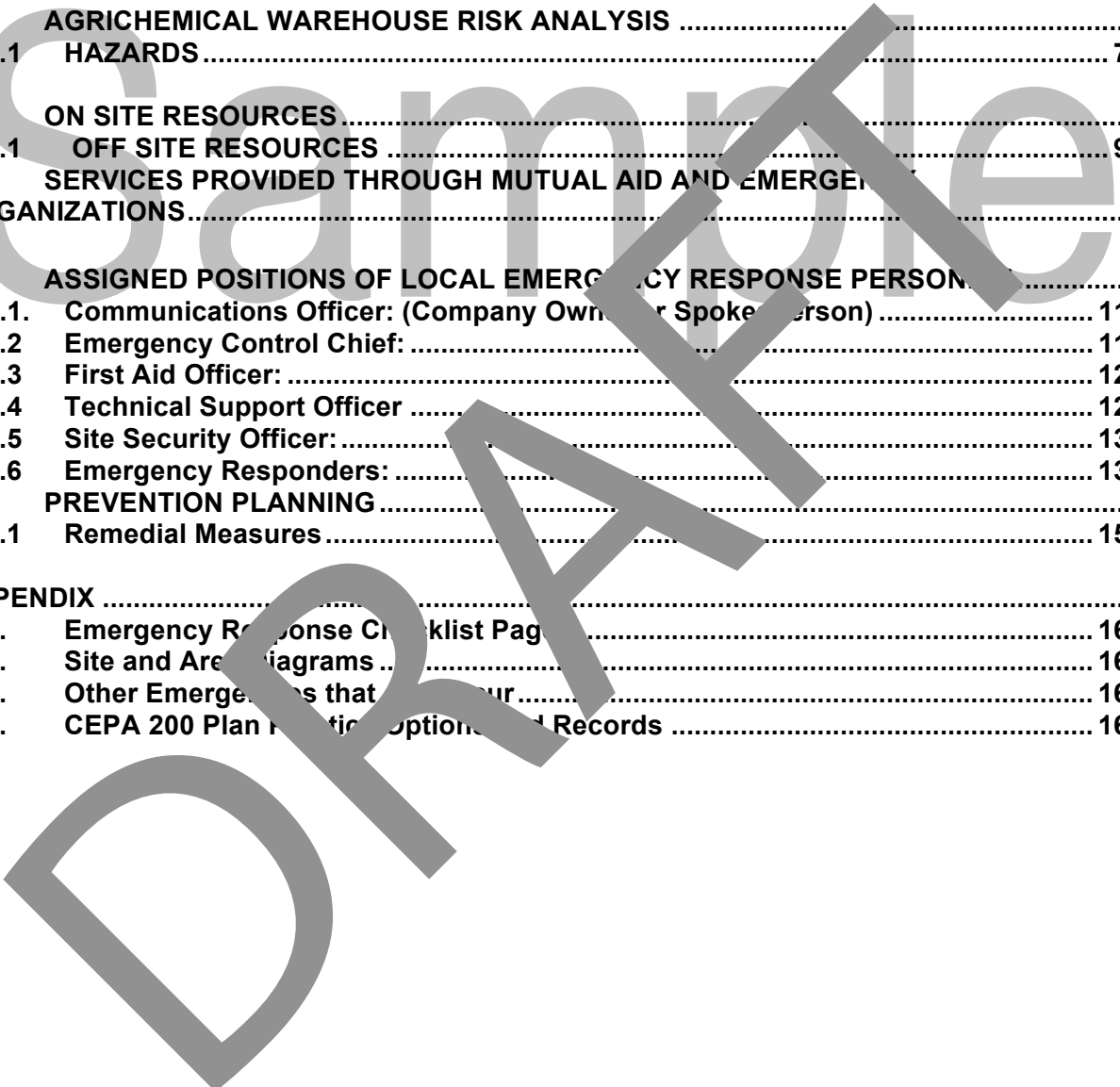


**AGRICHEMICAL and AMMONIUM NITRATE EMERGENCY RESPONSE
TEMPLATE
CEPA REGULATION 200, 1999**

This Plan has been designed for use with Fertilizer and Agri-Chemical Storage Operations.

