

YOUR COMPANY'S LOGO

EMERGENCY RESPONSE ASSISTANCE PLAN

TEMPLATE

YOUR COMPANY' S LOGO

EMERGENCY RESPONSE ASSISTANCE PLAN

Index

1. Company Profile
2. Potential Incident Assessment
3. Company Roles and Responsibilities
4. Responses and Actions
5. Administration

Appendix:

- Flow Chart
- Incident Assessment Form
- Emergency Team Contact List
- Company Response Vehicles and Equipment
- Emergency Contractor Profile
- Mutual Aid Contacts and Regulatory Bodies
- MSDS
- ER Guide Book

YOUR COMPANY' S LOGO

Your Company's Name
Address

ERAP ----- Activation phone number

Primary Contact Information:

Person in charge of the plan

1. Company information

Describe activities that require an ERAP.

1.2 Dangerous Goods Requiring an ERAP

UN Number	Class	PG	Shipping Name & Description	Mode	Means of Containment	Frequency of Shipments	Area
UN 1005	2.3(8)		Anhydrous Ammonia	Road	Tank Truck MC 331/TC331 (47344L) Max (13160L) Min	Daily shipments to customers on a seasonal basis	Saskatchewan

2.0 Emergency Preparedness

Describe what your company will do to protect and preserve life, property and the environment in the event of an incident.

2.1 Summary of Our Emergency Response Plan

This is an outline of the plan.

2.2 ERAP Coordinator

The person responsible for developing and updating of this ERAP is:

2.3 Potential Accident Assessment

Potential risk of an accidental release of anhydrous ammonia would include:

Actions to be taken due to an accidental release of anhydrous ammonia will include:

3.0 Roles and Responsibilities

Emergency Response Chief (Safety Officer)

Technical Advisor (Operations Manager)

Technical Advisor (Workshop Manager)

Team Members (Drivers and other Staff)

Response Contractors and Mutual Aid Contractors

3.1 Resources

Who in your company can you call?

3.2 Equipment

Attach a list of equipment, tools and vehicles etc.

4.0 Emergency Response Actions

Describe what your company will do when assessing an incident scene.

General response actions for varying scenarios would include:

Leaking through a liquid or vapor valve - explain the actions

Leak through a safety relief device or other fitting – explain the actions

Tank rolled over with or without fire – explain the actions

4.1 Communication Systems

Describe how your team communicates (phone, radio, CB)

4.2 Emergency Response Incident Management

Describe how you intend to manage the incident with local services

4.3 ERAP Activation and Notification

When and how will the plan be activated?

Who will be notified?

5.0 Administration

5.1 Training and Exercises

What training is done by your company?

When is the training done?

How often is the training done?

