



## TANK TIP 6

# PREPARING YOUR EMERGENCY PLAN

The **Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations** require that you have an emergency plan for **each** of your storage tank systems. This plan must be ready to be implemented **before the first transfer of product** into the system.

Releases, leaks, fires and other accidents can happen, and you must have an emergency plan to prevent and limit environmental damage, and minimize the danger to people. Developing a plan will also help reduce your clean-up costs and liability by allowing you to respond to emergencies safely, quickly, and effectively.

You must **adapt your plan to the characteristics of your system and its surroundings**:

assess different emergency scenarios or possible situations that could be dangerous to people or the environment

and

identify ways to prevent, warn about, prepare for, respond to, and recover from different scenarios, which could include fires, catastrophic tank failures, overfilled tanks, ruptured pipes or hoses, etc.

It is strongly recommended that you get appropriate help when preparing your emergency plan, which may include hiring an emergency planning professional. If you have an existing plan that meets all of the Regulations' requirements, you may use it as your emergency plan.

## IMPLEMENTATION

You must always be ready to implement your plan, and ensure that it is easily accessible, at all times, to the people who are required to carry it out. You must keep a copy at the location of your system, if it is a place of work. You must also keep it up to date, including contact information for emergency team members.

You must provide the civic address of each location where a copy of the plan is kept through the **Federal Identification Registry for Storage Tank Systems** (FIRSTS) at <https://www.ec.gc.ca/rfiss-firsts/secureprotege/LoginEntree.aspx>.



## CONTENT OF THE PLAN

### Product information

Properties and characteristics of the products stored in your system's tanks. You can find this information on the safety data sheet provided by your product supplier.

### Tank system capacity

Maximum amount of product you expect to store in each of the system's tanks at any time during any calendar year. In most cases, this will be the manufacturer's suggested fill limit (usually a certain percentage of a tank's nominal capacity).

### Site characteristics

Pay special attention to factors that increase the risk of harm to the environment and/or human health. Is your system near a wetland or above an aquifer used for drinking water? Is it located on a hill so that spilled product would flow down the slope? Is there a populated area or underground utility close to the location? Are there any potential hazards nearby? In most cases, you should include a drawing of the site and the surrounding area as well as a description, noting any relevant characteristics. Extra information such as aerial photographs may also be helpful.

### Emergency response measures

Emergency scenarios that could result in harm to people or the environment, and a step-by-step description of what you intend to do to prevent, warn about, prepare for, respond to, and recover from them.

### Emergency response team and training

List of people designated to carry out the plan (title/position and/or name), their roles and responsibilities, and any training they need to perform their duties.

### Emergency response equipment

Type and location of equipment used in your emergency response (for example, shovels, spill kits, fire extinguishers). You can describe in writing where the equipment is kept or show locations on a diagram or map for easier and quicker reference.

### Notification of affected public

Ways to notify members of the public who may be adversely affected by an emergency, including emergency announcements on local radio and television; door-to-door notification; and use of emergency email, text messages or other social media.

Please refer to **sections 30 to 32** of the Regulations for more details. **Enforcement actions** may be taken against owners or operators of systems that do not have emergency plans or if your plan does not meet all the requirements.

For more information, visit our website

[www.canada.ca/petroleum-products-storage-tanks](http://www.canada.ca/petroleum-products-storage-tanks)

If the information you need is not available on our website, contact your regional office or the Storage Tank Program:

<b>Pacific &amp; Yukon</b>	<a href="mailto:ec.reservoirspsy-tankpsy.ec@canada.ca">ec.reservoirspsy-tankpsy.ec@canada.ca</a>	<b>Quebec</b>	<a href="mailto:ec.reservoirsqc-tanksqc.ec@canada.ca">ec.reservoirsqc-tanksqc.ec@canada.ca</a>
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<b>Ontario</b>	<a href="mailto:ec.promcon-on-compro.ec@canada.ca">ec.promcon-on-compro.ec@canada.ca</a>	<b>Storage Tank Program</b>	<a href="mailto:ec.registrereservoir-tankregistry.ec@canada.ca">ec.registrereservoir-tankregistry.ec@canada.ca</a>

**Disclaimer:** *This material has been prepared for convenience of reference and accessibility and does not have an official character. It is of a general nature only. For all purposes of interpreting and applying the Regulations, users must consult the official version of the Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations and seek their own legal advice as appropriate.*

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