

Canadian Association of Chemical Distributors

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IN-HOUSE EMERGENCY RESPONSE PLANNING

Objective

Responsible Distribution® commits member companies to have in place an effective and useable In-House Emergency Response Plan.

Purpose

The purpose of an Emergency Response Plan (ERP) for in-house emergencies is to ensure that you can react quickly and appropriately to any form of incident that may occur at any of your facilities. The plan should result in a series of guidelines to respond to all foreseeable incidents and should include a section on restoration of business from each of these types of incidents.

Background

The design of the In-House Emergency Response Plan will depend upon the size and complexity of the operation of the company and its facilities.

Information Bulletins #7A & #7B, Effective Community Dialogue, and Information Bulletin #8, Transportation Emergency Response Guide, will also assist in the development of this plan.

This bulletin covers an assessment of your needs and plan. This document will not be a plan in itself, but will assist you in producing the required level of plan for your operation.

Types of incidents to be considered

1. Fire and/or Explosion
2. On-site incidents involving Property Damage, Injury or Death
3. Natural Occurrence (Flood, Weather or Earthquake)
4. Hazardous Materials Incident
5. Essential Service Interruptions
6. Bomb Threat

All of these above should be reviewed and addressed, in some cases they may be combined.

Potential Responders to an Incident on Site

The following is a list of Agencies or Personnel who may be present or those who could be required at an In-House Emergency.

Police Personnel	Fire Department Personnel
Ambulance	Ministry of Environment (Provincial)
Environment Canada	Hazmat Response Team
Provincial Department of Labour	Officer of Health
Hydro & Gas Company	Local Works Department
Local Officials	Cleanup Services
Media	

Consideration of the input from and communication with the above agencies should be addressed. It will also be worth considering how to incorporate the first responders into your plans and also the exercises to test the plans.

Process

This plan can be completely managed by the member or can be made in conjunction with another company. (Such as emergency spill response company or a neighbour)

The following is a suggested sequence to develop your plan and it can be modified to suit your requirements and possibly those of your responders. There may be in some cases a need to ensure that your plans fit in with those of your community.

1. Assign an In-House ER Coordinator.
Define & include in job description
2. Write an ER Policy Document and publicize it.
This should be a simple Policy and will put personnel safety first. An example is to be found in the appendix.
Post and distribute it.
3. Discuss the idea of an ER Plan with all management and with the employees.
Open discussion in the formatting stage will enhance the program.
4. Define ER Planning considerations and assumptions.
Look at worst case.
Review your location relative to your neighbours.
Review the Emergency Response assistance provided by Fire, Police and Ambulance Services.
Consider how you will continue business in the short & long term.

Make sure the ER Plan meets all regulatory requirements, including but not limited to, Environment, WHMIS, TDG, Labour Codes, Occupational Health & Safety Regulations.

5. ER Plan

The plan can be divided into two parts, “The Emergency” and “The Recovery.”

- The Emergency

The following are the types of emergencies that should be considered. Some will require significant detail while others will probably only require a link to an area plan or following a regulatory or local requirement.

- Fire and/or Explosion
- Air Disaster
- Injury or Death Accident
- Natural Occurrence (Flood, Weather or Earthquake)
- Hazardous Materials Incident
- Essential Service Interruptions
- Bomb Threat

- The Recovery

This requires decisions to be made on how to recover information and how to continue business while re-establishing the location.

- Site Restoration, containment, neutralization, remediation, waste disposal, regulatory requirements and reconstruction.
- Business Restoration, document recovery, alternate site, resupply, reorganize services, advise customers and suppliers, set up new systems and salvage documents and assets.

6. ER Plan Preparation

Write a plan appropriate to your requirements, based on the criteria above and the expected severity of the incident.

7. ER Plan Team

Define your ER Team personnel requirements needed to handle the emergencies that could occur at your location. Make sure you have backups listed.

8. ER Plan Equipment

List equipment requirements appropriate to your operation. Assistance in this would be available for example from your local Fire Services. Prepare a maintenance schedule for all ER equipment. Prepare a site plan of location of ER Equipment.

9. ER Plan Training

Train your team and the backups. Review on a regular basis and document.

10. ER Plan Testing

Test, review and update the plan. This should be done at designated intervals internally and with your local emergency responders.

11. ER Plan Maintenance

Document the maintenance of your ER Plan. Remember that the situation is always changing with regard to product mix and regulations.

12. ER Plan Documentation

Maintain and review the documentation of all aspects of your ER Plan.

Appendix

1. Example of an Emergency Response Policy

(Company name)'s Emergency Response Policy is designed to protect personnel, assets and goodwill. In addition the Emergency Response Policy is intended to limit financial loss and protect the industry standing with all publics in event of an incident. In support of this, the following guidelines are identified:

- Personnel safety is the prime concern.
- Notification of an event to key company officials and relevant third parties is mandatory.
- Containment of the event is critical to limit injury and damages.
- Reactive responsibilities will be assigned prior to the event, where possible.
- External communications will be channeled through a designated person in each location.
- It is the responsibility of all employees to report any errors or omissions in the Plan to the ER Coordinator. Effective response can only occur when all aspects of the Plan are current.
- All employees are to understand the Plan and be aware of their responsibilities.

Signature of CEO

2. Documentation Requirements.

- Company ER Team list
- Local ER Teams list.
- Site plans including location of ER Equipment
- Area plans and maps.
- Vital records log.
- ER equipment maintenance records
- Hazardous and non-hazardous materials list

- MSDS's for all products
- ER Plan updating & review records
- ER training and testing records
- Off-site record storage lists and locations.
- Business recovery assistance lists.
- Business recovery equipment requirements list.

3. Contact Lists

- All site employees (Phone and Address)
- Emergency Response Team 24-hour telephone contact list.
- Company Senior Management Telephone List, to be advised in case of an incident.
- Federal, provincial and local authorities contact listing, to be advised in case of an incident.
- Emergency Responders Contact List, including, but not limited to, fire, police, ambulance, hospital, ER Contractors, local officials and emergency service providers.
- Key customer and supplier lists.
- Service providers' list.

4. Outreach

- Community contacts.
- Geographic neighbours list.
- Media contact policy and procedure.

For further clarification or assistance, please contact the CACD office.

The Operations & Logistics Committee of CACD using information drawn from various sources developed this document.

This document is meant to serve as a guide to assist in the implementation of The Distributor Code of Practice of the Canadian Association of Chemical Distributors for the responsible management of chemicals. The Association assumes no liability for the completeness or the accuracy of this information.