enter text.	Click or tap here to enter text.	
Chemical Reaction	☐ Yes ☐ 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.	☐ Yes ☐ 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.	☐ Yes ☐ 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?				
Debrief Report	Click or tap here to enter text. Complete here or attach a debrief report				
1	Click or tap here to enter text.				