

Emergency Response Plan Checklist



This is a basic checklist to support a transport business in developing an Emergency Response Plan and should be considered in conjunction with the NTI's Emergency Response Plan guide. Whilst there are key elements which should be included in every Emergency Response Plan, there are factors in each business which may require variance to your Emergency Response Plan. The purpose of this checklist is to act as a guide.

INTRODUCTION TO TERPs

A Transport Emergency Response Plan (TERP) must be developed where an operator is carrying a placard load of Dangerous Goods (as specified in the Australian Dangerous Goods code 7.5 2017 Part 11, Chapter 11.2 "Emergency Information"). It is also considered to be best practice for all transport operators to have an Emergency Response Plan to promote rapid and effective response to an accident or emergency. For a comprehensive TERP implementation, please refer to the guidelines at [https://www.ntc.gov.au/Media/Reports/\(2C6AD4F8-DO26-A42D-07CA-6DOF253EE4CA\).pdf](https://www.ntc.gov.au/Media/Reports/(2C6AD4F8-DO26-A42D-07CA-6DOF253EE4CA).pdf)

To use this checklist effectively, each question needs to be answered and the topic or issue should be clearly documented in your own business's Emergency Response Plan and communicated clearly to each person who could be involved during an incident. You should ensure you comply with the requirements set out in the relevant state legislation that governs the transport of dangerous goods. Emergency Response Plans are not effective unless they are specific to your own business, properly trained and regularly updated.

Plan Activation

Yes

No

Actioned

1	Does your driver have a way to alert the right people internally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is there a clear process to follow when an incident occurs with contact names & mobile ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does your driver have a clear way to assess the severity of the situation? (i.e. do they know what a minor incident is vs. a serious incident?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you have people internally who can take responsibility for the situation? Do all employees know who they are?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are the responsible people in your business confident and regularly trained in their role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Situational Appraisal - Incident Reporting

Yes

No

Actioned

6	Does your Emergency Response Plan include an Incident Report form to record important incident information: <ul style="list-style-type: none"> Date, Time, Location, Description, Cause, Vehicle(s) and Witnesses details involved Cargo involved (quantity, manifest details, placard and label details if DG) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Response Tasks
Yes
No
Actioned

1	Does your driver know to call emergency services (Fire Brigade) first if it is serious?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Do you know who needs to be contacted externally in the event of an incident? (Emergency Response provider, Insurer, EPA, Customers, Road Authorities, Contractors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you have the above numbers documented and available to the right people ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does your driver know the steps that need to be taken to ensure the safety of themselves and anyone else around the scene before help arrives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are your drivers clearly aware of the products they are carrying ? For DG, your TERP should contain details of the classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	If carrying Dangerous Goods , do your drivers have a resource on-board to help them handle that material? (i.e. Safety Data Sheets (SDS), HB76:2010 Initial Emergency Response Guide, CANUTEC or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Do you have a third party expert to support you in responding to an on-road incident? <i>(If insured with NTI, you have free access to NTI's Accident Assist program).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources
Yes
No
Actioned

1	Do you have a list of contacts for the driver and responders in your office? (Person in charge, Customers, Authorities, Emergency Response Provider, People within your business)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Do your drivers have multiple ways to get in touch if there is an issue? (Mobile, Radio, Sat-phone if they operate in remote areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Do you have people and equipment in place across the network that your trucks travel to support you? Note: if you use NTI Accident Assist (or relevant third party), they can provide this network to you.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you have the right equipment on-board to support your driver? As per the Australian Dangerous Goods Code 7.5 2017 Part 12 "Safety Equipment for Road Vehicles". • Is it maintained and checked? • Is the driver adequately trained in the use of the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Do you have an inventory of all emergency response equipment & capabilities that is available both in your business and from third parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have you designated the roles and responsibilities of each person who could be involved in an incident or responding to an incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are all your people aware of what they should and should not say if the media attend the scene?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you have a designated person or people who can and will answer any media questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preparedness
Yes
No
Actioned

1	Have you conducted a risk assessment of each of the materials you carry and what could go wrong?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have you provided and documented regular training for all of your people who may be involved in an incident (both drivers and office staff)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Once trained, have you conducted a mock scenario to ensure you can respond adequately? <ul style="list-style-type: none"> • <i>This can be in your office walking through the steps or a full scale scenario.</i> • <i>To be completed annually</i> 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you maintain all of your equipment which would be used during an incident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does your plan include schedules for the maintenance of the equipment that is listed in the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Do you update your Emergency Response Plans regularly and document when it was last updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Do you ensure that the Emergency Response Plans is distributed to all of the appropriate people , including customers and consignee/ors? Does the Emergency Response Plan contain a listing of all the recipients of the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Do you have a process in place to investigate any incident once it has been resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Do you have nominated people who are responsible for maintaining your Emergency Response Plan and ensuring that numbers and contacts are up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer

This document is a guide only and is not a definitive list of Heavy Vehicle National Law and regulatory requirements. To meet your obligations you are required to seek independent advice to assess your circumstances

Keep in mind:

1. Your drivers are the first people to respond – make sure they know exactly what to do. You might even want to develop a separate 1 page document with just their key steps and contacts.
2. An Emergency Response Plan is only as good as the people behind it. Make sure you regularly train your people in using it and update it.
3. Make sure the Emergency Response Plan suits YOUR business. If you think of something to add in – add it.
4. An Emergency Response Plan does not need to be long or complicated – in fact the best Emergency Response Plans are simple, flexible, practised and up to date.
5. Your physical assets (people, trucks, trailers and goods) and your brand and reputation are key to your success – take some time to develop a good Emergency Response Plan, it could be the difference in your business being around in a year or not.

The Heavy Vehicle National Law (HVNL) and regulations imposes a primary duty in the chain of responsibility. Businesses are required to comply by identifying their risks, and develop and implement control measures tailored to their circumstances. This Checklist format is a **guide only** and does not contain a definitive list of Heavy Vehicle National Law and regulatory requirements. To meet your obligations under the HVNL and regulations you are required to seek independent advice to assess your circumstances.

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