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## **EMERGENCY RESPONSE PLAN**

### 3. Emergency Response Plan



*An Ineffective Emergency Response is Not an Option*

*Gill Ranch Storage*



**3. EMERGENCY RESPONSE PLAN ..... I**

3(A). INTRODUCTION ..... 3-1

    3(A)(I). Background ..... 3-1

    3(A)(II). Facility Description ..... 3-2

3(B). HOW TO USE THE PLAN AND RECORDS OF CHANGE AND AMENDMENTS ..... 3-7

    3(B)(I). Preplanning ..... 3-7

    3(B)(II). Use of Manual ..... 3-7

    3(B)(III). Review and Update ..... 3-7

    3(B)(IV). Critique and Follow-up ..... 3-8

    3(B)(V). Preparation ..... 3-8

    3(B)(VI). Plan Availability ..... 3-8

    3(B)(VII). Recommended Changes ..... 3-9

3(C). GENERAL DUTIES ..... 3-10

3(D). PIPELINE NOTIFICATION AND REPORTING ..... 3-12

    3(D)(I). Federal and State Requirements ..... 3-12

3(E). ACTION PLANS ..... 3-17

    3(E)(I). General Duties ..... 3-17

    3(E)(II). Events Requiring Immediate Response ..... 3-22

    3(E)(III). Injury to Personnel ..... 3-28

    3(E)(IV). Pipeline Rupture ..... 3-29

    3(E)(V). Gas Releases, Fire and/or Explosions ..... 3-33

    3(E)(VI). Hazardous Material Spill or Release ..... 3-38

    3(E)(VII). Transportation Incidents ..... 3-41

    3(E)(VIII). Natural Disasters ..... 3-43

    3(E)(IX). Bomb Threat ..... 3-44

    3(E)(X). Civil Disturbance ..... 3-46

    3(E)(XI). Air Monitoring ..... 3-47

    3(E)(XII). Barricading/Traffic Control ..... 3-49

    3(E)(XIII). Public Relations ..... 3-50

3(F). INCIDENT COMMAND SYSTEM ..... 3-57

    3(F)(I). Introduction ..... 3-57

    3(F)(II). Decision Making in Emergencies ..... 3-58

    3(F)(III). DECIDE Process ..... 3-58

    3(F)(IV). ICS Contact List ..... 3-60

    3(F)(V). Responsibilities ..... 3-60

3(G). TRAINING ..... 3-70

    3(G)(I). General Duties ..... 3-70

    3(G)(II). Skilled Support Personnel ..... 3-71

    3(G)(III). Trainers ..... 3-72

    3(G)(IV). Hazwoper First Responder - Awareness Level ..... 3-73

    3(G)(V). Hazwoper First Responder – Operations Level ..... 3-73

    3(G)(VI). Hazwoper Hazardous Materials - Technician/Specialist Level ..... 3-74

    3(G)(VII). Hazwoper On-Scene Incident - Commander Level ..... 3-74

    3(G)(VIII). Core Training Refresher Training ..... 3-74

3(H). APPENDICES ..... 3-76

    Appendix 1. Record of Changes and Amendments ..... 3-76

    Appendix 2. Emergency Drill Evaluation Report ..... 3-77

    Appendix 3. Notification and Reporting ..... 3-78

    Appendix 4. Pipeline Compliance Databook Example Forms ..... 3-80

    Appendix 5. Site Specific Safety & Health Plan ..... 3-90

    Appendix 6. Incident Command System and Company Contacts ..... 3-118

    Appendix 7. Facility and Pipeline Map ..... 3-119



## 3(A). Introduction

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### 3(A)(I). Background

This Operations and Maintenance Emergency Response Plan (Operations ERP) has been prepared to provide guidance and outline responsibilities related to emergency management and response during the operations of the Gill Ranch Gas Storage (GRS) facility. The GRS facility extends across portions of both Fresno and Madera Counties, California. The GRS facility consists of four general response areas: the gas field including the natural gas injection/withdrawal (IW) and observations well pads (Well Pads); the compression facility; the transmission pipeline; and the interconnect/meter facility that is shared with Pacific Gas and Electric Company (PG&E). Refer to Appendix 7, Facility and Pipeline Map, for a general location map of the GRS facility.

GRS is responsible for implementing the policies and procedures specified in this plan, and complying with applicable local, state, and federal environmental and safety regulations. This plan was developed utilizing the U.S. National Response Team's (NRT) Integrated Contingency Plan (ICP) Guidance. This Guidance can be found in the Federal Register; vol. 61, no. 109, June 5, 1996 and is an industry standard for incorporating the emergency response plan requirements of multiple jurisdictional bodies into one document in a format easily recognized by professional emergency responders. A copy of this plan is maintained on-site and is available to all employees and contractors at their request. Additionally, a courtesy copy of the plan has been forwarded to Fresno and Madera County Fire Departments. This ERP has been prepared to comply with Mitigation Measures Hazards-10 of the Gill Ranch Storage Project Final Initial Study/Mitigated Negative Declaration (September 2009) that was approved by the California Public Utilities Commission (CPUC). Specifically, this measure states the following:

**Mitigation Measure Hazards-10:** The Applicants shall prepare an Emergency Response Plan. The plan shall be submitted at least 30 days prior to Project construction to the CPUC for CPUC staff approval, and to other agencies for approval, as appropriate. The plan shall include, but not be limited to the following sections:

- (a) **Initial Response:** This section shall include the procedures for the immediate internal and external notifications of the appropriate facility personnel at Gill Ranch Storage and response organizations including local fire departments in the event of an accident.

These notification procedures shall include a description of the information that should be reported and the applicable reporting requirements. This section shall also include notification names and phone numbers (agencies, employees, emergency medical personnel, public, and media). This section shall include the procedures for the establishment of a response management system, a preliminary assessment of the situation, and the response resources and mitigating actions including the implementation of a tactical plan and mobilization of resources. This section shall include response checklists and decision flowcharts and brief descriptions of actions to be taken to control different types of incidents. References to information contained in other sections of the plan shall be included in the checklists. This section shall identify potential hazards and the associated initial response steps for each event. Operations and Maintenance Emergency Response Plan Section 2 – Core Plan Elements 1-2 Revision 1.0 August 27, 2010

- (b) **Sustained Actions:** This section shall address the transition of a response from the initial emergency stage to the sustained action stage where more prolonged mitigation and recovery actions progress



under a response management structure, if applicable. In addition, mobilization, evacuation, or shelter-in-place procedures that involve the surrounding community or areas of the facility other than the immediate vicinity of the release shall be addressed in this section.

- (c) **Termination and Follow-up Procedures:** This section shall include procedures to ensure that the person in charge of mitigating the incident can, in coordination with federal, state, or local emergency responders, terminate the response. Follow-up actions associated with termination of a response (e.g., accident investigation, response critique, plan review, follow-up reports) shall also be outlined in this section.

### 3(A)(II). Facility Description

The GRS facility involves the importation, storage, and subsequent retrieval of natural gas in formerly depleted natural gas reservoirs. The primary GRS facility components consist of:

- Three underground storage reservoirs (Gas Field) with installed wells for injection and withdrawal of gas or observation of subsurface conditions.
- A compression facility that includes gas processing equipment, supporting maintenance buildings, and electrical substation,
- A predominately subsurface pipeline that transports gas to and from the PG&E Line 401 pipeline.
- An interconnect/meter facility shared with PG&E that is used for transfer of gas custody.
- All GRS facility components located above ground are fenced and locked to prevent unauthorized access and surfaced with gravel to reduce fire risks. Gas flow throughout the GRS facility system is monitored with equipment that will automate warnings of conditions that could result in fire or equipment failure and will isolate the at-risk portion of the system or shut down operations until investigation and/or repair is completed. All GRS electric powered systems have backup power sources that will automatically be utilized during a power outage. All buildings have installed fire extinguishers, smoke/fire detectors, and emergency lighting consistent with building and fire code requirements.
- Surrounding land use for all GRS facilities and equipment is primarily agricultural, and localized low density rural housing. Access roads are limited and responding agencies access to the various portions of the system are limited by bridge crossings west of the main facility. A private helipad/airfield is located to the north on an adjacent farm within approximately 1 mile of the GRS Compression Facility and may be of potential use during an extensive fire response event.

The majority of operations activities and operating equipment is concentrated around the compression facility and wells pads located within 2 miles of the compression facility. Although the Mendota Fire Department appears to be the closest geographic responding facility, due to the nature of access roads and bridges, the City of Firebaugh, located approximately 14 miles to the northwest of the compression facility, will most likely be the responding Fire Department in the event of an emergency.

A 9.1-mile 115-kilovolt electrical power line, owned and operated by PG&E, has been constructed to provide electrical power to the Project. Fire related emergencies associated with PG&E-owned equipment will be addressed by PG&E in accordance with their established emergency response and fire protection policies and procedures. In the event of a fire emergency related to PG&E equipment,



contact the GRS one-call number located in the Emergency Action Plan (Found at the front of this plan). Natural gas is transferred between the GRS facility and PG&E's natural gas Line #401 at the interconnect station. GRS and PG&E share this interconnect station facility. A color distinction can be observed between GRS and PG&E equipment; however, no physical barrier separates the equipment. During an emergency event PG&E will need to be contacted to coordinate response measures and care must be taken to prevent migration of hazards across this boundary of ownership. The following is a more detailed description of the individual response areas associated with the GRS facility.

### **3(A)(II)(1). Gas Field and Well Pads**

The GRS natural gas reservoirs underlie an approximate surface area of 5,000 acres. The gas field is located predominately north of the San Joaquin River, and east of the Chowchilla Canal within Madera County; however a small portion of the gas field extends south of the San Joaquin River and into Fresno County. The gas field is located near the Cities of Mendota and Firebaugh, California, which are approximately 20 miles west of Fresno, California. GRS facility components within the Gas Field surface bounds include the injection/withdrawal (IW) and observation well pads; the compression facility and substation; and portions of the transmission pipeline. However, for purposes of Emergency Response discussion, the compression facility and transmission pipeline are discussed in separate sections.

There are several geologically separate gas reservoirs located in the subsurface beneath geographic surface bounds of the GRS gas field. The First Starkey and Second Starkey gas fields are located at depths of 5,700 to 6,300 feet (ft) below ground surface (bgs), respectively, and are the reservoirs that the GRS facility accesses. The shallower Domengine/Kreyenhagen and Moreno formations lie at a depth of about 4,300 to 4,600 ft and 5,570 ft bgs, respectively. Forty-four wells have been drilled in the Gas Field area since 1943. There are currently four active wells producing natural gas from the Domengine/Kreyenhagen and Moreno formations that have well pads within the GRS gas field surface bounds that are not under GRS control. This Operations FPP is specific to GRS facilities and does not address response associated with gas field wells that are not within GRS gas field.

The GRS facility has been designed to store up to 20 billion cubic feet (BCF) of working gas with 650 million standard cubic feet per day (MMSCFD) of peak deliverability. The gas field lies beneath a variety of agricultural crops, supporting irrigation canals, and localized low-density rural housing. With the exception of the access roads and well pads themselves, the vast majority of the surface area above the gas field is agricultural use.

Within the GRS gas field are four (4) natural gas injection/withdrawal (IW) well pads equipped with twelve (12) IW wells, and seven (7) observation/monitoring well pads. These well pads are located within two miles of the compression facility and are accessed by gravel surfaced private roads. The well pads can be accessed from Ripperdan/Avenue 7 by turning south onto Road 16. Follow Road 16 south to Avenue 3. NOTE: Road 16 turns sharply west on Avenue 6 before turning sharply south onto the continuation of Road 16. Continue south on Road 16, turning east on Avenue 3. The well pad access roads intersect with either Avenue 3 or Road 16 within 2 miles of the Avenue 3/Road 16 intersection.

The GRS well pads are enclosed within fenced and locked chain-link type fencing to prevent unauthorized access. Signs are posted on the fence adjacent to the access gate that identify GRS as the site operator, identify the emergency contact number, and warn of the potential fire hazards associated with the site. The well pads are surfaced with gravel to reduce fire risks. In addition to natural gas located within the facility system, each IW well pad contains an approximate 8,000 gallon methanol aboveground storage tank.



Within the boundaries of the Gas Field are many non-GRS owned well pads. These well pads have the potential to initiate or interfere with emergency response actions, and information on their location could prove valuable during emergency response actions. Non-GRS well pads shown to be within 1 mile of the GRS facility on the California State Department of Conservation Division of Oil, Gas and Geothermal Resources (DOGGR) are shows landowners adjacent to the Gas Field.

### 3(A)(II)(2). Compression Facility

The facility can be accessed from Ripperdan/Avenue 7 by turning south onto Road 16. Follow Road 16 south to Avenue 3. NOTE: Road 16 turns sharply west on Avenue 6 before turning sharply south onto the continuation of Road 16. Continue south on Road 16, turning east on Avenue 3. Continue approximately 1,500 feet on Avenue 3 arriving at the northwest compression facility gate.

The compression facility encompasses approximately 10 acres and contains the gas processing equipment, supporting maintenance buildings and electrical substation. There are numerous aboveground features that contain natural gas at pressures that typically range from 500 to 3,700 psi. Compression is provided by five (5) identical Toromont compressor units. The compressor units are driven by 9000 horsepower electric motors equipped with Toshiba Variable Frequency Drives (VFDs). During withdrawal from the reservoir, gas moves through line heaters before being routed through skid mounted dehydrators to remove entrained water vapor. Total daily injection and withdrawal capacity of the compression facility is approximately 40 to 500 MMSCF for gas injection and 40 to 715 MMSCF for gas withdrawal. The Compression Facility is fenced with chain-link type fencing and locked to prevent unauthorized access. Signs are posted on the fence adjacent to the access gate that identify GRS as the site operator, the emergency contact number, and warnings of potential fire hazards associated with the site. The compression facility is surfaced with gravel to reduce fire risks and there is a 50,000 gallon fire water tank and one fire hydrants located within the compressor facility.

The compression facility consists of the following structures and process areas.

- Control Building
- Shop Building
- Generator Building
- 110kV Substation
- Medium Voltage Power Distribution Center
- Low Voltage Power Distribution Center
- Glycol Re-boilers
- Thermal Oxidizer
- Compressor Building
- Variable Frequency Drive (VFD) Buildings
- Fire Water Pump House
- Gas Cooler Area
- Line Heater Area



- Gas Chromatograph Building
- Gas Dehydration Area
- Fire Water Storage Tank (50,000 gallon)
- Flow Control and Measurement Area
- Produced Water and Oily Water Tank Area

A 9.1-mile 115-kilovolt electrical power line, owned and operated by PG&E and terminating within the compression facility substation, provides electrical power to the compression facility. Though contained within, the electrical substation is fenced separate from the other portions of the compression facility. Emergency backup power is provided by a natural gas powered emergency backup generator. Portions of the PG&E electrical distribution line are located north of and parallel to Avenue 3.

### **3(A)(II)(3). Transmission Pipeline**

The 26.6-mile-long, 30-inch-diameter bi-directional natural gas sub-grade transmission pipeline extends from the compression facility to PG&E's existing line 401. With the exception of two transmission pipeline valve sites, a minimum of 5 feet of soil overlies the transmission pipeline.

The transmission pipeline extends west from the compression facility, crossing the Chowchilla Canal (waters associated with the San Joaquin River), to Chowchilla Canal Road. The transmission pipeline then parallels Chowchilla Road southwest, crossing the San Joaquin River (waters associated with the Fresno Slough), to North San Mateo Road. From there the transmission pipeline parallels North San Mateo Road south to Whitesbridge Avenue. The pipeline then extends west and crosses the Fresno Slough (waters associated with the Mendota Wildlife Management Area) where the pipeline parallels West Panoche Road southeast to South Derrick Avenue (State Highway 33). The pipeline parallels State Highway 33 south to West Lincoln Avenue, where it extends west to the PG&E and GRS shared pipeline interconnect and metering facility.

Identical aboveground transmission line valves are located at the northeast corner of the intersection of Highway 33 and Jensen Road, and at the northwest corner side of San Mateo Avenue and an unnamed road one block north of Whitesbridge Avenue. These valves allow for the isolation of the transmission pipeline into 3 separate sections and provide means for the flow of natural gas from both the GRS compressor facility and the Interconnect station to be cut off. A low frequency radio booster tower is located within the fenced area of the western most transmission valve site (the one along San Mateo Avenue). A general location map of the pipeline is included in Appendix 7, Facility and Pipeline Map. The Transmission Pipeline predominately travels adjacent to the road right-of-way, agricultural crops, and occasional rural residential areas.

### **3(A)(II)(4). Interconnect Station**

Natural gas is transferred between the GRS facility and PG&E's natural gas Line #401 at the interconnect meter facility. GRS and PG&E share the chain-link fenced boundary of this interconnect meter facility. A color distinction can be observed between GRS and PG&E equipment; however, no physical barrier separates the equipment. During an emergency event PG&E will need to be contacted to coordinate response measures and care must be taken to prevent migration of hazards across this boundary of ownership.

The interconnect meter facility is located approximately 26 miles from the compression facility at the connection between the GRS and PG&E pipelines. The interconnect metering facility is connected to the



compression facility via a 30-inch transmission pipeline described in section 1.3.3. Aboveground piping connects gas flow between the GRS transmission line and the PG&E pipeline.



## 3(B). How to Use the Plan and Records of Change and Amendments

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### 3(B)(I). Preplanning

Preplanning is the key element of successfully controlling an incident. This will require that periodic drills be conducted to practice and execute established procedures. Local Emergency Planning Committees (LEPCs), fire departments, law enforcement agencies and the public are to be encouraged to participate. Company facilities shall interface with other groups and organizations within the company to coordinate Emergency Response Plans.

### 3(B)(II). Use of Manual

This plan is to be utilized to verify personnel safety at pipeline and transportation facilities where clean-up operations will be initiated. Additionally, this plan addresses how to characterize the hazards at a site where hazardous substances have been released.

**Section A: Introduction** – Includes background information and facility, gas field, well pad, transmission pipelines and compressor station information.

**Section B: How to Use the Plan and Records of Change and Amendments** – Instructions on how to use the plan.

**Section C: General Duties** - Addresses general duties in overall plan.

**Section D: Pipeline Notification and Reporting** - Addresses notification and reporting procedures for federal and state agencies and for internal corporate notification. Emergency contacts and notification and reporting instructions, which are required to comply with company and regulatory requirements, are outlined in this section. These notifications and subsequent reports should be made in accordance with the instructions of this section. This section describes the company, emergency care and support services, governmental agencies, response and recovery contractors and the media.

**Section E: Actions Plans** - Addresses specific procedures for facility personnel and management to follow in the event of personal injury, pipeline related incidents, facility evacuation, fire, transportation incidents, hazardous material spill or release, natural disasters (earthquake and tornado), bomb threat, civil disturbance, etc.

**Section F: Incident Command System** - Addresses the general duties of designated individuals in the Incident Command System.

**Section G: Training** - Addresses the required training for all individuals involved in emergency responses and post emergency response clean-up operations. These requirements apply to both GRS employees and contract personnel.

**Section H: Appendices** – Supporting documents such as Record of Change Forms, Notification Forms, and Environmental, Health, and Safety documents that provide additional guidance and references for planning

### 3(B)(III). Review and Update

The contents of the manual shall be reviewed and updated annually; and/or, when:



- (a) The plan proves deficient in an emergency or exercise;
- (b) There is a change in the facility that significantly affects the potential for fires, explosions, or releases of hazardous substances, or that changes the response necessary in an emergency;
- (c) The list of Emergency Personnel changes;
- (d) The list of Emergency Equipment changes; or
- (e) In the event that any of these conditions occur, the Qualified Individual will review the plan and determine if changes to the plan are necessary. The Qualified Individual will then be responsible for ensuring that the revisions are incorporated into all affected copies of the plan. To document revisions and amendments see Appendix 1– Record of Changes and Amendments.

### **3(B)(IV). Critique and Follow-up**

Annual and periodic review of a plan's effectiveness is a critical step in working to assure that GRS will be ready when an emergency occurs. This plan will be evaluated and critiqued every time it is used, either in training, drills or in an actual emergency. After the event, the personnel involved in the use of the plan will meet to evaluate the plan. One participant will be assigned the responsibility of keeping written notes of comments and critiques. Members of the review team may include members from the Emergency Management and Response Team, management, safety, health and environmental professionals and regulatory compliance and risk management.

Preplanned drills discussed in the preplanning section of this manual shall be documented on the Emergency Drill Report located in Appendix 2 – Emergency Drill Evaluation Report. Drills shall be evaluated and critiqued by all levels of the organization involved in the drill. Procedural changes and plan revisions should be made as necessary. Likewise, actual emergencies or incidents that activate the plan would be documented on the appropriate forms and investigated to prevent recurrence and to evaluate response procedures.

This plan should be utilized at every opportunity to provide personnel training, program evaluation and plan revisions and updates.

### **3(B)(V). Preparation**

This plan was prepared to protect the public and employees of GRS and to satisfy the emergency planning, notification, and reporting requirements of the applicable federal and state regulations.

### **3(B)(VI). Plan Availability**

Effective emergency planning, mitigation, response and recovery efforts depend on qualified personnel working together to take decisive actions. These efforts required a highly coordinated effort of highly specialized and qualified individuals from multiple private and public organizations / agencies. These efforts must be based on common goals and objectives along with the efficient utilization of available resources. Therefore, this plan or portions thereof along with company policies, programs or procedures will be made available to company and contract personnel based on their level of responsibility in the development, implementation and execution of this plan. Governmental Regulatory Agencies (Federal, State and Local Officials) may also be provided copies of this plan or portions thereof as required or requested.



