



PREPARING YOUR EMERGENCY PLAN

Under Environment and Climate Change Canada's *Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations*, you must have an emergency plan for each of your storage tank systems. This fact sheet provides you with the information required in an emergency plan and guidance on how to prepare one.

Tank Tip 7

on Storage Tank Systems for Petroleum Products and Allied Petroleum Products Regulations

Why do you need an emergency plan for your storage tank system?

Spills, leaks, fires and other accidents can happen, and you need to be ready with an emergency plan, to limit environmental damage and minimize the danger to people. Developing a plan helps you look ahead to prevent the most likely accidents. It will also allow you to respond safely, quickly and effectively in emergencies. This kind of quick response can limit damage and reduce your clean-up costs and liability.

When must an emergency plan be prepared?

All storage tank systems must have an emergency plan. Owners or operators of systems that do not have emergency plans could be in violation of section 30 of the regulations and may be subject to enforcement action. For systems installed after June 12, 2008, the emergency plan must be prepared before the first transfer of product to the tanks.

What should you consider when developing a plan?

Your plan will depend on your system—the properties of the products you are storing, the features and capacity of your tanks, the physical environment of your site, etc. You must adapt your plan to your own system and surroundings while meeting the requirements of the regulations.



To create a plan, you must first assess different emergency scenarios—possible situations that could be dangerous to people or the environment. Next, you must identify ways to prevent, prepare for, respond to, and recover from each scenario. You are the best person to determine your own scenarios, but examples could include fires, catastrophic tank failures, overfilled tanks, ruptured pipes or hoses, etc.

Can I prepare the plan myself, or should I hire a professional?

It is possible to prepare the plan yourself, but it is strongly recommended that you get appropriate help—which may include hiring an emergency planning professional. This help will allow you to meet the regulatory requirements.

What must be included in the plan?

Environment and Climate Change Canada requires specific information in your emergency plan. A brief description of each requirement is given below. Please refer to sections 30 to 32 of the regulations for more details.

1. **Product information:** The emergency plan must include the properties and characteristics of each product stored in each of your system's tanks. You can find this information on the safety data sheet provided by your product supplier.
2. **Tank system capacity:** The emergency plan must include the 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 (in other words, a certain percentage of the tank's nominal capacity).
3. **Site characteristics:** As noted above, you must assess the characteristics of your site, paying special attention to factors that increase the risk of harm to the environment and/or human health. Are you near a wetland or above an aquifer used for drinking water? Is your system located on a hill so that spilled product would flow down the slope? Is there a populated area or underground utility close to you? Are there any potential hazards nearby? These characteristics must be described in your plan. In most cases, you should include a drawing of the site and the surrounding area, noting any relevant characteristics noted above. Extra information such as aerial photographs may also be helpful. All of this information will support a rapid and effective response during an emergency.

4. **Emergency response measures:** The plan must give emergency scenarios that could result in harm to people or the environment. For each emergency scenario, describe step-by-step what you will do to: prevent, prepare for, respond to, and recover.
5. **Emergency response team and training:** The regulations require you to list the people designated to carry out your plan (names or titles/position). You must also list their roles and responsibilities in an emergency, and any training they need to perform their duties.
6. **Emergency response equipment:** The regulations require you to list the type and location of equipment that would be used in your emergency scenarios (shovels, spill kits, fire extinguishers, etc.). You can describe in writing where the equipment is kept, but it may be easier to show locations on a diagram or map.
7. **Notification of affected public:** Your plan must include ways to notify members of the public who may be affected by an emergency. These measures could include emergency announcements on local radio and television; door-to-door notification; and the use of emergency email, text messages and other social media.

What do you do with the completed plan?

You must always be ready to implement your plan, and you must keep a copy of your plan easily accessible to the people who are required to carry it out. A copy must be kept at the location of the storage tank system, if it is a place of work. You must also keep the plan up to date, with contact information for emergency team members.

You must notify Environment and Climate Change Canada of the civic address of each location where the plan is kept. This can be done through our Federal Identification Registry for Storage Tank Systems (FIRSTS) at www.ec.gc.ca/rs-st.

Can you use a plan already prepared for another government or agency?

If your existing plan meets all of the regulations' requirements, you may use it as your emergency plan. But if your existing plan meets only some of these requirements, you need to change it so that it covers everything.



For more information, please visit our website at www.ec.gc.ca/rs-st. If the information you need is not available on our website, please contact your regional office or the Storage Tank Program:

Pacific & Yukon	ec.reservoirspyr-tankspyr.ec@canada.ca	604-664-9100
Prairie & Northern	ec.promconrpn-compropnr.ec@canada.ca	780-951-8600
Ontario	ec.enviroinfo.ontario.ec@canada.ca	416-739-4826
Quebec	ec.reservoirsqc-tanksqc.ec@canada.ca	514-283-5350
Atlantic	ec.enviroinfo.ec@canada.ca	902-426-7231
Storage Tank Program	ec.registrereservoir-tankregistry.ec@canada.ca	1-844-672-8038

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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