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1.0 FACILITY

FACILITY NAME

ADDRESS

Longitude/Latitude:
Land Location:
P.O. Box and Town/City:
Postal Code:

FACILITY CONTACT PERSON

NAME:
PHONE:
FACSIMILE:

EMERGENCY TELEPHONE NUMBERS

POSITION	NAME	DAY/NIGHT
Facility Manager		
Alternate Contact		
Police		911
Fire Department		911
Ambulance		911
Poison Control Center	Saskatchewan	1-866-454-1212
Poison Control Center	Manitoba	1-204-787-2591
Poison Control Center	Alberta	1-403-944-1414
Poison Control Center	Ontario	1 – 416-813-5900
Poison Control Center	Quebec	1-800463-5060
Hospital		
Environment	Saskatchewan	1-800-667-7525
Environment	Manitoba	1-204-944-4888
Environment	Alberta	1-780-427-8121
Environment	Ontario	1-800-268-6060
Environment	Quebec	1-866-694-5454
Transport Canada	Canada (CANUTEC)	1-613-996-6666 or * 666 on cell
Ontario OH&S	Ontario	1-877-202-0008
Quebec OH&S	Quebec	
Sask. OH&S	Saskatchewan	1-306-729-4444
Alberta OH&S	Alberta	1-866-415-8690
Manitoba OH&S	Manitoba	1-855-957-7233
Company 24 hour number		

CANUTEC 24-HOUR SERVICE (call collect 1-613-996-6666)

NOTE:

CANUTEC provides information and communications assistance in case of transport emergencies involving dangerous goods. Its product information database has been prepared primarily for transport emergencies, but it can also provide response information for non-transport emergencies involving dangerous goods. Ammonium Nitrate and other chemical products that are stored at this facility may also be Dangerous Goods. It is up to each retailer to contact CANUTEC and register with them. Contact for registration is 1-613-947-5048. Or www.tc.gc.ca/canutec

REPORTING:

Emergencies involving Ammonium Nitrate and Agrichemicals must be immediately reported to the **Local Police or RCMP 911** as required by Transport Canada. Reporting to the Police will guarantee a response. The nearest local Fire Department must also be alerted and if required due to casualties, the local ambulance service must be contacted to respond. The company 24-hour response phone number must also be contacted as soon as possible.

2.0 EMERGENCY RESPONSE PLAN PRACTICES AND TESTS

Emergency Response Plans must be tested yearly. When plans are tested they must be updated to reflect the deficiencies found in the testing process. A copy of all updated Emergency Response Plans must be distributed to:

- **Responding Fire Departments**
- **The location where the Facility Manager is located**
- **Police**
- **Company personnel**

Implementation Date: _____

**FACILITY
MANAGER:**

(signature)

(date)

**FIRE DEPT.
OFFICIAL:**

(signature)

(date)

ERP Practice Dates

Land use:

EAST

Name	Phone Number

Land use:

WEST

Name	Phone Number

Land use:
3.0 LOCATION OF EMERGENCY EQUIPMENT & SUPPLIES
 (Available 24 hours a day. Include phone numbers)

EARTH MOVING EQUIPMENT

PORTABLE WATER PUMPS

STREET BARRIERS

SAND BAGS

OTHER

LOCATION AND TYPES OF WATER SUPPLIES: (hydrant, ponds, irrigation canals, fresh or salt water, etc.).

4.0 AMMONIUM NITRATE RISK ANALYSIS

IN CASE OF EMERGENCY ALL STAFF SHALL MEET:

1. **DATE OF ASSESSMENT**

2. **COMPANY –**

3. **OCCUPANCY:** Ammonium Nitrate Fertilizer Storage facility
Agri-chemical Storage Facility

This facility stores Ammonium Nitrate Fertilizer and Agricultural pesticides for the purpose of supplying customers either Agricultural or Commercial for the purpose of growing crops. The Ammonium Nitrate is stored in Bins clearly identified and when shipped to end user it is transferred by auger or conveyor. The balance of the chemical products are then transferred into smaller Delivery Trucks and then to the customer either for Agricultural use or commercial use.

