



Emergency Response Assistance Canada
ERAC Plan Participant Readiness and Review Self-Assessment Questionnaire

Company Name:

Contact Name:

Phone Number:

Email:

Instructions:

Complete the following questionnaire to the best of your ability. Once completed, please email a copy to Patrick Knight, Manager, Safety & Quality at patrick.knight@erac.org, or you can complete the form electronically then click the SUBMIT button located on the last page of the questionnaire. If you would like to request a telephone call, webinar presentation or an in-house presentation please email Patrick Knight directly.

Emergency Response Assistance Plans must address the following basic elements of emergency response:

Section 1: Hazard Identification and Analysis

A Potential Accident Analysis is included in the Plan as per section 7.2(h) of the TDG Regulations, including an analysis of how an accidental release could occur, potential consequences related to a release and response actions that can be taken to mitigate the release or potential release.

Question 1:

As an ERAP holder have you identified the products, quantity, means of containment and shipping corridors your products are shipped? Has anything changed recently?

Yes No

If yes, please indicate what has changed.

Question 2:

Can your on-call personnel be readily available at any time to provide ERAC with a Safety Data Sheet for every product/shipment covered by an ERAP for which ERAC has responsibility during activation or notification of an incident?

Yes No



Section 2: Roles and Responsibilities

The roles and responsibilities of key personnel are described in your Plan, including your company personnel authorized to activate the Plan.

Question 3:

As a plan holder, has your list of emergency contact personnel and phone numbers for all ERAPs been updated and is it current?

Yes No

If no, please contact Cheryl Dahlager at 403-543-6092 or at cheryl.dahlager@erac.org to update as soon as possible.

Question 4:

Do you update ERAC every time there is a change to your emergency contacts, products, volumes and transportation corridors?

Yes No

If no, please contact Cheryl Dahlager at 403-543-6092 or at cheryl.dahlager@erac.org to update as soon as possible.

Question 5:

Do you complete regular audits of your emergency contact phone numbers?

Yes No

Section 3: Third Party Agreements

An executed copy of the ERAC Plan Participation Agreement has been provided to the plan holder.

Question 6:

As an ERAP plan holder have you read and understood the ERAC Plan Participation Agreement?

Yes No

Section 4: Emergency Response Procedures

Your ERAP includes guidelines for critical tasks (e.g. damage assessment, planning, product transfer, containment, flaring and purging). ERAC's procedures and documents clearly identify how each of the processes will be managed.



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Question 7:

Are you aware of the ERAP activation and mobilization process in the event of an activation of the Plan?

Yes No

Question 8:

Would you like more information on ERAC's response process and capabilities?

Yes No

Question 9:

As a Plan Participant, your ERAP provides guidelines that ERAC uses to mitigate an emergency. Would you like to know more?

Yes No

Section 5: Resource Contacts

Your plan includes a resource contact list for internal and external resources that are required to support ERAC's response. For example, this includes contact information for response contractors, suppliers, burn centres, air or marine charters, etc.

Question 10:

Do you have any questions in relation to resource contacts?

Yes No

If yes, please provide any questions you have:

Section 6: Plan Activation

Your ERAP specifies the steps necessary for activation in an emergency and includes procedures to notify key response personnel.

Question 11:

Does your organization have an internal activation checklist of the steps necessary in the event of an ERAP incident? Has it been reviewed and is it current?

Yes No



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Section 7: Resource Mobilization

ERAC as your ERAP response provider, has addressed mobilization of response resources, including identification of persons with the authority to mobilize resources.

Question 12:

Are you, as the Plan Participant, aware of what response resources may be mobilized?

Yes No

Section 8: Training and Exercises

ERAC trains and assesses its responders for competence, both qualitatively and quantitatively. Is your organization aware of ERAC's training and resources?

Question 13:

ERAC offers the opportunity for Plan Participants to observe Regional training which is held once a year, in each region, for our Remedial Measures Advisors (RMAs), Technical Advisors (TAs), Response Team Leaders (RTLs), Alternate Team Leaders (ATLs), as well as all Response Team Members, to test their skills and update them on any new best practice response activities. Would you be interested in attending a Regional training?

Yes No

Question 14:

Has a tabletop scenario been held within your organization to help you plan for an initial emergency response within the last year?

Yes No

Question 15:

Would you like ERAC to assist in the development of your CEPA-E2 plan or related table top or exercise?

Yes No

Question 16:

Would you like ERAC to provide Incident Command Training to your emergency management team/emergency response personnel?

Yes No

Thank you for your participation and your effort in helping to assure your organization's compliance and readiness in the event of an emergency requiring activation of your ERAP. We are here to help you succeed in managing your needs, efficiently and effectively.