



Agrichemical Warehousing Standards Association

Protected Agriculture Stewardship Standards

Resource Document:

Sample Emergency Response Plan

Prepared MARCH 2022

CropLife Canada and its members created the Protected Agriculture Stewardship Standards to assist operators in the identification and mitigation of risks associated with the use of crop protection tools. The 2016 Proposed Re-evaluation Decision by PMRA (PRVD2016-20) for Imidacloprid raised water quality concerns related to greenhouse product use. As a result, a group of impacted stakeholders agreed to work towards the development of a credible protected agriculture pesticide lifecycle stewardship program. The approach focuses on adherence to a national standard that supports compliance with registered pesticide label directions and the mitigation of risks associated with crop protection tools, fostering the health and safety of people and the environment

This Resource document has been developed to assist operators seeking certification under the Protected Agriculture Stewardship Standards. This document references the 2022 Edition of the Standards.

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DISCLAIMER

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Introduction

This Emergency Response Plan gives specific instructions for responding and dealing with a variety of emergency events. These procedures will be used in training, indoctrination of new employees, and in practice sessions to develop the abilities of all employees to act responsibly and properly in any emergency.

The instructions are organized in the order in which they will be needed in the event of an emergency. This begins with the initial awareness of an emergency, through an assessment of the magnitude of the incident, to mobilization and response with all necessary resources, increase in this response as needed, and finally return to normal plant operations.

All users of this Emergency Response Plan manual must be thoroughly familiar with their own role and responsibilities in an emergency situation, they must be familiar with the emergency equipment and supplies at the operation, and above all they must know the location of the fire extinguishers, first aid supplies, personal protective equipment, spill clean-up equipment and phone to reach first responders nearest to their normal work location.

Initiation

The Emergency Response Plan could be initiated upon **any** of the following situations:

1. Fire – any sign of smoke or flame
2. Explosion – with which there is always a high likelihood of a subsequent fire, and the possibility of escape of toxic gases and of personal injury.
3. Escape of hazardous materials (liquid, gas, solids, or unusual odour) – when judged by those present as being a concern or threat to those in the immediate area, in other parts of the plant site, or in neighbouring areas outside the plant.
4. Serious injuries or fatalities.
5. Natural disasters, threats or external accidents, when judged by those present as being an immediate hazard or concern to personnel or operations.

The individual who activates the Emergency Response Plan will then announce the location and nature of the emergency via the established method of communication at your site.

The emergency announcement should be repeated, if possible.

First Response

Detail what immediate actions must take place by the individual who activates the Emergency Response Plan and by the individuals on the ER team.

Such items to consider are:

- a) Is the immediate risk small or large? On site or off site?

- b) Should an attempt be made to handle the emergency locally?
- c) Who calls for outside assistance? Fire department, ambulance, police, etc.
- d) Who calls the Ministry of Environment or equivalent (*if applicable*)?
- e) If an injuries occurs, who contacts the hospital and immediate family?

Assessment

An evaluation of the seriousness of the emergency must be made quickly, in order to bring sufficient and appropriate resources into action to deal with it, yet to avoid serious over reaction. **It is better to over react than to fall short in response.**

The assessment will be made on the basis of:

- Severity - the nature, size, and extent of the problem
- Urgency - whether it has the potential to escalate quickly
- Threat - whether the effects and the risk of damage might become significant
- Impact - whether the effects are to people, the environment, property, or the company

Continuing Response

Describe what actions will be taken as a result of a continuing response. Such actions are:

- a) What will the members of the ER team do at this point of the emergency?
- b) Who will complete a head count of employees and visitors on the site?
- c) Must utilities be shut down?
- d) What communication must take place and who has the responsibility?
- e) Is there a safe area for employees to gather?
- f) What actions must delivery truck drivers take?
- g) Are sufficient communication tools available?
- h) Is there a method of recording the actions taken by ER team member during the emergency?

Evacuation

Describe in this section who will call for an evacuation of the site and what criteria will be used to reach this decision. Who will coordinate the evacuation and how will it be communicated to all employees?

Control Centre

Describe where the control centre will be located in the event of an emergency and an alternative location as backup. What emergency response material, equipment, supplies etc. will be maintained at the control centre?

