

# IN THE EVENT OF A FIRE OR SPILL, YOU ARE RESPONSIBLE FOR PERFORMING THE FOLLOWING FUNCTIONS...



## In the event of a FIRE:

1. Immediately **evacuate to a safe location and CALL 911.**
  2. If it is safe to do so, activate the fire alarm, de-energize all equipment (via an emergency stop switch or circuit breaker), and utilize the nearest fire extinguisher(s) to extinguish and/or contain the fire. The nearest fire extinguishers are located on the fuel canopy posts and/or on/in the nearest building.
  3. Notify Scott Lawler (770-608-9453) or Eric Johnston (678-488-1002).
  4. Prior to resuming the use of any fuel handling/transfer equipment following a fire, all equipment should be inspected by a Class A/B UST System Operator and/or other qualified persons.
- ★ For recharge or replacement of a discharged or inoperable fire extinguisher, and for incident reporting assistance, notify Scott Lawler at 770-608-9453.



## In the event of a SPILL:

### ★ *For minor spills (under 2-gallons and confined to surface pavement)...*

1. If the spill was caused by faulty fuel handling/transfer equipment, de-energize the equipment (via an emergency stop switch or circuit breaker).
2. Deploy spill response materials, as appropriate. The nearest spill response materials are located near the fuel dispensers.
3. Clean-up the spill as appropriate and dispose of all contaminated materials properly.
4. Notify Scott Lawler (770-608-9453) or Eric Johnston (678-488-1002) to report spills or faulty equipment, and/or to restock or replace spill response materials.
5. If the spill was caused by faulty fuel handling/transfer equipment, lock-out/tag-out or otherwise prevent others from using the faulty equipment until repairs can be made by qualified persons.

### ★ *For major spills (over 2-gallons and/or not confined to surface pavement)...*

1. If it is safe to do so, de-energize any faulty fuel handling/transfer equipment (via an emergency stop switch or circuit breaker).
2. Deploy spill response materials, as appropriate, to clean-up the spill or contain the spill until help arrives. The nearest spill response materials are located near the fuel dispensers.
3. Notify Scott Lawler (770-608-9453) or Eric Johnston (678-488-1002), and if neither Mr. Lawler nor Mr. Johnston can be reached, or if the spill cannot be contained, call 911.  
Note: When reporting the incident, relay the source, location, and extent of the spill, and if clean-up or remediation assistance is needed. Also, follow up with Mr. Lawler for further instructions regarding the proper handling and/or disposal of contaminated materials.
4. If the spill was caused by faulty fuel handling/transfer equipment, lock-out/tag-out or otherwise prevent others from using the faulty equipment until repairs can be made by qualified persons.

★ **Reminder:** Fuel/petroleum spills can become fires if conditions are right. Be aware of, and eliminate possible ignition sources within the area until vapors dissipate.

**IN THE EVENT OF A FIRE OR SPILL, YOU ARE RESPONSIBLE FOR PERFORMING FIRST RESPONDER DUTIES.**

**IT IS YOUR RESPONSIBILITY TO BE FAMILIAR WITH YOUR SITE'S SPECIFIC FIRE EXTINGUISHER AND SPILL KIT LOCATIONS**

**FIRE EXTINGUISHERS:**

- ★ Station #51 – Exterior, Northwest Corner of the Building
  - ★ Station #52 – Within the Fire Station Garage
  - ★ Station #54 – Within the Fire Station Garage
  - ★ Station #55 – Within the Fire Station Garage
  - ★ Station #56 – Within the Fire Station Garage
- ★ Central Location – On the Fuel Canopy Posts

**SPILL KITS:**

- ★ Station #51 – Between Fuel Dispensers
- ★ Station #52 – On the Fuel Dispenser Island, Adjacent to the Fuel Dispenser
- ★ Station #54 – On the Fuel Dispenser Island, Adjacent to the Fuel Dispenser
- ★ Station #55 – On the Fuel Dispenser Island, Adjacent to the Fuel Dispenser
- ★ Station #56 – On the Fuel Dispenser Island, Adjacent to the Fuel Dispenser
- ★ Central Location – Between Fuel Dispensers

- ★ For questions, or more information regarding your duties and/or Site Specific instructions, please contact Mr. Scott Lawler (770-608-9453)

# ATTENTION ALL FUEL SYSTEM USERS!

**YOU ARE NOW CONSIDERED TO BE A  
"CLASS C UNDERGROUND STORAGE  
TANK SYSTEM OPERATOR"!**



**In the event that a fire, fuel release, or suspected fuel release occurs at a City of Marietta Fuel Station, you are responsible for performing first response duties.**

I, \_\_\_\_\_, have received, read, and comprehend the handout titled **"IN THE EVENT OF A FIRE OR SPILL, YOU ARE RESPONSIBLE FOR PERFORMING THE FOLLOWING FUNCTIONS..."** (Revision: 041515).

**In addition, I am prepared and able to perform first responder duties, as described in said handout. If at any time I become unable to perform these duties, I will notify my Manager before operating any portion of any City of Marietta fuel system.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_