### 3(B)(VII). Recommended Changes

If anyone using the plan sees errors in the plan or has suggested changes to the plan, please photocopy the pages where the changes are recommended, mark the changes with a red pen and mail the recommended changes to the Qualified Individual. The Qualified Individual will review suggested changes and modify the plan if appropriate.

**NOTE: SUGGESTIONS TO IMPROVE THE PLAN ARE ENCOURAGED!**



### 3(C). General Duties

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GRS, and, by proxy, its employees and contractors, are committed to the prevention and mitigation of emergency incidents. GRS will inform all employees and contractors about the Emergency Action Plan and the hazards associated with the site prior to their beginning work at the facility. GRS will take necessary measures to identify and install remote detection equipment capable of identifying the initial signs of the onset of emergency incidents and will make advanced preparations for detection and mitigation of incidents on lands occupied or used by GRS. GRS will distribute copies of the Emergency Action Plan to all employees and contractors prior to their performing work on-site and will ensure copies are posted in selected locations throughout the Project area. As part of this emergency response plan, GRS employees and contractors will assist GRS in response efforts related to incidents caused by GRS or its contractors, as they are needed by the Incident Commander and based upon qualification.

GRS is committed to conducting its operations in a manner which:

- (a) Provides a safe and healthful workplace for employees;
- (b) Adheres to high standards of environmental quality; and
- (c) Safeguards the health and safety of surrounding communities.

Correct, effective and safe response to emergency incidents is critical to these goals.

An effective and viable Emergency Preparedness Plan is recognized as a necessary tool to guide correct emergency response. GRS is committed to ensuring all company operations have and maintain such a plan.

Although the plan addresses varied emergency situations that may occur, it recognizes that flexibility and the use of the organization's knowledge and experience is critical to safe resolution of emergency incidents. Response actions outlined in the plan provide a framework that may be placed into operation without confusion while promoting quick and decisive actions and protecting the safety of personnel and the public.

The Pipeline Asset Manager is accountable and responsible for implementation, evaluation and maintaining this plan to current company safety standards. The Pipeline Asset Manager shall furnish applicable portions of the emergency plan to supervisory personnel who are responsible for emergency action. The Pipeline Asset Manager is responsible for assuring that all Emergency Response resources including Manuals, Procedures and Company Owned Equipment are maintained and available for distribution to the emergency response team at the time of an incident. Additional Emergency response resources shall be identified, secured and distributed based on the response and recovery needs of the event. The responsibility for all immediate actions in response to an emergency rests with the Pipeline Asset Manager who will determine:

- (a) Shut-downs;
- (b) Isolation of line segments; and
- (c) Repairs, tests or restarts as required.

Personnel will direct the implementation of these actions under the supervision of the Pipeline Asset Manager.



This manual contains the necessary information and procedures for this facility to serve as the Workplace Emergency Plan, Department of Transportation Emergency Action Plan, 49 C.F.R. § 192.605 (2002), *Procedural Manual for Operations, Maintenance and Emergencies*.

Emergency response and clean-up operations associated with emergency response are regulated by Title 8, California Code of Regulations 3220, *Emergency Action Plan*, and Title 8, California Code of Regulations 5192, *Hazardous Waste Operations and Emergency Response*. The plan does not cover the necessary information to comply with facilities covered by EPA (i.e., Superfund, hazardous waste clean-up sites, etc.).

## 3(D). Pipeline Notification and Reporting

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### 3(D)(I). Federal and State Requirements

See "Pipeline Compliance Databook" for Notification and Reporting Requirements and Contact Information.

Certain events require Federal and/or state notification and reporting. Specific Instruction in the notification and reporting of these events is located in **Chapter 2 – Notification and Reporting – California** of the Operations and Maintenance Manual.

Below is a brief explanation and summary of the notification and reporting of certain emergency conditions as required by Federal and/or State Law.

A multitude of emergency scenarios could potentially require notification of either Federal or State agencies. Both 911 operators and the Pipeline Asset Manager will automatically notify appropriate governmental bodies as incidents are reported to the Local Emergency Planning Committees (LEPC) should always be notified as they may already have a wealth of plans and resources available.

The California Public Utilities Commission regulate, in state natural gas transportation (transmission and distribution, independent storage operations, utility service, natural gas rates, procurement, and metering and billing in the State of California. The Federal Natural Gas Regulations are supplemented by General Order No. 112-E .

These rules are incorporated in addition to the Federal Pipeline Safety Regulations, specifically, Title 49 of the Code of Federal Regulations (49 CFR), Parts 190, 191, 192, 193, and 199, which also govern the Design, Construction, Testing, Operation, and Maintenance of Gas Piping Systems in the State of California. These rules do not supersede the Federal Pipeline Safety Regulations, but are supplements to the Federal Regulations.

Gill Ranch Storage is required to notify both Federal and State Agencies of emergencies that:

- (a) An event that involves a release of gas from a pipeline, and that results in one or more of the following consequences:
  - A death, or personal injury necessitating in-patient hospitalization; or
  - Estimated property damage of \$50,000 or more, including cost to the operator or others, or both, but excluding cost of gas lost.
  - Unintentional estimated gas loss of three million cubic feet or more;
- (b) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (A).
- (c) California General Order No. 112-E, incidents which have either attracted public attention or have been given significant news media coverage, that are suspected to involve natural gas, which occur in the vicinity of the operator's facilities; regardless of whether or not the operator's facilities are involved whether or not the operator's facilities are involved.



49 CFR § 191.3 require that telephonic notice of certain incidents be made as follows:

- (a) At the earliest practicable moment following discovery, each operator shall give notice in accordance with paragraph (b) of this section of each incident as defined in Section 191.3.
- (b) Each notice required by paragraph (a) of this section shall be made by telephone to the National Response Center (in Washington, DC 267-2675), the number to the National Response Center can be found in the Pipeline Compliance Plan Data Book, and shall include the following information.
  - Names of operator and person making report and their telephone numbers;
  - The location of the incident;
  - The time of the incident;
  - The number of fatalities and personal injuries, if any; and
  - All other significant facts that are known by the operator that is relevant to the cause of the incident or extent of the damages.

California General Order No. 112-E: In the event of an incident, an operator shall go to the Commission's website, select the link to the page for reporting emergencies and follow the instructions thereon. If internet access is unavailable, the Operator may report using the backup telephone system.

1. If the utility is notified of the incident during its normal working hours, the report should be made as soon as practicable but no longer than 2 hours after the utility is aware of the incident and its personnel are on the scene.
2. If the utility is notified of the incident outside of its normal working hours, the report should be made as soon as practicable but no longer than 4 hours after the utility is aware of the incident and its personnel are on the scene.
3. All reports required by this section shall be followed by the end of the next working day by an email or telefacsimile (fax) of the standard reporting form, "Report of Gas Leak or Interruption," CPUC File No. 420.

This reporting guide has been prepared with the intention of providing a general guide with the understanding that any federal or state agency may request additional notification and/or reporting requirements. Further, as with any compliance document, it is critical that the notification and reporting requirements be reviewed and updated periodically to assure the accuracy of this document.

Notification must be made within the specified time frame regardless of whether or not all of the required information needed is available. Also, the accuracy of the information is critical. Speculation as to cause or responsibility is not part of the notification and/or reporting process. If you do not have all of the information, state that the information is not confirmed and that you will have to make a follow-up or supplemental notification and/or report. Further, when the incident conditions change, subsequent or follow-up notification and reporting is required.

### **3(D)(1)(1). Follow-up or Supplemental Notification and/or Reporting Requirements**

Each agency, regardless of the regulatory language, has a requirement of the operator to provide supplemental or updated notifications and reports when conditions of the incident substantially increase in severity, the incident classification changes, or if any of the information that is required to be reported changes significantly. For example:



- (a) An updated report is required if the incident is reported as a condition that will be resolved within the day and the event extends beyond that time frame;
- (b) The incident is reported as property damage only and now personnel or individuals are going to the hospital for treatment; or
- (c) The release was originally contained onsite and has expanded to off-site locations.

**3(D)(1)(2). Notification to CPUC**

Per California General Order 112-E, GRS shall submit to the CPUC quarterly, not later than the end of the month following the quarter, a summary of all CPUC reportable and non-reportable gas leak related incidents which occurred in the preceding quarter as follows:

- 1. Incidents that were reported through the Commission's Emergency Reporting website.
- 2. Incidents for which either a DOT Form PHMSA F7100.1 or F7100.2 was submitted.
- 3. Incidents which involved escaping gas from the operator's facilities and property damage including loss of gas in excess of \$1,000.
- 4. Incidents which included property damage between \$0 and \$1,000, and involved fire, explosion, or underground dig-ins.

**3(D)(1)(3). Notification to Cal/OSHA**

Per Cal/OSHA Title 8 Section 342, GRS shall report immediately, but no longer than eight (8) hours, by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment. However, if exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

Serious injuries or illnesses is defined by Cal/OSHA Title 8 Section 330(h) as any injury or illness occurring in a place of employment or in connection with any employment which:

- requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or
- in which an employee suffers a loss of any member of the body, or
- suffers any serious degree of permanent disfigurement.
- Exception: this does not include any injury or illness or death caused by the commission of a Penal Code violation (act of violence), or an accident on a public street or highway.

The following information, if available, shall be included in the report:

- 1. Time and date of accident.
- 2. Employer's name, address and telephone number.
- 3. Name and job title, or badge number of person reporting the accident.
- 4. Address of site of accident or event.
- 5. Name of person to contact at site of accident.
- 6. Name and address of injured employee(s).



7. Nature of injury.
8. Location where injured employee(s) was (were) moved to.
9. List and identity of other law enforcement agencies present at the site of accident.
10. Description of accident and whether the accident scene or instrumentality has been altered.

### 3(D)(1)(4). One-Call Emergencies – General Requirements

Note: Check the specific state requirements for emergency digging.

Under most conditions states allow for the emergency excavation of a site where there is a danger to life, health or property or a situation in which the public need for uninterrupted service and immediate reestablishment of service if service is interrupted compels immediate action. These emergency provisions typically require that the excavator take all reasonable precautions to protect underground facilities and that they report the excavation as soon as reasonably possible.

### 3(D)(1)(5). Other Environmental Considerations

Reportable Spill/Release Amounts - Below is a list of the common materials that are used in everyday businesses. A spill (at or above reportable quantities) of these materials, that are released into the environment needs to be reported to the appropriate agency. For notification and reporting of incidents, events, and safety related conditions please see Appendix 5 – Site Specific Safety & Health Plan.

- Methanol – This chemical presents a severe fire hazard and therefore should be handled appropriately. It is reportable under CERCLA with a RQ of 5000 lbs. This means that any spill over 760 gallons must be reported to the National Response Center ASAP within 24 hours. The number to the National Response Center can be found in the Pipeline Compliance Plan Data Book. This material is also listed as a hazardous waste.
- Ethylene Glycol (*Antifreeze*) – This chemical presents a severe fire hazard and therefore should be handled appropriately. It is reportable under CERCLA with a RQ of 5000 lbs. This means that any spill over 760 gallons must be reported to the National Response Center ASAP within 24 hours. The number to the National Response Center can be found in the Pipeline Compliance Plan Data Book. This material is listed as a hazardous waste.
- Triethylene Glycol – There is currently no reportable amount for TEG and it is not considered a hazardous substance. Still, caution should be taken not to spill any of this material.
- Gasoline – Any spill that threatens surface water. In addition, gasoline has various ingredients that trigger agency notification when spilled in reportable quantities. Obtain the MSDS and consult with the EH&S Coordinator to calculate reportable amounts.
- Diesel Fuel – Any spill that threatens surface water. In addition, gasoline has various ingredients that trigger agency notification when spilled in reportable quantities. Obtain the MSDS and consult with the EH&S Coordinator to calculate reportable amounts.
- Lube Oil – Any spill that threatens surface water. In addition, gasoline has various ingredients that trigger agency notification when spilled in reportable quantities. Obtain the MSDS and consult with the EH&S Coordinator to calculate reportable amounts.
- Oil, Condensate, and Natural Gas



- The requirement is that any spill of crude oil that creates a sheen in water or threatens an environmentally sensitive area or over 5 barrels be reported by the EH&S Coordinator/EH&S Specialist. Note: some states may have different reporting thresholds, therefore the Program Executive must confirm each state's reporting requirement.
  - Any condensate or natural gas pipeline leak is to be reported to the state regulatory authority having jurisdiction over gas pipelines.
- (d) Any spill into a navigable waterway must be reported.
- (e) Because the GRS facility's sole client is PG&E, if service is or will be significantly impeded for more than one hour and a recovery time has not been determined, notify PG&E of the disruption of service.

## 3(E). Action Plans

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### 3(E)(I). General Duties

Upon discovery of an emergency incident and contacting the GRS one call emergency number, the GRS emergency one-call center will notify the Pipeline Asset Manager or, if unavailable, the next most knowledgeable person in regards to the facility, and as needed 911 or other appropriate emergency contacts. No information will be furnished to non-essential personnel without prior management approval. All requests for information regarding emergency actions will be directed to the Pipeline Asset Manager or his designee. The GRS plant supervisor or most facility knowledgeable person will act as the Emergency Response Team (ERT) Leader. The ERT Leader will activate the GRS ERP and use the procedures found within this plan as well as the supporting procedures found within the other GRS facility plans to respond to the emergency. The ERT Leader will act as the on-site Incident Commander unless relieved by professional emergency response personnel. Once relieved of the Incident Commander role the ERT Leader will continue to provide assistance as directed by the Incident Commander.

The GRS Incident Command System can be found in Appendix 6 – Incident Command System and Company Contacts. A sample of the company contacts form is see Appendix 6 - Incident Command System and Company Contacts. A completed and most up-to-date form can be found in the **“Pipeline Compliance Plan Data Book.”**

#### 3(E)(I)(1). Communications with Appropriate Company and Public Officials

During emergency operations the Incident Commander or his designee shall establish communications with company and governmental agencies (See Notification and Reporting). It is essential that during emergency conditions all stakeholders are contacted and provided timely situational reports identifying critical operations and considerations, injury and loss statistics, current operations, planned operations, resource limitations, etc. By maintaining open communications, the company will be able to utilize all internal and contracted resources as well as maintain a close working relationship with Federal, State and Local governmental agencies and other pipeline stakeholders.

#### 3(E)(I)(2). Emergency Officials

The Madera County Fire Department and Fresno County Fire Protection District will be the primary responding agencies for emergencies. County fire departments will also be responsible for fire investigation activities. The Madera County Sheriff’s Office and Fresno County Sheriff’s Office will provide support in the event of an emergency and can be used to block roads, remove individuals from the GRS facility, and assist in evacuation of surrounding areas during a GRS related emergency. A Emergency Contact List is attached at the beginning of this chapter. A completed and most up-to-date form can be found in the **“Pipeline Compliance Plan Data Book.”**

#### 3(E)(I)(3). Operating Periods

Weekday Daylight Shifts – GRS facilities are typically staffed during these normal working hours. There should be adequate personnel on site to man all positions and functions of the emergency.

Night Shift, Weekends and Holidays - During these operating hours, there is a minimal amount of manpower on site, possibly only one man; therefore, the following procedures should be implemented



(as always, primary consideration will be given to the safety of personnel and care for the injured). Emergency Shut Down (ESD) procedures are the same regardless of the hours of operations.

- (a) If an emergency event occurs and can be handled safely by the available personnel, they should attempt to contain and manage the event until help arrives;
- (b) If the event is not manageable, the emergency shutdown should be activated and the Incident Commander should consider depressurizing the affected pipeline(s) or facilities as required;
- (c) Notifications should be made and employees should evacuate as necessary;
- (d) Account for all personnel first, get help and then determine the Operational Options regarding the continued operation and / or isolation of components, systems, facilities and / or pipelines. Execute these options, so long as it is safe to do so. If needed, shut in the affected facility assets and pipeline assets if it is safe to do so; and
- (e) Contractors on site during these operating hours shall immediately evacuate to the defined staging point or the alternate gathering point and await further instructions. Note: Emergency Response contractors are not required to evacuate to the defined staging point. Instead, they must follow their site-specific procedures as defined.

#### **3(E)(I)(4). Activation of Facility Emergency Alarm System**

Emergency notifications within the GRS facility may vary. Specific Instructions for emergency notification is described in detail in this section. See each facility's Emergency Notification Procedure for information on use of emergency horns.

#### **3(E)(I)(5). Facility Emergency Shutdown (ESD) Procedures**

Any GRS employee has the discretionary authority to shut in the pipeline using an Emergency Shutdown Device based on their assessment of the operating condition of the pipeline or its apertures only if it is safe to do so. Often, non-critical decisions may be deferred to the Pipeline Asset Manager; however, this decision should be left up to the judgment of the employee involved.

Activating the ESD requires an automatic evacuation of all personnel to a safe distance away from potential hazards that may be present along the pipeline right of way.

#### **3(E)(I)(6). Deployment of Personnel**

Deployment of personnel shall be directed by the senior company representative on site or as designated by the Operations Manager and/or his superiors. The deployment of personnel during an emergency shall be done in accordance with existing operational and/or emergency response protocols.

It is important to recognize that the Incident Command System is not activated in the early stages of an emergency and/or for emergencies that have a short time duration. Under these conditions, the senior company representative on site is responsible for coordinating the response effort (including the deployment of personnel). The senior on-duty company representative will be relieved as the Incident Commander by the company Incident Commander (or his delegate).

The Incident Commander is responsible for ensuring the availability of personnel, equipment, tools, and materials as needed at the scene of an emergency. Initially, personnel responding to an emergency may have limited resources due to availability of personnel and/or the nature and severity of the emergency. All personnel responding to and / or recovering from an emergency shall only perform those job



responsibilities they are trained and qualified to perform. Job responsibilities in the following order should only be carried out if it is safe to do so.

- (a) Primary Responsibility – Protect your life and the lives of others. No other action is more important than the protection of life (company, contractors, visitors and the general public)
- (b) Second Responsibility – Sound the emergency alarm and protect the environment if it is safe to do so. At no point in time should you jeopardize your life or the life of others in an emergency condition.
- (c) Third Responsibility – Execute the general and specific emergency actions in accordance with company policies, procedures and programs.
- (d) Fourth Responsibility – Emergency recovery operation priorities are to return to normal operations as soon as possible and when safe to do so. This includes restoration of service to the facility, wells, flow lines, pipelines along with the restoration of service outages (if any).

Note: these priorities are the same for all personnel indentifying, responding to and/or recovering from an emergency.

Contractors will be utilized on an as needed basis to respond to and recover from an emergency. These contractors are required to be trained to a level sufficient to perform their job responsibilities (e.g. Hazwoper, Technician Level).

### **3(E)(I)(7). Gathering Point**

Potential hazards posed to the GRS facility are varied. The Incident Commander is responsible for determining safe refuge points and evacuation routes for non-critical personnel and the surrounding public. Once identified the Incident Commander is then responsible for establishing and maintaining the evacuation route(s) such that GRS personnel responding to the incident may themselves evacuate if needed. Building evacuation maps are posted in each building. Released pesticides from nearby agricultural use, wildfires, and downed high voltage electrical lines can pose a hazard to GRS personnel and these hazards are not confined or associated with any one location or area. During an emergency incident it is the responsibility of the Incident Commander to determine if, how, when and where GRS personnel should evacuate based on the severity, location, and type of hazard. Avoiding the direct path of moving or spreading hazards is a priority and prevailing winds come from the north-northwest. As such loitering around the southeast exit during a moving or spreading emergency incident should be avoided.

#### **(a) Primary Gathering Point:**

- On Pipeline – At least ¼ mile from potential hazard (further as required).
- Facility – As directed by facility Emergency Evacuation Plan.
- Alternate Gathering Point – Designated on a case-by-case basis.

#### **(b) Evacuation of personnel should be carried out as follows:**

- Operations: Operations personnel in the plant will follow the plant Emergency Evacuation Plan.
- Maintenance: Maintenance personnel should gather at the front entrance of the facility and stand by for deployment.





- Large structures/industrial 500 feet
- Open areas 1000 feet
- Staging area 2500 feet

(d) Establish Command

- Initiate Incident Command System and assign a safety officer.
- Designate a staging area.
- Conduct a size-up and determine resource needs.
- Make notifications in accordance with the Company Notification and Reporting Program.
- Coordinate all activities with the appropriate Federal, State and Local authorities (as required based on the emergency event).
- Assure adequacy of emergency resources (resource orders).

(e) Control Access

- First-arriving apparatus will control access to the hazard area and establish an initial isolation perimeter (hot zone). Only those members wearing proper PPE will be allowed entry.
- Protective action (shelter-in-place) shall be considered and implemented if so needed.
- Number of personnel operating in or near the hot zone shall be kept to a minimum.
- Entry will be restricted, and those leaving the scene should be detained in area of safe refuge for evaluation/treatment.
- In all cases, no major fire suppression or control operation will be initiated until the materials involved and its hazards are identified.

(f) Identify the Hazard

- Obtain as much information as possible from as many sources as possible (driver, plant manager, witnesses, MSDS, etc.).
- Attempt to identify the product using labels, placards, shipping papers, or whatever other means are available. This will be done without undue risk to personnel.
- Conduct a Hazard Risk Assessment.