4. **SECURITY SYSTEM TYPE:**

5. **EMERGENCY ACCESS:** The emergency access has been shown on the site diagram in this plan.

6. **HOURS OF OPERATION:**

Site Plan should be prepared at this point as follows:

1. Plan of the site specifics.

7. (a) **Maximum Quantities of Ammonium Nitrate found at this facility:**

Number of bins and capacity of each container:

Bin	Capacity
Bin 1	
Bin 2	
Bin 3	

Bin 4	
Bin 5	

CAS Registration Number: (6484-52-2)

UN Number: 1942 solid greater than 60% (blends 2067, 2072, 2426)

Ammonium Nitrate is only regulated in a solid state as the chemical properties in liquid form is less than the regulated concentration. Ammonium Nitrate May explode from heat of contamination. It may react explosively if exposed to hydrocarbons (fuel). Containers may explode when heated. Runoff may create an additional fire or explosion hazard. It is a strong oxidizer, contact with combustible material will increase the fire hazard. It may undergo detonation if heated under confinement causing pressure buildup or if subjected to strong shocks.

8. a) Hazards and occurrences with Ammonium Nitrate:

- Spills to the ground when shipping solid product.
- Release from over-filling of bins.
- Irritation to the eyes and skin.
- Chronic exposure is a Class A+ reproductive hazard, women that are pregnant should not be in contact with this product.
- Fire fighting with water must be done from a distance.
- Evacuation in the event of a fire involving this material is 800 meters or 1/2 mile in all directions.

b) Common Incidents involving Agrichemicals distribution are:

- Spill due to product handling.
- Leaks due to storage issues or container collapse.
- Human error when distribution is taking place on-farm.
- Improper storage processes increasing risk.

5.0 AGRICHEMICAL WAREHOUSE RISK ANALYSIS

1. OCCUPANCY (what is the building used for):

2. SECURITY SYSTEM TYPE

3. EMERGENCY ACCESS:

4. FIRE LANE

5. HOURS OF OPERATION:

5.1 HAZARDS

1. MAJOR HAZARDS AT THIS FACILITY (Include propane storage and types of hazardous materials. Also, include a list that could be found year round).

c. Reservoirs approximate gallons

d. Others

2. RESPONSE EQUIPMENT (include details of quantity, make, exact location stored)

a. Powered Mobile Equipment

b. Site Communication

c. Self-Contained Breathing Apparatus

d. Confined Space Equipment

e. Air Monitoring Devices

f. Equipment Used for Chemical Spills

g. First Aid Equipment

h. First Aid Attendants

i. Personal Protective Equipment

6.1 OFF SITE RESOURCES

1. LOCATION OF 24 HOUR PHONE FOR EMERGENCY USE

2. LOCATION OF EMERGENCY EQUIPMENT AND SUPPLIES: (Available 24 hours a day. Include phone numbers).

a. Self-Contained Breathing Apparatus

b. Spare Compressed Breathing Air Tanks

c. Earth Moving Equipment

d. Portable Water Pumps

e. Street Barriers

f. Sand Bags

g. Other

6.2 Services Provided Through Emergency Organizations.

1. Fire Equipment (list locations)

2. Spill Containment Equipment (diking, absorbents, pumps, etc.)

3. Laboratory/Analytical Service

7.0 SERVICES PROVIDED THROUGH MUTUAL AID AND EMERGENCY ORGANIZATIONS

The 24-hour number to activate the local Fire Department is? Capabilities and assets of the fire department are listed in Section 7.1.

The local employees are trained to respond to emergencies by assuming their positions and locating to an alternative site or evacuating in the event of a fire involving Ammonium Nitrate.

The local fire departments are relied upon to ensure the safety of the public and the environment. Therefore, the fire department personnel will require training and practice for working in conjunction with the local Facility personnel to successfully respond to an emergency involving Ammonium Nitrate Fertilizer.

There are monthly, daily or bi-weekly inspections on equipment at each site depending on the time of year. This ensures security of the product as well as product stability and quality.

