

Name: _____ Date: _____ Time of Spill: _____

Location: _____
(Facility No and Street Address or Flight Line Parking Area)

Material Spilled: _____ Est. Amount Spilled: _____ gallons

Responsible Party	#	Requirement	<input type="checkbox"/>
Spilling Party/ Spill Discoverer (SP/SD)	1	Stop release if possible and safe to do so.	<input type="checkbox"/>
	2	Shut off any ignition sources.	<input type="checkbox"/>
	3	Evacuate the area and limit access to emergency response personnel only.	<input type="checkbox"/>
	4	Call the Dyess Fire Department to report release. Call: 9-1-1	<input type="checkbox"/>
	5	<u>If provided</u> , close the emergency shut off valve(s) associated with secondary containments with storm basins and/or overflow tanks.	<input type="checkbox"/>
	6	Secure the area and wait for the Fire Department.	<input type="checkbox"/>
	7	Report to and brief the Incident Commander/Senior Fire Official.	<input type="checkbox"/>
Base Fire Department	8	If release warrants an emergency response, the Fire Department will notify other emergency response agencies.	<input type="checkbox"/>
	9	Request base support as needed (i.e., Security Forces, Safety, Emergency Management, Environmental, Operations, Logistics, Med Group, Contracting, etc.).	<input type="checkbox"/>
	10	Control and contain the release. If North/South Diversion Ditch weir is not closed; consider closing if potential for release to reach weir.	<input type="checkbox"/>
	11	Complete the spill incident report and provide a copy to the Environmental Element (CEIE).	<input type="checkbox"/>
SP/SD	12	If the release has been successfully brought under control, proceed to remediation actions. If clean-up assistance is needed, contact the Base Civil Engineer (BCE).	<input type="checkbox"/>
	13	Contact CEIE (325) 696-5619 for cleanup disposal instructions. Notate date/time CEIE contacted: _____	<input type="checkbox"/>
7 CES/CEIE	14	Report releases in EASIER database within 24 hours of the spill.	<input type="checkbox"/>
	15	Report release to federal, state, and local agencies as required.	<input type="checkbox"/>
	16	Ensure that cleanup operations and waste disposal are in accordance with all applicable regulations.	<input type="checkbox"/>
SP/SD	17	Replenish or replace any spill kit(s), tools or emergency response items spent or lost during the spill response incident.	<input type="checkbox"/>