(g) Upon completion of the initial site characterization, a more detailed evaluation of the site's hazards can be made from visual observation and various portable air sampling instruments. This information will be used to determine the following:

- Scope of the cleanup job;
- Site control measures;
- Medical surveillance requirements;
- Fire protection requirements;



- Site emergency procedures;
  - First aid and medical procedures;
  - Hazard warning and labeling procedures;
  - Personal protective equipment requirements;
  - Welding and cutting procedures;
  - Confined space entry procedures;
  - Other special procedures site personnel or contractors may need to observe during the cleanup.
- (h) Once the job scope and hazards have been evaluated, a site map should be developed to identify areas where health hazards or physical hazards exist and personnel should be restricted from accessing these areas without the necessary personal protective equipment. One or more individuals shall be designated as a Safety Representative and be responsible for communicating the previously mentioned safety procedures and requirements to all individuals working at the site. All on-site Company personnel shall receive, or have received, the following minimum safety training:
- Emergency Procedures Training;
  - Respiratory Protection Training; and
  - Hazard Communication Training.
- (i) NOTE: Contractors are required to train their employees to meet the “Certification Requirements” of the HAZWOPER Standard for cleanup operations following an emergency.
- (j) All information concerning the materials and situation will be relayed to responding Hazmat team units.
- (k) Mitigate the Incident – Safely perform basic control/containment procedures with resources available.
- (l) Decontaminate Personnel
- Establish emergency gross decontamination sites prior to setup of formal decontamination by Hazmat team.
  - Provide for emergency medical monitoring and transport prior to Hazmat team arrival.
- (m) Termination – Debrief the incident, conduct a post-incident analysis and save all documentation from the incident.

### **3(E)(II). Events Requiring Immediate Response**

#### **3(E)(II)(1). Events Requiring Immediate Response**

An event requiring an immediate response shall exist when a qualified responsible person, such as the senior operator on duty, determines that a hazard exists and an immediate response to the hazard is the most effective way to assure public and employee protection, protection of the environment or protection of physical assets from the adverse effects of the hazard. When the event is classified as an event requiring an immediate response the manpower, equipment and supplies necessary to initiate an



effective and sustainable response shall be dedicated (as needed) to the response effort. These events include:

- (a) Any event as deemed an emergency by a jurisdictional regulatory agency such as but not limited to PHMSA, EPA, Cal/OSHA, etc.
- (b) An event that has not been controlled or terminated and results in a serious injury or illness;
- (c) An event that has not been controlled or terminated and results in a catastrophic environmental release that requires the activation of the Incident Command System (ICS) for the purpose of providing adequate response resources or as required by a jurisdictional regulatory agency.
- (d) A pipeline overpressure or underpressure (leak or rupture) condition that cannot be managed within “Normal Operations” or as an “Abnormal Operating Condition”. The classification of these hazards as requiring immediate attention will require the close review of the operator on duty; as these conditions may also be considered to be part of “Normal Operations” (e.g. small pressure fluctuations that occur during normal operations) or an “Abnormal Operating Condition”. These hazards may include:
  - Unexplainable or Unaccounted for fluctuations in pressure or flow equal to or greater than a 10% deviation from expected flow conditions (flowing pressures and volumes) as compared to the pressure and flow data at the meter stations.
  - Evidence of an active leak by aerial or surface inspection.  
(Note: evidence of a possible leak may require an investigation under “Abnormal Operating Conditions”. For example dead vegetation without indication of unaccounted for / unexplained flow fluctuations may not require an emergency response).
  - Report of an active leak by the public. (Note: evidence of a possible leak may require an investigation under “Abnormal Operating Conditions”. For example a report of the sound of gas blowing or signs of dead vegetation without an indication of unaccounted for / unexplained flow fluctuations may not require an emergency response).
- (e) Gas detected inside or near a building that is located within the prescribed distance from the centerline of a company owned pipeline or facility:
  - within the Pipeline Integrity Management potential impact radius (PIR), or
  - within 220 yards of the pipeline centerline, or
  - when either a building or a small, well-defined outside area (such as a playground, recreation area, outdoor theater, or other place of public assembly) is located within 1,000 feet the centerline of the pipeline.

Note: the greater the distances from the centerline; the more likely that the company pipeline is unlikely to be the source; however, ALL reports of this nature will be evaluated. The goal of these distances is to establish boundaries in which it is more unlikely that a gas release would have an adverse impact on a population and result in an event of this class.

- (f) Fire located near or directly involving a building that is within the following distance from the centerline of a GRS owned pipeline or facility:
  - within the Pipeline Integrity Management potential impact radius (PIR), or



- within 220 yards of the pipeline centerline, or
- when either a building or a small, well-defined outside area (such as a playground, recreation area, outdoor theater, or other place of public assembly) is located within 1,000 feet the centerline of the pipeline.

Note: the greater the distances from the centerline; the more likely that the company pipeline is unlikely to be the source; however, ALL reports of this nature will be evaluated. The goal of these distances is to establish boundaries in which it is more unlikely that a gas release would have an adverse impact on a population and result in an event of this class.

(g) Explosion occurring near or directly involving a building that is within the following distance from the centerline of a GRS owned pipeline or facility:

- within the Pipeline Integrity Management potential impact radius (PIR), or
- within 220 yards of the pipeline centerline, or
- when either a building or a small, well-defined outside area (such as a playground, recreation area, outdoor theater, or other place of public assembly) is located within 1,000 feet the centerline of the pipeline.

Note: the greater the distances from the centerline; the more likely that the company pipeline is unlikely to be the source; however, ALL reports of this nature will be evaluated. The goal of these distances is to establish boundaries in which it is more unlikely that a gas release would have an adverse impact on a population and result in an event of this class.

(h) Accidental release of a hazardous liquid or carbon dioxide located near or directly involving a building that is within the following distance from the centerline of a GRS owned pipeline or facility:

- within the Pipeline Integrity Management potential impact radius (PIR), or
- within 220 yards of the pipeline centerline, or
- when either a building or a small, well-defined outside area (such as a playground, recreation area, outdoor theater, or other place of public assembly) is located within 1,000 feet the centerline of the pipeline.

Note: the greater the distances from the centerline; the more likely that the company pipeline is unlikely to be the source; however, ALL reports of this nature will be evaluated. The goal of these distances is to establish boundaries in which it is more unlikely that a gas release would have an adverse impact on a population and result in an event of this class.

(i) Operational failure, natural disaster (flooding, tornado, etc.), an act of sabotage (including bomb threat), terrorism or civil disturbance that is within the following distance from the centerline of a GRS owned pipeline or facility:

- within the Pipeline Integrity Management potential impact radius (PIR), or
- within 220 yards of the pipeline centerline, or
- when either a building or a small, well-defined outside area (such as a playground, recreation area, outdoor theater, or other place of public assembly) is located within 1,000 feet the centerline of the pipeline.



Note: the greater the distances from the centerline; the more likely that the company pipeline is unlikely to be the source; however, ALL reports of this nature will be evaluated. The goal of these distances is to establish boundaries in which it is more unlikely that a gas release would have an adverse impact on a population and result in an event of this class.

- (j) Significant hazard to any part of the pipeline system that requires the activation of the Incident Command System (ICS) for the purpose of providing adequate protection and/or response resources or as required by a jurisdictional regulatory agency. Included but not limited to these hazards include:
- Civil disturbances (riots, etc.),
  - Act of sabotage (including bomb threat),
  - Natural disasters (floods, tornadoes, fires, earthquakes, etc.).

**3(E)(II)(2). Required Responses**

Initial Reporting/Notification – When an employee discovers or is notified of an emergency situation that requires prompt and effective response, he should obtain the following information, call the Pipeline Asset Manager (document this information in the Daily Log) and make the notifications as directed in the Appendix 3 –Notification and Reporting for each state’s notification and reporting requirements.

- (a) Name, telephone number and location of person(s) reporting the situation;
- (b) Type and severity of emergency;
- (c) Location of emergency (area/block, latitude and longitude or building) and distance to surrounding structures;
- (d) Description of injuries and report of damage to property or structures;
- (e) Description of fire if a fire is involved;
- (f) Cause of leak or break (if caused by a machine, get name of operator or contractor);
- (g) Give cause of spill or leak if a spill or leak exists, name and quantity of material released, and extent of the affected area including the degree of environmental hazard.
- (h) Request that caller remain near phone in case there are problems finding the location.
- (i) After obtaining the above information, notify the Pipeline Asset Manager using the contact numbers listed in Section B-3, Incident Command System Contacts.Availability of Resources

First priority to company and contracted resources shall be given to facilities under emergency operations. This includes company and contract personnel, equipment (e.g. heavy equipment, instruments, power and hand tools and materials shall be made available thru normal contracting channels. Additional resources shall be made available (as required) to assure the availability of adequate resources during emergency conditions and operations. Emergency resources include but are not limited to Emergency Response Contractors. Deployment of these resources shall be at the discretion of the On-scene Incident Commander (or his delegate) or based on Federal, State or Local Jurisdictional Mandates (as approved by an executive in the company).

**3(E)(II)(3). Corrective Action**

The first employee arriving at an emergency location should survey the situation and safely attempt to control any hazardous conditions. The following actions should be taken to control the emergency until additional help can be summoned, if needed.

Possible Emergency Condition	Action
Natural disasters	Activate Emergency Response Plan
Rupture in pipeline	<p>Activate Emergency Response Plan</p> <p>Determine Operational Options regarding the continued operation and / or isolation of components, systems, facilities and / or pipelines.</p> <p>Execute these options, so long as it is safe to do so.</p> <p>SHUT IN THE damaged pipeline segments as needed to stop flow into the ruptured pipeline segment.</p>
Neighboring pipeline/facilities rupture	<p>Activate Emergency Response Plan</p> <p>Determine Operational Options regarding the continued operation and / or isolation of components, systems, facilities and / or pipelines.</p> <p>Execute these options, so long as it is safe to do so.</p> <p>Shut in company pipeline assets as needed to assure the overall safe management of the adjacent pipeline rupture.</p>
Fire/explosion (including in or adjacent to buildings)	Activate Emergency Response Plan
High gas levels in enclosed areas (including in or adjacent to buildings)	Activate Emergency Response Plan
High smoke levels in enclosed area (including in or adjacent to buildings)	Activate Emergency Response Plan
Any other hazardous condition	Activate Emergency Response Plan
Excess pressure (vessels, pipeline, compressor)	Reduce pressure

- (a) Evacuate personnel to a safe distance and promptly summon first aid and medical responders, as required.
- (b) Ensure that the facility has been properly shut in only if it is needed and only if it is safe to do so.
- (c) If there is any concern of ignition, do not start or stop any mechanical equipment, throw any switches or do anything else that could cause a spark unless an explosimeter has confirmed the area to be free from explosive conditions.
- (d) Take necessary steps to block off the area to unauthorized vehicles or pedestrians.
- (e) Isolate and blowdown damaged sections of the pipeline if possible. Note: the Emergency shutdown or pressure reduction of a pipeline may be necessary to minimize the hazards to life, the environment and property.



- (f) If escaping vapors have been ignited they should be allowed to continue burning unless the fire endangers personnel or other property.
- (g) Pipelines are to be shut in, if necessary, during natural disasters.
- (h) The Incident Commander should be kept abreast of all activities as they occur.
- (i) Upon arrival at the location, the Incident Commander will survey the situation, assume responsibility for controlling the area, and prepare the facilities for return to service.
- (j) Additional personnel or equipment will be requested from other areas, departments or third party, as required.



### **3(E)(III). Injury to Personnel**

#### **3(E)(III)(1). Responsibilities**

In case of serious personal injury, the following responsibilities are designated for attending an employee or other personnel who is injured.

#### **3(E)(III)(2). Person Discovering the Injury**

- (a) Call to nearby personnel for assistance and notify the Pipeline Asset Manager of the situation.
- (b) Administer first aid to the level you are qualified to. Injured personnel should not be splinted or moved unless the situation is life threatening.
- (c) Activate the Emergency Medical Services (9-1-1). Be sure to give complete information on how to get to the incident as well as the nature and number of injuries. Other emergency medical numbers are provided in Section B-2, Other Local Emergency Contact Numbers.

#### **3(E)(III)(3). Pipeline Asset Manager Operator**

- (a) Dispatch a person to direct the emergency vehicle.
- (b) Advise the Pipeline Asset Manager of the injury.
- (c) Restrict access to the site of the injury and preserve the accident scene.

#### **3(E)(III)(4). Pipeline Asset Manager**

- (a) Advise next level of supervision of the injury.
- (b) Verify that the Emergency Medical System has been properly activated.
- (c) Confirm that all injured employees are accompanied to medical facilities.
- (d) Investigate the circumstances of the injury and compile the necessary reports.

#### **3(E)(III)(5). Next Level of Supervision**

In the event of a serious injury or fatality, contact the Pipeline Asset Manager immediately to determine all required notifications. In the event of a fatality, the following actions should be taken:

- (a) Do not move the victim.
- (b) Do not release the name. See Section D, Public Relations.
- (c) Contact local law enforcement agencies.
- (d) Contact the medical examiner.
- (e) Preserve the accident site.
- (f) Restrict all radio communications concerning the incident.
- (g) Respect the privacy and integrity of the victims by limiting access.
- (h) Restrict pictures unless authorized by Corporate Legal. Note: Law enforcement and government agencies do not need corporate approval for pictures. If pictures are taken, notify Corporate Legal immediately and request instructions regarding taking pictures.
- (i) In the event of a serious injury or illness, ensure the District Cal/OSHA office is contacted.



### **3(E)(IV). Pipeline Rupture**

#### **3(E)(IV)(1). Responsibilities**

In case of a pipeline rupture, the following responsibilities are designated for GRS employees shown below.

GRS employees shall act as First Responders at the “Operations Level” and respond to pipeline ruptures, to their level of training and as directed by the Incident Commander.

#### **3(E)(IV)(2). Hydrocarbon Vapor Clouds**

- (a) Incidents may occur which result in an uncontained hydrocarbon vapor cloud along the pipeline right-of-way and even into nearby areas and buildings. Upon detection of a combustible concentration of vapor in an ambient atmosphere, the person identifying the presence of hydrocarbons shall immediately notify the Pipeline Asset Manager. In the event the Pipeline Asset Manager has been evacuated, the operator shall notify the Incident Commander.
- (b) All buildings and areas immediately downwind of the release should be evacuated. The Pipeline Asset Manager or his designee should account for all personnel, initiate actions to isolate the release and extinguish ignition sources including vehicles. Depending upon the conditions, (e.g., wind direction, size of release) the Pipeline Asset Manager may initiate a total evacuation of a specified area. Portable combustible gas indicators shall be utilized in determining safe evacuation routes, gathering points and the extent of the boundaries of the evacuation areas.
- (c) If the gas release is not a result of a company pipeline asset and the source of the release can be identified, the Pipeline Asset Manager shall make the appropriate contact and offer assistance in isolating and controlling the release.

#### **3(E)(IV)(3). Person Discovering the Emergency Condition**

- (a) Any individual discovering a pipeline rupture should assess the situation as to its severity. Before any action is taken, this individual should contact the Pipeline Asset Manager and describe the situation. After contacting the Pipeline Asset Manager, the employee should then determine if it is safe to isolate the impacted pipeline segments. No action should be taken if the actions cannot be executed safely.
- (b) The Pipeline Asset Manager will notify the Incident Commander.
- (c) Upon assessment of the situation, the Pipeline Asset Manager will contact additional personnel support services such as local fire departments or water and pump truck support. Each incident will be reviewed prior to commencing post-emergency cleanup to determine the presence of new hazards not normally present in the employee's workplace. This review and any employee training done in response to this review prior to commencing work must be documented and in accordance with company and regulatory health, safety and environmental guidelines.

#### **3(E)(IV)(4). General Procedures**

Contact the Pipeline Asset Manager and advise of the situation. The Pipeline Asset Manager shall:

- (a) Determine Operational Options regarding the continued operation and / or isolation of components, systems, facilities and / or pipelines. Execute these options, so long as it is safe to do so. If needed, shut in the pipeline if it is safe to do so.



- (b) Isolate all affected pipeline systems by closing the appropriate pipeline valves and depressurizing the impacted pipeline segment.
- (c) If the automated shut down system fails, then shut in the affected pipeline assets manually (if it is safe to do so).
- (d) If immediate contact is not made with the Pipeline Asset Manager, proceed up the internal management contacts until the first contact is made.
- (e) Activation of the Emergency Response Plan will be used to alert personnel of an emergency situation associated with a pipeline rupture.
- (f) Assess danger to public, surrounding buildings, occupants, and property, then continue with following procedures:
  - Isolate and shut in the pipeline or the pipeline segment that has ruptured if it is safe to do so.
  - Shut gas off at valve serving building and potential sources of ignition that are located adjacent to the pipeline right-of-way and downwind of the pipeline rupture.
  - Evacuate personnel, public, livestock and animals as necessary.
- (g) Open doors and windows to ventilate buildings if more than 10% of the Lower Explosive Limit (LEL) gas is present in any building impacted by the pipeline rupture.
- (h) Contact the local fire departments and law enforcement agencies and request assistance as required. See Section B of this manual for specific instructions as to the requirements for notification and reporting (i.e. notifying the fire department and asking for assistance).
- (i) Evaluate the emergency conditions and activate the Emergency Shutdown of GRS pipeline as required. If required, engage the emergency shutdown system, shut in the facility, isolate the fuel source, and shut down engines and heaters if it is safe to do so.
- (j) Discontinue all tasks in progress (hot work, maintenance, etc.). Extinguish all ignition sources. DO NOT operate any electrical switches. DO NOT use cell phones in the warm zone or hot zone.
- (k) If an uncontrolled fire or other extremely dangerous situation occurs as a result of the pipeline rupture, the best action may be evacuation. Remember: your first responsibility is to protect your life and, if safe to do so, the lives of others. Do not engage in any action that places your life at risk and do not attempt to salvage property.
- (l) If the Pipeline Asset Manager determines that the primary gathering point is unsafe, he will instruct personnel to proceed to either the secondary point or to another safe area as defined.
- (m) If the pipeline rupture results in a fire that threatens the public (roads, homes, businesses), call the necessary public safety officials, businesses and the public to initiate an evacuation as instructed. Call the necessary public safety officials to assist in the emergency (police, fire, ambulance, etc.).
- (n) If necessary, the Asset Manager will halt vehicle and railroad traffic at pre-designated barricade points and evacuate nearby residences and public facilities to minimize public exposure. These and any other activities taken to protect the public will be coordinated with the local fire and law enforcement officials. Site- and area-specific information to aid in coordinating evacuations is found in this plan.



- (o) Identify and repair leak.
- (p) The Asset Manager will work with local fire and law enforcement personnel to clear public buildings and homes for occupancy after the emergency condition is eliminated.

**3(E)(IV)(5). Pipeline Asset Manager**

The Pipeline Asset Manager will review the seriousness of the situation and determine the extent of the emergency that exists. If so, the following actions will be taken:

- (a) Confirm that steps have been taken to stop or isolate the section of pipeline that has ruptured through the use of emergency shutdown systems and/or manual valves at safe locations.
- (b) Confirm that personnel and public safety precautions appropriate for the circumstances are being taken.
- (c) Start a Time Log and collect data for the **Pipeline Failure Report** form.
- (d) Call the necessary public safety officials to assist in the emergency (police, fire, ambulance, etc.), as required to protect the public.
- (e) Verify that personnel and public safety precautions, appropriate to the circumstances, are being taken.
- (f) When safe to do so (see Chemical Compatibility) and if available, use water to cool adjacent equipment from a safe distance. Extinguish gas fires only if the source of fuel can be stopped and it is safe to do so. Note: Typically, fighting a pipeline fire with water is not practicable due to the lack of available water.

**CAUTION:**  
Do not apply water to areas where electrical circuits may be energized.

- (g) Dispatch additional Company personnel and equipment as needed to maintain communications and prevent general traffic from entering the affected area of the pipeline right-of-way and access roads.
- (h) Direct arriving emergency vehicles and representatives of the news media to the appropriate staging or response areas.
- (i) Contain spilled materials (if any). Dike far ahead of the release, if necessary.
- (j) Contact additional emergency services as needed. These emergency services will include emergency response personnel, security, fire departments, Hazardous Materials Technicians, mechanical contractors, etc.
- (k) Inform next level of supervision or his/her alternate of the situation.
- (l) Initiate site security measures.
- (m) Coordinate Incident Command System with local public safety officials as necessary.

**3(E)(IV)(6). Next Level of Supervision**



- (a) Determine the seriousness of the situation and, if needed, activate additional corporate Incident Command resources as required.
- (b) Identify and notify all state and federal agencies requiring notification (Local Emergency Planning Committee, National Response Center, etc.).
- (c) Fulfill any public relations responsibilities until relieved by a member from Corporate Management.
- (d) Notify Corporate Management.
- (e) Consider need for specialized assistance, Industrial Hygiene (air sampling, monitoring, etc.), Environmental (water runoff, air contamination, etc.), and Security (long term security required, etc).
- (f) Confirm that the next level of supervision or alternate has the following information to provide notice to the appropriate state and federal agencies and to assure that adequate safety precautions are being taken:
  - Location of fire or release;
  - Time of discovery;
  - Fatalities or personal injuries, if any;
  - Cause of the rupture;
  - Possibilities of eminent danger or damage;
  - Weather conditions;
  - Containment actions taken; and
  - Risk to the public.
  - Initiate site security measures as required.



