

Emergency Procedures for Handling Flammable and Combustible Liquids

1. **EMERGENCY AND SHUTDOWN PROCEDURES** – Each employee should know the purpose and location of their **emergency shutdown switches** and how to use them. Each switch should be within 100 feet of the dispensers and clearly marked.

2. **PORTABLE FIRE EXTINGUISHER** – Each employee should understand how to use the fire extinguishers that are made available to them. In addition, these fire extinguishers must be inspected by a qualified individual on a regular basis.
Note: ABC fire extinguishers are recommended for all facilities. It is essential the fire extinguisher used on petroleum fires is rated **Class B**.

Class A - wood or paper fires
Class B - flammable liquid fires
Class C - electrical fires

3. **EMERGENCY NOTIFICATION** – Each situation will call for a different procedure for notification. Supervisors, emergency response personnel, utility companies, and possibly regulatory agencies will have to be notified. The supervisors or management will assist the employees in determining who should be called. Telephone numbers for emergencies will be posted and readily available to all employees.

4. **SPILL CONTROL** – If a small quantity of fuel is spilled, it should be washed away with water or contained and cleaned up with an absorbent material such as cat litter. This absorbent must be easily accessible to the pump island.
NOTE: Some towns will not permit you to wash spilled petroleum products into public sewage drains. Consult with the manager for proper disposal of spilled product.

5. **THE SAFETY OF EACH EMPLOYEE, PATRON, AND BYSTANDER IS THE MOST IMPORTANT ITEM REGARDING ANY EMERGENCY. IF YOU ARE UNCERTAIN ABOUT THE EMERGENCY SITUATION, CALL FOR ASSISTANCE AND WAIT FOR HELP.**