8.0 ASSIGNED POSITIONS OF LOCAL EMERGENCY RESPONSE PERSONNEL

8.1. Communications Officer: (Company Owner or Spokesperson)

The role of the Communications Officer is to act as the main spokesperson providing information about the incident to all concerned parties (i.e. fire, police, media, local residents, etc.). The responsibilities for this position are:

- Obtaining a copy of the required emergency plan and contact the agencies that need to be notified (if they have not already been notified).
- Contacting all required outside agencies when asked to by the Emergency Control Chief.
- Will confer with the Emergency Control Chief according to the Incident Command Structure.
- Establishing an area for conducting communications and have access to communication equipment (i.e. cell phones, fax, etc.)
- Documenting communications made internally on the site and externally off the site.
- Dealing with all press and maintaining regular liaison with authorized spokesperson.
- Developing press releases in conjunction with the Emergency Control Chief and representatives from the company.

Name: _____
Address: _____

Phone Numbers: _____

Alternate
Name: _____
Address: _____

Phone Numbers: _____

8.2 Emergency Control Chief:

The role of the Emergency Control Chief is to co-ordinate the activities of personnel with other emergency response organizations involved in the emergency response effort. The responsibilities of this position are:

- Ensuring that the company 24-hour emergency number (if applicable) has been called notifying THE COMPANY officials that an incident is under way.
- Supervising the involvement of personnel at an occurrence to ensure their safety.
- Co-ordinating the activities between company personnel and emergency response personnel (fire department police etc.).
- Ensuring that the Communications Officer has contacted all required individuals/organizations (i.e. fire, police, head office, etc.).
- Ensuring that all stations identified in the E.R.P. are set up in locations that do not limit access to the incident and do not endanger the safety of people working at the station.
- **Giving the evacuation notice to the employees at the site and ensuring safe relocation.**
- Developing the Joint - Incident Command Structure with other external emergency responders.
- In conjunction with the Communications Officer, co-ordinates communication activities with head office, local residents, and news agencies.
- Ensuring that all designated personnel perform their duties as per the E.R.P.
- Ensuring that all necessary resources (i.e. equipment, materials, personnel, etc.) are made available in order to ensure an effective response to the emergency.
- Ensures that personnel understand the incident command system.

- Establishes a system for conducting a count and a meeting area of all personnel that were working on the site at the time of the occurrence.

Name: _____
 Address: _____

 Phone Numbers: _____

Alternate

Name: _____
 Address: _____

 Phone Numbers: _____

8.3 First Aid Officer:

The role of the First Aid Officer is to provide first aid assistance to all injured or disabled persons. The responsibilities of this position are:

- Providing first aid care for staff and persons injured at the occurrence.
- Providing an area in a safe location to conduct first aid procedures.
- Updating the Emergency Control Chief as to the condition of the injured and if required, will have the Emergency Control Chief Request additional medical aid from outside agencies.

Note: The Emergency Control Chief will have the Communications Officer make this request if they are available.

- Ensuring that all first aid equipment and supplies are available.
- When not required for conducting first aid, will monitor safety practises in regards to all emergency response activities.
- Will conduct a head count at the designated meeting area and report the attendance to the Emergency Control Chief.

Name: _____
 Address: _____

 Phone Numbers: _____

Alternate

Name: _____
 Address: _____

 Phone Numbers: _____

8.4 Technical Support Officer

The role of Technical Support Officer is to provide all technical information requirements for the emergency responders. The responsibilities of this role are:

- Ensuring that all information required (Material Safety Data Sheets, etc.) are up-to-date and presented to the emergency response agencies.
- Recording information regarding the incident and the emergency response effort.
- Working with emergency responders to provide proper containment of spills and releases.

- Providing advice to Emergency Control Chief on toxicity of products involved in the incident and possible response measures.
- Being familiar with all phone numbers and contact personnel listed on the E.R.P. who may be able to provide additional information on the products involved in the incident (e.g. Spill Report Line, Poison Control Centre, CANUTEC, external response agencies etc.)
- Providing information to determine the need for evacuation of farms, communities, closure of roads, highways, etc.
- Providing the Emergency Response Plan for personnel to use at the time of the occurrence.