### **3(E)(V). Gas Releases, Fire and/or Explosions**

#### **3(E)(V)(1). Gas Releases, Fire and/or Explosions**

GRS consists natural gas pipelines. Consequently, the possibility for an emergency condition exists along the right-of-way and in client facilities. As a result of this exposure, the following actions shall be taken:

- (a) Personnel shall act as First Responders at the Operations Level and work to safely evacuate personnel and get help.
- (b) A fire that cannot be immediately extinguished or a potentially large fire hazard should be communicated by activating the 9-1-1 Emergency Notification System. In the event 9-1-1 service is not available, notify the LEPC, Sheriff's Department, Fire Department or local law enforcement.

#### **3(E)(V)(2). Hydrocarbon Vapor Clouds**

Incidents may occur which result in an uncontained vapor cloud release over all or a major portion of the pipeline right-of-way or in client facilities (e.g., discharge line rupture, compression suction or discharge lines or vessel rupture). Upon detection of a combustible concentration of vapor in an ambient atmosphere:

- (a) Determine Operational Options regarding the continued operation and / or isolation of components, systems, facilities and / or pipelines. If needed, shut in the pipeline. Execute these options, so long as it is safe to do so.
- (b) The facilities shall be notified of the emergency condition.
- (c) If the release is within the facility, the immediate area and downwind areas should be evacuated according to the facility Emergency Evacuation Plan.
- (d) The Pipeline Asset Manager or his designee should account for all personnel, initiate actions to isolate the release and extinguish ignition sources including vehicles. Depending upon the conditions, (e.g., wind direction, size of release) the Pipeline Asset Manager may initiate a total evacuation of company pipeline assets.
- (e) Portable combustible gas indicators shall be utilized in determining safe evacuation routes and gathering points.

If the release occurs outside the facility and impacts or threatens to impact the facility:

- (a) The facility alarms should be activated.
- (b) If the source of the release is unknown or uncontrollable, the Pipeline Asset Manager may request a total facility evacuation.
- (c) Portable combustible gas indicators shall be utilized in determining safe evacuation routes and gathering points.
- (d) Upon identification of the source of release, the appropriate contact should be made to obtain assistance in isolating and controlling the release.

#### **3(E)(V)(3). Person Discovering the Emergency Condition**

Personnel will extinguish incipient stage fires, control disaster situations, and perform or assist in rescue operations. Upon initial communication of an emergency situation, the individual should notify the Pipeline Asset Manager.

Upon assessment of the situation, the Pipeline Asset Manager will contact additional personnel support services such as local fire departments or water and pump truck support. Each incident will be reviewed prior to commencing post-emergency cleanup to determine the presence of new hazards not normally present in the employee's workplace. This review and any employee training done in response to this review prior to commencing work must be documented.

Any individual discovering a fire should assess the situation as to its severity. *Before any action is taken*, this individual should contact the Pipeline Asset Manager Operator and describe the situation. After contacting the Pipeline Asset Manager Operator, the employee should then determine if it is safe to isolate the impacted facility systems or pipeline segments. No action should be taken if the actions cannot be executed safely and in accordance with company and regulatory health, safety and environmental guidelines.

If isolation of the fuel source is accomplished, extinguishment may be possible. Personnel safety should be considered the top priority.

#### 3(E)(V)(4). General Procedures

- (a) Contact the Pipeline Asset Manager and advise of the situation. If immediate contact is not made with the Pipeline Asset Manager, proceed up the internal management contacts until the first contact is made.
- In-plant - Activation of the emergency horn will be used to alert personnel of an emergency situation.
  - On Pipeline – The on-site supervisor shall call for an evacuation, assess danger to public, surrounding buildings, occupants, and property and notify the Pipeline Asset Manager. Evacuate if necessary.
  - If the Pipeline Asset Manager is not available, contact the local fire department and law enforcement agencies and request assistance as required. See Section B of this manual for specific instructions as to the requirements for notification and reporting (i.e. notifying the fire department and asking for assistance).
  - Evaluate the emergency conditions and activate the Emergency Shutdown as required. If required, engage the emergency shutdown system, shutting in the facility, isolating the fuel source, and shutting down engines and heaters. Steps to further isolate the fire shall be made only from safe locations at the direction of the Pipeline Asset Manager.

Hazard

Fire conditions which represent “BLEVE” (boiling liquid expanding vapor explosion) and/or “Boilover” hazards should be recognized to determine safe places of refuge.

- (b) Discontinue all tasks in progress (hot work, maintenance, etc.). Extinguish all ignition sources. **DO NOT** operate any electrical switches. **DO NOT** use phone.



- (c) If an uncontrolled fire or other extremely dangerous situation occurs, the best action may be evacuation. All personnel will report to their designated areas for a head count. Remember: your first responsibility is to protect your life and, if safe to do so, the lives of others. Do not engage in any action that places your life at risk and do not attempt to salvage property. The Pipeline Asset Manager will account for all operations and contract personnel. The Pipeline Asset Manager will initiate the isolation of affected areas and/or pipeline shutdown. All contract personnel should evacuate the pipeline right-of-way and exit to the designated gathering point. Each contractor supervisor should account for his people and report this information to the Pipeline Asset Manager.
- If the Pipeline Asset Manager determines that the primary gathering point is unsafe, he will instruct personnel to proceed to either the secondary point or to another safe area as defined.
  - If on the pipeline – Instruct the Pipeline Asset Manager to shut in the facility (if required) and isolate all affected pipeline systems by closing the appropriate pipeline valves. If the automated shutdown system fails, then shut in the affected pipeline assets manually if it is safe to do so.
  - Attempt to extinguish incipient stage fires only if trained to do so and it is safe.

NOTE

REMEMBER NEVER FIGHT A FIRE WITHOUT FIRST GETTING HELP!

- (d) Continue measures to contain the fire, apply water to protect adjacent equipment from a safe distance and evacuate personnel (as necessary).
- (e) Report the status of the fire to the Pipeline Asset Manager and take further defensive action as instructed.
- (f) If the fire threatens the public (roads, homes, businesses), call the necessary public safety officials, businesses and the public to initiate an evacuation as instructed. Call the necessary public safety officials to assist in the emergency (police, fire, ambulance, etc.).
- (g) If necessary, the Incident Commander will halt vehicle and railroad traffic at pre-designated barricade points and evacuate nearby residences and public facilities to minimize public exposure. These and any other activities taken to protect the public will be coordinated with the local fire and law enforcement officials. Site- and area-specific information to aid in coordinating evacuations is found in this plan.
- (h) Identify and repair leak.
- (i) The Incident Commander will determine when the emergency condition is clear and personnel can return to the pipeline or client facilities. The Incident Commander will also work with local fire and law enforcement personnel to clear public buildings and homes for occupancy after the emergency condition is eliminated.
- (j) Once the situation is under control, take the steps necessary to provide immediate first aid and other necessary medical attention.

- (k) Set up a Communications Coordination Center to handle incoming calls. This will be necessary during any sizable incident. The responsible Pipeline Asset Manager should determine where this center will be located, what type of communication will be utilized (in case any type of communications is unavailable or lost) and who will control communications.

### 3(E)(V)(5). Procedures After Situation is Under Control

#### (a) Care for the Injured and Notification of Family Members

- If people have been injured, the Pipeline Asset Manager should select someone to ensure that medical needs of the injured are handled properly.
- As soon as possible, the Incident Commander will contact the families of any injured employee to inform them of the incident.
- Either state or local public officials should contact the families of the general public. Both of these should be done as soon as possible and confirmed by the responsible Pipeline Asset Manager.
- *Do not under any circumstances*; release the names of any of the injured to anyone including fellow employees. State and local police officials will release this information as soon as the families have been notified.

#### (b) Displacement Arrangement for the General Public

- When the steps above are initiated, the Pipeline Asset Manager should assign available personnel the task of caring for the displaced public. This could include arranging for temporary living, food, clothing, medical care, etc. The extent and scope of this care will come at the direction of the responsible Pipeline Asset Manager.
- The person assigned needs to stay available to the displaced parties until they are able to either return to their residence or long term arrangements have been made. Also, remember that any displaced person will want to be kept informed of what is happening. Caring for their needs will be a full-time job until the crisis has passed.

- (c) Communication with State and Local Agencies – The Pipeline Asset Manager should also appoint someone to communicate with state and local officials. In many cases this should be someone in the EH&S Department and/or Legal Department. In the event of an injury or casualty, the Legal Department should be called in to handle the communications.

### 3(E)(V)(6). Pipeline Asset Manager

- (a) The Pipeline Asset Manager will review the seriousness of the situation and determine whether a continuing fire emergency exists. If so, the following actions will be taken:
- Confirm that steps have been taken to stop or isolate the fuel source through the use of emergency shutdown systems and/or manual valves at safe locations.
  - Call the necessary public safety officials to assist in the emergency (police, fire, ambulance, etc.), as required to protect the public.
  - Verify that personnel and public safety precautions, appropriate to the circumstances, are being taken.



- Use water, if available, to cool adjacent equipment from safe locations. Extinguish gas fires only if the source of fuel can be stopped.

**CAUTION**  
DO NOT APPLY WATER TO AREAS WHERE ELECTRICAL CIRCUITS MAY BE ENERGIZED.

- 
- Dispatch additional Company personnel and equipment as needed to maintain communications and prevent general traffic from entering the facility access roads and direct arriving emergency vehicles and representatives of the news media.
- Contain spilled materials. Dike far ahead of the release, if necessary.
- Contact additional emergency services as needed. These emergency services will include emergency response personnel, security, fire departments, Hazardous Materials Technicians, mechanical contractors, etc.
- Inform next level of supervision or his/her alternate of the situation.
- Initiate site security measures.
- Coordinate Incident Command System with local public safety officials as necessary.

**3(E)(V)(7). Next Level of Supervision**

- (a) Determine the seriousness of the situation and, if needed, activate additional corporate Incident Command resources as required.
- (b) Identify and notify all state and federal agencies requiring notification
- (c) Fulfill any public relations responsibilities until relieved by a member from Corporate Management.
- (d) Notify Corporate Management.
- (e) Consider need for specialized assistance, Industrial Hygiene (air sampling, monitoring, etc.), Environmental (water runoff, air contamination, etc.), and Security (long term security required, etc).



### **3(E)(VI). Hazardous Material Spill or Release**

#### **3(E)(VI)(1). Responsibilities**

The following responsibilities are designated for GRS employees who are involved in or become immediately aware of a hazardous material spill or release.

#### **3(E)(VI)(2). Person Discovering Spill or Release**

Report the situation to the Pipeline Asset Manager and take defensive action as instructed.

#### **3(E)(VI)(3). Facility Operator**

- (a) If possible, control the source of the spill or release by engaging emergency shutdowns and/or manually closing appropriate valves and, if the spill or release is of a flammable material, take measures to eliminate sources of ignition in the area. Utilize the appropriate personal protective equipment.
- (b) Contact the Pipeline Asset Manager and advise of the situation.
- (c) If practical and safe, take steps to contain the spill or release in the immediate area (trenching, diking). Utilize the appropriate personal protective equipment.
- (d) Confirm nonessential personnel are evacuated as necessary.
- (e) If the spill or release may threaten the public, immediately notify the necessary public safety officials, businesses and the public to initiate an evacuation as instructed.

#### **3(E)(VI)(4). Pipeline Asset Manager**

- (a) Verify that steps have been taken to stop the source of the spill or release through the use of emergency shutdown systems and/or manual valves at safe locations.
- (b) Evacuate personnel and the public from areas most likely affected by the release. Confirm that personnel and public safety precautions appropriate to the circumstances are being taken (i.e., road blocks, ambient air testing, etc.).
- (c) Start a Time Log.
- (d) Initiate spill response containment activities (as necessary).
- (e) Verify that public safety officials have been notified (as necessary).
- (f) Contact the next level of supervision and advise of the situation.
- (g) Confirm that the next level of supervision or his/her alternate has the following information to provide notice to the appropriate agencies and to assure that the adequate safety precautions are being taken:
  - Time and place spill or release occurred;
  - Source of the spill or release;
  - Amount and type of material spilled or released;
  - Present location of spill or release and direction of travel;
  - Possibilities of eminent danger or damage;



- Weather conditions;
  - Containment and clean-up actions taken; and
  - Risk to the public.
- (h) Consult with Environmental Representative on disposal of the spilled material and any contaminated soil and debris.
- (i) Initiate site security measures.
- (j) Coordinate Incident Command System with public safety officials as necessary.

**3(E)(VI)(5). Next Level of Supervision**

- (a) Determine the seriousness of the situation. If needed, activate the Incident Command System.
- (b) Start a time log.
- (c) Confirm that personnel and public safety precautions appropriate to the circumstances are being taken and that “safe areas” have been established (ambient air testing).
- (d) If needed, call out contract clean-up service. See list of contract services in Notifications - Outside Contractors/Services.
- (e) Verify that appropriate environmental protection measures are being taken and that appropriate external contacts have been made.
- (f) Consider need to notify Corporate Management.
- (g) Consider need for specialized company assistance, i.e., Industrial Hygiene, Environmental, Security, etc.

**3(E)(VI)(6). Site Cleanup Responsibilities**

The following are the responsibilities of GRS personnel at a site requiring cleanup as a result of a spill or release of a hazardous material. Note: Due to the nature of operations at GRS, it is unlikely that a Hazardous Material Spill or Release will occur; however, this procedure has been prepared in the event conditions change and personnel are required to respond to such an event.

**3(E)(VI)(7). Person Discovering the Spill or Release**

- (a) Remove all personnel from the spill or release scene. Personnel should be evacuated to the designated assembly areas.
- (b) Do not locate personnel downwind of the spill or release scene.
- (c) Notify the Pipeline Asset Manager of the situation and request assistance and take action as instructed.
- (d) Gather information regarding the location, size, product released and wind direction.
- (e) Identify the need to request Emergency Medical Services.
- (f) If needed, contact the local law enforcement, fire department and ambulance and hospital services.
- (g) Dispatch additional company personnel to the spill or release site if it is safe to do so.

**3(E)(VI)(8). Pipeline Asset Manager**



- (a) Verify that the identity of the spilled material is known.
- (b) Assess the threat to human health and the environment.
- (c) Determine the need to activate the Incident Command System. If needed, activate the system by contacting all personnel in the Incident Command System.
- (d) Establish “safe areas” through the use of ambient air testing equipment. Assign personnel to secure the area. Utilize barricade tape and restrict access to the site as necessary.
- (e) Establish Site Specific Safety and Health Procedures (Appendix 5) and designate a person to communicate this information to site workers.
- (f) Determine if a clean-up contractor will be needed. If yes, determine if the clean-up contractor needs to be HAZWOPER certified.
- (g) Procure the necessary personal protective equipment for site workers.
- (h) Initiate air-sampling activities (as required).
- (i) Refer to the DOT Emergency Response Guidebook for cleanup procedures. Procure specialized clean-up equipment and services (as necessary).
- (j) Contact Environmental Representative for laboratory analysis requirements and disposal options. Refer to Hazardous Materials Shipping Regulations to determine how to properly transport the material on public roads.

**CAUTION**

REMEMBER A RESPONSE TO A HAZARDOUS MATERIALS SPILL OR RELEASE REQUIRES SPECIALIZED TRAINING AND EQUIPMENT.

DO NOT ATTEMPT TO RESPOND TO AND MANAGE SUCH AN INCIDENT WITHOUT THE CAPABILITIES OF QUALIFIED PERSONNEL.

THIS CHECKLIST PROVIDES BASIC CONSIDERATIONS AND WILL NOT QUALIFY AS A FULLY DEVELOPED SITE-SPECIFIC SAFETY AND HEALTH PLAN AS REQUIRED BY Cal/OSHA TO RESPOND TO AND MANAGE SUCH INCIDENTS.

**3(E)(VI)(9). Next Level of Supervision**

- (a) Confirm that safety, environmental and regulatory staffs are kept informed of the incident and are involved in the planning of the cleanup operations (as necessary).
- (b) Confirm that the appropriate regulatory contacts have been made.
- (c) Verify that the public relations responsibilities are fulfilled.



### **3(E)(VII). Transportation Incidents**

#### **3(E)(VII)(1). Responsibilities**

The following responsibilities are designated for GRS employees who are involved in or become immediately aware of transportation accidents involving hazardous materials, which may threaten or involve company personnel or property. Take appropriate safety precautions and then follow the actions as prescribed below.

#### **3(E)(VII)(2). Person Discovering Incident**

- (a) Report the incident to Pipeline Asset Manager immediately and wait for instructions.
- (b) If the Pipeline Asset Manager is not available, notify the GRS Incident Commander and request that they contact the appropriate agencies.
- (c) Contact the Pipeline Asset Manager immediately and inform him/her of the magnitude of the incident.
- (d) Notify public safety officials as instructed by the Pipeline Asset Manager.
- (e) If the incident has occurred on site, immediately evacuate and isolate (secure) the accident site and determine "safe areas." Follow action plans as defined.
- (f) Secure facility operations in the area as needed.

#### **3(E)(VII)(3). Pipeline Asset Manager**

- (a) Notify public safety officials (as necessary) including the Department of Public Safety, the Local Emergency Planning Committee, local law enforcement and fire departments. Include hazard communication information (product identity, quantity, physical and health hazards, etc.), if the vehicle or product is the responsibility of GRS.
- (b) Confirm that personnel and public safety precautions appropriate to the circumstances are being taken. This would include the activation of response contractors qualified to respond to and clean up transportation related releases.
- (c) Verify that facility operations in the area are adequately secured.
- (d) Notify next level of supervision of the situation.
- (e) Start a time log (if the incident involved a company vehicle or product).
- (f) Take actions for a fire or spill as dictated by the circumstances.
- (g) Coordinate Incident Command System with local public safety as necessary.

#### **3(E)(VII)(4). Next Level of Supervision**

- (a) Determine the seriousness of the situation and, if needed, activate the Incident Command System.
- (b) Determine the need to notify Pipeline Maintenance (pipeline support services).
- (c) Verify that personnel and public safety precautions appropriate to the circumstances are being taken.



- (d) Confirm that the appropriate environmental protection measures are being taken and that appropriate external contacts have been made.
- (e) Notify Corporate Management.



### **3(E)(VIII). Natural Disasters**

#### **3(E)(VIII)(1). Responsibilities**

According to the National Climatic Data Center (NCDC), natural disasters are limited to flooding and tornados for the Fresno and Madera counties. NCDC indicated that over the last 61 years only 11 floods (Urban/Small Stream) and 24 Tornados have occurred. The following are the responsibilities of GRS employees in case of severe weather (floods or tornadoes). During severe weather, all employees are to observe necessary safety precautions. When flooding or a tornado is approaching the area, the following actions are to be taken.

#### **3(E)(VIII)(2). Pipeline Asset Manager**

- (a) Contact client facilities to request direction in monitoring the pipeline in active service.
- (b) If in the company office, alert personnel of the sighting and instruct to follow building emergency procedures.
- (c) After the storm has passed, review pipeline flow conditions to identify ruptures, leaks or other equipment damage.
- (d) Notify clients if pipeline is damaged and cannot remain in service.
- (e) Dispatch employees and equipment as needed to maintain communications, man equipment and to direct traffic.
- (f) Contact local public safety officials as required.
- (g) Inform the next level supervisor of the situation.

#### **3(E)(VIII)(3). Next Level of Supervision**

- (a) Notify Management.
- (b) Provide support as requested.



### **3(E)(IX). Bomb Threat**

#### **3(E)(IX)(1). Responsibilities**

- (a) The following responsibilities are designated for GRS employees who are aware of a bomb threat.

#### **3(E)(IX)(2). Person Receiving the Bomb Threat**

- (a) Remain calm. Try to get as much information as you possibly can, including specifically where the bomb is, what it looks like, when it should explode and why it was placed.
- (b) Immediately after the call, complete the information on the following typical bomb threat checklist form in as much detail as possible. This information should be made available to the Pipeline Asset Manager and to the law enforcement authorities as soon as practical.
- (c) Contact the Pipeline Asset Manager and advise of the situation. If immediate contact is not made with Pipeline Asset Manager, contact the next level of supervision.

#### **3(E)(IX)(3). Pipeline Asset Manager**

- (a) Summon assistance from local law enforcement authorities. Consult with law enforcement and assess the need to shut in the facility and pipeline systems if it is safe to do so.
- (b) Evacuate all non-essential personnel immediately.
- (c) Assess the viability of assisting law enforcement in searching the area for the presence of a bomb.
- (d) Dispatch additional personnel and equipment as needed to maintain communications, man equipment, and direct emergency equipment.
- (e) Contact next level of supervision and advise of the situation.

#### **3(E)(IX)(4). Next Level of Supervision**

- (a) Alert senior management of the bomb threat.
- (b) Provide the needed support and resources to the response effort.



**3(E)(IX)(5). INSTRUCTIONS: LISTEN. DO NOT INTERRUPT THE CALLER!**

Name of Person Receiving Call: \_\_\_\_\_ Time: \_\_\_\_\_ Date: \_\_\_\_\_

Caller's Identity: Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Approximate Age: Years \_\_\_\_\_

Origin of Call: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Booth \_\_\_\_\_

Internal: \_\_\_\_\_ (from within building?)