Field Control Centre

Describe if and when a field control station be established and by whom and where it should be located.

Fire Department and Rescue

The Fire Department is the normal first line of response to all emergencies including fires, explosions, gas releases, spills and personal injury.

On arrival at the scene of an emergency, discuss with the local Fire Department who will be in charge of the emergency and what action they will take and what resources they will need from the site.

Describe this in this section and ensure the Fire Department is in agreement with the plan.

Rescue

Describe in this section how you propose to make a rescue, who does it, how you know a rescue is required, what equipment is required, and what first aid equipment is available.

Spill Containment

In all cases, the spill, regardless of size, must first be contained. Once contained, the breach can be addressed followed by the clean-up and decontamination process.

Identify key activities that will activate the Plan for spill containment, clean-up and decontamination procedures.

Security

Describe in this section what security measures must be implemented to protect the physical assets of the operations and on-site employees and who will implement those measures during an emergency.

Some items to consider are:

- a) Will you allow the media to enter your property?
- b) Will you allow deliveries during an emergency?
- c) Will there be an alternative facility that will be used temporarily to allow operations to continue?

Site Services

Describe in this section how emergency utilities will be provided. Where can you obtain a generator for emergency power and will the Fire Department need access to a water supply? (i.e. a pond or lagoon). Will you need the services of an electrician? Will you need to services of a bull dozer or backhoe? Do you need additional soil to build dikes? Who will be in charge to implement these services?

Transportation and Vehicles

Describe in this section if a vehicle (pick-up truck) could be needed in an emergency to pick up supplies, carry messages, or movement of people. How will this be provided and who will make the arrangements?

Civil Emergencies

Any group of emergency events which may affect the site, although their origin is not with your operations, may initiate the Emergency Response system. These include, but are not intended to be limited to the following:

- a) Natural disasters: flood, tornado, lightning, earthquake
- b) External accidents: airplane or vehicle crash, train derailment
- c) Civil emergencies: off-site nearby fires, municipal power failure, evacuation requested as a result of off-site events.

Describe in this section who will be in charge of the site during civil emergencies and how the ER team will react.

Communications

Communications both on-site and off-site, are a key requirement in any emergency. Communication is an integral part of all segments of the emergency response program. The descriptions in this section deal with emergency response communications and crisis communication with government agencies, the public and media.

Off-site Communications

Describe in this section how you propose to communicate with the ER team during an emergency.

All Clear

The decision that the emergency has been dealt with sufficiently to permit return to normal operations will be made by the Company, using the same criteria as in determining the start of the emergency. This decision may involve advice and information from the Fire Department Chief or applicable first responder.

SAMPLE Emergency Response Plan

Name of Company

Location

Telephone Number

Manager's Name:

Office Phone Number:

Alternative Phone Number:

For Chemical Emergencies involving spills, leaks, fires, exposure, vandalism, tornados or accidents, phone:

Fire:

Police:

CANUTEC:

613-996-6666 or 888-226-8832

INDEX

Item	Page #
Organizational Chart	
Emergency Telephone Numbers	
Responsibilities of Emergency Response Team Members	
Incident Guidelines	
Agency Notification	
Distribution of ER Plan	
Site Map	
Off Site Runoff Control	
Surrounding Occupancies & Land Use	
Location of Emergency Equipment & Supplies	
Location & Types of Water Supplies	
Protective Systems on Site	
Mutual Aid	
On Site Emergency Equipment Inventory Check List	
Risk Assessment	
ER Plan Review and Drills	

ORGANIZATIONAL CHART

Position	Primary Contact	Alternate
Central Control Coordinator	<name> <phone> <email>	<name> <phone> <email>
First Aid & Environmental Chief	<name> <phone> <email>	<name> <phone> <email>
Communications & Technical Support Chief	<name> <phone> <email>	<name> <phone> <email>
Site Security & Transportation Chief	<name> <phone> <email>	<name> <phone> <email>
Site Maintenance & Fire Chief Alternate	<name> <phone> <email>	<name> <phone> <email>
External Medical Support	<name> <phone> <email>	<name> <phone> <email>