Name: _____
 Address: _____

 Phone numbers _____

Alternate

Name: _____
 Address: _____

 Phone numbers _____

8.5 Site Security Officer:

The role of Site Security Officer is to maintain the security of the incident site to prevent access by personnel that are not authorized to be present. The responsibilities of this role are:

- In conjunction with the Emergency Control Chief, will establish the security perimeter for the incident site.
- Restricting access to all persons not directly involved in the emergency response effort.
- Ensuring clear access/egress to the incident site by all emergency vehicles.
- Co-operating with local policing organizations to maintain crowd control.
- Reporting to the Emergency Control Chief as per the Incident Command Structure.
- Will maintain a list of local agencies that can provide security for the site.
- Obtain all permission and implement proceedings required to shutdown highways, roads, and railroads.

Note: Above role must be reviewed with security officer when plan is created.

Name: _____
 Address: _____

 Phone numbers _____

Alternate

Name: _____
 Address: _____

 Phone numbers _____

8.6 Emergency Responders:

The role of all Emergency Responders will be to mitigate the emergency situation. The responsibilities of the responders are:

- Conducting any emergency response activities, as trained, with the safety of response personnel being the primary focus.
- Determining and undertaking remedial action to limit damage to surrounding property and the environment.
- Conducting rescue of injured person(s).
- Will communicate with the Emergency Control Chief as per the Incident Command Structure.
- Knowing the limitations of the emergency response equipment.

9.0 PREVENTION PLANNING

There have been several emergency incidents that have occurred throughout the industry over the past 30 years that involving Ammonium Nitrate and Agri-chemicals. To help prevent further incidents, the company has put the following practices in place:

- Safety Inspections of properties.
- Storage Standards
- Local Emergency Response Training and communication with fire departments and emergency personnel that may have to respond to incidents involving these products.
- Training for all employees working at facilities on storage and handling of chemical and fertilizer products.
- The company has an emergency equipment use and maintenance program.
- Security protocols are in place.
- Have storage and handling procedures.
- Annual practices as required by Environment Canada Regulation 200 (1999)
- Storage and handling facilities are in compliance with the Fertilizer Canada Ammonium Nitrate Storage and Handling Code of Practice.
- All chemical storage facilities are certified by 3rd party auditors to the Agricultural Warehousing Standards Association (AWSA).
- Handling process for all chemicals and spill reporting requirements have been educated to all staff.

Local Preparedness Planning for this Facility:

- ✓ **Describe the potential consequences to the public and the environment if an accidental fire involving Ammonium Nitrate or Agrichemical occurred at this facility.**
- ✓ **Describe the worst case scenario that could occur at this facility.**
- ✓ **Describe the notification method that will be used to alert the public if an emergency occurs. (This decision will be made with the community and the fire department personnel using the telephone system, siren, door to door, radio, TV, Internet, etc.)**

List the names and agencies involved in the preparation of this plan.

NAME	AGENCY

9.1 Remedial Measures

If a situation does occur that requires remedial action assistance will be sought from agencies that can be contracted to cleanup and remove contaminated soil, water, equipment, etc. In this case a damage assessment would have to be conducted. Recovery operations at the site will include:

- **Assessment, repair and replacement of damaged structures.**
- **Restoring services such as power, heat and communications.**
- **Restoring systems to operational status.**
- **Clearing access routes.**
- **Repair of environmental damage.**

Recovery operations for the Corporation would include:

- **Investigation and reporting of incidents.**
- **Improving public relations.**
- **Medical assessment/stress counseling.**
- **Finalizing of any litigation.**

Cleanup of the incident site should begin as soon as possible. If fatalities have been involved, it will be necessary to wait until the appropriate officials and the police release the site.

All reports will be completed and submitted to the necessary authorities. This will ensure:

- **Public Safety.**
- **Satisfy legal requirements.**
- **Satisfy insurance requirements.**

If an incident has impacts beyond the site, it will be necessary to carry out public relations activities. The actions that need to be taken may be as follows:

- **Ensuring damaged structures are repaired.**
- **Ensuring any debris caused by the incident is cleaned up.**
- **Meetings with the public about what caused the incident and what the company is doing to prevent recurrence.**
- **Counseling for those affected by the incident.**

List the local environmental concerns that could be present at the site this for this Emergency Plan. (water bodies, ports, etc.)

