| Emergency Response Plan (ERP) Testing | |
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| 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](https://www.legislation.govt.nz/regulation/public/2018/0096/latest/LMS46332.html?src=qs)   * 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)](https://www.legislation.govt.nz/regulation/public/2016/0013/latest/DLM6727582.html)   * 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](https://www.legislation.govt.nz/regulation/public/2017/0131/latest/DLM7309401.html)   * 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 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 |

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

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| 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 ⇨ Did you implement your ERP?  ⇨ Make a note of date & brief details / reference to incident report  Click or tap here to enter text. | | | |
| 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 | | | | |
| Date of this ERP Test | Click or tap here to enter text. | | | |
| Method of Testing  *Detail / Description* | *Methods of Testing may include*  On-site practical exercise  On-site walkthrough  Table-top exercise  Exercise involving FENZ  Exercise involving third-party service provider  Click or tap here to enter text. | | | |
| Personnel Involved in Scenario | Click or tap here to enter text. | | | |
| Scenario | **Is this being tested today?** | **When was this scenario last tested?** | | |
| **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?  Click or tap here to enter text. | | | |
| Debrief Report | Complete here or attach a debrief report  Click or tap here to enter text. | | | |