5.2 Equipment Inspection and Maintenance
Explain which equipment is inspected.

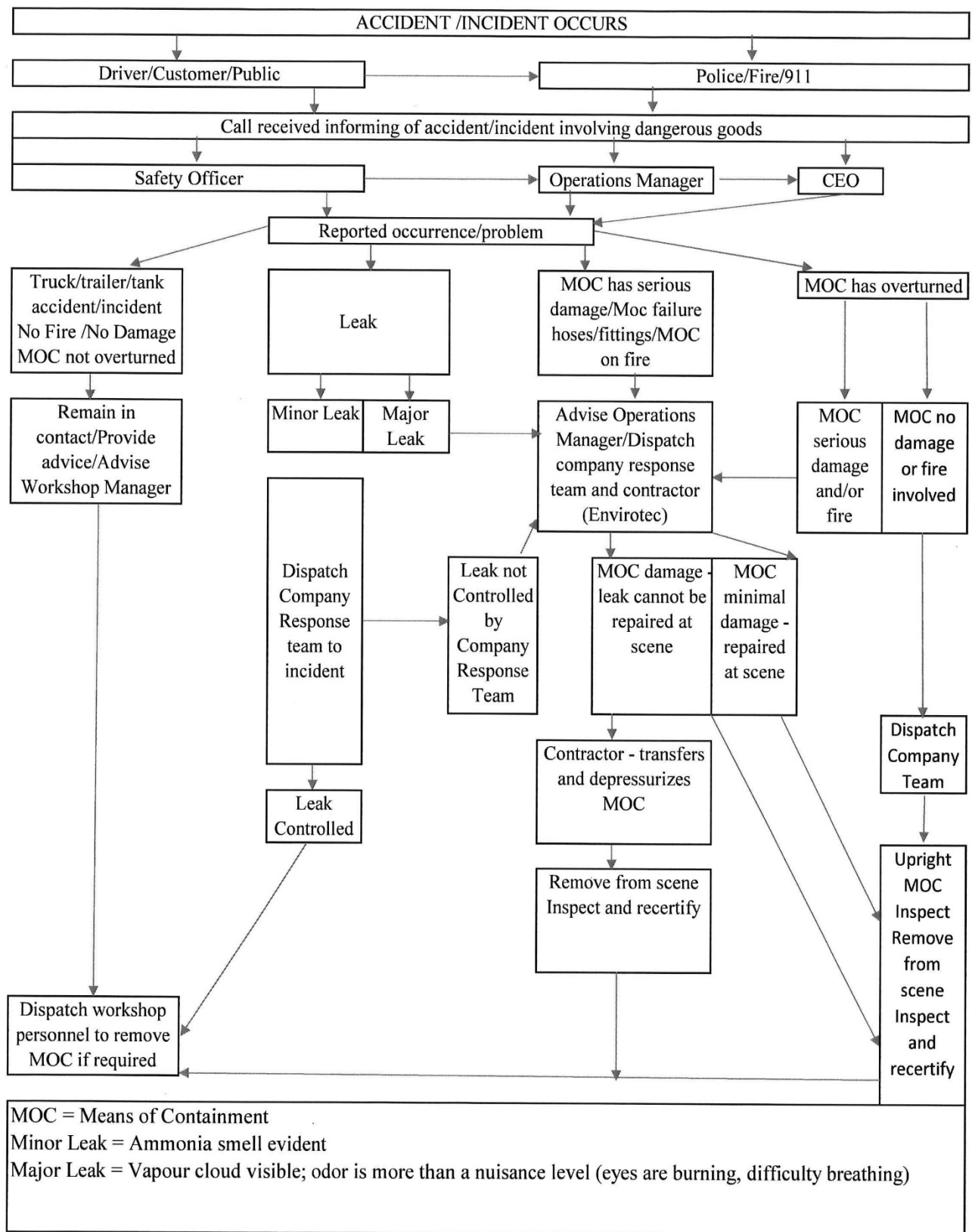
Explain how often the equipment is inspected.

5.3 Distribution
Who has copies of the ERAP?

5.4 Updating
Who is in charge of updating the ERAP?

When is the ERAP updated?

5.5 Records
Where does your company store the records for training and maintenance?



YOUR COMPANY' S LOGO

EMERGENCY RESPONSE ASSISTANCE TEAM

Team Emergency Contacts

[illegible]

YOUR COMPANY' S LOGO

**EMERGENCY RESPONSE ASSISTANCE PLAN
Incident Assessment Form**

Date: _____ Time: _____

Caller Name: _____

Phone Number/Call Back Number: _____

Organization: _____

Location: _____

Contact Person if Different than Caller:

Phone of Contact Person:

Organization of Contact Person:

WHAT IS THE EMERGENCY?

Describe the Incident

WHEN DID IT OCCUR? Date: _____ Time: _____

WHERE IS THE EMERGENCY? (City, town, rural area, specific directions)

Dangerous Goods involved / UN Number:

Quantity involved:

Means of Containment involved (Include type, unit number, company, etc.):

Condition of Means of Containment (Any obvious damage or leaks / Quantity Spilt):

Injuries / Fatalities:

Property Damage:

Weather Conditions:

WHO HAS BEEN NOTIFIED?

Name: _____
Telephone Number: _____
Time: _____

WHAT ACTION HAS BEEN TAKEN? (Medical, evacuation, firefighting)

ARE THERE RESIDENCES, BUSINESS OR OTHER PLACES WITH PEOPLE IN THE IMMEDIATE AREA?

-

REQUEST FOR ASSISTANCE?

Sample Copy

YOUR COMPANY' S LOGO

EMERGENCY RESPONSE ASSISTANCE PLAN

Emergency Response Truck One (Safety Officer)

Inventory and Checklist of Safety Equipment

- 3 spare Natpro chemical suits
- 3 spare Full Face Masks
- 6 Replacement cartridge filters
- 3 pair Spare Chemical Gauntlet Gloves
- 1 roll "Danger" Tape
- 1 roll "Caution" Tape
- 3 spare High Visibility Vests
- 1 pair Binoculars
- 1 Two Way Radio and Chargers
- 1 Flashlight
- 1 Tool Kit
- 1 Traffic Controllers "Stop/Slow" Sign

YOUR COMPANY' S LOGO

EMERGENCY RESPONSE ASSISTANCE PLAN

Emergency Response Truck Two (Retail Truck)

INVENTORY AND CHECKLIST OF SAFETY EQUIPMENT

- 3 spare High Visibility Vests
- 1 Flashlight
- 1 Tool Kit
- 1 Traffic Controllers “Stop/Slow” Sign

This is the main personnel transport vehicle.