Emergency Response

Phone Numbers

Emergency Response Team

Team	Business Phone	Alternative Phone
Control Centre Coordinator		
First Aid Chief		
Communications & Technical Support Chief		
Site Security & Transportation Chief		
External Medical Support		
Fire Department		
Police Department		
Ambulance		
Doctor		
Hospital		
Poison Control Centre		
Emergency Measures Organization		
Ministry of Environment		
Spill Control Centre		
Hydro		
CANUTEC	1-613-996-6666 or 1-888-226-8832	
Clean-up & Containment Specialists		
Management & Employees		
Other		

During the initial moments of an emergency, the situation is often hectic, so when calling the emergency response people, be sure to give them the following information:

- Name and callback phone number of person reporting
- Location of the incident
- General description of what has occurred
- Exact name, quantity and hazard class of the chemicals involved, if known
- Extent of injuries
- Potential danger to the environment and neighbouring populations

Responsibilities of Emergency Response Team Members

The following is a list of potential responsibilities that must be reviewed by your ER team. From these responsibilities, pick those that are relevant and assign an employee the responsibility to carry it out during an emergency.

Responsibility: Emergency Response Lead	Name
Overall coordination of emergency response function	
Preparation of emergency response plan, system developing, equipping and maintaining	
Direct coordination/supervision of counter measures during an emergency	
Provide information to President (or designate), communicate with municipal services, and provide/facilitate additional support to the field operations	
Selects Central Control site at time of emergency	
Establish and ER control centre(s)	
Make decisions concerning evacuation, shutting down operations, bringing in additional reinforcements	
Evaluation and action on information received from all team members	
Organization and restoration of facilities, investigations and other follow up activity after emergency	
With the President (or designate), advise families of any injured workers requiring hospitalization or extensive emergency medical treatment	
Ensures training and familiarization in emergency procedures, evacuation procedures, and warehouse shutdown	
Arranges engineering and environmental inspection of operations before authorizing return to normal operations	
Provision of all pertinent technical facts on all products involved with emphasis on their special toxic and biological hazards	
Ensure an up-to-date data base on all the Company's products, (i.e. material safety data sheets) which will help make initial information on toxicological and chemical hazards readily available	
Coordinates the procurement and updating of pertinent printed technical literature	
Provides pertinent information which will have an impact on the nature of further countermeasures	
Arranges transportation of injured to local hospitals as required	
Overall coordination and facilitation of medical assistance during an emergency, if required	

Provision of first aid treatment facilities including trained personnel	
Requests ambulance service, if required	
Arranges or otherwise ensures adequate training in first aid procedures for emergency response team members and on-site staff designated as backup	
Coordinates spills control response with Fire Department Chief	
Ensures that site surface water collection system and controls are set to ensure no contaminated water leaves site	
Evaluates environmental emergency and advises when reporting to government agencies should be extended or updated	
Coordinates on-site and off-site monitoring of air, water and other samples to track any dispersion on material released	
Provides continuing liaison contact with the Ministry of Environment on environmental issues after the initial notification telephone call	
Provision of first line response for firefighting, rescue, and spill control	
Directs fighting fire until Fire Department arrives, then provides sole company contact for assistance to them	
Ensures adequate firefighting and rescue training for all employees	
Contact local police to request assistance when off-site road traffic control is appropriate	

Responsibility: Communication Lead	Name
Operates telephones	
Ensures all applicable outside agencies are contacted	
Facilitation of all means of communication both on and off site during an emergency	
Official spokesperson for the Company	
Ensures all required communications are done on a timely basis	
Establishes contact with necessary officials and government agencies	
Prepares releases of information to the public during the incident and after	
Ensures support staff are properly trained for an emergency	
Assigns specific communication roles to other emergency staff	
Notifies hospitals and medical support people as appropriate about nature of the emergency	
Assists with calls to needed personnel or other resources	
Communicates with Company Doctor/Emergency Services to obtain special information on medical, hygiene and toxicological matters	
Communicate with medial aid as required	

