

Dangerous goods transport emergency response planning – templates  
May 2023

# Blank TERP templates

This document contains blank templates to accompany the transport emergency response plan guidance. You can use the guidance and templates to prepare your own transport emergency response plan, or as the basis for your internal documents.

When you’ve completed the forms, keep them in a spot that’s accessible and known to staff who need to use them.

Contents

[Transport emergency response plan (TERP) templates November 2022 1](#_Toc134177604)

[Blank TERP templates 1](#_Toc134177605)

[1.1. Incident record template 2](#_Toc134177606)

[1.2. TERP resources and contacts template 4](#_Toc134177607)

[1.3. Emergency instructions for drivers 5](#_Toc134177608)

[1.4. DG operations scoping document 6](#_Toc134177609)

[1.5. Incident response template 8](#_Toc134177610)

[1.6. Checklist for incident types 9](#_Toc134177611)

[1.7. Checklist for personnel, skills, training and resources 10](#_Toc134177612)

* 1. Incident record template

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Incident date/time | | | Report date/time | | | |
|  | | |  | | | |
| **Reported by** | | | **Reported to (who took the call)** | | | |
|  | | |  | | | |
| **Return phone number** | | | **Incident manager** | | | |
|  | | |  | | | |
| **Incident location (address/cross streets/rail km/etc)** |  | | | | | |
| **Vehicles involved (description/regos/etc)** |  | | | | | |
| **Incident type(s) (check all that apply)** | Left road  Vehicle collision  Spill/Leak  Derailment  Fire  Injuries  Rollover  Explosion  Fatality  Breakdown  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Location type** | Built-up area  Train station  Load / unload facility  Shunting/marshalling yard  Regional/rural road  Open rail | | | | | |
| **Weather conditions** | Dry road  Wet road  Rain  Mist/Fog  thunderstorm  Snow/Ice  Temperature: \_\_\_\_\_\_ °C | | | | | |
| **DG vehicle/package type(s)** | Tanker  Isotank  IBC  Gas cylinders  Drums  Bags  Boxes  Freight container  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Incident consequences** | Injured: \_\_\_\_\_\_\_\_\_ Property damage: $ \_\_\_\_\_\_\_\_\_  Fatalities: \_\_\_\_\_\_\_\_\_ Environmental damage: $ \_\_\_\_\_\_\_\_\_ | | | | | |
| **Spill?** | Spill occurred  Risk of spill  Spill not likely  Est. volume lost (or at risk): L / kg | | | | | |
| **Product(s)**  **(detail the dangerous goods involved in the incident)** | **Proper Shipping Name** | **UN no** | | **Class** | **PG** | **Consignor/Customer?** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

|  |  |  |
| --- | --- | --- |
| Incident description (Get sufficient detail to begin incident response. Add/update as new information is obtained) | | |
|  | | |
| Line Manager  WHS Manager  CEO  Crisis Team  Public relations | | |
| Fire/Ambulance  EPA  Competent authority  Police  Safework  Consignor / product owner | | |
| Tow truck  Mechanic  Recovery response provider  Receiving vehicle  Waste transport  Consignor / product owner | | |
| Recovery information  (Record information about the recovery here) | | |
|  | | |
| **Incident Timeline** | | |
| Time | What happened at this time? | Who’s responsible? |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* 1. TERP resources and contacts template

Where a contact is only for a certain geographical area, you should note this, so the report is made to the correct person.

|  |  |
| --- | --- |
| Government / public authorities | |
| Police / Fire / Ambulance | 000 |
| NSW EPA – Competent authority report **(NSW only)** | 131 555 |
| Safework NSW – WHS contact **(NSW only)** | 13 10 50 |

|  |  |
| --- | --- |
| Internal incident reporting | |
| Internal incident report phone |  |
| Incident management team |  |
| HSEQ manager |  |
| DG specialist contact |  |

|  |  |
| --- | --- |
| Recovery provider / resource contacts | |
| Emergency response report phone |  | |
| Tow truck provider |  | |
| Mechanic |  | |
| Waste disposal company |  | |

* 1. Emergency instructions for drivers

These instructions are an example of instructions that should be given to drivers to use in an emergency. Make sure that they align with your company’s emergency response requirements.

Let drivers know what is expected of them beforehand – this should include training and instructions in these procedures. Make sure you provide the correct emergency numbers.

A copy of your instructions should be in the cabin of all vehicles. This will mean that drivers can follow it when an incident occurs and don’t have to guess what action they should take.

When an accident or emergency occurs during transport, the driver and vehicle crew must take the following actions where it is safe and practicable to do so:

* Apply the braking system, stop the engine and isolate the battery.
* Put on a reflective vest if not wearing hi-vis clothing.
* When exiting the vehicle, take the transport documents and emergency procedure guides.
* Avoid sources of ignition. Do not smoke, use electronic cigarettes or similar devices, or switch on any electrical equipment.
* Where possible, make any mobile phone calls away from the vehicle.
* Inform the appropriate emergency services, giving as much information about the incident or accident and substances involved as possible.
* Contact emergency services.
* Put out breakdown triangles as required.
* Keep transport documents readily available for responders on arrival.
* Do not walk into or touch spilled substances. Avoid inhalation of fumes, smoke, dust and vapours by staying up-wind.
* Use personal protective equipment appropriate to the dangerous goods being transported.
* Where appropriate and safe to do so, use fire extinguishers to put out small/initial fires in tyres, brakes and engine compartments. Use on board foam or water system if available.
* Drivers should only fight fires directly involving dangerous goods if it is safe to do so.
* Where appropriate and safe to do so, use on-board equipment to prevent leakages into the environment or the sewage system and to contain spillages.
* Move away from the vicinity of the accident or emergency. Advise other persons to move away and follow the advice of the emergency services.
* Remove any contaminated clothing and used contaminated protective equipment and dispose of it safely.