YOUR COMPANY' S LOGO

EMERGENCY RESPONSE ASSISTANCE PLAN

Workshop Emergency Response Truck

INVENTORY AND CHECKLIST OF FITTINGS, ADAPTERS, NIPPLES, VALVES AND REDUCERS

- 5 – 1" female to female NPT adapters
- 1 – 1" male to male NPT nipple
- 1 – 1" nurse tank fitting
- 2 – 1 ¼" valves
- 2 – 1 ¼" tees
- 5 – 1 ¼" female to female NPT adapters
- 4 – 1 ¼" male to male NPT 12" nipples
- 2 – 1 ¼" male to male NPT 6" nipples
- 3 – 1 ¼" female acme fittings
- 1 – 1 ¼" male acme to 1 ¼" male acme adapter
- 2 – 1 ¼" male acme to 1 ¼" male NPT
- 1 – 1 ¼" female NPT to 2" male NPT bushing
- 2 – 1 ¼" plugs
- 1 – 2" site glass (rego)
- 1 – 2" male NPT to ¾" male NPT reducer
- 2 – 2" female NPT to 3" male NPT reducer
- 4 – 2" male NPT to 2" male acme adapter
- 1 – 2" male acme to 2" male acme adapter
- 1 – 2" male acme to 2" female NPT
- 1 – 2" female acme to 2" female acme tweezer
- 2 – 2" valves
- 4 – 2" female NPT to 2" female NPT adapters
- 4 – 2" NPT 90 degree elbows
- 2 – 2" NPT tees
- 10 – 2" male NPT to 2" male NPT nipple
- 2 – 2" NPT plugs
- 5 – 2" male NPT to 2" male NPT 16" nipples
- 5 – 2" male NPT to 2" male NPT 12" nipples
- 4 – 2" female acme to 2" male NPT
- 1 – 2" male NPT to 3" male NPT reducer
- 6 – 2" snappy joes
- 2 – ¼" snappy joes
- 1 – 3" male NPT to 2" NPY – Y

CHECK SUPPLIES WEEKLY AND RESTOCK AFTER USE

YOUR COMPANY' S LOGO

EMERGENCY RESPONSE ASSISTANCE PLAN

Workshop Emergency Response Truck

INVENTORY AND CHECKLIST

DRIVERS SIDE TOOL BOX	PASSENGER SIDE TOOL BOX
<ul style="list-style-type: none">• 1 – 20 lb Sledgehammer	<ul style="list-style-type: none">• 2 – 36” Pipe Wrenches
<ul style="list-style-type: none">• 1 – Rubber Mallet	<ul style="list-style-type: none">• 5 – 24” Pipe Wrenches
<ul style="list-style-type: none">• 2 – Brass Hammers	<ul style="list-style-type: none">• 1 – 18” Pipe Wrench
<ul style="list-style-type: none">• 1 – Sure Grip Wrench	<ul style="list-style-type: none">• 2 – Knives
<ul style="list-style-type: none">• 2 – Crescent Wrenches	<ul style="list-style-type: none">• 50 – Zip Ties
<ul style="list-style-type: none">• 1 – Combination Wrench Set	<ul style="list-style-type: none">• 1 – Roll Electrical Tape
<ul style="list-style-type: none">• 1 – Screwdriver Set (Various)	<ul style="list-style-type: none">• 1 – 100’ Measuring Tape
<ul style="list-style-type: none">• 1 – Pry Bar	<ul style="list-style-type: none">• 12 – Rolls Teflon Tape
<ul style="list-style-type: none">• 1 – ½” Drive Extension Set	<ul style="list-style-type: none">• 10 – Thread Sealant
<ul style="list-style-type: none">• 2 – 6 Volt Flashlights	<ul style="list-style-type: none">• 5- Needle Valves
<ul style="list-style-type: none">• 1 – Allen Wrench Set	<ul style="list-style-type: none">• 2 – NH3 Pressure Gauges w/25’ hose
<ul style="list-style-type: none">• 20 – Rolls Duct Tape	<ul style="list-style-type: none">• 1 – 100’ Extension Cord
<ul style="list-style-type: none">• 2 – 50’ Extension Cords	<ul style="list-style-type: none">• 4 Cans WD-40
<ul style="list-style-type: none">• 1- 6’ Chain / Hooks	<ul style="list-style-type: none">• 2 – 6’ X 4’ Blankets