APPENDIX

- 1. Emergency Response Checklist Page**
- 2. Site and Area Diagrams**
- 3. Other Emergencies that can occur**
- 4. CEPA 200 Plan Practice Options and Records**

Sample

APPENDIX 1: Emergency Response Checklist Page

ALL ITEMS LISTED BELOW MUST BE CHECKED IN ORDER TO FULLY COMPLETE THIS E.R.P.

Emergency telephone number list (on plan)
(24 hour numbers included) posted beside each phone

Emergency telephone list (posted at site)

Wallet cards with emergency numbers for staff including responsibilities
(option)

Designated Emergency Control Chief (understands their responsibilities)

Communications Officers (understands their responsibilities)

First Aid Chief (designated and understands their responsibilities)

Technical Support Security (designated and understands their
responsibilities)

24-hour phone identified on ER sign (nearest location to site)

Water supplies identified

Diagram completed properly (site plan)

Fire Chief has visited the site and has received a copy of the plan

Complete list of industries and others that could be affected by an
occurrence

Posted fire department access routes

List of available and alternate communication equipment

Designated and posted emergency exits in all facilities

Have set up meeting location for after evacuation

Held emergency response training on procedures

Annual review of plan

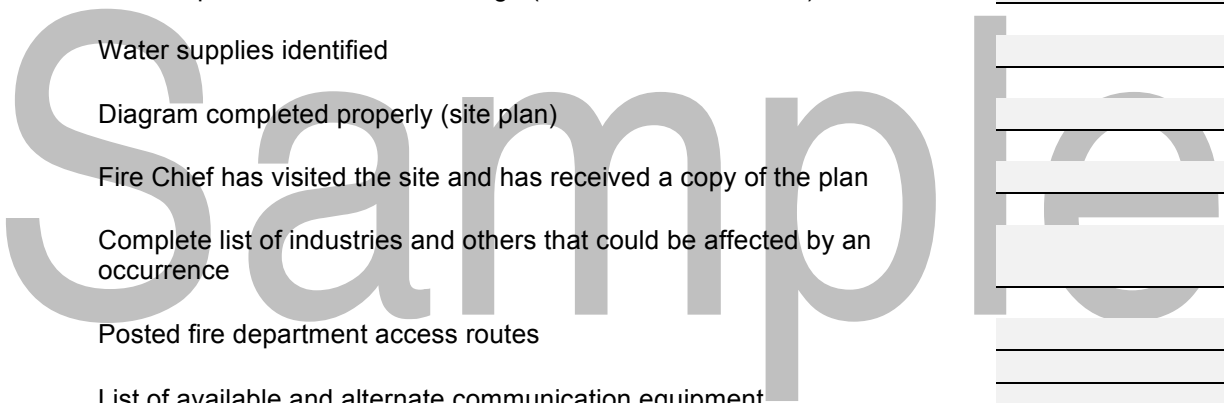
Log of training sessions and personnel training

Annual emergency response drill or practice

Monthly maintenance check completed on protection equipment and first
aid supplies

Monthly check of alarms and fire extinguishers, first aid kits, sprinklers,
and eyewash stations

A plan is to be kept off site for alternate access:



The plan is located at:

Phone #

APPENDIX 2: Site and Area Diagrams

Every E.R.P. must include two diagrams:

1. Diagram 1 - the facility/operations.

The FACILITY/SITE SKETCH must be of the specific site the facility/operations reside.

