SITUATION

REPORT

GUIDE

This guide is best used in conjunction with the *A Disciplined Approach to Emergency Response Chart* and updated each operational period as the situation changes

1) **Problem**
2) **Modifying Conditions**
3) **Affected Area**
4) **Control Measures**
5) **Define Critical Objectives**
6) **Response Strategies**
7) **Restoration Strategies**

A Disciplined Approach to Emergency Response Guide

This guide should be used in conjunction with *A Disciplined Approach to Emergency Response Chart* and updated each operational period or if the situation changes.

Date	Time	Name of person completing this form

Problem

NATURE and QUANTITY of MATERIAL	
Chemical /Shipping Name:	
UN or CAS Description:	
TDG Classification:	
Nature of the Hazard: - fire, explosion - inhalation, environmental	
Quantity Spilled:	
Quantity at Risk:	
TYPE, CONDITION and BEHAVIOUR of CONTAINER	
Mode of Transport: e.g. road, rail, air, marine	
Means of Containment: - type(s) and number(s), - identification marks	
Fixed Facility: - type - equipment number(s)	
Danger of Failure, stress from: - mechanical damage (e.g. impact, heat, fire) - chemical reaction (e.g. exothermic, polymerization)	
Container Failure, due to: - leak (e.g. crack, flange, valve) - puncture, BLEVE	
STAGE of INCIDENT	
Stability of the Incident: Is it stable? What would cause the escalation of the incident?	

Modifying Conditions

LOCATION			
Location of the Incident: - size of population and where - adjacent facilities - access (equipment/personnel)			
Spill: - ground water - fresh water - salt water			
Product Location and Migration: Where is it now? Where is likely to go?			
Combination of Circumstances: Is it a combination of issues?			
TIME			
Time of alert		**Time of incident**	
Time of day; affects on - response operations (daylight) - population change (traffic) - movement of spill (tide)			
Day of week (traffic)		**Response time to incident**	
WEATHER CONDITIONS			
Temperature: _____	**Wind Direction: _____**	**Wind Speed: _____**	**Humidity: _____**
Precipitation: What kind is it and how much? e.g. rain, snow, fog,			
Weather Forecast: - check area weather forecast - severe changes may impact the response			

Potential Losses

AFFECTED AREA
People
Injury/Fatality How many have been affected? How many may be affected?
Drinking Water Long term or short term? Local or public?
Environment
Water What system(s)? Soil/ground water Lake, river/stream, marine
Wildlife, Habitat, Recreational Has it been or will it be potentially affected?
Public Affairs
Areas of issues - media - government - community - special interests
Financial Risk
Public - private or public structures - environment
Corporate - assets, reputation - production - customers - adjacent businesses
Compliance - regulatory - due diligence

Control Measures

INTERNAL RESOURCES	
ER Plan: e.g. TER Plan, ERAP, E2	
Trained Personnel: Who do you have? Trained to what standard? What certification? Other: e.g. occupational hygiene, plume modeling	Technical Advisor(s): Home Coordinator: Spokesperson: Product Specialist(s): Other:
Equipment: What do you have, need and is available? e.g. PPE, communications, command post, resources for potential response strategies	
Control Agents: What is available? e.g. firefighting, dispersion, neutralization	
EXTERNAL RESOURCES	
Emergency Plans: What plans are available to be implemented? e.g. CHLOREP, LPGERC, Marine	
First Responders: Who; are they on the scene?	
Public Agencies: Who is or needs to be involved? e.g. MOE, MOT, EMO, MNR, EC,	
Utilities: Locate, shut-off or supply? electricity, gas, phone, optics	
Product Information: What sources were used? e.g. CANUTEC, CHEMTREC, ERG, manufacturer(s), supplier(s)	
Wildlife rescue services:	
Insurance claims adjusters:	

Define Critical Objectives

PROTECT WHAT?
What people and where? - responders - public (residents, businesses, etc.)
What environment(s) is at risk? - drinking water - wildlife - recreational use
What property is at risk? - means of containment - buildings/structures - equipment
FROM WHAT HAZARD?
Inhalation e.g. IDLH, TLV, odour
Fire -heat, smoke
Contact with released material -corrosive, irritant
Potential projectiles
PRIORITIZE CRITICAL OBJECTIVES
What are the critical objectives? If resources are limited, the priority is people, environment and then property.
What is most critical?
2nd priority
3rd priority
4th priority

Response Strategies

ESTABLISH INCIDENT MANAGEMENT
Incident Commander:
Operation Section Chief:
Planning Section Chief:
Command Facilities Location: e.g. EOC, Command Post, Staging
Establish Hot, Warm & Cold Zones: Secure area – where and by who?
Meeting schedules & location:
Operational periods:
PROTECT POTENTIAL LOSSES
Protect Response Team: e.g. PPE requirement, rescue plan
Rescue Trapped/Injured Persons: From where and by who?
Potentially impacted publics: e.g. shelter-in-place, evacuate and by who?
Protect environment: e.g. wildlife, sensitive eco-systems, recreational
Protect property: e.g. livestock, tourism

Response Strategies (cont'd)

STABILIZE the HAZARD
Stop the leak: How and by who?
Contain the release: e.g. dam/dike, boom, divert
Ignition: e.g. Remove potential ignition source or intentionally ignite
Prevent container failure: e.g. cool container, depressurize
Take no action:
EXTINGUISH IGNITED MATERIAL
Remove fuel:
Extinguish: e.g. chemical agent, remove oxygen
Remove ignition source:
Let substance burn:
MITIGATE the HAZARD
Apply agents: e.g. inhibit, dilute, neutralize, disperse and is there sufficient quantity, equipment and personnel?
Material displacement: e.g. transfer, flare, recover
Remove uninvolved materials: e.g. other MOCs, vehicles
Place barrier(s) to prevent impact:

Restoration Strategies

CLEAN UP and RECOVERY
Assess Quantity Spilled & Area Affected: How will you know where it is? -detection, sampling, monitoring
Assess Environmental Impact: What are the issues? e.g. Safety, spill destination, wildlife How much has evapourated? How much natural degradation?
Clean-Up Technology: What is the most appropriate? What is available? e.g. Water wash, skim, vacuum trucks, bio-remediation, excavation
Work with authorities on remediation activities: Worker safety? Remediation activity requires approval.
DISPOSAL
Comply with regulations: -treat/neutralize -incinerate -landfill
Due diligence: -reuse -reprocess -recycle