



INSTRUCTIONS FOR STATION CONTROLLERS **EMERGENCY PROCEDURE**

1. In the event of fire or major spillage the controller in charge at the time shall take the following action immediately:-
 - (a) De-activate the self service equipment by operation of the emergency switch at the control point.
 - (b) Dial '999' and ask the operator for the Fire Service. Give exact details of nature of incident to Fire Service Control Operator.
 - (c) In the event of fire use the station fire equipment to control the fire provided that this can be done without exposure to undue risk.
 - (d) In the event of major spillage take steps to keep any person as far from the area of spillage as possible.

2. In the event of:-
 - (a) minor leakage, spillage or any accident involving the dispensing equipment, and
 - (b) accidental spillage or any accident when filling into underground tanks not requiring the attendance of the emergency services the following action shall be taken:-
 - (i) de-activate all self service equipment;
 - (ii) isolate the affected part of the installation and cover any spillage with sand;
 - (iii) inform the County Petroleum Officer immediately at:-

3. In the event of leakage at a site having remote pumping units or submersible pumps, the following action shall be taken in addition to that indicated in (2) above:-
 - (a) manual valves on all pressure lines shall be closed immediately;
 - (b) the site shall be kept closed until the leak has been repaired by a petroleum engineer.