Voice Characteristics	Speech	Language	Accent	Manner	Background Noises
___ Loud	___ Fast	___ Excellent	___ Local	___ Calm	___ Office Mach.
___ High Pitch	___ Distinct	___ Fair	___ Regional	___ Rational	___ Factory Mach.
___ Raspy	___ Stutter	___ Foul	___ Foreign	___ Coherent	___ Bedlam
___ Intoxicated	___ Slurred	___ Good	___ Other	___ Deliberate	___ Animals
___ Soft	___ Slow	___ Poor	_____	___ Righteous	___ Quiet
___ Deep	___ Distorted	___ Other	_____	___ Angry	___ Mixed
___ Pleasant	___ Nasal	_____	_____	___ Irrational	___ Street Traffic
___ Other	___ Other	_____	_____	___ Incoherent	___ Airplanes
_____	_____	_____	_____	___ Emotional	___ Party Atmos.
_____	_____	_____	_____	___ Laughing	___ Trains
_____	_____	_____	_____	___ Other	___ Music
_____	_____	_____	_____	_____	___ Voices
_____	_____	_____	_____	_____	___ Other

**Bomb Facts**

If caller seems agreeable to further conversation, ask questions like:

WHEN WILL IT GO OFF? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

WHERE IS IT PLANTED? Building \_\_\_\_\_ Area \_\_\_\_\_

WHAT KIND OF BOMB? WHERE ARE YOU NOW? HOW DO YOU KNOW SO MUCH ABOUT THE BOMB?

WHAT IS YOUR NAME AND ADDRESS? KEEP CALLER TALKING WHILE YOU NOTIFY YOUR SUPERVISOR.

Did caller appear familiar with plant or building by his description of the bomb location? \_\_\_\_\_

Write out the message in its entirety and any other comments on the reverse side.

Action to take immediately after call :Notify your supervisor.



### **3(E)(X). Civil Disturbance**

#### **3(E)(X)(1). Responsibilities**

- (a) In case of a civil disturbance, the following responsibilities are designated for GRS employees shown below.
- (b) Do not attempt physical force to restrain or detain any person(s) other than to protect yourself or other facility personnel.

#### **3(E)(X)(2). Person Observing the Disturbance**

- (a) If the disturbance is on company property, then notify the Pipeline Asset Manager immediately of the disturbance and request assistance.
- (b) If the disturbance is not on company property, then notify local law enforcement and provide assistance as directed so long as it is safe to do so. Upon completion of the notification to law enforcement, notify the Pipeline Asset Manager.
- (c) Maintain a safe distance and monitor the situation.

#### **3(E)(X)(3). Pipeline Asset Manager**

- (a) Contact the person observing the disturbance and/or receive a briefing.
- (b) Inform the next level of supervision.
- (c) Meet with law enforcement personnel in the vicinity to provide information on facility access and hazards.
- (d) Provide support as required by local law enforcement in the management of the disturbance.

#### **3(E)(X)(4). Next Level of Supervision**

Assess the need to notify senior management of the disturbance.



### **3(E)(XI). Air Monitoring**

#### **3(E)(XI)(1). Purpose**

The purpose of this document is to ensure that personnel at a hazardous materials incident do not exceed permissible exposure limits. GRS has adopted and will adhere to the levels of a hazardous materials incident as developed by the Title 8, California Code of Regulations 5192.

#### **3(E)(XI)(2). Procedure**

- (a) Monitoring shall be performed where there may be a question of employee exposure to hazardous concentrations of hazardous substances in order to ensure proper selection of work practices and personal protective equipment, so that employees are not exposed to levels which exceed permissible exposure limits, or published exposure levels if there are no permissible exposure limits, for hazardous substances.
- (b) Air monitoring shall be used to identify and quantify airborne levels of hazardous substances to determine the appropriate level of personal protective equipment.

#### **3(E)(XI)(3). Initial Entry**

In order to monitor conditions in the actual hazard area, an initial entry must be made. Upon initial entry, representative air monitoring shall be conducted to identify any Immediately Dangerous to Life and Health (IDLH) condition or exposure over permissible exposure limits. If the material cannot be specifically identified, the hazard it represents shall be classified in one or more of the following groups:

- (a) Combustible gases or vapors;
- (b) Oxygen deficiency or enrichment;
- (c) Toxic gases, vapors, or particulate; and
- (d) Radioactivity.

The objectives must be clearly outlined and communicated before the entry so that the team can conduct the survey efficiently and leave the hazard area quickly. The initial entry should be a brief survey of the hazard area to identify and outline areas of high air concentration or other IDLH conditions. The entry objectives may include:

- (a) Establishing that airborne hazards exist or potentially exist at the site;
- (b) Locating and delineating areas of high air concentration of the released materials;
- (c) Verifying preliminary or existing information with respect to the nature of the release;
- (d) Establishing boundaries for the site control zones based on visual observations of the current location and potential movement of the released materials;
- (e) Collecting information related to the specific protective measures and equipment required for response personnel; and
- (f) Collecting information useful in choosing response actions.

#### **3(E)(XI)(4). Periodic Monitoring**



- (a) The changing nature of emergency response activities and site conditions makes periodic monitoring necessary. The objective of this type of monitoring is to detect changes that may affect the emergency response activities. It may also be necessary to do termination monitoring to be sure that all sources of contamination have been contained.

**3(E)(XI)(5). Maintenance of Monitoring Equipment**

- (a) Maintenance and calibration of monitoring equipment shall be done as per manufacturer's recommendations. Testing and inspections shall be done periodically to ensure that equipment is ready to use.
- (b) If the equipment is battery operated, it may require periodic maintenance such as charge-discharge cycles or battery replacement. Special maintenance and storage shall be in accordance with manufacturer's recommendations.



**3(E)(XII). Barricading/Traffic Control**

**3(E)(XII)(1). Barricading Procedure**

- (a) Upon notification of an incident and a subsequent request by an authorized party to barricade an area, the following procedure should be followed. It is important to recognize that in any standard procedure, there may be a need to adjust or change the procedure to the site-specific need of that emergency. If you get to a step that has been completed or is in progress, complete the information as requested for future reference.
- (b) Example: On \_\_\_\_\_(day) at \_\_\_\_\_(time)\_\_\_\_\_ (person) who is acting as \_\_\_\_\_(title) has authorized the following barricades to be established. Prior to establishing the barricades, the following information needs to be completed so that each barricade can be properly established. Review the tables below and complete the requested information.
- (c) Assumptions:
  - The barricade areas listed below have been determined to be safe for personnel at Level \_\_\_\_\_(A, B, C, D) PPE.
  - Barricade personnel are HAZWOPER trained to a \_\_\_\_\_level.
  - Barricade personnel are not required to have HAZWOPER training because \_\_\_\_\_.

BARRICADE LOCATION (SAMPLE TABLE)					
Plan Date/Revised By/Approved By:					
Street Boundaries	Barricade Type	Manned	Unmanned	Contact by	Agency / Company
A Street / B Ave.	Standing barricade	X		Radio	Contractor A
	Lowboy trailer		X		

- (d) Once the barricade points are established you need to double check with the Safety Officer and determine the level of PPE for personnel assigned to this job.

**3(E)(XII)(2). Restricted Areas**

- (a) The immediate incident area will be restricted as necessary to protect personnel from potential hazards, restrict unnecessary traffic and to maintain evidence so that proper incident investigation can be conducted later.
- (b) Barricades and other similar devices should be used in this effort to identify what area(s) are potentially hazardous and, to the extent possible, specifically identify what potential hazards are present; i.e. Friable asbestos, flammable gases/vapor, etc.

**3(E)(XII)(3). Traffic Control**

- (a) Roadblocks, air space restrictions and rail traffic suspensions will be utilized as necessary to establish facility premise access control. In cooperation with law enforcement officials, the supervisor will designate available personnel to assist as needed in erecting roadblocks, guarding facility gates, etc.



### 3(E)(XIII). Public Relations

#### 3(E)(XIII)(1). Crisis Communications -Communications with the Media

- (a) During any crisis situation, the media may get involved. They have a job they are trying to do and it is important to remember this and provide them with accurate and timely information about the incident.
- (b) The Pipeline Asset Manager will designate the media spokesperson within the organization that will be allowed to address the media either on camera or in a written statement format. This should be done as soon as possible to eliminate speculation about the cause of the incident. This will also provide the media with quick and accurate information.
- (c) Employees at the incident location should be working on controlling the situation and access to the scene. The press, for their own safety, should be kept away from any incident location until the situation is secure. Local police officials can help in this area.
- (d) The Pipeline Asset Manager will be involved in controlling the incident. If confronted, politely inform the reporter when and where information will be available. **“NO COMMENT” is not an effective response.** If it is not yet known where and when someone will be available for comment, tell the reporter that you will find out that information and get back with him or her as soon as possible.
- (e) Public Relations (or a pre-approved media spokesperson) will be the primary spokespersons at the field locations. They need to be prepared to talk to the press at the direction of Senior Management.
- (f) Senior Management will coordinate all media relations and secure approval for press interviews. Depending on availability, each member of Senior Management may need to be available to address the media. All written statements should be cleared through the Legal Department.
- (g) Whenever possible, employees and families should learn of the incident from Company sources before hearing it on radio or TV. Therefore, while the incident is still in progress, the On-site Program Executive should assign someone to call families of employees involved in the emergency, providing as much information as possible (relying on the approved Initial Statement). Employee bulletins, announcements, meetings and/or e-mail should be used to inform on-site employees as needed.
- (h) Media Tips
  - Identify the reporter and publication - Record this information somewhere so that it can be relayed to Management.
  - Select an appropriate site – Avoid giving an interview in the proximity of the incident location. You can control this by selecting the location before the interview starts.
  - Plan your statement – Remember the media is after quick and accurate information. Your statement or comments should be arranged in order to meet this goal.
  - Remember who you are addressing – The general public will not be interested in industry jargon. Tell or relate your facts in a simple, straightforward manner that describes the incident so that the general public can understand it.



- Stick to the facts – In most cases, the nature of what happened will be known, but not the cause. Remember, a detailed investigation will be necessary in most cases to determine the cause of most incidents.
- Describe the steps being taken to control the incident.
- Describe which local officials are involved to help control the incident. Make sure to detail the steps being taken to ensure public safety.
- Detail the steps that will be taken to investigate the incident. It may be helpful to point out that state and local officials will be investigating with our full cooperation.
- Never speculate on the cause of the incident. This will only add to any misinformation and confusion about the incident.
- Never release the names of any of the injured. This should be left up to state and local officials.
- Avoid being defensive. Remember, you are there to give quick and accurate information.
- Never go off the record. This has different meanings to different people and will more than likely cause confusion.
- Always tell the truth. If you do not know the answer to a question, tell the reporter just that. If you do know the answer but can't answer the question, explain why.
- Remain positive. Do not repeat negative statements in any answers you give to the media.
- Correct misconceptions. If the reporter seems to have his facts or story confused or out of place, correct him as politely as possible.

### **3(E)(XIII)(2). Media Relations at the Incident Scene**

If a Corporate Media Relations Team is not called to the incident site, a company representative designated by the Incident Commander will serve as the sole Company Spokesperson.

If a Corporate Media Relations Team is called to the incident site, they will serve as On-site Coordinator. Depending on the location and degree of emergency, Media Relations personnel may assume the role of spokesperson.

### **3(E)(XIII)(3). Initial Statement Release**

While the Corporate Media Relations personnel are traveling to the incident site, the Pipeline Asset Manager and Incident Commander will prepare and gain approval for an initial statement about the incident. This statement will be provided to the On-site Program Executive and the On-site Public Relations Representative and should be released as soon as possible (if deemed necessary).

### **3(E)(XIII)(4). Ongoing Communications with the Media**

- (a) Media Relations will work with the On-site Program Executive, facility management and emergency responders to gather and approve information to be released to the media.
- (b) Company news releases issued either at the incident site must go through the usual approval process (Legal, the CEO, etc.)



- (c) In responding to media inquiries, never go “off the record.” Don’t place blame or fault. Be factual. An appropriate response to questions about any of these matters is: “At this time, we are unable to determine the cause, amount of damage, etc.” It is important not to speculate or answer hypothetical questions. These issues will be addressed at a later date and given to the news media at the proper time.
- (d) The On-site Media Relations Team will stay in close contact with the Corporate Crisis Management Team providing information and requesting needed support (such as photo and video coverage, graphics, writing support, community relations, etc.).

### **3(E)(XIII)(5). On-Site Media Room**

- (a) The facility management is responsible for designating, in advance, a primary and a secondary site at or near the plant to be used as a temporary Media Room, press site or other assembly point for reporters during an emergency. These sites should be well away from the Command Center where managers and other personnel are dealing with the crisis.
- (b) If a suitable indoor backup site is not available, arrangements should be made to provide a tent with lights, tables, chairs, portable latrines, etc. Plant security personnel should be available to assist in admitting and logging in members of the media with appropriate credentials. The following equipment should be readily available, if possible:
  - Telephone jacks (with data transmission capability);
  - Electrical outlets;
  - Tables and chairs;
  - Fax machine;
  - Copy machine; and
  - Fact sheet (description, products, economics) and diagram of plant.

### **3(E)(XIII)(6). Media Calls at the Scene**

- (a) Company Spokesperson - At the incident site, all incoming calls from the media should be directed to the Company Spokesperson. If the spokesperson is not available, the individual answering the call should take the reporter’s name, phone number and the name of the news organization calling. Tell the reporter that someone will return calls as soon as possible. Note any deadline the media may be working under and keep a log of all calls.
- (b) Technical Advisors - Facility operations experts will serve as technical advisors to the Company Spokesperson. The advisors will accompany the spokesperson when interviews are requested to provide technical information about the emergency.
- (c) Photographs, Television, Videotape or Film - The On-site Program Executive will determine when and where cameras will be allowed in the damaged area. A pre-determined route will be selected and security or designated Company personnel will guide media representatives. It will be necessary for the Official Company Spokesperson to accompany them. The following criteria should be used in allowing photography/videotaping at the accident site:
  - If it is completely safe to permit approaching the scene;



- If proper safety equipment is used;
- If authorized personnel escort media to the accident site; and
- If no classified or proprietary equipment is photographed.

### 3(E)(XIII)(7). On-Site Security

- (a) The On-site Program Executive shall be responsible for securing all entrances to the affected facility and for prohibiting unauthorized personnel from entering the facility.
- (b) Assigned security personnel shall direct media to designated areas and may be asked to escort the media to the accident site when the On-site Program Executive determines it is safe to do so. At no time should security personnel make comments about the accident to media representatives.

### 3(E)(XIII)(8). Media Follow-Up

The Facility Spokesperson should be prepared to re-contact all media representatives who expressed interest in the accident:

- (a) If new developments take place; or
- (b) If further approved information becomes available.

### 3(E)(XIII)(9). Documentation Guidelines

In documenting control and/or response operations, everyone on the Response Team would have to exercise judgment in deciding what activities and the level of detail to document. Information of interest to response-related activities include:

- (a) Observed meteorological and oceanographic conditions.
- (b) The location, dimensions, and characteristics of spills.
- (c) The nature, location, aerial extent of gas clouds.
- (d) All interactions with government agency personnel and the news media.
- (e) Observed environmental impacts, particularly to wildlife resources and sensitive habitat areas.
- (f) Contacts with the public.
  - When documenting a contact with a person, their name, position(s) and, if applicable, the telephone number will be noted.
  - For extended emergencies, photographic coverage of all phases of the operations will begin as soon as possible to provide representative coverage of the incident. It will continue until termination of all operations. Visual records may include:
    - Video; and/or
    - Color, black-and-white, or infrared photographs and slides.
  - Although videotapes are more expensive than photographs, they are superior for documentation efforts because they are dynamic rather than static in nature, are able to record more information in a shorter amount of time, and are easier to archive. Also, videotapes have the advantage of being able to be viewed immediately so that they can be used to review the hour-by-hour and/or day-to-day effectiveness of response operations.

Color still shots can be used in lieu of or as backup for videotapes. Black-and-white and infrared photographs are usually taken for special purposes and should be backup by color shots of the same scenes. The following procedures are recommended so that the visual documentation can be properly identified:

- Record time, day, location and area of all shooting;
- Include some scale reference in the scenes;
- Make shots of the overall scene as backup for any close-up shots;
- Use good quality equipment;
- Label canisters of tape or film;
- Work closely with any processing laboratory to maintain accurate records;
- Ensure that the photographs are of good technical quality; and
- Consult with the Legal Department for any specific requirements.
- Other means used to document response operations. These include:
  - Written response logs;
  - Telephone logs;
  - Vessel logs;
  - Helicopter logs;
  - Press releases and newspaper articles;
  - Meeting notes;
  - Planning documents and reports generated during response operations;
  - Interviews conducted during and following the incident with those involved in response operations;
  - Monitoring and sampling programs;
  - Cost data;
  - Equipment;
  - Contractual support (labor and equipment); and
  - Supplies and materials.

### **3(E)(XIII)(10). Post Incident Investigation**

The Post-Incident Investigation is a reconstruction of the response to establish a clear picture of the events that took place. It is not an accident investigation to identify causes. It is a method of collecting information that can be used to analyze the response effort. Conduct a post-incident after a large or unique incident.

Select an individual or team to collect information about the response and recovery obtained during the debriefing. A checklist or key data and documentation should include:



- (a) Information on the cause of the incident and contributing factors;
- (b) Records of command post actions and/or decisions;
- (c) Notes and other documentation from the command staff , section chiefs, and the command post;
- (d) Photographs or videotapes, if available;
- (e) Chemical hazard information from available sources;
- (f) Records on levels of exposure or decontamination;
- (g) Verification of shipping papers or other hazardous materials identifications;
- (h) Incident reports; and
- (i) Other relevant documentation or records.

Assemble all available data and construct a brief chronological review of who did what, when and where during the incident. Have the main responders review the material to verify the information. Conduct the analysis by focusing on five key topics:

(a) Command and Control

- Was command established and response organized according to existing plans?
- Did information pass from the carrier to the Emergency Coordinator?
- Were response objectives communicated to field personnel who were expected to implement them?

(b) Tactical Operations

- Were the tactical operations ordered by the Incident Commander and implemented by the emergency response personnel effective?
- What worked?
- What did not?

(c) Resources

- Were resources adequate to conduct the response?
- Were personnel trained adequately for their assignments?

(d) Support Services

- Were the support services received adequate and provided in a timely manner?
- What is needed to increase the provision of support to the necessary level?

(e) Plans and Planning

- What response plans are available and current?
- Did they adequately cover notification, assessment, response, recovery, and termination?
- Were roles and assignments clearly defined?
- How will plans be upgraded to reflect lessons learned?



Once the Post-Incident Investigation is completed, it should be forwarded to the Legal Department for review and distribution to appropriate management. Conclusions and recommendations should be incorporated into existing plans or used as the basis of developing new plans.



## 3(F). Incident Command System

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### 3(F)(I). Introduction

The ICS organizational guidance provided is not a regulatory requirement; however, it is the Incident Management and Response System recognized by all federal and state agencies involved in Emergency Response Operations. Recognizing that a response will bring together numerous organizations with varying incident management structures, the Incident Commander or unified Command for the specific incident will determine how to best set up and staff the incident-specific ICS organization for the most efficient and effective use of the resources involved. The FOSC and SOSC will work in Unified Command and with any response organization.

An actual response organization typically grows from the “Initial Response Organization” to fit the level of response necessary for a specific incident. The size and focus of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary.

Only positions that are required for an adequate response need to be filled, and organizations should be kept as small as possible to accomplish incident objectives and monitor progress. Examples of how the ICS can be structured are:

- (a) Initial Response Organization – Initial response resources are managed by the Incident Commander who will handle all Command and General Staff responsibilities. A Unified Command is established.
- (b) Reinforced Response Organization – The Unified Response Organization has established a basic Operations Section with a Protection Group and/or a Recovery Group to manage incident activities and a division to manage land-based resources. A Safety Officer and Information Officer have been assigned.
- (c) Multi-Division/Group Organization – The Unified Command has assigned all command staff positions. A number of divisions and groups have been established in the Operations Section. Planning Section organization has been started with formation of an Environmental Unit, Situation Unit, and Resources Unit. Limited Logistics Units are established to support the response resources.

An Incident Command System is required to effectively manage an ongoing emergency. This command system may function totally in-house or in conjunction with public safety officials (i.e., Police, Fire, Sheriff, Highway Patrol, HAZMAT Units). Fundamental components of the Incident Command System include:

- (a) Evacuation of all affected personnel (including the public) as necessary;
- (b) Establishment of safe areas based on dispersion calculations and ambient air monitoring;
  - Cold Areas - Safe Areas;
  - Warm Areas - Adjacent to Hot Areas; and
  - Hot Areas - Areas that pose chemical and/or physical hazards.
- (c) Establishment of a command post (an area with communications, lighting, a vantage point, and area for staff and reference materials);
- (d) Establishment of Public Relations person and briefing area;



- (e) Gathering of information and development of tactical objectives; and
- (f) Monitoring progress.

### 3(F)(II). Decision Making in Emergencies

During any crisis, the events that have unfolded will, in most cases, create a variety of situations that need to be handled properly. This includes properly handling the crisis, caring for the injured and their families, informing the media of the relevant facts of the incident, and informing fellow employees. It will be the responsibility of each employee to evaluate a situation to determine if it is indeed a crisis that may involve some or all of these concerns. The following should be considered crisis situations and they should trigger implementation of this plan.

- (a) Emergencies/hazardous material releases follow a predictable sequence of events:
  - Event occurs;
  - Container fails;
  - Matter/energy releases;
  - Matter/energy engulfs danger zone;
  - Matter/energy impinges on exposures; and
  - Impinged exposures harmed.
- (b) Any emergency situation will stabilize in time without any response effort as it runs its natural course; however, as they run their course, emergency events are often accompanied by injury, environmental or property damages. This outcome is objectionable.
- (c) The purpose of mounting an emergency response effort is to favorably change or influence the sequence of events before the emergency has run its course naturally and to minimize the harm that would have otherwise occurred.

