Guideline to the Emergency Services Information Package (ESIP)

The Emergency Services Information Package (ESIP) is a removable inclusion at the front of or separate to the Emergency Plan containing concise and relevant information to allow emergency services to implement effective strategies and tactics to manage a fire or other emergency incident. A laminated copy of your ESIP should be located with your emergency plan, accessible to emergency services 24/7. The SA Fire Services will also retain a digital copy of the ESIP.

Using this document and the checklist on Page 7 will assist in ensuring that your ESIP meets the SA Fire Services requirements. This will decrease the time required to review your ESIP, and the potential fees charged to your business.

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SAMPLE – ESIP COVER PAGE

ABC Pty Ltd

123 Drive Way

Carsville, SA, 5689

EMERGENCY SERVICES INFORMATION PACKAGE (ESIP)

IMPORTANT INFORMATION

Date prepared: 01.01.2024

SAMPLE – PREMISES DETAILS AND EMERGENCY CONTACTS

PREMISES DETAILS

COMPANY OR PREMISES NAME

ABC Pty Ltd

PREMISES ADDRESS

123 Drive Way, Carsville, SA, 5689

Operating Hours	Min Occupancy	Max Occupancy
0900-1700 M-F	4	25
0900-1300 Sat	2	4
Outside of these hours	0	2 truck drivers

OR

OPERATING HOURS

0900 – 1700 Monday – Friday

0900 - 1300 Saturday

OCCUPANCY

Min 4 persons. Max 25 persons on site.

EMERGENCY CONTACTS

Name	Position	Business hours phone number	After-hours phone number
Jane Doe	Manager	08 000 0000	04 0000 0000
John Doe	Assistant Manager	08 000 0000	04 0000 0000
James Doe	Warehouse Supervisor	08 000 0000	04 0000 0000

SAMPLE – MANIFEST

Person conducting the business or undertaking (PCBU)	ABC Pty Ltd
Address of premises	123 Brown Street
Date of preparation	01.01.2024
Next revision/update	01.01.2025

Hazardous Chemicals Stored in Bulk

Site Location	Hazardous Chemicals					Storage Area			
	Shipping Name	UN No.	Class	Sub Risk	Packing Group	Type of Area	Design Capacity	Diameter	Max Quantity
SA1	Sulfur	1350	4.1		III	Open area	60,000kg	8m	20,000kg

Hazardous chemicals stored in tanks (not including IBCs)

Site Location	Hazardous Chemicals					Tanks			
	Shipping Name	UN No.	Class	Sub Risk	Packing Group	Type	Capacity	Diameter	Max Quantity
DGT1	Methanol	1230	3	6.1	II	u/g	30,000L	3m	20,000L

Package Stores (including IBCs)

Package Store 1

Site Location	Hazardous Chemicals					Storage Area		
	Shipping Name	UN No.	Class	Sub Risk	Packing Group	Type of Area	Average Quantity	Max Quantity
PS1	Chlorine	1017	2.3	5.1 8		Cylinders in use	70L	70L

Package Store 2

Site Location	Hazardous Chemicals					Storage Area		
	Shipping Name	UN No.	Class	Sub Risk	Packing Group	Type of Area	Average Quantity	Max Quantity
PS2	Organophosphorus pesticide, liquid, toxic	3018	6.1		II	Roofed store	2,000L	2,500L

