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20967*



**ALTON GEOSCIENCE**

**Telefax No. 415-682-8921**

**FACSIMILE COVER SHEET**

**TO:** *Alameda County,  
Department of Environmental Health.*

**DATE:** *8/30/91*

**ATTN/FAX#:**  
*F. Young Fong*

**NO. OF PAGES:**  
**(INCL. COVER SHEET)**

**REF:** *BP Oil # 11106*

**FROM:** *Dale Swain*

**SPECIAL INSTRUCTIONS:**

*Meeting for Tuesday is canceled. I  
think we can review material by  
fax or mail.*

*Thanks  
Dale Swain*

**If this telefax message is not well received, please contact us at:**

**Telephone No. 415-682-1582**

**Telefax No. 415-682-8921**

BP Oil Facility #11106    15199 Washington Avenue, San Leandro

### SPILL RESPONSE PLAN

Employees are familiar with the following notification and response procedures.

#### EMERGENCY NOTIFICATION

	<u>Phone Number</u>
Station Manager: Vinod D. Hiralal	W (415) 483-6826
	H (415) 538-6615
State Office of Emergency Services:	(800) 852-7550
BP 24 hour emergency	(800) 321-7302
Alameda County Department of Environmental Health #:	(415) 271-4320
Emergency Center	911
Chemtrec	(800) 424-9300
Toxic-Info Center	(800) 233-3360
Ambulance	911
Police	911

When a release is observed or anticipated, the following steps will be taken.

1. Station employee(s) will determine if the material may be hazardous. If the material is unknown, employee(s) will assume that the material is toxic or hazardous until determined otherwise.
2. Employee(s) will determine the location of any incident involving hazardous materials and contact the station manager and make the appropriate dispatch of emergency equipment.

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**SPILL RESPONSE PLAN**  
(continued)

3. The station manager, or his designee, will contact 911 and the Alameda County Health Department who will initiate the emergency response plan.
4. Scene management shall be the responsibility of the station manager, or his designee, until the arrival of public safety response personnel. In such instance, the station manager will cooperate with and support the lawfully designated scene manager.
5. Responders first on scene shall immediately take steps to secure the area and establish perimeter control at a safe distance until such time as agency personnel, Police or fire, arrive and assume this responsibility.
6. Evacuation - The station manager shall determine if there is any potential danger to individuals in the area and take appropriate steps to notify and evacuate. In major incidents, county and/or city disaster officials will be involved. The station manager, or his designee, shall see that the following occurs:
  - A) Employees are verbally notified to evacuate.
  - B) Employees leave through the nearest exit and meet at the northeast corner of the station on the sidewalk.
  - C) Customers are escorted from the facility and neighbors are verbally notified.
  - D) Employees do not reenter the building until the fire department has inspected the premises and certified that it is safe.
7. Clean-up - Above ground spills and leaks shall be contained by absorbent diking. Underground spills are contained by the second wall of double walled tanks. Minor spills are cleaned up using absorbents, broom, pan, and protective clothing while major spills will be handled by the BP Oil emergency response personnel.

Note: The Total Containment monitoring system on site monitors for any under ground tank leakage. The Red Jacket system monitors for pipeline leaks.

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**SPILL RESPONSE PLAN**  
(continued)

8. Steps shall be taken to decontaminate all victims and response personnel. Care will be taken to avoid spread of contamination by response vehicles leaving the scene.
9. Training - The Station Manager periodically inspects the site to insure a safe work environment. Additionally, employees have received verbal training in the following areas.
  - A) Shut off switches are clearly marked.
  - B) Emergency response notification procedure.
  - C) Shut down operations.
  - D) Employee and workplace safety guide.
  - E) Safe methods of hazardous materials handling.
  - F) Emergency response notification.
  - G) Fire suppression.
  - H) Spill clean-up.
10. The station manager, or designee, shall contact the designated physician and/or appropriate medical services if transported from the station. If 911 is called, the county will be responsible for dispatching all necessary ambulance and coordinating reception of victims at appropriate hospitals.
11. The following material is on site for use in the event of an emergency situation.
  - A) Fire extinguishers.
  - B) Gloves for personal protection.
  - C) Absorbent for blocking and diking spills.
12. Materials are monitored in the following manner.
  - A) Hazardous material in service bay or storage rooms are monitored visually.
  - B) Underground tanks are monitored by leak detector (Total Containment) and inventory reconciliation.
  - C) Piping is monitored by Red Jacket monitoring system.

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Name and Date