

Template

Emergency response plan

For a workplace that holds hazardous substances above the quantities in Schedule 5 of the Health and Safety at Work (Hazardous Substances) Regulations 2017. Fill in each field, then save or print a copy and keep it where the people named in it, and the emergency services, can reach it quickly.

Workplace	
Site address	
Business (PCBU)	
Plan prepared by	
Date prepared	
Next test due	

1. When this plan is required

Regulation 5.6 requires a plan when substances are present above the quantities in Schedule 5. WorkSafe gives these examples:

Substance	A plan is needed above
LPG (class 2.1.1A)	300 kg
Petrol	1,000 L
Other class 3.1A flammable liquids	100 L
Class 3.1B flammable liquids	1,000 L
Class 3.1C and 3.1D, such as diesel	10,000 L
Fuel on a farm of 4 ha or more, stored so a spill can't reach buildings or water	2,000 L

If you hold several substances, check them together with WorkSafe's hazardous substances calculator at hazardoussubstances.govt.nz/calculator.

2. Emergencies this plan covers

Regulation 5.7 requires the plan to cover every reasonably foreseeable emergency involving your hazardous substances, for example an LPG leak, a fuel spill, a fire in the storage area, or a tank or cylinder damaged by a vehicle.

#	Foreseeable emergency

3. People responsible

Name	Role in an emergency	Phone	Skills and training

4. Attachments the plan must include

- ☐ An inventory of the hazardous substances at the workplace (regulation 3.1). HSWNZ's inventory template can be used.
- ☐ A site plan showing where each hazardous substance location is.

5. Response to emergency 1

Complete one page for each emergency listed in section 2. Print or copy this page if you need more.

Emergency	
How people will be warned (alarm, signal, who raises it)	
How people will be protected and evacuated, and the assembly point	
How injured people will be helped (first aid, who gives it)	
How the emergency will be managed and the site made safe again	
Who is responsible for each action (name, role, phone, skills and training)	
How emergency services will be contacted (dial 111: who calls, what they report)	
Equipment to be used (spill kit, shut-off valves, PPE)	
Fire extinguishers: type and location (where fire is foreseeable)	

5. Response to emergency 2

Complete one page for each emergency listed in section 2. Print or copy this page if you need more.

Emergency	
How people will be warned (alarm, signal, who raises it)	
How people will be protected and evacuated, and the assembly point	
How injured people will be helped (first aid, who gives it)	
How the emergency will be managed and the site made safe again	
Who is responsible for each action (name, role, phone, skills and training)	
How emergency services will be contacted (dial 111: who calls, what they report)	
Equipment to be used (spill kit, shut-off valves, PPE)	
Fire extinguishers: type and location (where fire is foreseeable)	

5. Response to emergency 3

Complete one page for each emergency listed in section 2. Print or copy this page if you need more.

Emergency	
How people will be warned (alarm, signal, who raises it)	
How people will be protected and evacuated, and the assembly point	
How injured people will be helped (first aid, who gives it)	
How the emergency will be managed and the site made safe again	
Who is responsible for each action (name, role, phone, skills and training)	
How emergency services will be contacted (dial 111: who calls, what they report)	
Equipment to be used (spill kit, shut-off valves, PPE)	
Fire extinguishers: type and location (where fire is foreseeable)	

6. Who has a copy

Regulation 5.10 requires the plan to be available to every person named as responsible for carrying it out, and to the emergency services it names. Fire and Emergency New Zealand can review a plan and make written recommendations, and you must amend the plan to give effect to them so far as reasonably practicable.

Copy held by	Location	Date given

7. Testing record

Regulation 5.12 requires you to test the plan at least every 12 months, test it again within 3 months of any change to the people, procedures or actions in it, amend it in response to what each test shows, and keep a record of every test and its results for at least 2 years. A test can be a full drill or a walk-through with the responsible people.

Date	Type of test	Who took part	What we found and what we changed

Post this page at the site entrance and in each work area

In an emergency

Fire, injury or serious spill: call 111

Alarm	
Assembly point	
Emergency contact on site	
Second contact	
Fire extinguishers	
Spill kit	
Shut-off valves or switches	
Inventory and full plan kept at	

Based on the Health and Safety at Work (Hazardous Substances) Regulations 2017, Part 5 (regulations 5.6 to 5.13 and Schedule 5), and WorkSafe's guidance on emergency plans, checked 16 October 2026. General guidance, not legal advice.