Responsibility: Site Operations Lead	Name
Organizes Emergency lighting	
Coordinates rapid, orderly, safe shutdown of site operations in the event of an emergency, including close of all doors	
Overall control and coordination of site access (and departure) and physical security of the site during an emergency	
Ensures site is secure against entry by unauthorized people	
Supervises withdrawal of all employees on site to safe assembly areas	
Coordinates head count to ensure all staff and visitors on site are accounted for	
Supervises evacuation of site, when called for	
Arranges for search of all buildings	
Receives new visitors to site (such as government officials)	
Obtains authorization for entry and arranges escorts	
Records names of all persons entering and leaving the site during an emergency	
Controls vehicle and pedestrian traffic to and from, and on, site	
Equips and maintains stock of emergency medical supplies	
Carries out spill and other material release containment response to arrest and prevent further escape of hazardous materials	
Ensures availability of water for fire fighting	
Ensures provision of electric power and other utilities for vital services, including on-scene emergency lighting	
Provision for isolating damaged portions of utilities supply system, and for cutting off utilities and services for whole site	
Facilitates emergency repairs to buildings, utilities, etc.	
Maintains firefighting and pollution control equipment	

SAMPLE Incident Guidelines

Fire

	Procedure	Supplementary
	Fire detected	Fire may be detected by physical means or by heat / smoke detectors
	Call Fire Department and Police or RCMP	Call 911 or local fire department emergency number. A fire personnel response is essential as they have the tools and training to quickly control the emergency. Police can assist in site security.
	Extinguish fire if safe to do so	Fire extinguisher use should only be considered if the employee is near or in the facility, the fire is small enough to put out and he/she have been trained in the use of an extinguisher.
- Cannot Extinguish! -		
	Evacuate personnel	If the fire cannot be extinguished, evacuate personnel and onlookers to a safe area – upwind, at least 300 ft distance, and in an area or facility that provides safe shelter from the emergency and elements.
	Seal off fire area	If safe to do so, close doors and shut windows on the way out. If possible, attempt to isolate fire from other combustibles. Implement a security perimeter around the business site. Do not run burning grain through the leg.
	Assist fire personnel	Be ready to provide facility information, material safety data sheets, shut off valve locations, electrical panels, pressurized containers, etc.
	Move burning grain	With side opening bins it may be possible to empty the burning grain onto the ground. (Ensure no combustibles in the area) Extinguish the grain using a gentle stream of water. Avoid creating excessive dust. If opening bottom opening bins, extreme care must be taken if burning grain is allowed to flow out of bin. There is an extreme grain dust explosions hazard if draining burning/smoldering bins.
	Empty adjoining bins	If fire continues, stop emptying burning bins and empty adjoining bins. Ensure grain is monitored before transferring to a safe location.
	Establish communications	Notify provincial environmental authorities. Notify senior management and brief them on developments. Refer media inquiries to Senior Management
	Write report	Be prepared to provide an incident report on request.

Serious Injury/Fatality Incident

	Procedure	Supplementary
1.	Serious injury or fatality reported	Serious injury can be defined as an amputation, loss of consciousness, 3 rd degree burns, major bone fracture(s), loss of sight, internal hemorrhage, paralysis, or any other injury likely to endanger life or cause permanent disability.
2.	Notify and coordinate ambulance. Notify Police or RCMP.	Call 911. First consideration is the casualty. Ensure a clear path and direction for the arriving ambulance or advise 911 of intended route to hospital. Notify RCMP to ensure support and assistance.
3.	Attend to casualty	If safe to do so, remove any hazard or threat to casualty and implement first aid.
4.	Assist arriving support services	Assist arriving ambulance personnel. Provide any relevant employee information – especially reasons for incident, exposure to toxins, known allergies, MSDS etc.
5.	Establish communications	Notify the Senior Management and brief them on developments. Refer media inquiries to Senior Management
6.	Secure site	Incident scene must be preserved for investigation purposes. With the exception of removing an imminent risk, nothing should be disturbed without the approval of the Workplace Safety and Health or Police
7.	Activate Trauma Response Team	Contact community services for critical incident stress support
8.	Meet with TR Team Leader	Be prepared to meet with TR Team Leader to provide assistance and support actions arising from the incident
9.	Implement actions as required	Ensure all recommended actions are carried out promptly and reported.
10.	Write report	Be prepared to provide an incident report on request.

