# Documenting a transport emergency response plan for dangerous goods – template

## Introduction

Under Regulation 180 of the Dangerous Goods Safety (Road and Rail Transport of Non-explosives) Regulations 2007, a prime contractor is required to have emergency plans in place.

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| **Regulation 180 Emergency plans**   1. Before a prime contractor or rail operator transports a placard load, the prime contractor or rail operator must prepare and have an **emergency plan** for the transport of the goods. 2. An emergency plan for the transport of a placard load must —    1. be in writing; and    2. be a plan that deals with any dangerous situation arising from the transport of the goods; and    3. be prepared having regard to any guidelines approved by the **AustralianTransport Council**. 3. An emergency plan is prescribed to be a safety management document for the purposes of the definition of “safety management document” in the Act section 3(1). |

The document referred to is *Guidelines for the preparation of a transport emergency response plan*, published by the National Transport Commission in 2003. This is available on the Department of Infrastructure and Regional Development website: <https://www.infrastructure.gov.au/transport/australia/dangerous/pdf/GuidelineERP.pdf>.

## Using this template

The following schematic captures the four sections of an emergency plan, with the elements of each section itemised.

In the assessment template, a series of questions are directed at each of the individual elements to test the design and applicability of your emergency plan for your transport operation.

It is highly recommended that you commence your emergency planning by first considering your company’s *preparedness*. This examines the inherent hazards of the dangerous goods that you are transporting and prompts analysis of the risk associated with the goods. In the first place, do you accept the residual risk attached to the transport and handling of the goods?

## Elements of the transport emergency response plan



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| **Preparedness** | * Hazard analysis and risk assessment * Training * Exercises * Maintenance of response equipment * Investigative follow-up | **Response tasks** | * External alerting mechanism * Emergency action – containment, clean up |
| **Resources** | * Contact list * Communication * Logistic support * Equipment and materials * Personnel * Media | **Plan activation** | * Internal alerting mechanism * Situation appraisal * Authority and resource mobilisation |

## Assessment of transport emergency response plan

| **Elements** | **Questions** |
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| **Preparedness** | |
| Hazard analysis and risk assessment | * What are the **inherent hazards** of the dangerous goods? Primary hazard (Class) and subrisk. * What packaging or container hazards are involved? * What specific hazards do the goods present for transport? * What segregation risks are involved? * What **credible incident scenarios** have been identified? * What plan of action is required for specific scenarios? * Has an appropriate **risk assessment** been undertaken? * Have relevant **risk management** strategies been implemented? * Is the **residual risk** of dangerous goods transport acceptable? |
| Training | Elements of:   * Responsibility and flexibility in the chain of command * Communication system * Suitability of equipment and skill in its use * Equipment familiarity and incident awareness * Established handling and transport procedures |
| Exercises | * Table top exercises * Simulation exercises * Competence of key personnel |
| Maintenance of response equipment | * Maintenance schedule for specific response equipment. Have responsibilities been allocated? |
| Investigative follow-up | * After incident, what is the format of the incident debrief that you conduct? * What are the learnings from the incident? * How should the plan be modified, if at all? * Statutory reporting responsibilities, e.g. incident report and liaison with the Department of Mines and Petroleum. |
| Updating | * Periodic review of the plan. Has time been allocated to update procedures and contact lists? |
| Plan availability and distribution | * Are all staff who require access to the plan listed on the document? |
| **Resources** | |
| Contact list | * Current list of all personnel in the response chain |
| Communication | * What communication means are available for each response member? |
| Logistic support | * What transport modes are required to take or retrieve staff and move to and from site? * How is equipment to be moved to site? |
| Equipment and materials | * Detailed list of response equipment and resources required. * Itemise availability internally and externally. * What contractors are required? |
| Personnel | * Does each of the Emergency Response Team have designated roles and responsibilities? |
| Media | * How are media contact and press releases managed? |

| **Elements** | **Questions** |
| --- | --- |
| **Response tasks** | |
| External alerting mechanism | How are external agencies alerted?   * Department of Fire and Emergency Services, ambulance, police * Department of Environment, Department of Mines and Petroleum * Main Roads WA, Department of Transport * Security services * Outside contractors   For each material transported, what are the appropriate measures to provide:   * Initial Emergency Response (HB 76 or EPG)? * Containment? * Recovery? * Clean up? |
| Emergency action – containment, clean up | For bulk product transport, what procedures cover:   * Precautions and personal protective equipment? * Safe handling information? * Spills, minor leaks or major leaks? * Reclamation of liquids and solids? * Transport of contaminated materials?      * What is the location of key equipment to mobilise to the incident scene? |

| **Elements** | **Questions** |
| --- | --- |
| **Plan activation** | |
| Internal alerting mechanism | * How are emergency calls made, i.e., what communication equipment means does your driver have? * How are emergency calls processed by your office? * How are personnel alerted? * What is the flowchart of Emergency personnel? |
| Situation appraisal | List of basic questions for the office alert-receival procedure:   * Name? * Phone number? * Exercise? * What is the emergency? * What assistance is required? * What is the chemical or material involved? * What is UN number? * What is address or location of emergency? * What is the name of transport company involved? * Is anyone injured? * Is a fire involved? * Is the container leaking liquid? * Can the public be affected? * Have emergency services been notified? |
| Authority and resource mobilisation | * What is the chain of command? * Which position in the response chain exercises what authority? * Who can authorise particular equipment and personnel to be mobilised? * Who gives technical advice to on-site personnel? * Who gives medical advice to on-site personnel? |