### 3(F)(III). DECIDE Process

To help determine what actions are called for during the various stages of an emergency and to minimize your personal risk, certain basic decisions must be made. Decision making at emergencies call for you to:

- D**etect the problem/hazardous material presence and current event stage;
- E**stimate the likely harm without intervention;
- C**hoose response objectives;
- I**dentify action options;
- D**o best option; and
- E**valuate progress.

Expanding these six steps:



- (a) Detect problem/hazardous materials presence - If you are to act favorably, you must be aware that a spill, leak, fire, etc., exists and that you recognize the event stage.
- (b) Estimate likely harm without intervention - This is a difficult but extremely important step. You must visualize what is going to happen if you take no action and the emergency continues its course uninterrupted.
- (c) This process of defining the extent of your problem and its potential outcome is most critical in helping you decide if the gain associated with possible response efforts can justify the risks that might be taken.
- (d) Without this step, the impulse to act immediately overwhelms your reasoning in emergency situations. Risk taking can become excessive with the result that losses or harm increase rather than decline.
- (e) Preplanning is extremely important. Items to consider include:
  - Where will the hazardous material and/or container go?
  - When released during the emergency?
  - Why is it likely to go there?
  - What harm will occur when it gets there?
- (f) Factors which will affect the release behavior:
  - Inherent properties and quantity of the hazardous material;
  - Built-in characteristics of the container;
  - Natural laws of physics and chemistry; and
  - Physical surroundings and conditions (terrain, wind, etc.).
- (g) The previous items will interact to produce a likely outcome:
  - Minimal/no damage to people, environment, or equipment;
  - Injuries;
  - Fatalities;
  - Environmental damage;
  - Critical system disruption; and
  - Property damage.
- (h) Choose response objectives - Based upon your knowledge of the problem, you must select the overall goal you want to accomplish--the harm you want to prevent. Your objective(s) might be: withdrawing, rescue, evacuation, flaring, blocking in and bleed down, transferring contents, containing releases, extinguishing fires, protecting adjacent personnel/property, etc.
- (i) Identify action options - With your selected objective in mind, you must review the options and resources available to you to accomplish these objectives. Consider all practical options before you act so that you will use the resources in the most efficient manner. Resources available include:



- Additional Company personnel and expertise;
  - Outside sources (police, fire department, ambulances, contractors, other oil companies, mutual aid agencies, etc.);
  - Vehicles (cars, trucks, well service rigs, vacuum trucks, cranes, transports, forklifts, backhoes, etc.);
  - Communications (radios, telephones, faxes, etc.);
  - Control valves, vents, and ESD systems;
  - Tools and leak clamping equipment;
  - Sorbent booms and diking materials;
  - Personal protective equipment;
  - H2S detectors (fixed and portable monitors);
  - Explosimeters, oxygen analyzers, detector tube;
  - Breathing apparatus and systems;
  - Portable fire extinguishers; and
  - Firewater hydrants, monitors, hose lines, foam concentrate.
- (j) **Do best option** - When you have multiple options (and you almost always will) try to pick the option that provides the best solution to your problem the option with the greatest gain and least risk/loss.
- (k) **Evaluate progress** - After putting your selected option into action, make sure that what was expected to happen actually is happening. If not, review the problem and select another option or strategy to lead to the desired objective. Remember, damages often occur while performing or as a result of inappropriate response actions.
- (l) You will often have to deal with the media during an emergency. Some key actions on your part can make this a positive experience. See Public Relations Section.

### **3(F)(IV). ICS Contact List**

The ICS Contact list is located in Appendix 6 - Incident Command System and Company Contacts.

### **3(F)(V). Responsibilities**

#### **3(F)(V)(1). General Responsibilities of all Personnel**

- Receive assignment, notification, reporting location, reporting time, and travel instructions from your home agency;
- Upon arrival at the incident, check in at designated check-in locations. Check-in locations may be found at:
  - Incident Command Post, Base or Camps, Staging Areas, Helibases; and
  - Division Supervisors (for direct line assignments).



- Jurisdictional Regulatory Agency representatives must report to Liaison Officer at the Command Post after checking in;
- Address all radio communications to Incident Communications Center by using ICS titles to the "(Incident Name) Communications Center;"
  - Use clear text and ICS terminology (no codes) in all radio transmissions;
- Receive briefing from immediate supervisor;
- Acquire work materials;
- Organize, assigns, and brief subordinates;
- Complete forms and reports required of the assigned position and send material through supervisor to Documentation Unit;
- Ensure continuity of operations by using in and out briefings;
- Respond to demobilization orders; and
- Brief subordinates regarding demobilization.

### **3(F)(V)(2). Incident Commander**

The primary initial responsibility of the Pipeline Asset Manager is to assist in evacuation and control of emergency incidents. Additionally, he is responsible for contacts with the corporate office, jurisdictional regulatory agencies, response and recovery contractors and the media. This individual assumes the responsibility of the Incident Commander until relieved of duty. He is responsible for advising other outside interests of the incident. He will decide if a total evacuation is necessary and designate the gathering point. He will also determine when an emergency or abnormal condition is considered over. In his absence, the acting Pipeline Supervisor will assume these duties.

The Incident Commander manages all incident operations and is responsible for the following:

- Log all calls and conversations;
- Manage overall incident;
- Work to transition response to a proactive rather than reactive mode;
- Activate the required Incident Command System elements;
- Ensure response mobilization;
- Brief Command Staff and Section Chiefs. Assure they are following safety and health policies, programs and regulatory requirements;
- Coordinate staff activity;
- Ensure that an adequate initial incident assessment is performed (source, type and amount of product released, maximum potential, area of impact, safety concerns, etc.);
- Ensure adequate internal and external initial notifications have been made;
- Establish contact and coordination with FOSC and SOSC representatives and establish a working Unified Command;



- Assure adequate information is provided to the Mayor, Emergency Preparedness Coordinator and other governmental officers of jurisdiction;
- Identify the affected City Department Managers and coordinate response and recovery operations with the applicable Department Managers.
- Ensure that there is not an initial under-response;
- Authorize the necessary resources to mitigate the emergency;
- Establish a Command Post;
- Monitor the maintenance of complete and accurate records documenting occurrences and actions taken;
- Conduct initial group briefing of secondary personnel;
- Participate on at least an initial over-flight;
- Establish a meeting/briefing schedule with Command Staff;
- Approve strategic objectives and priorities; and
- Approve the plan for demobilization.

### **3(F)(V)(3). Deputy Incident Commander**

The primary duty of the Deputy Incident Commander is to direct the actions of all personnel and to make tactical decisions. He is directly responsible for accounting for all operations and contract personnel. He will act as a coordinator of all personnel accounting. He is responsible for notifying personnel of the emergency or abnormal conditions and will designate the employees that will report to the scene of the incident and those who will support the incident personnel. If evacuation of the community is deemed necessary, he will make the necessary calls to advise "our neighbors."

The Deputy Incident Commander is second in charge and is responsible for supporting the Incident Commander and executing his/her directives. Responsibilities include:

- Log all calls and conversations;
- Attend briefings by Incident Commander;
- Assist Incident Commander in the development and execution of the overall daily plan;
- Responsible for the coordination of the activities of the Command Staff;
- Manage overall incident in the absence of the Incident Commander (see Incident Commander summary of responsibilities above); and
- Perform other special duties as assigned by the Incident Commander.

### **3(F)(V)(4). Public Information Officer**

The Public Information Officer is responsible for providing incident information to the public and news media or other agencies or organizations. There is only one information officer per incident, but the information officer may have assistants. Responsibilities include:

- Log all calls and conversation;



- Attend briefings by Incident Commander and On-Scene Coordinator;
- Establish a single incident information center whenever possible;
- Assist in establishing a Joint Information Center (JIC) with federal and state counterparts;
- Prepare initial press release (information summary) as soon as possible after arrival, and ensure that press releases and interviews are within the established guidelines;
- Observe constraints on the release of information imposed by the Incident Commander and provide training on how to communicate with the news media;
- Ensure news releases are posted in Emergency Operations Center and their appropriate locations;
- Establish a process to respond back to questions when the answers are not immediately available;
- Respond to special requests for information;
- Establish a comfortable, convenient, safe and secure facility for media to congregate and in which to conduct briefings;
- Coordinate with response team and law enforcement to get out timely and accurate information in the event that an evacuation is needed;
- Attend meetings to update information releases;
- Coordinate and provide resources for City VIP visits and briefings; and
- Attend public, government and regulatory agency meetings. Coordinate these activities with the Governmental Affairs or Governmental Relations Officer.

**3(F)(V)(5). Liaison Officer**

The Liaison Officer is responsible for coordinating stakeholder groups and representatives from assisting and cooperating agencies and providing support and information to approved parties. Responsibilities include:

- Log all calls and conversations;
- Attend briefings by Incident Commander and On-Scene Coordinator;
- Monitor agencies from federal, state and local government agencies regarding their attitude on the response efforts. Identify all negative aspects (real or perceived) regarding the response and recovery efforts;
- Attend government, and regulatory agency meetings. Attend inquiries, hearings, and public meetings. Coordinate these activities with the Governmental Affairs or Governmental Relations Officer;
- Identify and establish contacts for all state and federal agencies that are or are likely to be involved;



- Maintain contact with government officials concerned with the incident. Accompany these officials during their visits to the Command Center and other approved areas involved in response and recovery efforts;
- Provide all documentation requested by governmental agencies after consulting with the Legal Department;
- Ensure that all regulatory agency notifications are made, properly documented, and the necessary forms and notifications are written, complete and accurate;
- Establish an understanding of who all the other non-agencies stakeholders are and facilitate coordination of their input;
- Pay special attention to any individual who wanted to be, but was not allowed to be, part of the Unified Command;
- Assist response organization in obtaining any regulatory permits or approvals that may become necessary (decanting, burning, pipeline repair request, etc.);
- Observe constraints on the release of information imposed by the Incident Commander and provide training on how to communicate with the news media;
- Ensure news releases are posted in Emergency Operations Center and their appropriate locations;
- Attend meetings to update information releases;
- Respond to special requests for information; and
- Coordinate and provide resources for City VIP visits and briefings.

### **3(F)(V)(6). On-Scene Coordinator**

The On-Scene Coordinator is responsible for the overall management of the incident/emergency. Responsibilities include:

- Log all calls and conversations;
- Attend briefings by Incident Commander;
- Headquartered at Emergency Operations Center;
- Overall management of the incident;
- Ensure business functions are successfully continued during the incident;
- Work with Public Information Officer to coordinate discussion with government officials, community leaders, and the news media; and
- Report directly to the Incident Commander.

### **3(F)(V)(7). Operations Section**

This section is responsible for all operations directly applicable to the primary mission. Directs unit operational plans preparation, requests or releases resources, makes expedient changes to the Incident Action Plan (as necessary) and reports such to the Incident Commander. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch.



Operations Section Chief – The Operations Section Chief is responsible for the management of All Tactical Operations directly applicable to the primary mission. Manages and supervises organizational elements in accordance with the Action Plan and directs its execution. Directs the preparation of the unit operations plans, establishes priorities, requests or releases resources, modifies the Action Plan as necessary, and reports changes to the Incident Commander. Responsibilities include:

- Log all calls and conversations;
- Obtain briefing from the Incident Commander;
- Report to the Incident Commander regarding current operations, progress, problem areas or bottlenecks in the response and recovery efforts, special activities and other pertinent information. Communicate special needs directly to the Incident Commander;
- Activate the necessary Operations Section Units as required;
- Confirm the initial mobilization of Emergency Response Teams or other personnel and equipment;
- Brief and assign operations personnel in accordance with the Action Plan;
- Notify Resources Unit of the names and location of personnel assigned to their sections;
- Supervise Operations and re-assign personnel as required. Establish supervision and communication with field crews;
- Direct the field deployment of response resources;
- After initial mobilization of Emergency Response Teams and equipment, begin requesting additional resources through Logistics Section;
- Designate response zones or divisions;
- Evaluate the effectiveness of current actions and request additional resources as required;
- Maintain accurate count of personnel and their assignments;
- Review the suggested list of resources to be released and initiate recommendations for their release;
- Perform accident assessments in conjunction with Safety Officer;
- Assess needed amount of containment, recovery and storage resources and mobilize same;
- Coordinate with Key Personnel during any transition phase of the operations for the orderly transfer of resources and operations activities; and
- Establish appropriate over-flights (as required) to coordinate and monitor field tactics.

### **3(F)(V)(8). Safety, Health & Environmental Officer**

The Safety Officer is responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Responsibilities include:

- Log all calls and conversations;



- Attend briefings by Incident Commander;
- Assure compliance with Cal/OSHA and other agency regulations regarding safety;
- Identify the hazards and potential hazards associated with the emergency response including air borne, releases to the ground or water, fires and/or explosions, human health issues to responders, the general public and emergency care personnel, nurses and physicians;
- Assure that the level of Personal Protective Equipment is available and properly used in accordance with Cal/OSHA's PPE Program Guidelines. Assist with the procurement and distribution of the PPE equipment as needed from purchasing/logistics;
- Implement the Site Specific Safety and Health Plan. Revise or update plan to meet the specific needs of each emergency management, response and recovery operation. Assure the plan's implementation and effectiveness. Work with Emergency Response Teams as necessary to do this;
- Identify procedures and equipment necessary to mitigate identified hazards and communicate this to the entire response team;
- Work with Operations to identify and enforce appropriate safety zones and access points (hot, warm, cold);
- Exercise emergency authority to remedy, stop or prevent unsafe acts;
- Monitor and oversee the safety of team members and contract personnel;
- Participate in planning meetings;
- Utilize "Best Practices" when appropriate;
- Conduct Industrial Hygiene monitoring as defined in the Industrial Hygiene Monitoring Program. Review these reports with the Industrial Hygienist and make necessary adjustments to the Safety and Health Plan;
- Establish an appropriate air-monitoring program in order to protect response workers and the public. Make sure documentation is adequate;
- Ensure applicable and appropriate Public Health Standards are being met;
- Participate in determination of need for evacuation;
- Identify and ensure compliance of response personnel with the applicable training requirements required for the operations being conducted; and
- Investigate all near misses and accidents.

### **3(F)(V)(9). Planning Section**

This section is responsible for collecting, evaluating, and disseminating tactical information related to the incident and for preparing and documenting Incident Action Plans. Maintains information on the current and forecast situation and on the status of resources assigned to the incident. Includes the Situation, Resource, Environmental, Documentation, and Demobilization Units and Technical Specialists.



The Planning Section Chief serves as a member of the general staff and is responsible for the collection, evaluation, and dissemination of information about the development of the incident and status of resources. This information is needed to understand the current situation, predict the probable future course of incident events, identify alternate strategies to control the incident and develop an incident action plan. Responsibilities include:

- Log all calls and conversations;
- Activate necessary planning section units;
- Notify Resources Unit of the names and locations of personnel assigned to this section;
- Implement the Business Unit Emergency Management System;
- Establish information requirements and reporting schedules for all organizational elements for use in identifying and assessing action plan alternatives;
- Establish weather and oceanographic data collection system as needed. Provide ongoing weather or other environmental information and forecasts;
- Establish a situation unit display at the command post and maintain situation status information;
- Establish an appropriate initial Operational Period and start preparing an IAP;
- Consult appropriate ACP for any response specific information;
- Ascertain critical nature of incident and begin surveillance to provide periodic prediction of incident potential, resources at risk and possible hazards;
- Develop alternative strategies using information supplied by technical specialist and Operations' personnel;
- Identify need for use of specialized resources;
- Compile and display incident status summary information and keep personnel informed of any significant changes;
- Prepare, distribute and document the Incident Commander's orders and identify organizational elements responsible for executing those orders;
- Establish communications with the Emergency Operations Center and provide current status and updates as needed;
- Prepare and submit to Incident Commander recommendations for release of resources during demobilization;
- Communicate resources needed to Logistics Section Chief;
- Develop a spill trajectory forecast to help establish where leading edge containment efforts should be concentrated;
- Participate on over-flights as required;



- Identify natural resources at risk (RAR), especially those that may be considered sensitive, and establish appropriate protection or cleanup strategies. Coordinate wildlife and environmental issues;
- Organize and coordinate (as required) some type of SCAT, pre-SCAT or SCAT-like assessments and follow-up process;
- Develop and get “buy-in” and approval of Strategic Objectives and Priorities;
- Develop and/or coordinate information on the fate and behavior of the spilled product as well as mass balance estimates (evaporated, recovered, on land, on water, etc.); and
- Consider the feasibility of various technical response alternatives and make recommendations as appropriate.

### 3(F)(V)(10). Logistics Section

This section responsible for providing facilities, services and materials for the incident.

The Logistics Section Chief serves as a member of the general staff and is responsible for providing facilities services and materials in support of the incident and participates in the development and implementation of the action plan. Responsibilities include:

- Log all calls and conversations;
- Obtain briefing from Incident Commander;
- Activate necessary Logistics Section units;
- Notify Resources Unit of names and locations of personnel assigned to section. As soon as possible, obtain an accurate listing of resources that Operations has already mobilized;
- Establish process to implement and report on resource requests, availability and procurement. (personnel, equipment, aircraft, lodging, food, and sanitation facilities);
- Ensure Communications Plan is prepared, reviewed and implemented;
- Ensure all necessary communications equipment is deployed and maintained;
- Identify service and support requirements for planned and expected operations;
- Procure all approved services and equipment;
- Arrange for transportation of personnel and equipment;
- Alert pre-assigned service contractors and activate as necessary to support operational needs;
- Coordinate with Operations to establish, maintain and manage appropriate staging areas;
- Arrange for lodging and provide food for personnel;
- Develop an incident medical plan and arrange all needed medical personnel (e.g. ambulances, medicine, etc.);
- Review action plan and estimate section needs for next operational period;
- Arrange for security to be provided at all designed locations;



- Assure computer equipment is set up and operational;
- Start coordinating with Operations (primarily) and other sections as necessary to handle future resource requests;
- Establish coordination of air operations; and
- Work closely with Finance Section to maintain cost documentation.

### **3(F)(V)(11). Finance/Administration Section**

This section is responsible for all incident costs and financial considerations and includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

The Finance Section Chief serves as a member of the general staff and is responsible for ALL Financial and Cost Analysis aspects of the incident and attends all planning sessions concerning these matters. Responsibilities include:

- Log all calls and conversations;
- Obtain briefing from Incident Commander;
- Activate necessary Finance Section units;
- Develop operating plan for finance function of incident;
- Assign Incident Numbers and Maintain records of same;
- Set up a third-party claim process. Publish an "800" number;
- Advertise for claims as may be required by regulations;
- Coordinate with agency personnel with respect to any investigation of the incident;
- Obtain emergency approval for expenditures;
- Work with logistics to monitor the costs of all resources being mobilized;
- Provide accounting functions as directed, including auditing, billing, invoicing payments, and documenting labor, materials and services used during the emergency;
- Monitor and record reimbursable expenses;
- Coordinate Human Resources and all related aspects for emergency response personnel;
- Ensure adequate insurance functions are implemented to respond to affected parties of the emergency scene; and
- Prepare to make interim payments to contractors.



## 3(G). Training

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### 3(G)(I). General Duties

#### 3(G)(I)(1). Introduction

An emergency response must be effectively and efficiently planned. Adequate and preemptive planning and training can prevent a potential disaster from becoming catastrophic. Employee training is intended to provide each employee a skill and knowledge base in emergency response and regulatory compliance. Employees' skill, knowledge and abilities are critical elements in protecting the public, other employees, and city assets.

- (a) Training is based on the duties and functions to be performed by each individual / responder. Employees who participate in emergency response shall be given training in accordance with the following criteria, as assigned, and will receive the training prior to participation in emergency response.
- (b) All personnel involved in day to day facility operations and maintenance will be trained to the First Responder Operations level. Selected supervisory personnel will be trained as an On-Scene Incident Commander.
- (c) The training listed in this guidance is the minimum training requirements. Consequently, a determination of additional training must be made on a case-by-case basis.
- (d) This training is in addition to the Cal/OSHA required training as specified under the General Industry and Construction Standards..

All training shall be evaluated for its effectiveness in the use of the Emergency Response Plan. Training updates shall be integrated into the next scheduled training program.

#### 3(G)(I)(2). ICS Training

- (a) The Emergency Response Team should have formal hands-on training classes for familiarization with containment, recovery, cleanup and disposal of equipment, and operational procedures. At a minimum, the Emergency Response Team shall participate in an annual drill and refresher training to keep abreast of new techniques available, new materials and new equipment that can be utilized for spill containment.
- (b) The training will include several release scenarios and the group will carry out paper enactment of their roles as described in this plan.
  - The first part of the training session will be a review of the responses and recommendations, if any, to modify or improve the plan.
  - The classroom training will include a review of why we have a release response plan.
  - The importance of release prevention will be stressed and different methods of prevention will be discussed.
  - The terminology used in a response will be reviewed to impart communication and coordination in order that all employees will be able to use the same terms.