Spill Incident

	Procedure	Supplementary
1.	Spill reported	If possible, retrieve product and incident data; identity, volume, area affected, odours, injuries, smoke, fumes, flammability, etc.
2.	Evacuate area	Evacuate personnel from immediate area.
3.	Ventilate	Open windows, doors to provide as much emission dispersion as possible.
4.	Ensure personnel safety	Ensure no one has been contaminated by being in contact with the spill or fumes. If someone has been contaminated, use appropriate decontamination methods described by the manufacturer, referring to MSDS sheets. If medical attention is required, take victim, and all pertinent information regarding the chemical to hospital. Use caution so as not to contaminate others.
5.	Remove ignition sources	Ensure all potential ignition sources are removed, turned off or shielded; engines / motors, pilot lights, cigarettes, etc.
6.	Retrieve material safety data sheet	Locate data sheet and review for toxic properties, flammability, protective equipment, and clean up requirements

7.	Don protective equipment	Based on MSDS, wear protective coveralls, gloves, goggles and boots. Air purifying respirator that protects against gases, mists, vapors, and dusts must be worn.
8.	Isolate spill	If possible, turn off or stop leak from occurring.
9.	Contain and clean up	Refer to MSDS for proper clean up procedures. Normally, use absorbent material to soak up the spill, by forming a dike around the spill. Then add absorbent to the spill itself. Place damaged containers and absorbent materials in a chemical recovery drum and label it as to the contents. Expendable items such as brooms, brushes, and shovels should be washed with decontamination solution, followed by water. If they are not grossly contaminated, they can be decontaminated and kept for reuse. Wash floor area, and clean up equipment as described by the chemical manufacturer, referring to the MSDS sheets.
10	Establish communications	Notify provincial environmental authorities. 204-944-4888
11	Write report	Be prepared to provide an incident report on request.

AGENCY NOTIFICATION

(List the names and telephone numbers of agencies that need to be notified should a spill or fire involving pesticides or fertilizers occur. Include railroads, if rails may be blocked.).