**Emergency contacts for drivers**

Police/Fire/Ambulance

**000**

Company emergency contact number(s)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. DG operations scoping document

|  |  |
| --- | --- |
| Date prepared | Prepared by |
|  |  |
| **Scope of dangerous goods operations** | |
| Where do we transport dangerous goods? |  |
| What vehicles / transport companies / contractors do we use? |  |
| Are there areas where we transport DG infrequently that need to be considered? |  |
| What kinds of dangerous goods do we transport? |  |
| What packages / volumes of DG do we transport? |  |
| Is this going to change in the near future? |  |
| Do we have seasonal variations in DG transport to account for? |  |
| Is our workforce consistent, or does it vary – e.g. contract drivers / labour hire? |  |
| Does our TERP need to be divided into sub-plans for particular areas or scenarios? |  |
| Other notes |  |

* 1. Incident response template

Note: this template should be expanded with additional details as necessary for an incident type

|  |  |
| --- | --- |
| Incident type | Incident title |
| Brief description of incident | |
| **Incident identification – dangerous situation** | |
| Driver |  |
| Incident Manager |  |
| Administration / Allocator |  |
| **Initial response to the incident – on scene** | |
| Driver and Incident Manager |  |
| Administration / Allocator |  |
| Recovery provider |  |
| **Response options (all actions to be consulted with emergency services)** | |
| Option 1 |  |
| Option 2 |  |
| Option 3 |  |
| **Key risks and mitigations – consult ANZ-ERG 2021 for more detail** | |
| Safety |  |
| Environmental |  |
| **Post incident actions** | |
| Vehicle inspection and repair |  |
| Report |  |

* 1. Checklist for incident types

|  |  |
| --- | --- |
| Incident types | |
| **Are we prepared for the following incident types and effects, and brief details of these plans?** Note: depending on types of DG and volumes transported, extra details and plans may be required. | |
| Vehicle breakdown | ☐ YES ☐ NO ☐ Not applicable |
| Details |  |
| Roll over | ☐ YES ☐ NO ☐ Not applicable |
| Details |  |
| Vehicle fire | ☐ YES ☐ NO ☐ Not applicable |
| Details |  |
| Leaking packages/tanks | ☐ YES ☐ NO ☐ Not applicable |
| Details |  |
| Spills | ☐ YES ☐ NO ☐ Not applicable |
| Details |  |
| Load fire | ☐ YES ☐ NO ☐ Not applicable |
| Details |  |
| Other incident types | ☐ YES ☐ NO ☐ Not applicable |
| Details |  |

* 1. Checklist for personnel, skills, training and resources

|  |  |
| --- | --- |
| Personnel, skills, training and resources | |
| This checklist will help you audit your resources. If you answer no, or are not sure, you should investigate why so you can make changes and be prepared. | |
| Are all staff aware of the TERP, where they can find a copy, and their expected roles? | ☐ YES ☐ NO ☐ Not applicable |
| Do they know what to do if they receive an incident report? | ☐ YES ☐ NO ☐ Not applicable |
| Do incident manager(s) know they have a role in incident management? | ☐ YES ☐ NO ☐ Not applicable |
| Are incident managers aware of where the TERP is? Are they aware of what processes they need to follow? | ☐ YES ☐ NO ☐ Not applicable |
| Are support staff aware of their role in incident management? | ☐ YES ☐ NO ☐ Not applicable |
| Do support staff know where to find a copy of the TERP? | ☐ YES ☐ NO ☐ Not applicable |
| Do drivers know what is expected of them if they are involved in an incident? | ☐ YES ☐ NO ☐ Not applicable |
| Do all vehicles have a copy of the instructions for drivers? | ☐ YES ☐ NO ☐ Not applicable |
| Are all critical staff members fully trained for their response? | ☐ YES ☐ NO ☐ Not applicable |
| Do we have resources in place ready to deploy, or arrangements to obtain resources as soon as they are needed? | ☐ YES ☐ NO ☐ Not applicable |
| Is our insurer aware of the dangerous goods we transport? | ☐ YES ☐ NO ☐ Not applicable |
| Does the TERP have a review period to ensure it is kept up to date? | ☐ YES ☐ NO ☐ Not applicable |
| Has the TERP been exercised recently, and updates made to it (if needed)? | ☐ YES ☐ NO ☐ Not applicable |
| Notes: | |

NSW Environment Protection Authority

Email: [info@epa.nsw.gov.au](mailto:info@epa.nsw.gov.au)

Website: [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au/)

EPA 2022P4156

May 2023  
The EPA [disclaimer](http://www.epa.nsw.gov.au/about-us/contact-us/website-service-standards/disclaimer) and [copyright](http://www.epa.nsw.gov.au/about-us/contact-us/website-service-standards/copyright) information is available on the EPA website

.