

Typical Emergency Response Plan Template
Refer to O&M Manual Section 11.5

		Guidance for completion
Site Details		Insert site name, location, access details
Site Description		Insert brief description of site function
Catchment Schematic		Insert schematic diagram of catchment and site location
List of potential incidents	a) b) c)	List potential incidents
Levels of Incident	<u>Level 1 Incident (Minor)</u>	Dealt with by Duty Personnel
	<u>Level 2 Incident (Medium)</u>	Duty Manager to be informed
	<u>Level 3 Incident (Major)</u>	Duty Manager to lead the emergency team
Personnel Responsibilities	<u>Authorized Person</u>	Enter Name
	<u>Duty Manager</u>	Enter Name
	<u>Contract Manager</u>	Enter Name
Emergency Resources	<u>Manpower</u>	List available manpower
	<u>Plant</u>	List available plant
Response Plans for typical failures	<u>Power failure</u>	List actions in case of failure of this type
	<u>Infrastructure failure</u>	List actions in case of failure of this type
	<u>Valve failure</u>	List actions in case of failure of this type
Contact Numbers and Details		List names, positions, telephone numbers and emails of key contacts and emergency services