

# Information Sheet

Department of Community Safety  
Queensland Fire and Rescue Service

## OFF-SITE PLAN - NOTIONAL REQUIREMENTS

The Fire Service Act 1990, Section 97(4) defines an "off-site" plan.

"An off-site emergency plan must provide for measures to be taken in preparation for a chemical incident or upon a chemical incident occurring so that danger that may thereby arise to any person who or property that is outside the premises to which the plan relates or to the environment is avoided or limited."

The document: Emergency Planning for Hazardous Industry, or Hazardous Industry Planning Advisory Paper 1 Emergency Planning should be consulted. In addition the Queensland Disaster Management Plan and Hazardous Materials Incident Recovery Plan may also be consulted.

The "off-site" plan should include all "on-site" plans and should address the following areas, where applicable.

### **Objective and Scope**

Legal context

### **Site Details**

LOCATION: Street address/side streets;  
Suburb/Town, including GPS coordinates;  
Area – Topography;  
Site layout such as location of buildings;  
Bunding and environmental management systems including drainage;  
Processes: general description of the nature of the activity;  
Storage: tanks/warehouses (solid/liquid/gas);  
Identified environmental risks including proximity eg. rivers/streams;  
Identified immediately adjacent sites;  
Identified community risks including proximity eg. schools, hospitals; and  
Any other identified risk such as cultural including proximity.

### **Routine Contact Details**

### **Emergency Contact Details**

site operator

### **Risks and Emergency Planning Assumptions**

Types of incidents natural and technological; and  
Hazard analysis

### **Warning and informing**

Criteria for activating and deactivating plan;  
Responsibilities including on-site and off-site notification process/flowchart;  
Initial alert; and  
Information to the community before, during and after emergency.

### **Generic Concept of Multi-agency response to off-site incident**

Organisational structure;  
Command and control including arrangements and locations of control points;  
Communication, record keeping and terminology;

Emergency functions, roles and responsibilities;  
Resource requirements;  
Maps including access and egress;  
Evacuation centres;  
Identified areas/community at risk; and  
Emergency assistance arrangements, eg resources and evacuation.

**Roles and Responsibilities**

Legal context;  
Site operator;  
Emergency Services and Police; and  
Other Agencies such as Local Government.

**Training, Exercising and Debriefing and Review**

Agencies/personnel with role practised; and  
Resources and arrangements match plan and are available when required