



**Prince William County Department of Fire and Rescue**

**Operational Permit Spill Contingency Plan**

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Fill in the facility name and address then review the information in Steps 1-4. The degree of complexity of corporate notification procedures as well as steps to be taken by your employees to contain and remediate a spill and who to call to perform a cleanup are your decisions.

Fill in the spaces in Steps 1-3 with details for your facility. Completing as much detail as possible before an emergency will facilitate reporting and requesting assistance should a spill occur.

Jurisdictional emergency response personnel will only perform emergency actions to contain spilled products and to mitigate any immediate threats to life, property, or the environment.

Cleaning up the effects of the spill is your responsibility. Jurisdictional personnel are available to assist in planning and conducting remediation activities and to advise on reporting requirements.

Use the completed form as an employee guide for reporting spills. Place the completed form near telephones or on counters to ensure that the employee knows where the form is and how to use it.

This document has been prepared to facilitate the preparation of a Spill Contingency Plan for your facility. The purpose of the Plan is to ensure that appropriate actions are taken as soon as an uncontrolled discharge of a petroleum product is noticed. Specific actions to be taken after notification of 9-1-1 is determined by the facility owner/operator.

For additional information, you may contact:

**Prince William County Fire Marshal's Office (703) 792-6360**

**Prince William County Hazardous Materials Coordinator (703) 792-7405**

## Facility Name and Address

### Facility Name

First Name

Last Name

Address

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**If a hazardous material spills, leaks, or otherwise escapes at the facility, follow steps 1-4.**

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Step 1: Hit "Emergency Shut Off" switch

Switch Location

Step 2: Call 9-1-1. During incident report and provide:

Situation

Product

Estimated Quantity

Injuries

Call Back Phone Number

Step 3: Take the following actions:

A. Company directed emergency actions (examples): place booms, spread absorbent.

B. Notify specified facility personnel

First Name

Last Name

Title

Number

First Name

Last Name

Title

Number

C. Contact designated cleanup company

First Name

Last Name

Title

Date Reported

Time

Person Taking Call

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