

CIAC TRANSPORTATION EMERGENCY RESPONSE STANDARD

Part 1 - Introduction

The Senior Executive of each CIAC member company makes a formal commitment to take preventative action to protect health and the environment and to engage business partners to ensure the stewardship and security of products, services and raw materials throughout their life-cycles.

The commitment to these and other principles contained in the *Responsible Care® Commitments* is a condition of CIAC membership.

Through Responsible Care, CIAC encourages the responsible development, introduction, manufacture, transportation, storage, handling, distribution, use, reuse, recycle, treatment and ultimate disposal of chemicals and chemical products so as to protect human health and well-being and the environment.

The *Responsible Care Commitments* and supporting codes of *Operations, Stewardship and Accountability* reflect an attitude, a method of thinking about the way in which CIAC companies do business and their role in society. In particular, they address the reality that corporate values must emphasize a long term commitment to community and occupational health and safety and to environmental protection. Indeed, the codes do not contain static requirements which, once met, never change. Rather, they necessitate continuous performance improvement in an environment of changing knowledge and regulation.

In particular, the *Operations Code* specifies that each CIAC member company shall have a current, operational transportation emergency management plan, the specifics of which are presented in code elements OP 41 to 47.

Although Responsible Care has few standards, the CIAC Board of Directors has deemed that Transportation Emergency Assistance Program, Version Three (TEAP® III) must be met by all members; TEAP III is comprised of two standards: *CIAC Transportation Emergency Response Standard* and *TEAP III Transportation Emergency Response Service Provider Standard*.

The *CIAC Transportation Emergency Response Standard* establishes minimum requirements for each member company's Transportation Emergency Response Plan (TER Plan).

Part 2 - Scope

The objective of the *CIAC Transportation Emergency Response Standard* is to establish minimum criteria for effective road and rail transportation emergency preparedness and response for a CIAC member's incident that may occur in Canada.

This standard provides requirements for planning, administration, training, resource utilization, assessing and other aspects of transportation emergency preparedness and response.

The requirements of the *CIAC Transportation Emergency Response Standard* extend to in-house, mutual aid or contracted resources.

CIAC TRANSPORTATION EMERGENCY RESPONSE STANDARD

Part 3 - Transportation Emergency Preparedness

Section 3.1 Program Management

A person responsible for developing, administering and maintaining a comprehensive and effective Transportation Emergency Response Plan (TER Plan) shall be identified.

A person having the authority to ensure that adequate attention is given to all aspects of the TER Plan and to the needs of all personnel within the organization shall be identified.

Section 3.2 Hazard Identification and Evaluation

Each member shall use a transportation risk management process that assesses probabilities and consequences connected with hazards arising from the commodities, modes and means of containment used to ship or import. The *CIAC Transportation Risk Management Guide* is a recommended tool for this process.

The TER Plan shall be developed commensurate with the identified risks.

Section 3.3 Roles and Responsibilities

The roles and responsibilities of individuals and groups in an emergency shall be specified in the TER Plan. Coverage is required 24 hours a day 7 days a week for all roles.

The TER Plan shall identify as a minimum:

- Technical Advisors
- Home Base Coordinators
- Spokesperson(s), and
- On-scene service provider(s) whether in-house, mutual aid or for hire.

The persons identified as having responsibilities shall be granted authority to fulfill their assigned responsibility.

Section 3.4 Resources

The TER Plan shall:

- identify all internal and external resources and their locations
- provide the necessary information for contacting and mobilizing required resources
- designate the person having the responsibility and authority for mobilizing resources
- identify logistical considerations for moving required resources to incident scenes and supporting those resources for extended periods of time, and
- identify any unique approval requirements.

Resources identified in the TER Plan shall be advised that they are on the contact list and know what is expected of them.

CIAC TRANSPORTATION EMERGENCY RESPONSE STANDARD

Section 3.5 Transportation Emergency Response Guidelines and/or Procedures

Transportation emergency response guidelines and/or procedures that incorporate the most appropriate responses to identified incident scenarios (Section 3.2 Hazard Identification and Evaluation) shall be documented. These guidelines and/or procedures may be embodied in general instructions as well as detailed protocols for undertaking specific critical tasks (e.g. transfers of chemicals) during an emergency.

Transportation emergency response guidelines and/or procedures shall include, but are not limited to:

- providing technical advice to on-scene responders
- activation of response resources
- internal and external notification and reporting
- development of an incident scene site safety plan, and
- provide for evaluation with appropriate authorities of the need for immediate and short term assistance for persons who are dislocated by an emergency as a result of a transportation emergency.

Section 3.6 Agreements

Agreements that are required to execute the plan shall be in writing and signed by an authorized representative of each party to the agreement.

Section 3.7 Communication Systems

The TER Plan shall include communication systems for:

- alerting
- plan activation, and
- communication between incident scene and home base.

Part 4 - Transportation Emergency Response

Section 4.1 Coordinated Response

When required, response shall include the following activities:

- plan activation
- resource mobilization and support
- situation assessment
- planned response
- development of incident scene site safety plan
- notification and reporting
- public communications
- debriefing, and
- review.

CIAC TRANSPORTATION EMERGENCY RESPONSE STANDARD

Section 4.2 Response Records

The following records shall be created and retained:

- activation
- resource mobilization and response
- notification/reporting including the *CIAC TER Performance Feedback* form, and
- debriefing.

Part 5 - Administration

Section 5.1 Training

Personnel included in the TER Plan shall be fit for duty and trained in their roles and responsibilities. Commensurate with their role, personnel shall be trained:

- in all regulated requirements for the geographic areas where they provide coverage
- to work under the authority of the Incident Commander within an incident management system
- to utilize *A Disciplined Approach to Emergency Response* or other recognized methodology to assist in the assessment of the incident, participate in evaluating response options and the development of an action plan
- to develop an incident scene site safety plan
- in media relations
- in communication systems protocols and equipment
- in product specific information, and
- in response strategies and tactics.

Training content and frequency shall be recorded.

Section 5.2 Equipment Inspection and Maintenance

Transportation emergency response equipment identified in the TER Plan shall be regularly inspected and maintained in a state of readiness. The inspection and maintenance shall be recorded.

The company shall make sure that the on-scene service providers listed in their TER Plan meet the requirements of this clause.

Section 5.3 Exercises

Essential elements, interrelated elements, critical guidelines and procedures of the TER Plan shall be exercised at least annually to ensure that the TER Plan is current, comprehensive and effective.

Section 5.4 Records

The company shall define record retention periods in compliance with legal and other requirements.

CIAC TRANSPORTATION EMERGENCY RESPONSE STANDARD

The TER Plan shall identify parties responsible for record creation and retention.

Section 5.5 Distribution

Copies of the relevant sections of the TER Plan shall be accessible to all with responsibilities under the TER Plan.

A record of TER Plan distribution shall be documented.

Section 5.6 Updating

The TER Plan shall be kept current by at least annual reviews.

A formal record of TER Plan amendments shall be kept.

Section 5.7 Approval

The TER Plan shall be approved by the individual identified as having authority to ensure that adequate attention is given to all aspects of the plan.

Section 5.8 Assessment

Member companies shall complete a *CIAC TER Standard Self Assessment* annually.

Member companies shall have their transportation emergency response service providers assessed against criteria defined in the *TEAP III Transportation Emergency Response Service Providers Standard*.

Member companies shall confirm their transportation emergency response service provider is capable to respond to their specific commodities and means of containment.

Gaps or deficiencies identified by the assessment shall be:

- documented
- reviewed, and
- corrected.

Corrective actions shall be reviewed for effectiveness.