

# **Emergency Response Plan (ERP)**

**Company Name**

**Mailing Address**

**Physical Location**

**Photo**

# Emergency Response Plan (ERP)

Company Name

	<b>Revision History</b>	
<b>Revision Date</b>	<b>Reason for Revision</b>	<b>Affected Pages</b>

# Emergency Response Plan (ERP)

Company Name

## Mission Statement

Define the purpose of the plan and indicate that it will involve the entire organization

Define the authority and structure of the planning group

## ERP Format

### 4 Primary colour coded sections in ERP

1. **Blue: Reference and information materials**
2. **Red: Action, key reference materials**
3. **Yellow: Telephone numbers**
4. **White: Site specific information**
5. **Other: there may be other colour coded tabs**

# Emergency Response Plan (ERP)

Company Name

## Table of Contents

### 1. Area Specific Information

Map: area overview map

#### 1.1 Definition of an Emergency

##### Examples

1. Accident

##### Reporting

##### Levels of Emergency

- Alert Level
- Level 1
- Level 2
- Level 3

# **Emergency Response Plan (ERP)**

**Company Name**

## **Analyze Capabilities and Hazards**

**ERCB: Assessment Matrix for Classifying Incidents**

# **Emergency Response Plan (ERP)**

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## **Analyze Capabilities and Hazards**

**ERCB Table 4**

**Incident Response**

# Emergency Response Plan (ERP)

## Company Name

### Documents to look for include:

- Evacuation plan
- Fire protection plan
- Safety and health program
- Environmental policies
- Security procedures
- Insurance programs
- Finance and purchasing procedures
- Plant closing policy
- Employee manuals
- Hazardous materials plan
- Process safety assessment
- Risk management plan
- Capital improvement program
- Mutual aid agreements

### Identify Codes and Regulations

- Occupational safety and health regulations
- Environmental regulations
- Fire codes
- Seismic safety codes
- Transportation regulations
- Zoning regulations
- Corporate policies

### Identify Critical Products, Services and Operations

- Company products and services and the facilities and equipment needed to produce them
- Products and services provided by suppliers, especially sole source vendors
- Lifeline services such as electrical power, water, sewer, gas, telecommunications and transportation
- Operations, equipment and personnel vital to the continued functioning of the facility

### Identify Internal Resources and Capabilities

- Personnel -- fire brigade, hazardous materials response team, emergency medical services, security, emergency management group, evacuation team, public information officer
- Equipment -- fire protection and suppression equipment, communications equipment, first aid supplies, emergency supplies, warning systems, emergency power equipment, decontamination equipment
- Facilities -- emergency operating center, media briefing area, shelter areas, first-aid stations, sanitation facilities
- Organizational capabilities -- training, evacuation plan, employee support system
- Backup systems -- arrangements with other facilities to provide for:
  - Payroll
  - Communications

# Emergency Response Plan (ERP)

## Company Name

- Production
- Customer services
- Shipping and receiving
- Information systems support
- Emergency power
- Recovery support

### Identify External Resources

- Local emergency management office
- Fire Department
- Hazardous materials response organization
- Emergency medical services
- Hospitals
- Local and State police
- Community service organizations
- Utilities
- Contractors
- Suppliers of emergency equipment
- Insurance carriers

### Vulnerability Analysis

	Impact or Risk	Trivial or No Disruption	Low Disruption	Moderate Disruption	High Disruption	Health Safety	Life Threat
Probability		1	2	3	4	5	6
Unlikely	1						
Low	2						
Medium	3						
Likely	4						
High Almost Certain	5						



# Emergency Response Plan (ERP)

## Company Name

### Assess Event Probability and Risk

- Known risk
- Historical data
- Manufacturers or vendors statistics
- Future growth of population and industry
- 

Issues to consider for risk include but are not limited to:

- Threat to life or health
- Multiple properties
- Environment
- Economy
- Overwhelming local resources
- Require provincial or federal assistance
- Disruption of services
- Damage or failure possibilities
- Loss of community trust
- Financial impact
- Legal issues

Issues to consider for preparedness include but are not limited to:

- Status of current plans
- Training status
- Insurance
- Availability of backup systems
- Community resources
- Mutual aid agreements

### List Potential Emergencies

- Emergencies that could occur within your facility
- Emergencies that could occur in your community
- **Regulatory: What emergencies or hazards are you regulated to deal with?**
- **Refer to developing an ERP for medium size industry.**

### Estimate Probability

Assess the Potential Business Impact

**Assess the Potential Human Impact**

Assess the Potential Property Impact

Assess Internal and External Resources

# Emergency Response Plan (ERP)

## Company Name

### Emergency Management Elements

- Direction and control
- Communications
- Life safety
- Property protection
- Community outreach
- Recovery and restoration
- Administration and logistics

### Emergency Response Procedures

- Assess the situation
- Protect employees, customers, visitors, equipment, vital records and other assets, particularly during the first three days
- Get the business back up and running.
- **Warning employees and customers**
- **Communicating with personnel and community responders**
- **Conducting an evacuation and accounting for all persons in the facility**
- **Managing response activities**
- **Activating and operating an emergency operations center**
- **Fighting fires**
- **Shutting down operations**
- **Protecting vital records**
- **Restoring operations**

### Support Documents

Emergency Action Plan (EAP):

An appendix which can be broken down into various departments including incoming mutual aid outlining the basic need to do elements of the larger Emergency Response Plan (ERP). This portion of the plan is a much smaller document outlining critical procedures and contacts. This document may include many of the support documents contained in the larger ERP.

Emergency call lists:

Building and site maps that indicate:

- Utility shutoffs
- Water hydrants
- Water main valves
- Water lines
- Gas main valves
- Gas lines
- Electrical cut-offs
- Electrical substations
- Storm drains
- Sewer lines
- Location of each building (include name of building, street name and number)
- Floor plans

# Emergency Response Plan (ERP)

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- Alarm and enunciators
- Fire extinguishers
- Fire suppression systems
- Exits
- Stairways
- Designated escape routes
- Restricted areas
- Hazardous materials (including cleaning supplies and chemicals)
- High-value items

### Resource lists:

### In an emergency, all personnel should know:

- **What is my role?**
- **Where should I go?**

### Some facilities are required to develop:

- Emergency escape procedures and routes
- Procedures for employees who perform or shut down critical operations before an evacuation
- Procedures to account for all employees, visitors and contractors after an evacuation is completed
- Rescue and medical duties for assigned employees
- Procedures for reporting emergencies
- Names of persons or departments to be contacted for information regarding the plan