Name	Phone number

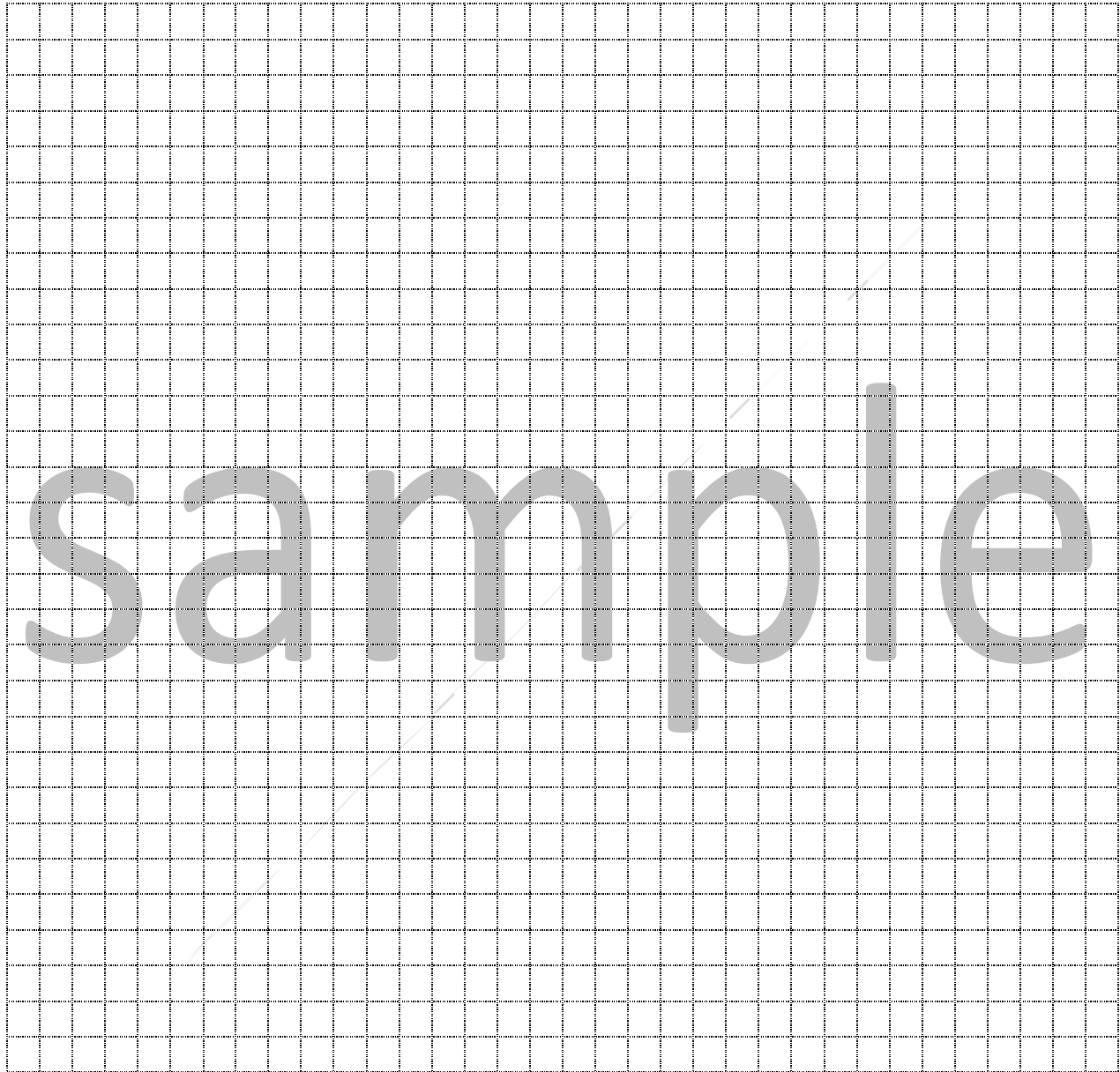
Distribution of Emergency Response Plan

The following have a copy of the (company name) Emergency Response Plan and as this plan is updated and upgraded, copies will be forward to the following people:

Copy #	Name	Location
1		
2		
3		
4		
5		
6		
7		
8		

SITE MAP: Sketch of Facility & Immediate Surroundings

Draw map showing the property site and immediate surroundings. Show outline of buildings, type of construction, permanent interior walls, building openings, and major fixed equipment. Provide elevation views, if more than one storey. Locate all fixed outside equipment. Show perimeter fences, gates, floor drains, etc. Show access routes and approximate distances to important buildings. Select a suitable scale. *Identify areas of the facility committed to pesticides, flammables, oxidizers, etc..* Use symbols in the legend below. Show North arrow.



Legend

Fire Protection Equipment

Fire hydrant.....	(H)
Sprinkler booster connection	(B)
Main gas shutoff.....	(G)
Main electrical shutoff.....	(E)