- The organization of the Emergency Response Team (ERT) will be discussed along with the role and responsibility of each team member.
- This discussion will also include the use of alternates on the team.
- The required internal and agency notifications will be reviewed.
- An overview of the various response options will be made followed by a description of the environment around the facility.
- Special attention will be given to environmentally sensitive areas and other sensitive areas and how best to protect them.
- Special emphasis will be given to protection of the public, including:
  - Notification;
  - Evacuation;
  - Evacuation of those requiring assistance; and
  - Barricading and access control.
- Once the review has been completed, different scenarios will be studied. This will be accomplished by doing a paper response to each of three scenarios. This will enable all employees to understand how the plan works and how to enact it effectively.
- The final phase of the classroom training is a critical review of the plan and responses along with recommendations to improve the effectiveness of the plan.
- The Incident Commander and Operations Chief are provided with annual training classes in directing the deployment and use of response equipment.

### **3(G)(I)(3). Refresher Training**

Refresher training shall be conducted at intervals to assure personnel remain competent in these areas.

### **3(G)(II). Skilled Support Personnel**

#### **3(G)(II)(1). Introduction**

Skilled support personnel such as operators of digging equipment, crane or hoisting equipment may not be required to meet the training required of other personnel involved in the emergency response; however, these personnel shall be given an initial briefing at the site prior to any emergency response. This initial briefing will include:

- (a) Instruction in the proper use of necessary personal protective equipment;
- (b) What chemicals are involved;
- (c) What duties are to be performed; and
- (d) Any other information that would be appropriate to confirm the safety and health of these personnel.



### 3(G)(III). Trainers

#### 3(G)(III)(1). Introduction

- (a) Trainers who teach any of the training subjects to emergency response personnel shall have completed a training course for teaching the subjects or have the training and/or academic credentials necessary to teach this subject matter.
- (b) Attendance Sheet – All instructors are required to complete the Attendance Sheets when training has been concluded. This training must be documented with a brief narrative of the training content. The Attendance Sheet and training narrative must be sent to the area office for recordkeeping.
- (c) Record of Certification and Training – All information on the form must be completed for each training course completed by the employee. The information on this form will allow GRS to track the employee’s progress and to see at a glance when the required training is due for each module. Employee and supervisor must each initial and date as soon as the employee completes each module.
- (d) Lesson Plans should be provided for each course taught. A copy of all tests with the answer key should be kept on file. A copy of all Instructional Materials should be kept on file. Student exams/tests should be retained in their personnel file. Instructor performance should be evaluated on:
  - Presentation;
  - Knowledge of material;
  - Was the material presented at the level of the students;
  - Was the material related to the operations; and
  - Use of time.
- (e) The person responsible for the training should evaluate the instructor on the following:
  - Course outline/brief;
  - Visual aids used; and
  - Instructional material handed out.

#### 3(G)(III)(2). Retraining Requirements

Retraining must be provided for all authorized and affected individuals whenever there is a:

- (a) Change in their job assignment(s);
- (b) Change in machines, equipment or processes that present a new hazard; or
- (c) Change in the energy control procedures.

Additional retraining must also be conducted whenever a periodic inspection reveals or whenever the employer has reason to believe that there are deviations from or inadequacies in the worker’s knowledge. The retraining must re-establish proficiency and introduce new or revised control methods and procedures as necessary.



### **3(G)(III)(3). Contractor Training**

All contractors who work for GRS are required to provide training for their employees. At a minimum, that training must include the items listed above for city personnel. All training provided to contractor personnel must be essentially equivalent to that provided to GRS personnel.

### **3(G)(IV). Hazwoper First Responder - Awareness Level**

#### **3(G)(IV)(1). Introduction**

(a) This individual, upon witnessing or discovering a hazardous substance release, will be trained to initiate an emergency response sequence by notifying his/her immediate supervisor of the release. This level of training should ensure that the employee can:

- Understand what hazardous materials are and their associated risk;
- Understand the potential of the emergency;
- Be able to recognize the presence of hazardous materials;
- Be able to identify the hazardous material;
- Understand the role of the first responder awareness level and how to use the U. S. Department of Transportation's Emergency Response Guidebook; and
- Be able to recognize the need for additional resources.

(b) Training Time – None required--training is to level of required knowledge.

### **3(G)(V). Hazwoper First Responder – Operations Level**

#### **3(G)(V)(1). Introduction**

(a) This individual will respond to a release or potential release of a hazardous substance in order to protect nearby persons, property, or the environment from the effects of the release. This individual is to respond in a defensive fashion and to attempt to contain or control the release from a safe distance.

(b) First Responder at the Operations Level must have First Responder Awareness Level competency and eight hours initial or proven experiences in specific competencies which include:

- Basic knowledge of hazard and risk assessment techniques;
- Selection and use of proper personal protective equipment;
- Basic hazardous materials terms;
- Performing basic control and containment of the release without exceeding the limitations of the personal protective equipment available;
- Implementing basic decontamination procedures; and
- Standard operating procedures and termination procedures.

(c) Training Time – 8 hours



### **3(G)(VI). Hazwoper Hazardous Materials - Technician/Specialist Level**

#### **3(G)(VI)(1). Introduction**

- (a) Hazardous Materials Technicians are individuals who respond to releases for the purpose of stopping the release. They will assume a more aggressive role in that they will approach the point of release to plug, patch or otherwise stop the release of a hazardous substance.
- (b) These technicians will receive 24 hours of training including the First Responder Operations Level training and be competent in the following areas:
- Implementing the employer’s emergency response plan;
  - Identifying and verifying known and unknown material with field survey instruments;
  - Functioning in the Incident Command System;
  - Selecting and using the proper personal protective equipment;
  - Understanding hazard and risk assessment techniques;
  - Being able to perform advance control and containment of a hazardous substance release, within the limits of available resources and personal protective equipment;
  - Understanding and implementing decontamination procedures; and
  - Understanding basic chemical and toxicological terminology and behavior.

(c) Training Time – 24 hours

### **3(G)(VII). Hazwoper On-Scene Incident - Commander Level**

#### **3(G)(VII)(1). Introduction**

- (a) Incident Commanders, who will assume control of the incident scene beyond the First Responder Level, will receive at least 24 hours of training including the First Responder Operations Level training and understand the following:
- Know and be able to implement the employer’s incident command system;
  - Know how to implement the employer’s emergency response plan;
  - Know and understand risk associated with employees working in chemical personal protective clothing;
  - Know how to implement the local emergency response plan;
  - Be familiar with the state and federal emergency response programs; and
  - Know and understand the importance of decontamination procedures.

(b) Training Time – 24 hours

### **3(G)(VIII). Core Training Refresher Training**

#### **3(G)(VIII)(1). Introduction**



(a) The basic eight-hour training required for the First Responder Operations Level will be accomplished by administering the following programs:

- Hazwoper Instruction
  - Duration one hour;
  - Review of the scope and intent of the Cal/OSHA HAZWOPER Standard and an understanding of emergency response.
- Emergency Response/Action Plan
  - Duration one hour;
  - Review of Emergency Response Plan to explain the role of the employee including site security and control, notification procedures, when additional resources are necessary and when to evacuate.
- Medic First Aid
  - Duration four hours;
  - Train employee in basic emergency medical treatment and cardiopulmonary resuscitation.
- Fire Combat Training
  - Duration one-three hours;
  - Where provided for employee use, employees will be trained in the proper use and operation of fire extinguishers as well as their limitations for use in incipient stage fire fighting only.
- Hazard Communication Review
  - Duration one hour;
  - Review employee's knowledge of physical and health hazards, protection methods, detection, emergency procedures, labeling, spill procedures and material safety data sheets.
- Hydrogen Sulfide Safety (where applicable)
  - Duration one hour;
  - Review with employees the procedures for recognizing hazards associated with H<sub>2</sub>S, control procedures, and personal protective equipment.
- Respiratory Protection
  - Duration one hour;
  - Review employee's ability to select, fit and properly utilize respiratory protection equipment (limitations and special use circumstances).
- Refresher Training – Refresher training shall be conducted at intervals to assure personnel remain competent in these areas.



### 3(H). Appendices

#### Appendix 1. Record of Changes and Amendments

RECORD OF CHANGES AND AMENDMENTS				
DATE	REVISION	SECTION(S) CHANGED/ AMENDED	COPIES SENT	INITIALS
<p>SAMPLE</p> <p>This is a controlled document. Recipients of this program shall be recorded and a Record of Change shall be maintained.</p>				
Plan Review				
Date	Reviewed By	Changes Recorded	Copies Sent	

Sample



Appendix 2. Emergency Drill Evaluation Report

Emergency Drill Evaluation Report

Facility Name: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time Started: \_\_\_\_\_ A.M./P.M. \_\_\_\_\_

Time Completed: \_\_\_\_\_ A.M./P.M. \_\_\_\_\_

Simulated emergency (describe briefly): \_\_\_\_\_

Emergency equipment used: \_\_\_\_\_

Did emergency equipment operate properly? \_\_\_\_\_

If not, list any problems and corrective actions: \_\_\_\_\_

Elapsed time from start of drill until:

Fire pump started: \_\_\_\_\_ Valves operated and tagged: \_\_\_\_\_

Evacuation: \_\_\_\_\_ Water or fire extinguisher put in use: \_\_\_\_\_

Other (describe): \_\_\_\_\_

Were you satisfied with drill? \_\_\_\_\_ Explain: \_\_\_\_\_

Give overall summation of level of proficiency:

(Low/Showing Improvement/Acceptable/High): \_\_\_\_\_

What changes, if any, do you plan or recommend in the next drill? \_\_\_\_\_

List any valves that were inoperable: \_\_\_\_\_

List of personnel participating: \_\_\_\_\_

Supervisor

Operations Manager

### Appendix 3. Notification and Reporting

GOVERNMENT/AGENCY NOTIFICATIONS			
Agency	Contacted By	Time	Agency Contact Person
State Police			
LEPC			
EPA			
National Response Center			
Fire Department			
City Police			
Sheriff's Office			
Notes			
PURPOSE:	The purpose of this plan is to inform all personnel who will perform tasks in the area of the incident during this response of all safety and health hazards. Procedures that must be followed will be detailed and equipment that will be used will be described.		
SCOPE:	All response personnel on site will be provided the information in this plan prior to entry into the incident area. Personnel will be required to follow ALL requirements of this plan.		
	This plan may be periodically updated and modified as required by unforeseen situations.		
	As conditions and circumstances change, this plan will reflect such changes.		

Note: ALL USERS of respiratory protection devices shall be trained in their proper care and use as specified in Cal/OSHA Title 8 Section 5144.

**TRAINING REQUIRED**

All personnel performing tasks on site must have the appropriate level of training in accordance with Cal/OSHA Title 8 Section 5194.

All personnel entering the work area of the incident must have a minimum of 40 hours of HAZWOPER training. Training must be current (annual 8 hour refresher courses required). Training certificate, medical certifications, and respiratory fit documentation must be available onsite, or may be faxed to the Command Center, for verification of qualifications.

**CONTRACTORS:** As with all positions, the training shall be commensurate with their response duties. GRS is not required to perform the training but shall verify that all response personnel have the appropriate training.

Crew Leader shall ensure that personnel do not perform functions for which they have not been fully and properly trained.

**SITE CLEANUP PLANS**

The response activities shall be carefully planned to ensure that all personnel are protected from hazards associated with the response and safe work practices are followed. Each team member shall be informed of their functions for which they have not been fully and properly trained.

**SITE CONTROL**

The individual, department, or agency responsible for coordinating access and security on site is:

\_\_\_\_\_

It is required that the response site be divided into “zones” as specified under Cal/OSHA Title 8 Section 5194. “Hot” (“Cleanup”), “Warm”(De-con), and “Support” zones shall be established.

**MEDICAL SURVEILLANCE**

Medical surveillance of responders shall be in accordance with \_\_\_\_\_.

\_\_\_\_\_



### Appendix 4. Pipeline Compliance Databook Example Forms

This is an example form, an up-to-date list is kept in the “Pipeline Compliance Plan Data Book.”

Emergency Contact List					
ICS Role	Company	Name	Office Phone	Home Phone	Mobile Phone
<b>EMERGENCY MANAGEMENT</b>	Gill Ranch Storage				
	Gill Ranch Storage				
	Gill Ranch Storage				
	Gill Ranch Storage				
	Gill Ranch Storage				
	Gill Ranch Storage				
	Gill Ranch Storage				
	Gill Ranch Storage				
	Gill Ranch Storage				
<b>EMERGENCY RESPONSE</b>	PG&E Shared Interconnect Meter Coordination				
	PG&E Transmission Line Coordination		(800) 743-5000		
	Madera County Fire Department	Deborah Keenan, Fire Marshall,	(559) 661-5191		911 (Routes through Fresno County)
	Fresno County Fire Protection District	Keith Larkin, Fire Chief	(559) 493-4300		911 Routes through Fresno County)
	Fresno Sheriff Department		(559) 488-3111		



This is an example form, an up-to-date list is kept in the "Pipeline Compliance Plan Data Book."

<b>Emergency Contact List</b>					
<b>ICS Role</b>	<b>Company</b>	<b>Name</b>	<b>Office Phone</b>	<b>Home Phone</b>	<b>Mobile Phone</b>
	California State Highway Patrol		(559) 441-5441		
	Local Emergency Planning Committee (LEPC)	Janet Stanovich	(559) 675-7770		(559) 232-8747
	California State TOSC Dept. Region		(599) 297-3901		
	Environmental Protection Agency – Region 9		(415) 947-8000		
	National Response Center – Toxic Chemical and Oil Spills		(800) 424-8802		
	San Joaquin Air Pollution Control District		(559) 230-6000		
	Poison Control Center		(800) 222-1222		
	Fresno County Agricultural Department		(559) 456-7510		
	Department of Transportation - Incident Notification				1-800-424-8802
	Cal/OSHA – Incident Notification		(559) 445-5302		1-800-321-OSHA
	California Emergency Response Commission				1-916-324-8905
	Compliance Solutions, Inc.	Karl Leger	281-357-5577	281-357-1515	713-823-5835; 713-545-2518



This is an example form, an up-to-date list is kept in the "Pipeline Compliance Plan Data Book."

Airplanes / Airports			
Company	Location	Telephone No.	Remarks
Ambulance Services			
Company	Location	Telephone No.	Remarks
Animal Control			
Company	Location	Telephone No.	Remarks
Business Machines			
Company	Location	Telephone No.	Remarks
Car/Truck Rental			
Company	Location	Telephone No.	Remarks
Catering Service			
Company	Location	Telephone No.	Remarks
Communications			
Company	Location	Telephone No.	Remarks
Dispersant Application			
Company	Location	Telephone No.	Remarks
Evacuation Contacts			

Sample



Business – Attention Person to be Contacted	Location / Address	Emergency No.	Remarks Special Needs
<b>Fire Fighting Experts</b>			
Company	Location	Telephone No.	Remarks
<b>Fuel, On-Site</b>			
Company	Location	Telephone No.	Remarks
<b>Mobile Buildings</b>			
Company	Location	Telephone No.	Remarks
<b>News Conference Contacts</b>			
Company Call Letters	Location	Telephone No.	Contact
<b>Portable Tanks</b>			
Company	Location	Telephone No.	Remarks
<b>Potable Water and Storage On-Site</b>			
Company	Location	Telephone No.	Remarks
<b>Public Notifications</b>			
Company	Location	Telephone No.	Remarks

Sample



Security Agencies			
Company	Location	Telephone No.	Remarks
Specialized Equipment / Services			
Company	Location	Telephone No.	Remarks
Subsurface Soil Testing / Stability Analysis			
Company	Location	Telephone No.	Remarks
Surveyors			
Company	Location	Telephone No.	Remarks
Trailers			
Company	Location	Telephone No.	Remarks
Weather Services			
Company	Location	Telephone No.	Remarks
Well Control Suppliers			
Company	Location	Telephone No.	Remarks
Wildlife and Marine Specialists			
Company	Location	Telephone No.	Remarks

Sample



Staging Areas Form

STAGING AREAS		
Unit Location	Phone Number Radio Frequency	Operations Special Equipment/Inventories
Command Post		
Personnel Staging		
Equipment Staging		
Fire Equipment and Hazardous Materials		
Medical Support Services		
Ground Transportation		
Air Transportation		
Decontamination Area		
Wildlife Rehabilitation		
Communications		
Media		





Nearby Public Areas That Could Be Affected By a Release/Incident (Off-Site Vulnerability Identification)			
Facility	Location/Address Direction/Distance from GRS pipeline	Telephone No.	Remarks/Special Needs
Schools			
Hospitals			
Nursing Homes			
Residential <sup>1</sup>			
Ranches/Farms			
Shopping Centers			

Sample



Nearby Public Areas That Could Be Affected By a Release/Incident (Off-Site Vulnerability Identification)			
Facility	Location/Address Direction/Distance from GRS Pipeline	Telephone No.	Remarks/Special Needs
Business/Convention Areas			
Law Enforcement Stations			
Fire Stations			
Fire Water Supply			
Environmentally Sensitive Areas			
Parks/Preserves			

Sample

Telephonic Report for Emergency Conditions		
Name of Person Making Notification:		Telephone Number for Return Calls:
Date of Report:		Date Condition Discovered:
Date/Time of Incident:	Began:	Ended:
Site Location of Unauthorized Discharge:		
Street Address:		Transporter/Generator (name/address):
County:		Other (milepost, survey station number, landmark or name of pipeline):
State:		
City:		
Description of Condition (sufficient to allow response agencies to formulate level and extent of response activity):		
Extent of any injuries and identification of any known personnel hazards which response agencies may face:		
Common or Scientific Chemical Name:		U.S. DOT Hazard Classification:
Estimate of amounts of any or all discharged pollutants:		

### Appendix 5. Site Specific Safety & Health Plan

SITE SPECIFIC SAFETY AND HEALTH PLAN					
Date of Incident:		Time of Incident:			
Name/Descriptions/Location of Incident:					
SURROUNDING POPULATION (CHECK THOSE THAT APPLY)					
	Industrial		Other (Specify)		
	Residential				
	Rural				
	Unpopulated				
GENERAL INFORMATION					
Injuries/Casualties (count and extent)					
Originator (address and phone)					
Destination of HAZMAT					
Name of HAZMAT Spilled					
Quantity Spilled (gallons/barrels) Source of Estimate					
Status of Source					
Controlled <input type="checkbox"/>	Continuing <input type="checkbox"/>	Unknown <input type="checkbox"/>	MSDS Available:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Communications:					



Radio <input type="checkbox"/>	Voice <input type="checkbox"/>	Visual <input type="checkbox"/>
Describe Visual		
Present Weather Conditions		
Weather Forecast		
Actions Taken to This Point		
Notes		

**Authorizations/Approvals of Site Safety Plan**

Title: \_\_\_\_\_

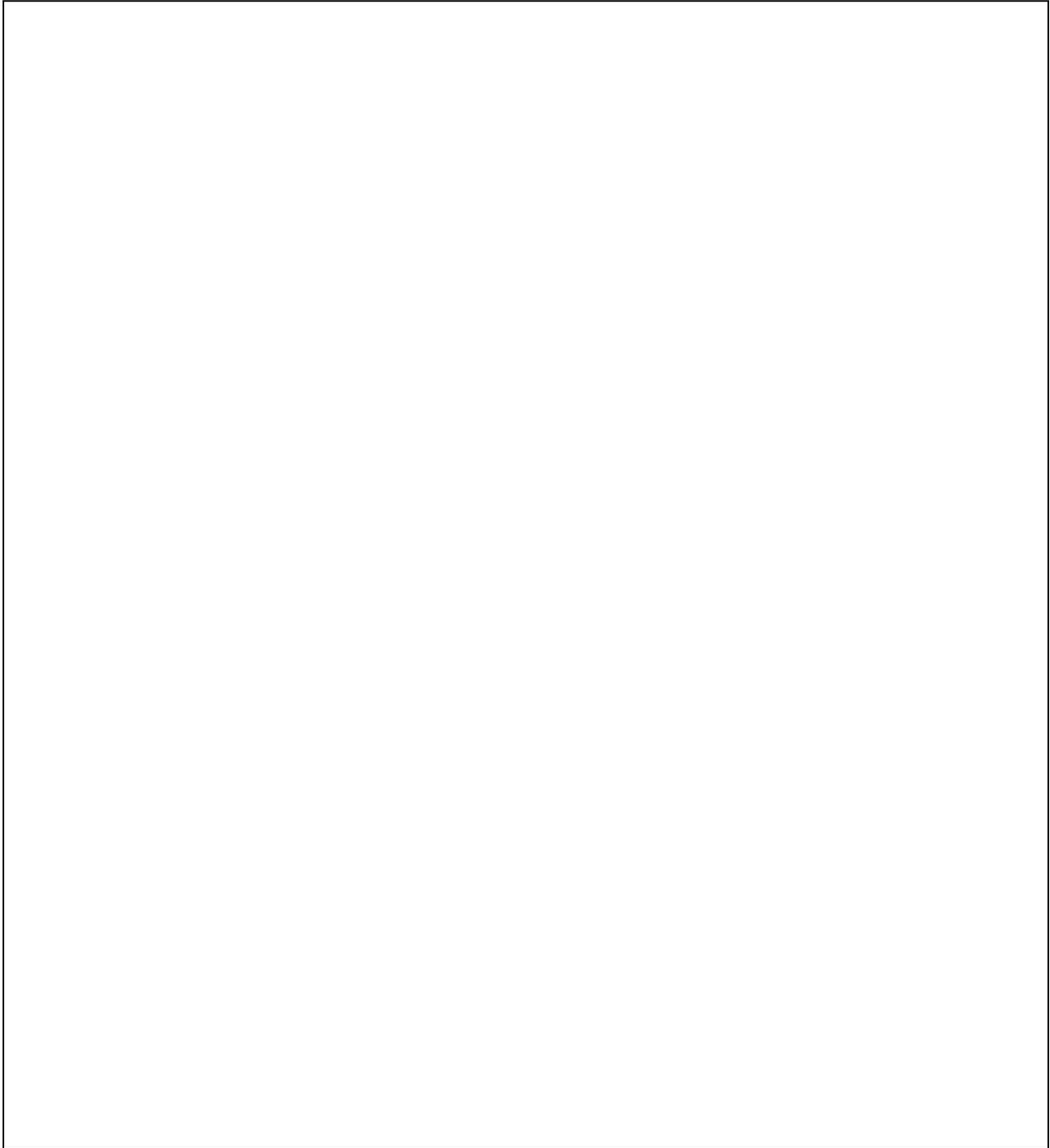
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Site Safety Plan Attachments**

- (a) **SSP Attachment 1**
  - Incident Scene Maps
- (b) **SSP Attachment 2**
  - Safety Related Conditions
- (c) **SSP Attachment 3**
  - Site Control Plan
- (d) **SSP Attachment 4**
  - Personal Protective Equipment
- (e) **SSP Attachment 5**
  - Communication Program
- (f) **SSP Attachment 6**
  - Decontamination Program
- (g) **SSP Attachment 7**
  - Hazards Evaluation Form
- (h) **SSP Attachment 8**
  - Environmental Monitoring Plan
- (i) **SSP Attachment 9**
  - Emergency Procedures and Response Form
- (j) **SSP Attachment 10**
  - Medical Requirements
- (k) **SSP Attachment 11**
  - Emergency Responders Form
- (l) **SSP Attachment 12**
  - Signs and Symptoms of Potential Toxic Exposures
- (m) **SSP Attachment 13**
  - General Work Rules
- (n) **SSP Attachment 14**
  - Daily Safety Plan Meeting and Attendance Sheet
- (o) **SSP Attachment 15**
  - Daily Health and Safety Message

**SSP Attachment 1 - Incident Scene Map**



\*Indicate North and use known reference points, such as roads, buildings, or landmarks, if possible.

