

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

Blank TERP templates	1
1.1. Incident record template	2
1.2. Incident timeline record	3
1.3. TERP resources and contacts template	4
1.4. Emergency instructions for drivers	5
1.5. DG operations scoping document	6
1.6. Incident response template	7
1.7. Checklist for incident types	8
1.8. Checklist for personnel, skills, training and resources	9

1.1. 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/etc)			
Vehicles involved (description/regos/etc)			
Incident type(s) (check all that apply)	<input type="checkbox"/> Collision/accident <input type="checkbox"/> Rollover <input type="checkbox"/> Breakdown	<input type="checkbox"/> Spill/Leak <input type="checkbox"/> Fire <input type="checkbox"/> Other: _____	<input type="checkbox"/> Injury <input type="checkbox"/> Fatality
Spill?	<input type="checkbox"/> Spill occurred Est. volume lost: _____ L / kg	<input type="checkbox"/> Risk of spill	<input type="checkbox"/> Spill not likely
DG vehicle/package type(s)	<input type="checkbox"/> Tanker <input type="checkbox"/> Drums	<input type="checkbox"/> Isotank <input type="checkbox"/> Bags	<input type="checkbox"/> IBC <input type="checkbox"/> Boxes <input type="checkbox"/> Gas cylinders <input type="checkbox"/> Other:
Product(s) (detail the dangerous goods involved in the incident)	Proper Shipping Name	UN no.	Class Consignor/Customer?
Incident description (Get sufficient detail to begin incident response. Add/update as new information is obtained)			
Internal reports (check off as reports made)			
<input type="checkbox"/> Line Manager <input type="checkbox"/> Crisis Team <input type="checkbox"/> WHS Manager <input type="checkbox"/> Public relations <input type="checkbox"/> CEO			
External reports (check off as reports made)			
<input type="checkbox"/> Fire/Ambulance <input type="checkbox"/> Police <input type="checkbox"/> EPA <input type="checkbox"/> Safework <input type="checkbox"/> Competent authority <input type="checkbox"/> Consignor / product owner			
Recovery support (check off as reports made)			
<input type="checkbox"/> Tow truck <input type="checkbox"/> Receiving vehicle <input type="checkbox"/> Mechanic <input type="checkbox"/> Waste transport <input type="checkbox"/> Recovery response provider <input type="checkbox"/> Consignor / product owner			
Recovery information (Record information about the recovery below)			

1.2. Incident timeline record

[illegible]

1.3. 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

1.4. Emergency instructions for drivers

Note: these instructions are an example of what should be given to drivers to use in an emergency. 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.

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

- Apply the braking system, stop the engine and isolate the battery.
- 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.
- 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 numbers

1.5. 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?

Other notes

1.6. Incident response template

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	

1.7. 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	<input type="checkbox"/> YES applicable	<input type="checkbox"/> NO	<input type="checkbox"/> Not
-------------------	---	-----------------------------	------------------------------

Details

Roll over	<input type="checkbox"/> YES applicable	<input type="checkbox"/> NO	<input type="checkbox"/> Not
-----------	---	-----------------------------	------------------------------

Details

Vehicle fire	<input type="checkbox"/> YES applicable	<input type="checkbox"/> NO	<input type="checkbox"/> Not
--------------	---	-----------------------------	------------------------------

Details

Leaking packages/tanks	<input type="checkbox"/> YES applicable	<input type="checkbox"/> NO	<input type="checkbox"/> Not
------------------------	---	-----------------------------	------------------------------

Details

Spills	<input type="checkbox"/> YES applicable	<input type="checkbox"/> NO	<input type="checkbox"/> Not
--------	---	-----------------------------	------------------------------

Details

Load fire	<input type="checkbox"/> YES applicable	<input type="checkbox"/> NO	<input type="checkbox"/> Not
-----------	---	-----------------------------	------------------------------

Details

Other incident types	<input type="checkbox"/> YES applicable	<input type="checkbox"/> NO	<input type="checkbox"/> Not
----------------------	---	-----------------------------	------------------------------

Details

--	--	--	--

1.8. 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Do they know what to do if they receive an incident report?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Do incident manager(s) know they have a role in incident management?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Are incident managers aware of where the TERP is? Are they aware of what processes they need to follow?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Are support staff aware of their role in incident management?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Do support staff know where to find a copy of the TERP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Do drivers know what is expected of them if they are involved in an incident?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Do all vehicles have a copy of the instructions for drivers?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Are all critical staff members fully trained for their response?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Do we have resources in place ready to deploy, or arrangements to obtain resources as soon as they are needed?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Is our insurer aware of the dangerous goods we transport?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Does the TERP have a review period to ensure it is kept up to date?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable
Has the TERP been exercised recently, and updates made to it (if needed)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> Not applicable

Notes:

NSW Environment Protection Authority

Email: info@epa.nsw.gov.au

Website: www.epa.nsw.gov.au

EPA 2022P4156

November 2022

The EPA [disclaimer](#) and [copyright](#) information is available on the EPA website