Transit Areas

	Hazardous Chemicals	Transit Area

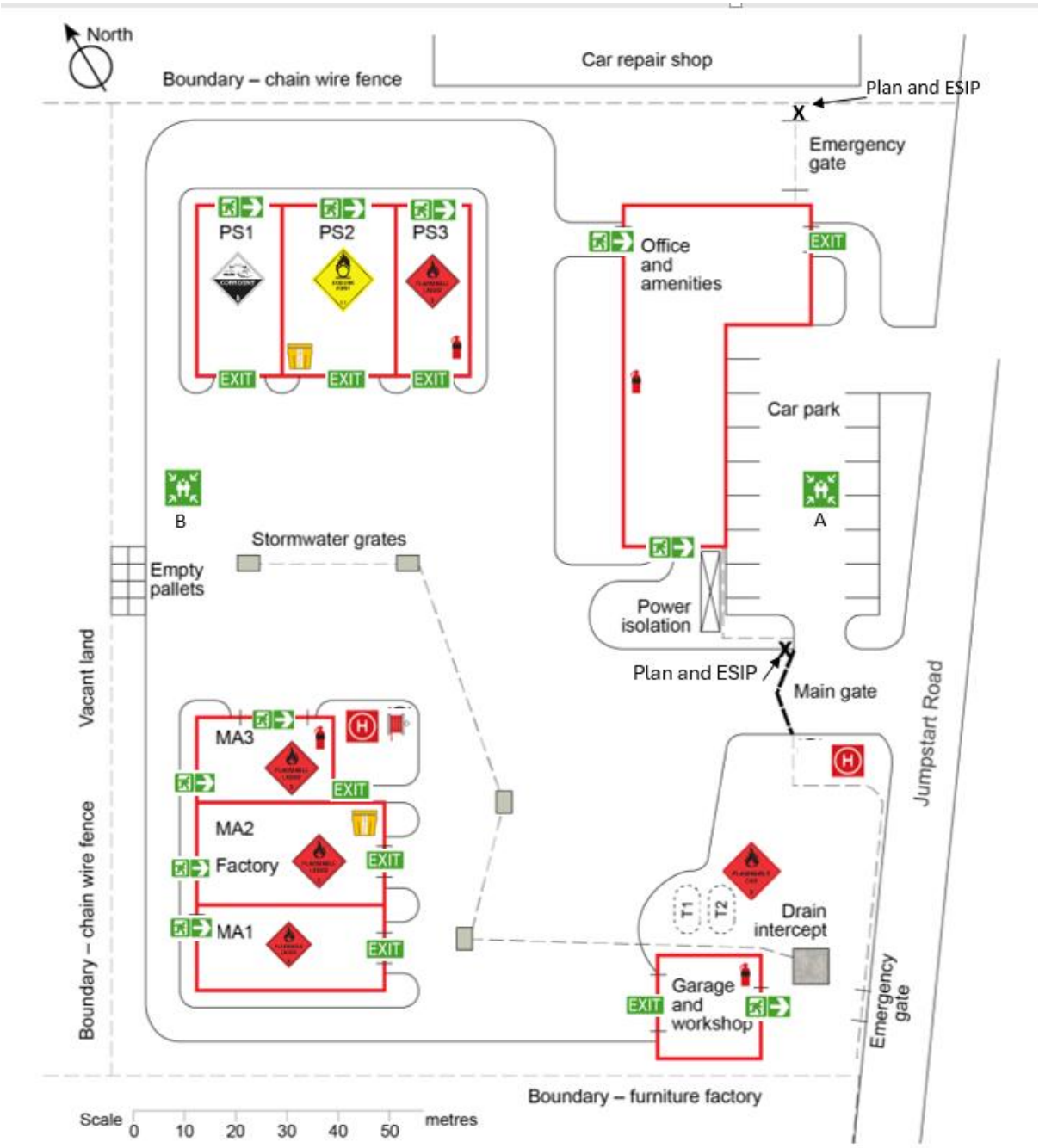
Site Location	Shipping Name	UN No.	Class	Sub Risk	Packing Group	Average Quantity	Max Quantity
TA1	Krypton, compressed	1056	2.2			500L	1,000L

Manufacturing Areas

Site Location	Hazardous Chemicals					Manufacturing Area	
	Shipping Name	UN No.	Class	Sub Risk	Packing Group	Average Quantity	Max Quantity
MA1	Isopropanol (Isopropyl alcohol)	1219	3		II	2,500L	4,000L

Note: please highlight any class 4.2 or 4.3 hazardous chemicals (reactive to water)

SAMPLE – SITE PLAN



Legend

Assembly area	Fire hose reel	MA	Manufacturing area
CO2 extinguisher	Fire hydrant	PS	Package store
Corrosives	Flammable gas	T	Tank
Emergency exit	Flammable liquid		
EXIT Exit	Oxidising agent		

ESIP CHECKLIST

This checklist can be used to ensure you have met the SA Fire Services requirements for an ESIP before submitting your emergency plan and ESIP.

Matter to be included	Is this included?
Title page displaying: -Company or premises name	☐
-Premises address	☐
-Date prepared	☐
Content Including: - Operating hours	☐
- Occupancy	☐
-Three emergency contacts (names, positions, business/after-hours contact numbers)	☐
Site plan including (note can be more than one site plan to encompass all points/areas of site): -Site boundaries	☐
-Legend explaining all symbols, ID numbers and codes	☐
-Entrances and exits (normal and emergency)	☐
-Internal and external roadways	☐
-Buildings, structures, and operations in them	☐
-Hazardous chemical locations	☐
-Emergency assembly areas	☐
-Fire safety equipment	☐
-ESIP & emergency plan storage location	☐
-Water supplies and drainage systems	☐
-Electrical and gas isolation points	☐
-Solar (PV) systems, Battery Energy Storage Systems (BESS), including isolation points	☐
-Any other isolation valves e.g., stormwater, chemicals, bunds	☐
Manifest including: -Site location (referencing site plan)	☐
-Shipping name	☐
-UN number	☐
-Dangerous goods class and sub risks	☐
-Packing group	☐
-Type of container	☐
-Size of container	☐
-Number of containers (if applicable)	☐
-Maximum quantity	☐
Any Class 4.2 or 4.3 hazardous chemicals (reactive to water) are highlighted	☐