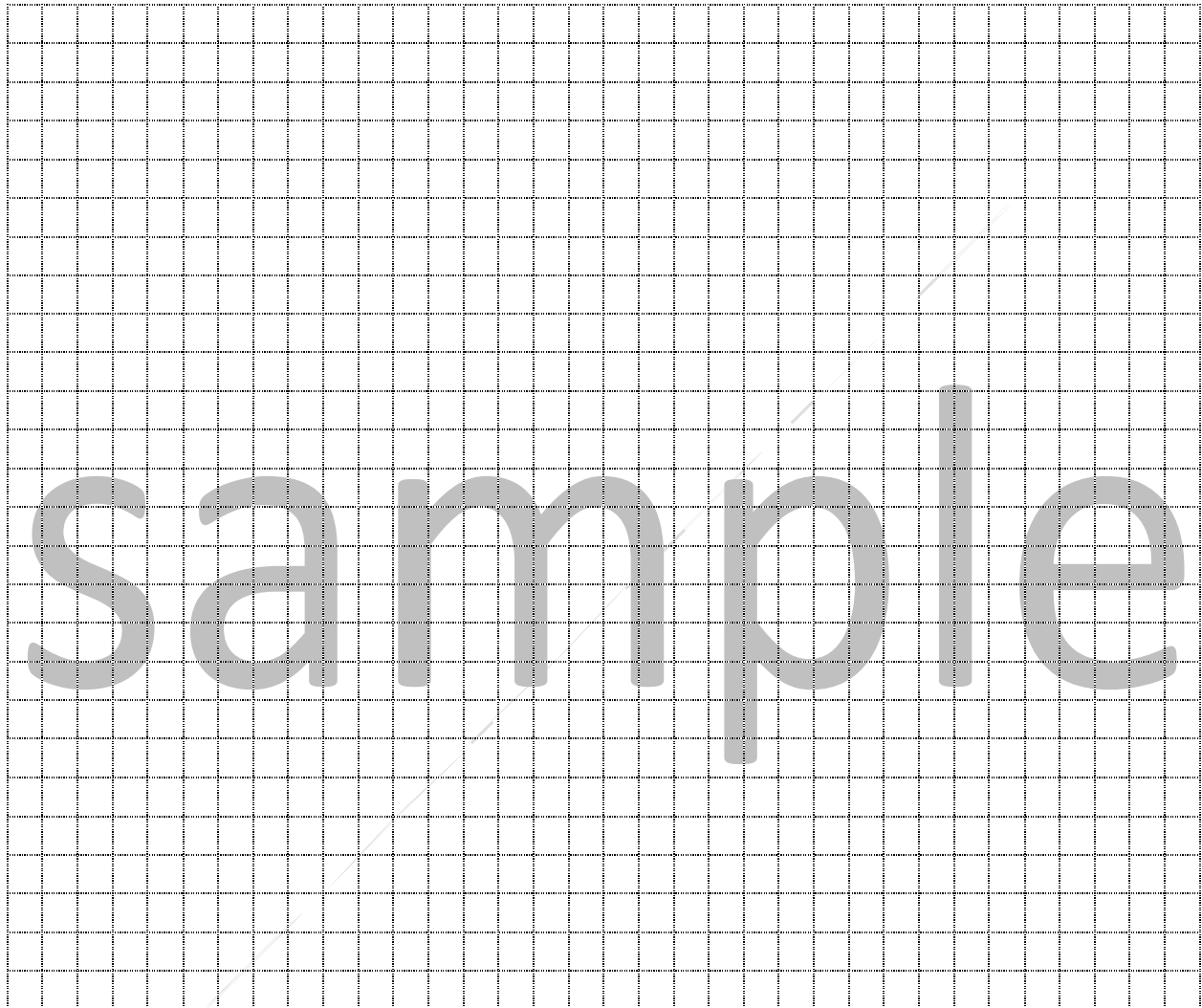
Wall Construction

Concrete.....	
Masonry.....	
Metal.....	~~~~~
Wood.....	_____
Fire Wall (Add to wall symbol).....	

Pedestrian door.....	
Sliding door.....	
Overhead door.....	
Fire door (Add to door symbol).....	(FD)

Site Runoff Control

Draw map showing the surrounding area for about one mile in all directions. Extend the map in the direction of the site drainage so that drainage can be traced until it reaches the nearest large bodies of water. If runoff can be impounded on or off site show location and approximate number of gallons that can be contained. Locate where and how runoff may be blocked by dikes, dams, shutting off lift pumps, etc. Show surrounding land use (residential, cornfield, etc.) Show places of public assembly, such as schools, churches. Use symbols in the legend below. Show North arrow.



Legend

Exterior

Fence. *****

Gates.

Railroad. + + + +

Drain inlet. . . (D)

Manhole. . . . (M)

Well. (W)

Drain lines or culverts (with direction of flow).

Surface.

Underground.

Direction ground slopes. . .

Stream or creek.

Impoundment location. . . .

Lift pump. (P)

Proposed dike or berm. . . .

SURROUNDING OCCUPANCIES & LAND USE

(Describe surrounding land use in all four directions for one mile radius. For example, north: grazing land to ¼ mile, commercial district ¼ - ½ mile, residential zone ½ to 1 mile. Hospital located at 5th and Main. Show as much as possible in a facility sketch).

Direction	Occupancy/Land Use
North	
South	
East	
West	

sample

LOCATION OF EMERGENCY EQUIPMENT & SUPPLIES:

(Available 24 hours a day. Include phone numbers.)

