

Emergency Response Plan

Purpose and How To Use This Plan

This Emergency Response Plan (ERP) template helps commercial customers operating Fuel Storage Ltd fuel tanks establish site-specific emergency procedures and meet their health, safety, environmental and contractor-management obligations.

Complete every field with information for your site, then have the plan approved and reviewed at least annually. Keep a copy at the tank location and with your site manager. Highlighted callouts mark life-safety actions that must not be skipped.

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1. Document Control

Site Name	
Site Address	
Tank Capacity	
Fuel Type	
ERP Version	
Issue Date	
Next Review Date	
Approved By	

2. Site Information

Facility Description

Primary site activities	
Fuel storage system details	
Tank capacities	
Fuel dispensing arrangements	
Spill containment arrangements	

Site Details

Physical address	
GPS coordinates	
Site owner	
Primary emergency contact	

Record the above details for your site. Attach the completed site layout plan as Appendix A.

3. Emergency Contacts

Organisation	Contact Number
Emergency Services	111
Poison Centre	0800 764 766
WorkSafe NZ	0800 030 040
Regional Council	
Spill Response Contractor	
Site Manager	
Fuel Storage Ltd	0800 FUEL STORAGE

In any life-threatening emergency, call 111 first. Ask for Fire, Ambulance or Police as required.

Give the exact site address and advise that fuel is stored on site.

4. Emergency Response Objectives

In every emergency, act in this order of priority.

1 Priority	Protect life and health.
2 Priority	Control and stabilise the emergency.
3 Priority	Protect the environment.
4 Priority	Minimise damage to assets and equipment.

5. Roles and Responsibilities

Site Manager

- Overall incident control
- Emergency notifications
- Interface with Emergency Services
- Incident investigation

Site Personnel

- Raise alarms
- Follow evacuation procedures
- Assist with spill containment where safe

Contractors

- Follow site emergency procedures
- Report all incidents immediately

6. Site Risk Summary

Hazard	Potential Consequence	Existing Controls
Diesel Spill	Environmental contamination	Bunding and spill kits
Petrol Spill	Fire and explosion	Ignition controls
Tank Overfill	Product release	Overfill prevention
Vehicle Impact	Tank damage	Bollards
Electrical Fault	Ignition source	Maintenance programme
Severe Weather	Site damage	Inspection programme

7. Emergency Resources

Record the location of each of the following and mark them on the site layout plan (Appendix A).

Resource	Location on Site
Spill kits	
Fire extinguishers	

First aid kits	
Emergency shut-off devices	
Assembly point	
Emergency access routes	

8. Fire and Explosion Response

Immediate Actions

- 1 Stop all operations
- 2 Raise the alarm
- 3 Contact Emergency Services (111)
- 4 Isolate fuel sources if safe to do so
- 5 Evacuate the area.

IMPORTANT – DO NOT FIGHT LARGE FUEL FIRES

- Keep all personnel upwind where possible
- Prevent vehicle access to the area

9. Fuel Spill Response

Immediate Actions

- 1 Stop the source of the spill.
- 2 Eliminate ignition sources.
- 3 Deploy spill response equipment.
- 4 Protect stormwater drains.
- 5 Notify site management.

Environmental Protection

- Do not wash fuel into drains.
- Contain the spill using absorbent materials.
- Arrange appropriate disposal of contaminated materials.

10. Medical Emergency Response

Procedure

- 1 Assess the scene for safety

- 2 Call 111

- 3 Provide first aid

- 4 Direct emergency services to the location

Site Information	Location
First Aid Kit	
AED	
Trained First Aiders	

11. Natural Disaster Response

Earthquake

- Drop, Cover, Hold.
- Evacuate once safe.
- Inspect fuel systems before recommencing operations.

Flooding

- Stop fuel transfer operations.
- Secure equipment.
- Assess environmental risks.

Severe Weather

- Secure loose items.
- Suspend deliveries if required.
- Conduct post-event inspections.

12. Environmental Incident Response

Examples

- Fuel spills
- Contaminated stormwater
- Soil contamination
- Product loss from tanks

Response Sequence

1. Contain
2. Report
3. Clean up
4. Investigate

13. Evacuation Procedures

Assembly Point	
Head Count Procedure	
Emergency Access Route	

14. Incident Notification and Reporting

All incidents must be:

- Reported immediately
- Investigated
- Corrective actions recorded
- Reviewed for lessons learned

Notifiable events. Serious incidents may be notifiable to WorkSafe NZ (0800 030 040) and/or the Regional Council. Preserve the scene where required and record all details.

Appendices

Attach the following site-specific documents to complete this Emergency Response Plan.

Appendix A – Site Layout Plan

Insert a marked-up site plan showing:

- Tank location
- Emergency shut-off
- Fire extinguishers
- Spill kit locations
- Assembly point
- Vehicle access

Appendix B – Safety Data Sheets (SDS)

Attach relevant Safety Data Sheets for:

- Diesel
- Petrol
- AdBlue (if applicable)

Appendix C – Emergency Contact Directory

Site-specific emergency contacts, including after-hours numbers for key personnel, neighbours and contractors.

Appendix D – Inspection and Drill Records

- Monthly inspections
- Annual drill records
- ERP review records

Need help completing your ERP?

Talk to the Fuel Storage team about servicing, compliance and site setup:

0800 FUEL STORAGE | fuelstorage.co.nz