

# Emergency Response Plans for Petrol Stations

## Information Sheet

The following is an illustrative, but not exhaustive, outline for an Emergency Response plan and procedures for a petrol station. The Emergency Response Plan must be site-specific.

### Item 1: Name and address of owner/operator

Identify site name and address. Where sites are in isolated locations, it may also be necessary to outline clear directions to be given to the Emergency Services in the event of an emergency.

### Item 2: What is an Emergency?

The Emergency Response Plan must specify exactly what constitutes an emergency scenario. An emergency scenario will require either raising of a site alarm and/or an external alarm. The risk involved is immediate and must be dealt with urgently to prevent escalation or to achieve remediation of the damage, loss or injury to individuals, plant and equipment.

For any petrol station, the following might be considered to constitute an emergency;

- a. Fire or ignition source on the forecourt
- b. Significant spillage of flammable fuel
- c. Explosion
- d. Contamination of clothing of client or personnel with petrol
- e. Injury to client or personnel on site
- f. Threat of violence, personal injury or robbery

### Item 3: Identify the Emergency Response Equipment on Site

Clearly describe the emergency response equipment on site, what function each has, how they are triggered and how they operate.



**(i) Fixed fire fighting or emergency response facilities on site along with their locations.**

Examples;

- a. Safety devices on equipment and systems.
- b. Systems for emergency shutdown of sources of flammable fuels.
- c. Systems for raising the alarm both on-site and off-site. Telephone landlines, mobiles, break glass units. Detail how they operate and how to trigger them.
- d. Fireman's switch - function, location and how it operates.
- e. Any water drenching or foam flooding equipment, if appropriate.
- f. Electrical shutdown of pumps or other equipment.
- g. Emergency exits, routes and assembly points for staff and clients.

**(ii) Portable fire fighting and spill response facilities, along with their locations.**

- a. Fire extinguishers, type, location and application.
- b. Spill containment systems and remediation measures.

List of trained first aiders where appropriate or alternatively contact details for the nearest medical facility or professional.

**Item 4: Site Map**

A detailed site map showing the location of the tanks and pumps as well as the facilities detailed above, with the assembly points and emergency response facilities highlighted.

**Item 5: Emergency Response Procedures**

For each emergency scenario, a detailed procedure must be drawn up, indicating the emergency actions to be carried out upon becoming aware of the emergency. It must detail what the appropriate response is, what facilities are available and who is to carry out the actions. Avoid making the supervisor responsible for everything as it is impossible for one person to carry out all the functions. Delegate authority to ensure that the critical actions are carried out in an efficient and effective manner.

Outline clearly how to interact with Emergency Services (i) when first making them aware of the emergency scenario and (ii) when they attend the scene. Ensure procedures are put in place to ensure they



will have all relevant information made available to them.

Outline the evacuation procedures including escape routes, assembly points, arrangements for accounting for staff and who will take responsibility for this.

Outline first aid arrangements including names of occupational first aiders, local medical staff to be contacted and arrangements for protecting staff while administering first aid.

### Item 6: Identify Responsible Persons

List the responsibilities of each person and their function in responding to emergencies and first aid.

### Item 7: Ensure Emergency Procedures are Understood

It is imperative that the employer/owner/operator ensures that the emergency procedures, as they relate to them, are understood by all employees on site. If utilising the services of a multinational workforce, where English may not be their first language, the employer must ensure that the plans are understood, perhaps prepared in appropriate languages and, where possible, utilise pictograms to prevent confusion.

### Item 8: Training and Practice in Emergency Procedures

Regulation 30 of the Dangerous Substances (Retail and Private Petroleum Stores ) Regulations, 1979 (S.I. 311 of 1979) requires that a person should not be employed in connection with the storage, conveying or dispensing of petroleum Class I until he has received adequate training, including suitable instruction by a competent person. All staff who may have a role in dealing with an emergency should receive comprehensive training on the procedures for dealing with each emergency scenario. This training should be provided to newly-recruited employees on commencement of employment and regular refresher courses provided for all other employees.



The training should include:

- Risks associated with petrol (Class 1) and other fuels
- Site-specific risk assessment/safety statement for their place of work
- Rules to be observed at retail and private stores (Schedule 1 of SI 311/1979)
- The function, operation and use of electrical and other devices for controlling or regulating delivery of petrol to underground storage tanks or fuel tanks of vehicles
- Classification of hazardous zones as outlined in the Explosion Protection Document
- Learning and memorising the correct site address so that they don't forget it when faced with an emergency
- Familiarity with how to raise the internal and external alarms
- Familiarity with how to isolate the pumps
- Familiarity with different classes of fire and the appropriate fire extinguishers for each
- Practical experience of using a portable fire extinguisher
- Emergency procedures for specific emergency scenarios
- Safe dispensing procedures
- Circumstances in which it is not safe to authorise dispensing of petrol
- Safe filling of petrol into appropriate containers
- Recognising and reporting faults in equipment
- Dealing with small spillages

Some of the above may not be necessary for some staff e.g. those not authorised to dispense petrol.

Having drawn up the emergency procedures and made staff familiar with them, regular practice drills where a 'mock emergency' is used to test emergency responses are recommended.

For further information visit [www.hsa.ie](http://www.hsa.ie) or phone **1890 289389**