Emergency Equipment/Supplies	Location/Phone number
Self-contained briefing apparatus	
Spare compressed breathing air tanks	
Earth moving equipment	
Portable water pumps	
Street barriers	
Sand bags	
Other	

LOCATION & TYPES OF WATER SUPPLIES:

(Hydrants, ponds, irrigation canals, fresh or saltwater, etc.)

Types of Water Supply	Location

PROTECTIVE SYSTEMS ON SITE

Systems	Yes	No	Details
Sprinklers			
Hydrants			
Fire suppression			
Fire hoses			
Foam			
Fire crew			
Fire water containment			
Security systems			
S.C. breathing apparatus			
Emergency response plan (<i>Show location of command centre on site plan</i>)			
Medical staff			
Emergency vehicle			
Site communications (<i>radios, etc.</i>)			
Other emergency equipment or services			

MUTUAL AID

Equipment and services available to Emergency Services for emergencies at other locations.

Equipment/Services	Description
Fire equipment	
S.C. breathing apparatus	
Rescue equipment	
Protective clothing	
Spill containment (<i>dyking, absorbents, pumps, etc.</i>)	
Earth moving/evacuation	
Lifting/cranes, etc.	
Laboratory/analytical services	
Chemical hazard/safety information or expertise	
Other emergency equipment or services	

ON SITE EMERGENCY EQUIPMENT INVENTORY

CHECK LIST

Description	Quantity	Date checked
Eye wash		
Emergency shower		
Respirators		
Coveralls		
Brooms		
Shovels		
Self-contained breathing unit		
Over-pack drum		
Labels and markers		
Rubber gloves		
Open top pail with lid		
Safety glasses		
Rubber safety boots		
Other		

RISK ASSESSMENT

A risk assessment of your site will answer the questions, what are the unwanted events which could occur at your site that would cause harm to the business, to employees, or to the environment. Depending on the size of your business, there could be many unwanted events, but for a warehouse there are but a few, namely a fire, spill or major injury to an employee.

The following form provides a framework to tabulate the risk and provide comment to manage.

Unwanted event	Example of possible causes	Immediate consequences	Control mechanism to eliminate/reduce	Actions to control
Fire	<i>Electrical fault</i> <i>Smoking in facility</i>	<i>Fire and loss of assets</i> <i>Evacuation of surrounding area</i>	<i>Electrical inspection</i> <i>Adherence to designated smoking areas</i> <i>Emergency response training</i>	<i>ER Plan</i> <i>Containment plan</i>
Spill	<i>Leaking container</i> <i>Punctured container</i>	<i>Spill</i> <i>Splash</i> <i>Occupational exposure</i>	<i>Treated floor</i> <i>Spill containment</i> <i>PPE</i> <i>Spill clean-up equipment</i>	<i>Spill clean-up procedures</i> <i>Containment plan</i>
Major injury	<i>Fork lift truck roll over</i>	<i>Crush or fatality</i>	<i>Training on safe work procedures</i>	<i>Adherence to safe work procedures</i>

RISK ASSESSMENT PROFILE

Date updated: _____

Company: _____

Plant/Site Address: _____

Type of Business: _____ Phone: _____

Location (by street): _____ Security guard: Yes ___ No ___

Emergency access from: (Front) _____ (Rear) _____

Hours of operation: _____

Contact	Title	Business Phone	Home Phone

Major Hazards at above location (*Attach extra sheets, if necessary*) Site plan attached. Yes ___
No ___

Hazardous material	TDG Class or PIN #	Quantity on site	Risk (fire, explosion, toxic, corrosive, etc.)

Other Major Hazards (consider fire, gas release, explosion, spills, energy (heat, pressure, electrical and other hazards)	Quantity/size/ etc.	Risk

ER PLAN REVIEW

This Emergency Response Plan has been studied by the ER team at *(name of company)* and each member of the team has a copy.

The completion of the study was on _____ *(date)*

The ER Plan will be reviewed in 12 months _____ *(date)* together with an ER exercise.

TABLE TOP EXERCISE

A table top ER exercise was completed on _____ *(date)*. Indicate the names of staff and ER personnel present and the specific emergency topic reviewed.

PHYSICAL DRILL

A physical ER exercise was completed on _____ *(date)*. Indicate the names of staff and ER personnel present and the specific emergency topic reviewed.