**SSP Attachment 2 – Safety Related Conditions**

<b>SAFETY-RELATED CONDITION REPORT</b>	
<b>Name of Operator:</b>	<b>Principal Address of Operator:</b>
Date of Report:	Date Condition Discovered:
Date Condition First Determined to Exist:	
<b>Location of Condition:</b>	GPS LAT/Long:
City:	Other (milepost, survey station number, landmark or name of pipeline):
County:	
State:	
Street Address:	
<b>Description of Condition</b> (include circumstances leading to its discovery, any significant effects of the condition on safety and the name of the commodity transported or stored):	
<b>Corrective Action Taken</b> (including reduction of pressure or shutdown):	
<b>Planned Follow-up/Future Corrective Action:</b>	
<b>Anticipated Schedule for Starting/Concluding Corrective Actions:</b>	

**Person Submitting Report:**

**Person Who Determined Existence of Condition:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Business Telephone Number

\_\_\_\_\_  
Business Telephone Number

**SSP Attachment 3 – Site Control Plan**

- Anyone entering or departing a WORK AREA, or associated control zones, shall report to the site supervisor.
- No Person shall enter without subscribing to this or another approved Site Safety and Health Plan.
- No person shall enter site without adequate training in hazardous waste operations safety and health; based on work assignments and applicable hazardous conditions.
- Site Boundaries, control boundaries have been established in the site safety map attached to Site Safety Plan.

The site safety map includes:

- (a) Zone Boundaries
- (b) Washing facilities
- (c) Toilets
- (d) Hygiene Facilities
- (e) First Aid Equipment and Staging
- (f) Storage Areas
- (g) Eating Areas/Rest Areas

**Entry Objectives**

State the objective of the entry into the contaminated area (describe tasks to be accomplished):

On-site ICS Commander	
Site Safety Officer	

**SSP Attachment 4 - Personal Protective Equipment**

Based on evaluation of potential hazards, the following levels of personal protection have been designated for the applicable tasks.

Location	Task	Protection (circle one)
		A B C D Other
		A B C D Other
		A B C D Other
		A B C D Other
		A B C D Other

Specific protective equipment for each level of protection is as follows:

Level A: Fully encapsulating suit, SBCA, disposable coveralls
Level B: SBCA splash gear (type)
Level C: Splash gear (type), full-face canister respirator
Level D:
Other:

If an air-purifying respirator is authorized, \_\_\_\_\_ is the appropriate canister for use with the involved substances and concentrations  
 \_\_\_\_\_ is the competent individual who has determined that all criteria for using this type of respiratory protection have been met.



**SSP Attachment 5 - Communication Procedure**

Personnel within the work area should remain in constant radio communication or within sight of each other at all times. Inability to maintain this communication requires personnel to leave the work area until proper communication can be established.

\_\_\_\_\_ is the emergency signal to leave the work area.

<b>General Hand Signals</b>	<b>Indication</b>
Hand gripping throat	Out of air, can't breathe
Grip partner's wrist or place both hands around waist.	Leave area immediately
Hands on top of head	Need assistance
Thumbs up	Okay, I'm all right, I understand
Thumbs down	No, negative

TASK/HAZARD INFORMATION		
Task/Assignment	Hazard	Procedures



**SSP Attachment 6 - Decontamination Procedure**

Effective decontamination shall be practiced to ensure that no personnel exposure occurs and no contaminant is removed from the decontamination area. All personnel and equipment exiting the incident area shall undergo appropriate decontamination.

Personnel with contaminated clothing and equipment shall leave the Work Area by following the prescribed decontamination.

Personnel and Equipment leaving the Hot Zone shall be thoroughly decontaminated.

Decontamination personnel shall use \_\_\_\_\_ protective equipment.

Decontamination facilities shall be set up in the \_\_\_\_\_ zone.

Single point entry/exit should be facilitated in the decontamination station.

The following standard level \_\_\_\_\_ decontamination protocol shall be used with the following decontamination stations:

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

**Decontamination solutions to be used**




**Emergency decontamination** include the following stations:

- (a) Decontamination facilities should be positioned so as to handle emergency situations where decontamination of responders may be involved.


In all cases when an on-site emergency occurs, personnel shall not re-enter the work area or restart work until:

- (b) The condition resulting in the emergency has been investigated by supervisory personnel, and has been corrected;
- (c) Hazards have been reassessed; and
- (d) The Site Safety Plan has been reviewed and site personnel have been briefed on any changes in the operations and Site Safety Plan.

**Emergency Medical:**

- (a) Remain with your assigned buddy/partner at all times.
- (b) Use emergency signal \_\_\_\_\_ to call for assistance if necessary.
- (c) Do not attempt to move seriously injured personnel, call for medical assistance to move the injured person.
- (d) Report all injuries (no matter how minor) to supervisor.

**Site Safety Officer:**

The Site Safety Officer is responsible for safety recommendations on the incident scene.

**Site Safety Meeting:**

Site Safety Meeting shall be held by the Site Supervisor immediately before a shift or beginning a new work assignment, and at the end of each shift. At a minimum, these meetings will describe the work to be accomplished, discuss safety procedures changes, and note any information that need to be passed on to other crews.

The Site Safety Officer for this Incident is: \_\_\_\_\_

**SSP Attachment 7 - Hazards Evaluation Form**

The following substance(s) are known or suspected to be on site. The primary hazards of each are identified. Material Safety Data Sheets are provided at the end of this plan for each chemical substance encountered.

Substances involved	Concentration	Primary hazard

PRODUCT(S) INVOLVED					
NFPA CLASSIFICATION #					
Product ID #	Flammability	Corrosivibility	Reactivity	Health H	Emergency Response Guidebook UN Number





**Uniform Hazardous Materials Reporting Form**

	<b>Incident #</b>			
			<b>Date</b>	<b>Time</b>
<b>Courtesy Call</b>	<input type="checkbox"/> <b>Reportable</b>	<input type="checkbox"/> <b>Parish</b>	<b>Notified</b>	____ / ____
<b>Caller's Name</b>	_____		<b>Occurred</b>	_____
<b>Caller's Employer</b>	_____		<b>Secured</b>	____ / ____
<b>Caller's Phone #</b>	_____			
<b>Incident Location</b>	_____			
	<b>City</b>	<b>Range</b>	<b>Township</b>	<b>Section</b>

**Company** \_\_\_\_\_

<b>Name</b>	<b>Address</b>	<b>City</b>
-------------	----------------	-------------

**Chemical Involved** \_\_\_\_\_ **Qty.** \_\_\_\_\_ **RQ** \_\_\_\_\_

**Hazard Class** \_\_\_\_\_ **ID** \_\_\_\_\_ **EHS** ( ) **Solid** \_\_\_\_\_ **Liquid** \_\_\_\_\_ **Gas** \_\_\_\_\_

**Did Material Go Offsite?** **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Release to:** **Land** \_\_\_\_\_ **Water** \_\_\_\_\_ **Air** \_\_\_\_\_

**Any off-site protective action?** **Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **Road Closure** \_\_\_\_\_ **Shelter** \_\_\_\_\_ **Evacuation** \_\_\_\_\_

<b>Wind Direction</b>	<b>Fire:</b>	Yes	( )	<b>No</b>	( )
<b>Wind Speed</b>	<b>Injuries:</b>	Yes	( )	No	( )
<b>Temperature</b>	<b>Fatalities:</b>	Yes	( )	No	( )
<b>Precipitation:</b>					
<b>Details</b>					





The following is a detailed explanation of the content and format of the Uniform Hazardous Materials Reporting Form.

1.	Incident Number	Issued by the NRC
2.	Courtesy vs. Reportable	Determined by NRC
3.	County	County of occurrence
4.	Caller's Name	Name of person making report
5.	Caller's Phone No.	Callback number which will be answered by caller
6.	Date & Time Notified	Date & time of notification as recorded by State Police
7.	Date & Time Occurred	Date & time of occurrence as provided by the reporting facility
8.	Date & Time Secured	Date & time release ends or is terminated
9.	Incident Location	Specific location of the release- street address, latitude & longitude, or range, township & section should be provided.
10.	Company	Facility owner/operator or transportation company responsible for the release
11.	Company Address	Mailing address of reporting facility or transporter
12.	Chemical(s) Released	Complete chemical name - no abbreviations, trade names or industry slang terminology will be accepted
13.	Quantity Released	Total quantity of the release is to be provided or an estimate of the amount release is to be made. Initial estimates can be revised via an update notification
14.	RQ - Reportable Quantity	Designated reportable quantity in Federal and State Regulations
15.	Hazard Classification	Designation of the chemical hazards of the material, for example the DOT or NFPA hazard classification
16.	ID Number	Transportation only - obtained from the DOT shipping documents
17.	EHS - Extremely Hazardous Substance	Designation by USEPA
18.	Solid - Liquid - Gas	Physical state of the chemical at the time of release
19.	Did the material go offsite?	Question which must be answered by the caller, whether the material escaped beyond the facility. Gaseous and vapor releases are reportable as escaping offsite
20.	Released to: Land - Water - Air	Medium to which the release occurred
21.	Any off-site protective action?	Question which must be answered by the caller, recommendation must be provided.
22.	Road Closure - Shelter - Evacuation	Examples of off- site protective actions
23.	Wind Direction	Explanation of direction "to" or "from" must be provided
24.	Wind Speed	Self-explanatory
25.	Temperature	Self-explanatory
26.	Precipitation	Self-explanatory
27.	Fire - Injuries - Fatalities	Occurred as a result of the release



**SSP Attachment 8 - Environmental Monitoring Plan**

The following monitoring shall be conducted. Monitoring equipment shall be calibrated and maintained in accordance with the manufacturer’s instructions (electronic equipment should be calibrated before each day’s use).

Basic Precautions: Avoid areas above exposure limits, for concentrations above exposure limits, positive pressure supplied air or self-contained breathing apparatus must be used. In very high concentrations, monitor for explosive atmospheres.

The following Environmental Monitoring Instruments shall be used on site (cross out if not applicable) at specified intervals:

MONITORING EQUIPMENT	
Type/Location	Interval (circle one)
	Continuous – Hourly – Daily - Other
	Continuous – Hourly – Daily - Other
	Continuous – Hourly – Daily - Other
	Continuous – Hourly – Daily - Other
	Continuous – Hourly – Daily - Other
	Continuous – Hourly – Daily - Other

MONITORING INFORMATION WORKSHEET					
Time	Location	% Level	% O2	PPM Total HC	PH

<b>Summary of Environmental Impact</b>				
(Identify type of environmental release – air, hydrocarbon, chemical, etc.)				
Location	On-shore	Off-shore	State Waters	Federal Waters
SPILL / RELEASE INCIDENT DETAIL				
Spill Information				
Location				
Source				
Current Velocity:	Wave Height:	Water Temperature:		
Wind Speed:	Wind Direction:	Atmospheric Temperature:		
Material Released	RQ	Est. Vol.	Released to	
Size of Release (indicate area and general shape of release):				
Direction of Movement (if on water):				
Action(s) Taken:				



### SSP Attachment 9 – Emergency Procedures and Response Form

The following standard emergency procedures will be used by on-site personnel. The Site Safety Officer shall be notified of any emergencies and be responsible for ensuring that the appropriate procedures are followed:

- (a) Personal Injury Inside a Hazardous Work Area: Upon notification of an injury in a hazardous work area, the designated emergency signal of \_\_\_\_\_ shall be sounded and all site personnel shall assemble at the designated emergency area with the Site Safety Officer.
- The Site Safety Officer shall evaluate the nature of the injury and direct rescue efforts to remove the person(s) outside the hazardous work area. Once the injured person(s) is removed from the hazardous work area, on-site first-aid should be administered, and contact should be made with the appropriate Medical Rescue Facilities. No person shall re-enter the hazardous work area until the cause of the injury or symptoms of illness has been determined.
- (b) Personal Injury Outside a Hazardous Work Area: Upon notification of an injury outside the hazardous work area. The Site Safety Officer will assess the nature of the injury. If the cause of the injury or loss of the injured person(s) does not affect the performance of site personnel, operations may continue, with on-site First-Aid being administered and necessary follow-up as stated above. If the injury increases the risk to others, the emergency signal \_\_\_\_\_ shall be sounded and all site personnel shall move to the designated emergency area for further instructions. Activities will stop until the added risk is removed.
- (c) Fire and/or Explosion: Upon notification of a fire and/or explosion on site, the emergency signal \_\_\_\_\_ shall be sounded and all site personnel shall assemble at the designated emergency area. All personnel shall be moved to a safe distance from the involved area and the fire department notified.
- (d) Personal Protective Equipment Failure: If any site worker(s) experiences a failure of protective equipment that affects the protection factor for them, that person(s) shall immediately leave the hazardous work area. Reentry shall not be permitted until the equipment has been repaired or replaced.
- (e) Other Equipment Failure: If any other safety equipment fails to operate properly, the Supervisor and Site Safety Officer shall be notified and then determine the effects of this failure on continuing operations on site. If the failure affects the safety of personnel or prevents completion of the Work Plan Task, all personnel shall leave the hazardous work area until the situation is evaluated and appropriate actions are taken.
- (f) In all Situations: When on on-site emergency results in evacuation of the hazardous work area, personnel shall not re-enter until:
- The conditions resulting in the emergency have been corrected;
  - The hazards have been reassessed;
  - The Site Safety Plan has been revised; and
  - Site personnel have been briefed on any changes in the Site Safety Plan.

EMERGENCY RESPONSE FORM					
Complete in the event of an Emergency					
Company Address			Company Phone & Fax		
Emergency / Accident / Incident Data					
Date of Incident		Date of Incident Report			
Time of Incident		Time of Incident Report			
Report Completed by:			Reported Filed by:		
Title			Title		
Company			Company		
Phone Number			Phone Number		
Fax Number			Fax Number		
Confirmation of Transmittal					
Agency	Name/Title	Phone No.	Date	Time	Confirmed by Fax
Summary of Injury / Fatality					
Company	Number	Contractor Employees	Number	General Population	Number
Employee Fatality		Employee Fatality		Employee Fatality	
Employee Injury		Employee Injury		Employee Injury	

**SSP Attachment 10 -Medical Requirements**

Are there qualified EMT's on site?

\_\_\_\_\_ medical facility is located at \_\_\_\_\_.

The Medical Facility is \_\_\_\_\_ minutes from the incident scene.

The Medical Facility phone number is \_\_\_\_\_.

\_\_\_\_\_ was contacted at the Medical Facility and informed on the situation, the potential hazards and the substance involved.

Local Ambulance service is available from \_\_\_\_\_.

Local Ambulance service contact number is \_\_\_\_\_.

The estimated ambulance response time is \_\_\_\_\_.

First Aid Equipment On Site (available at the following locations)	
First Aid Kit	
Emergency Eye Wash Stations	
Emergency Showers	





**SSP Attachment 12 – Signs and Symptoms of Potential Toxic Exposures**

- (a) Change in appetite
- (b) Unusual fatigue
- (c) Unusual irritability
- (d) Skin rashes, allergies, or sores
- (e) Hearing loss
- (f) Vision loss or vision problems
- (g) Changes in sense of smell
- (h) Shortness of breath / asthma / cough
- (i) Chest pains
- (j) Nausea / vomiting / diarrhea / constipation
- (k) Weakness / tremors
- (l) Headaches
- (m) Personality changes

### SSP Attachment 13 - General Work Rules

- (a) Personnel working in remote areas shall utilize the “buddy system.”
- (b) Personnel must work within sight of a partner at all times.
- (c) Personnel rigging up loads and operating slings must be properly trained in load rigging and know the proper hand signals.
- (d) Personnel should not work until fatigued; break and rotations should be utilized.
- (e) No responder shall operate equipment or perform duties for which they have not been trained.
- (f) Smoking or use of tobacco products is not allowed in the vicinity of spilled material. Smoking shall be allowed only in designated marked zones. Such zones shall be located at least \_\_\_\_\_ ft. from Incident Scene.
- (g) A copy of this plan, MSDS sheets, a fire extinguisher, a first aid kit, and eye wash material must be onsite at all times.
- (h) A fully charged Class A fire extinguisher for ordinary fires shall be available on site.
- (i) Slippery surfaces in the work area – All personnel shall wear rubber safety boots with steel toe/shank and textured bottoms.
- (j) Dangerous mud areas posing a trap hazard shall be designated on the site safety map as areas off limits to personnel, also mark these areas with banner tape/barricades/or other marking equipment.
- (k) Fixed or portable lighting shall be maintained for dark areas or work after sunset. Sufficient illumination shall be provided at minimum to met the requirements of Cal/OSHA Title 8 Section 3317.
- (l) Heat Stress – The Site Safety Officer will establish guidelines in determining work/rest periods.
- (m) Cold Stress – The Site Safety Officer will establish guidelines in determining work/rest periods. Ensure that workers are provided with adequate warm clothing, rest opportunities, exposure protection, warm fluids.
- (n) High Noise Levels – Hearing protections shall be used in high noise areas (exceeding 84 dBA, generally where noise level require personnel to raise their voices to be heard.
- (o) Drum Handling – Drums and container, must be handled in accordance with Cal/OSHA Title 8 Section 5192. Containers must be labeled and constructed in accordance with WPA (40 C.F.R. §§ 264-265 and 300) and DOT (49 C.F.R. §§ 171-178) regulations. Temporary holding/staging areas for drums and containers containing waste material shall be constructed to contain spillage, run-off, or accidental release of materials. Manual lifting and handling of drums and containers shall be kept to minimum. To the extent possible, mechanical devices designed for that purpose shall be utilized.
- (p) Poisonous / Infectious Insects – All personnel shall be provided with long sleeved clothing and insect repellent in designated areas.
- (q) Poisonous Snakes – All personnel working in designated areas shall wear snake proof legging or hip high rubber boots. Snakebite kits shall be kept with all first aid kits.
- (r) Poisonous Plants – Long sleeved clothing shall be worn in areas designated to contain these plants.



- (s) Electrical Hazards – Marked on applicable incident scene maps and marked in the field as necessary.
- (t) Trap Hazards – Open manholes, pits, trenches, or similar hazards shall be noted on Incident Scene Map. The Site Safety Officer shall ensure that these locations are marked and periodically checked during the day.
- (u) Carbon Monoxide – Equipment operators shall ensure that personnel do not linger or work near exhaust pipes of equipment.
- (v) Falling Objects – Hardhat areas determined by Site Safety officer shall be noted on incident scene map.
- (w) UV Light Exposure – Sunscreen of protection factor 15 (or greater) and UV tinted safety glasses shall be made available for response personnel as needed.
- (x) All Terrain Vehicles (ATV's) – Drivers shall maintain a safe speed at all times, and shall not be allowed to operate vehicles in a reckless manner. ATV drivers shall not operate ATV's outside of areas and lanes specified by the Site Safety Officer.







### Appendix 6. Incident Command System and Company Contacts

This is an example form, an up-to-date list is kept in the “Pipeline Compliance Plan Data Book.”

ICS Role	Job Title	Name	Office Phone	Cell Phone
Incident Commander				
Emergency Response Support				
Operations Section Chief				
Planning and Technical				
Public Information Officer & Liaison Officer				
Public Information Officer & Liaison Officer - Alternate				
On-Scene Coordinator				
Safety, Health & Environmental Officer				
Safety, Health & Environmental Officer - Alternate				
Logistics Section Chief				
Finance Section Chief				

## Appendix 7. Facility and Pipeline Map

**Figure 1 - PG&E Interconnect Pipeline and Well Lines**

**Figure 2 GRS Facility and Well Pads**