Items featured on the FACILITY/SITE DRAWING must include:

- fire hydrant locations
- power/gas lines
- building exits
- gravelled areas
- containment dykes
- fields/open areas
- bulk gasoline storage tanks
- propane storage
- direction of runoff
- emergency water supply
- main electrical shutoff
- fire extinguishers
- rail roads
- wells/cisterns/other water supplies
- gas shut off valves
- emergency response equipment
- location of wind socks
- NH₃ storage tank
- emergency shutoff valves
- location of First Aid supplies
- Location of Emergency Response Plan sign/entrance, etc.
- water troughs
- exits/entrances to site
- location of fenced compound
- roads and highways
- Diked Area around tanks
- distances to communities and other industries, farms or communities

Distribute plan to:

1. All responding fire departments
2. Facility Manager
3. Police
4. Personnel who desire a copy and are on the plan or committee.
5. Emergency Measures Coordinator
6. THE COMPANY

APPENDIX 3 Emergency Procedures

Medical Emergencies: Assume roles in ERP as per Section 8.0

First Responder:

- Survey the scene of the emergency to ensure that no danger exists.
- Check the victim for responsiveness.
 - If no response or if EMS assistance is required call or have someone call 911 stating the nature of the emergency and the location. Post a person at the main facility entrance to guide EMS personnel to the scene of the emergency.
- Apply or get someone who can apply emergency action principles of first aid:
 - Do a primary survey (check for open airway, breathing, pulse, bleeding)
 - Do a secondary survey (administer first aid as required)
 - Continue to monitor breathing and circulation
 - Ensure comfort and provide reassurance
- Upon arrival of EMS advise the Manager of the incident
- The Manager will:
 - Secure emergency scene and advise/provide assistance to EMS
 - Notify the next in line Manager
 - Take names of all witnesses
 - Conduct the incident investigation

Serious Bodily Injury: Assume roles in ERP as per Section 8.0

(Injury that endangers life or causes permanent impairment):

- The Manager will ensure notification of the Worker Co-chair/Representative of the Workplace Health and Safety Committee and the immediate family.
- Provincial OH& S must be notified.

Fire and Explosion

Responsibilities/Actions: Assume roles in ERP as per Section 8.0

- Immediately initiate Fire Alarm.
- Dial 911 and inform them you are reporting a fire at: THE COMPANY facility (provide location and directions).
- Evacuate all non-involved personnel. Report, or have someone report, to the Manager and get help.
- Define the emergency, assess the stage of incident, the condition and behavior of the materials involved and the potential for harm.
- Proceed ONLY IF SAFE TO DO SO.
- Use an ABC Extinguisher to extinguish flames.
- Withdraw immediately if unable to control incident or if incident escalates.

- Upon arrival of local Fire Department, transfer fire-fighting activities to Firefighters. Withdraw from area and report to Emergency Control Chief.
- All personnel assume their roles as identified the Emergency Response Plan Section 8.0

Notification:

- Notify the Manager and call 911

Spill or Release

Responsibilities/Actions: **Assume roles in ERP as per Section 8.0**

- Evacuate all personnel from area, cordon off area to prevent unauthorized entry. Report, or have someone report, to the Manager and get help.
- Define the emergency, assess incident stage and modifying conditions.
- Initiate EMS if required (911).
- Call THE COMPANY and report as required.
- Consult MSDS, determine hazards, determine and don appropriate PPE.
- Eliminate all possible sources of ignition.
- Stop source of release if safe to do so.
- Where possible, dike to contain used absorbents.
- Where possible, transfer product into approved recovery receptacles.
- Absorb remaining material.
- Decontaminate area as required.
- Dispose of contaminated materials, in accordance with waste management procedures.

SITE EVACUATION PLANS

Fire or Explosion: Assume roles in ERP as per Section 8.0

Activation of the Fire Alarm:

In the event of a fire or explosion call 911 giving the location of the fire.

Evacuation:

On sounding of the fire alarm the following actions must be taken:

- Immediately leave your workstation and exit the building via the designated route if safe to do so.
- Close all doors and windows enroute.
- Do not use the elevator.
- Proceed safely and calmly to your designated collection location.
- Notify the local Fire Department of anyone who is unaccounted for. The local Fire Department will decide on re-entry of trained emergency personnel.
- If further movement of evacuees is necessary, personnel will proceed as directed.

If THE COMPANY trained personnel cannot immediately extinguish the fire, efforts shall stop and remaining personnel shall evacuate.

