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CONTINGENCY PLANNING FOR FLOOD RELATED EMERGENCIES AT RETAIL AND WHOLESALE PETROLEUM FACILITIES

The potential for overland flooding can create a high level of risk for facility damage and environmental impact at retail and wholesale petroleum facilities. While there is little that can be done to prevent flooding, actions can be taken to minimize the impact. This Contingency Plan contains procedures one should consider if flooding becomes imminent in your area. As this Plan is generic in nature it is suggested you conduct a site-specific flood risk/hazard assessment and then develop site-specific procedures for inclusion in your facility's Emergency Response Plan Manual. It is important to consider that your facility may play a vital role in fuel supply during an emergency situation. It is therefore important that you and the government authority having jurisdiction during a flood emergency have regular and clear communication with regards to facility closure .

To Shut Down a Facility Which May be Flooded:

1. Take a product inventory reading of all underground and aboveground tanks, including water level readings.
2. Seal fill pipe caps to prevent water from entering underground tanks. Close all valves to above ground tanks. **DO NOT PLUG OR SEAL TANK VENT LINES.**
3. Underground tanks should be kept as full of product as possible. Above ground tanks should be filled to a level at least 25% above the estimated/predicted floodwater elevation.
4. Ensure that above ground tanks which could float away are secured or tethered in a manner that would prevent floating from the property
5. Seal all drains in tank lots.
6. Oil/water separators and product sumps should be skimmed of product using sorbent pads or vacuum trucks as appropriate. Spent sorbent pads should be drummed and every effort must be made to remove any waste from the expected flood zone. If time does not allow for removal the drums must be secured to prevent them from floating away. Close the oil/water separator drain valve.
7. Drums and lubricant cubes should be tied down or otherwise secured to prevent floating.
8. Propane facilities – contact your propane supplier for appropriate flood emergency procedures.
9. Secure used oil collection cabinets. Every effort must be made to remove all waste oil from the expected flood zone. If waste oil from the cabinet drains to a waste oil underground tank, ensure the connection is tight.

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10. Secure containers of chemicals, cleaning agents, pesticides, etc. Every effort must be made to remove these products from the expected flood zone. If they cannot be moved to a safe location, store these containers at high elevations in a manner that prevents them from floating off the property or leaking into floodwaters.
11. If the facility is to be closed/evacuated, shut down electrical power to the site at the main breaker. Contact the power service utility company to determine if the power service to the facility is going to be cut-off.
12. Shut down other utilities to the site including natural gas and potable water. If water is obtained from a water well, secure the well using a well seal.
13. Shut down all appliances including hot water tanks, furnaces, etc.
14. Lock all doors and gates to the facility.
15. Post a sign in a prominent location identifying the names and telephone numbers where key company personnel can be contacted during the emergency.

To Start-Up a Facility Which Has Been Flooded:

1. Re-activate utilities to the site (natural gas, water, electricity) and appliances using qualified utility service personnel where required.
2. Take product inventory readings and water dips of all tanks to determine if product has leaked out from the tanks or water has entered the tanks.
3. Take appropriate measures to test product quality.
4. Propane facilities – contact your propane supplier for recommissioning your propane facilities.
5. Pump out water from sumps and containment pans using a qualified petroleum contractor.
6. Follow all re-entry procedures and requirements for health and safety as provided by your local government authority (disinfection, potable water testing, etc.).