

## Emergency Response Plan

Emergency response plan Your store must have an emergency response plan if hazardous substances are stored in quantities in excess of the threshold quantities. The emergency response plan must cover the response to every reasonably likely emergency involving each substance.<sup>1</sup>

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Threshold quantities The table below gives examples of some substances typically held at a retail hardware store and the quantities above which an emergency response plan is required.

**Table Examples of emergency response plan threshold quantities**

Relevant hazard classification	Example of hazardous substance	Threshold quantity
2.1.1A non permanent gas	LPG	300 kg
2.1.2A	Flammable aerosol	3,000 L aggregate water capacity
3.1B	Methylated spirits	1,000 L
5.1.1B	Calcium hypochlorite	500 kg or 500 L
9.1B	Pesticide	1,000 kg or 1,000 L

Note 1: Many hazardous substances have multiple hazard classifications, and each hazard classification needs to be considered.

Note 2: For a comprehensive list of hazard classifications that activate the requirement for an emergency response plan, refer to the Retail Hardware Stores section of the industry information on the ERMA New Zealand website:

<http://www.ermanz.govt.nz/hs/index.html>

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Person in charge As the person in charge, you must make sure the retail hardware store has an emergency response plan and that the plan is tested and kept up to date.

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<sup>1</sup> Regulation 27 of the Hazardous Substances (Emergency Management) Regulations 2001.

Contents of  
emergency  
response plan

Your emergency response plan must:

- cover every reasonably likely type of emergency
- be available to the people and emergency service providers identified in the plan
- be site specific

The emergency response plan should also address health and safety requirements under the Health and Safety in Employment Act 1992.

Your plan does not need to specifically identify each of the situations outlined below (see ‘Situations to consider’), but they must be covered by the principles underlying the plan.

A template of an emergency response plan has been included inside the front cover of this folder.

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Situations to  
consider

The emergency response plan should cover situations such as:

- liquid spillages (small and large), for example:
  - broken bottles, tins or other packages
  - a storage tank stock reconciliation showing a discrepancy
- flammable liquid fires (small and large), for example a fire:
  - as a result of spilt flammable liquid
  - in the building
- a person being splashed with a hazardous substance
- a person sustaining burns as a result of chemical action or fire
- toxic fumes escaping from a leaking container or spillage.

If your store stores LPG, the emergency response plan might also cover (where applicable):

- a leak in pipework or flange
  - a leak from a cylinder or stationary tank
  - a fire adjacent to the cylinder or stationary tank
  - a person receiving a cold burn from contact with LPG
  - a fire at a cylinder or stationary tank leak.
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Register of  
emergency  
equipment

You must compile a register of the equipment identified in the emergency response plan, including the purpose and location of each piece of equipment. This could include, for example, fire extinguishers or spill kits.

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Training of  
personnel

You must ensure that every person responsible for executing some part of the emergency response plan is trained in what to do in an emergency. You should keep records of this training.

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## Testing

You must ensure that each aspect of the emergency response plan is tested at least once a year and within three months of change to staff, procedures or actions in the plan. Testing must demonstrate that every procedure or action in the plan is workable and effective.

Testing can take the form of a practice or desk top discussion of the plan with all those persons likely to be involved.

The Fire Safety and Evacuation of Buildings Regulations 2006 require evacuation schemes to be tested twice a year and it may be prudent to align the testing of the emergency response plan with this.

You must keep records of these tests for at least two years and make them available to the test certifier.

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