Spill or Release: Assume roles in ERP as per Section 8.0

Evacuation:

If further evacuation is warranted the following actions must be taken:

- Immediately leave your workstation and exit the building via the most direct safe route.
- Close all doors and windows enroute.
- Proceed safely and calmly to the collection point as designated.
- The Manager along with incident command, will decide on re-entry of trained emergency personnel.
- If further movement of evacuees is necessary personnel will proceed as directed.

In the event of a spill or a leak at another facility and where THE COMPANY is notified of a “stay indoors”: all air intake and exhaust systems and all air conditioners and furnaces shall be shut off, all windows and doors to the outside shall be closed, all lights, electrical equipment and pilot lights, will be turned off and all employees will be required to remain inside the buildings until such time as the alert is lifted by the local Emergency Measures Agencies. (**Shelter in Place**).

Sample

APPENDIX (4): CEPA 200 Plan Practice Options and Records

In order to maintain proper records of CEPA plan practices and updates or changes made to the plan, the following documentation has been developed: **(please note that every year at the time of the plan/test or practice this portion of the plan must be completed.)** This documentation must be signed and filed at the time of completion.

Original copy must be kept at the facility for a minimum of 5 years.

The following guideline has been prepared to help with the practicing/testing of the Facility CEPA 200 plan:

General Information

Ammonium Nitrate Facility CEPA 200 Test

Test Date:

Facility Name/Location:

Facility Address: (longitude and latitude):

Employees involved in the Testing Procedure:

Name	Position in Company

Local Emergency Response Key Personnel involved in the Testing Procedure:

Name	Organization

Keep on file for 5 years.

Listed below are 5 examples of CEPA 200 plan practice methods. Select one of these methods to practice the plans annually or use another method not listed here.

1. General discussion of the contents of the Facility Plan and a review of the implementation steps in a classroom setting.
2. Walk through demonstration and explanation of the plan to the local emergency responders and facility staff reviewing where emergency equipment is stored, common meeting places, emergency shutoff valves, identification of the environmentally sensitive areas and the potential evacuation requirements.
3. In a classroom setting perform a simulated tabletop exercise involving a realistic potential accident that could occur at the facility.
4. Mock activation of the Emergency Plan where each of the local responders are notified, personnel listed in the plan assume their roles, and all phone numbers are tested. Personnel answering the calls are immediately notified they are answering a “test” call. All contacts need to be alerted in advance that a test is taking place.
5. Full scale mock spill scenario or Fire Department Training session set-up in conjunction with Agri products or Safety Health and Environment personnel. The mock or practice will involve all emergency personnel listed in the plan and personnel at the facility to assume their roles in the plan. These exercises will include various participants from multiple companies.

Provide a general description of the activities performed during the testing procedure:

Annual Testing Procedure Activities Checklist: During the annual test the items listed below were discussed or demonstrated to all personnel that participated in the test:

ITEM	Yes/No
Identify the location of the Site ER Plan to all participants.	
Verify all numbers on the emergency contact list.	
All steps taken to activate the ER Plan have been reviewed.	
Identify a common meeting place for facility staff and emergency response personnel to assemble.	
Identify the emergency resources such as protective equipment including environmental considerations, wind socks, emergency controls etc.	
Discuss the roles of the facility staff as they pertain to the ER Plan.	
Discuss the role of the Local Responders including capabilities to respond to a situation involving Ammonium Nitrate.	
Discuss the role of the police as it pertains to the ER Plan.	
Discuss the role of the role of the Ambulance personnel as it pertains to the ER Plan.	
Identify the locations of the nearest neighbors, communities or environmentally sensitive areas, pastures, streams, lakes etc.	
Shelter and Place and Evacuation Procedures were discussed.	
Have the Market Centre Manager review the communications process with the staff and the responders.	
All items listed in the ER Plan were discussed or reviewed.	

Keep on file 5 years.

Provide a description of the results of the test that went well, and list the items that need some improvement:

Complete the following action plan in order to make sure the plan is updated in a timely manner:

Change Required	Responsible Person	Completion Date

Verification of Practice/Test Completion:

The above information is correct to the best of my knowledge and all personnel listed have participated in the practicing of this plan.

Facility Manager: _____

Position in Company: _____

Date of Next Annual Test: _____

Category of Next Test: _____

Keep on file 5 years

Sample