

# EMERGENCY RESPONSE PROCEDURES

**First Aid Kit Location:**

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**Fire Extinguisher Location(s):**

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**Evacuation Plan (i.e. fire in store):** – Identify all exit doors in the building –

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**Storm Shelter Location:** – Area of strongest structural support, away from windows –

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**Emergency Stop Button (or breaker switch):**

Location -

When to use it -

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**Petroleum Spill Kit:**

Location -

When to use it -

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What to do with clean up materials -

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**Monitoring Equipment (i.e. ATG or tank gauge)**

Brand/Model -

Location -

Protocol for monitoring -

What to do if alarm -

Contact Person (if alarm) -

Phone Number -

**Fuel Delivery Protocol:**

Overfill prevention device (circle one): Overfill Alarm - Auto Shutoff Valve - Ball Float Valve

What indicates tank overfill situation -

How to respond to overfill situation -

Responsibilities during/after delivery -

**SPECIAL NOTE:** Spill basin must remain clean (free of liquid and debris) at all times.

**IMPORTANT:** This form should be used to document all specific emergency response procedures and should be posted in a clearly visible location at the front of the store (easily accessible to Class C Operators). All applicable information must be completed for each item. This form must be filed at respective facilities to document compliance.