Emergency Procedures

In case of uncontrolled release, severe injury, fire or explosion:

If you are not in immediate danger from gas, fire or explosion:

CALL:  . . . . . . . . .  911. An alarm may have gone out to the Fire Department, but call anyway.

REPORT:
1. Say “Gasoline or Oil release Emergency”
2. Give your name
3. Give your building location
4. Give the phone number you are calling from
5. Describe the emergency:
   a. Uncontrolled liquid release from_______________?
   b. Was there a fire or explosion?
   c. Are there any injuries?
   d. If so, how many?
6. By radio notify central dispatch of the problem.
7. Central dispatch will notify EH&S and University Police.

If you have to evacuate due to fire or explosion, do the above from a safe location. If you are contaminated get to the emergency eye wash/shower. If the release involves more than 5 gallons of gasoline call 911 and keep all ignition sources away from the spill. This includes vehicles, pumps or any device that could cause a spark.

PROGRAM CONTACT LIST

Todd Standish: Motor pool Supervisor. Responsible for fueling operations at Surbeck; 359-6561; Cell 720-9870

Kevin Beckwith; Facilities Engineer, 359-4205 Rozell Fuel Tanks and Fueling

Joe Swinyard; Director of Facilities Maintenance, 359-2046

Chad Johnson; Environmental Health and Safety, 359-6455 or Cell 290-3510

Rozell Plant Operations, 359-6460

Cheney Fire Department, 498-9291

University Police, 535-9233
General Work Procedures
Vehicle Fuelling Station at Surbeck

The Surbeck Fueling Station has two dispensers, one for diesel and one for gasoline. The tank system is underground beneath the dispensers. EWU state vehicles and the City of Cheney official vehicles refuel at this location. EWU maintains the system.

RULES FOR SAFE REFUELING

- Turn Off Engine
- Don't Smoke
- Never Re-enter Your Vehicle
- Fuel portable gas cans on the ground only

The last two items must be adhered to, to prevent static fires.

Static electricity can spark a fire. How does it happen? Motorists start pumping gas then get back in their car. Once the tank is full they return to the nozzle with a fresh charge of static built up. They touch the gas pump nozzle which generates a spark. The spark ignites the gasoline vapors.

In the rare event a motorist experiences a fire when refueling, leave the nozzle in the fill pipe of your vehicle and back away from the vehicle. Immediately to shut off all dispensing devices and pumps with emergency controls. Use the emergency shutdown button to shut off the pump. Leaving the pump nozzle in the vehicle will prevent any fire from becoming much more dangerous. Call 911 from a safe location and alert them to the problem. Contact Todd Standish as soon as possible to alert him to the emergency.

PORTABLE GAS CANS

Portable containers can build up a static electric charge during transport. Consequently, when the container is not placed on the ground for filling, its static electricity could be discharged, which could then result in a fire when filling begins. Therefore, place containers on the ground during filling and keep the nozzle in contact with the container. **DO NOT** refuel a container inside a vehicle or its trunk, the bed of a pickup truck, or the floor of a trailer, etc. Only use containers of an approved design.
EWU Fuel Station Emergency Shutoff

The fuel station emergency shutoff is located approximately 100 feet to the north

**Spills and Cleanup**

If a small amount of fuel is spilled (less than 5 gallons) use kitty litter in the spill kit and cover the spill. Sweep up the absorbed material and contact Todd Standish or Chad Johnson. For gasoline spills do not start your vehicle until the fuel is covered by the kitty litter.

For larger spills over five gallons or unrolled releases call 911 and ask for fire department response. If you have an ongoing uncontrolled release attempt to shut the dispenser off. If unsuccessful use the emergency shutoff located to the north of the fueling island then call 911 from a safe location and alert all people in nearby buildings. Contact to Todd Standish and Chad Johnson. The fuel pad has a fuel collection system that will hold approximately 50 gallons of fuel provided there is no rain water in the system. If it appears that diesel fuel may move from the fueling pad and you deem it safe attempt to place a berm around the fuel to keep it on the pad. If it is gasoline that is spilling, move away from the area.

**Regulatory Reporting**

When regulatory reporting of a spill is necessary EWU Environmental Health and Safety will report the spill to the Department of Ecology within 24 hours. Any soil cleanup will be conducted by EWU EH&S or an approved contractor.