**CITY OF ALPINE GAS DEPARTMENT**

**EMERGENCY PLAN**

A. General

This emergency plan provides a format of essential data for any City of Alpine Gas Department employee to follow in an emergency situation, no emergency plan can cover all situations; therefore, there is no substitute or sound judgment of the employees involved.

**In an emergency, the safety and welfare of people must always be the first priority.**

Every employee responsible for responding to an emergency involving our facilities will be familiar with the contents of this plan.

1. An emergency condition exists when we determine that extraordinary response, procedures, equipment, manpower or supplies must be utilized to protect public safety or our facilities from existing or potential hazards. These hazards may include, but not limited to:

a. Facility failures that result in

i. Overpressure of the system

ii. Large amounts of escaping gas

iii. Fire, explosion, etc.

iv. Any leak considered hazardous

v. Any danger to major segments of the system

b. Natural disasters (floods, tornadoes, earthquakes, prairie fires, etc.)

B. Receiving reports

The City of Alpine Gas Department receives emergency calls during normal business hours 8am-5pm, Monday-Friday. After hours and holiday emergency calls are received by the on-call service person at (432) 294-1529.

1. The employee receiving notice of a possible emergency situation should get as much information as possible to properly respond or dispatch others. This information should contain:

a. Nature of probable emergency

b. Location of emergency

c. Name and location of caller

d. Number of injuries or deaths, if any

e. Number of dwellings or public buildings involved

This information will be recorded in writing on the Leak Complainant/Investigation form.

* + 1. All reports of emergencies involving dwellings or public places get top priority.

3. After obtaining as much information as possible and determining an emergency condition might exist, advise caller to take these precautions:

a. Extinguish all open flames in the area

b. Do not operate electrical switches in the area.

c. Remove everyone from the area

d. Do not operate vehicles in the area.

e. If possible, turn off gas supply to the individual unit.

f. Other precautions necessary to protect the public.

1. RRC-Third Party Damage Reports, in addition to existing Governmental Reporting Requirements the Texas Railroad Commission also requires that on-line filings be submitted whenever damages to underground gas pipelines occur. Obtain a User ID in order to access the Online Filing System. The City of Alpine Gas Department has designated a Security Administrator by completing the Security Administration Designation (SAD) form. The RRC has since assigned the Security Administrator a User ID and password. City of Alpine Gas Department’s Security Administrator has set up the City of Alpine Gas Department’s employees with User ID’s with Third Party Damage filing rights. This allows the company's employees to access the online filing system in order to submit Third Party Damage Reports.
   * 1. Obtain a User ID in order to access the Online Filing System. City of Alpine Gas Department has designated a Security Administrator by completing the Security Administration Designation (SAD) form. The RRC has since assigned the Security Administrator a User ID and password. City of Alpine Gas Department’s Security Administrator sets up City of Alpine Gas Department’s employees with User Ids with Pipeline Integrity Filing rights. This allows the company's employees to access the online filing system in order to submit any pipeline leaks and the repair method used. The City of Alpine Gas Department has created a user friendly PS-95 form to assist with the report.
2. Emergency Action
   * 1. The first employee on the scene should take every action necessary to protect life and property from danger. This employee shall evaluate the situation and determine proper actions. Then, notify your supervisor of the situation ad your proposed actions.
     2. When the emergency involves gas in a building:

a. Turn off the gas at the meter or other location

b. Clear the building(s) of all occupants and ventilate the building(s).

c. Prohibit all possible sources of ignition such as smoking, operating electric switches, telephones, etc.

d. Stay out of the building and at a safe distance: keep non-emergency personnel out of the area until the danger has passed.

* + 1. When the emergency is a fire located near or directly involving our facilities:

a. Make sure the local fire department has been notified.

b. If our facilities are involved in a fire, take steps to protect persons and property.

c. Do not allow a gas fed fire to be extinguished if there is a possibility of gas re-ignition. Isolate the equipment and let the fire burn out.

* + 1. A natural disaster in this area is usually a wildfire, minor flooding, tornado or earthquake. During the incidents:

a. Isolate any gas services or equipment that may be damaged or that is in danger of being damaged by the incident.

b. Heavy flooding and wind can sometimes break gas services. Make sure to check all probable locations for damage.

* + 1. When the emergency involves a ruptured or severed pipeline:

a Immediately close the appropriate block valve that isolated the pipeline segment.

b. Safely release the remaining pressure on the segment by utilizing the blow-down valves. Make certain the blow-down gas does not create a hazard. Utilize any available assistance to secure the area from sources of ignition.

* + 1. If the emergency condition is due to over pressure on the pipeline segment:

a. Take necessary steps to reduce the pressure to normal status.

b. If immediate pressure reduction is not possible, shut-in segment and manually reduce pressure to normal operating parameters until the cause is determined and corrections made to restore normal operation pressure.

* + 1. If necessary, request that special equipment, personnel and materials be dispatched to the site. Local Public Safety Agencies are available to assist with:

a. Evacuations

b. Rescue

c. Emergency notification

d. Traffic control

e. Crowd control

An Emergency call-out list is located in this section of the manual.

8. Periodically apprise the Director of the current status.

1. Public Safety
   * 1. Ensure the safety of the general public by warning spectators of the dangers involved and request occupants of nearby residences to extinguish all fires and light and vacate the premises, if necessary.
     2. If the trouble is near a highway or railroad, see that the traffic is handled safely, including blocking of roads, if necessary. Utilize local law or fire department personnel if available.

E. Communications-Emergencies require prompt action by trained employees of all departments. Prompt and effective communications with Public Safety Agencies, local contractors, and our personnel are essential. Toward this end, the following guidelines are given:

* + - * 1. All personnel shall have “call-out” lists containing:
* City of Alpine Gas Department management/gas company employees
* Contractors & equipment
* Local Public Safety offices

2. All personnel with departent vehicles will maintain cell phones and/or two-way radio in working order.

F. Communications with News Media

1. When requested, Management will furnish information tot ht press or other news media to get these requests handled as promptly and courteously as the emergency situation permits. Comments will be limited to known facts and obvious effects of the emergency situation. Comments relative to the cause of any emergency situation will not be made until these facts are definitely known.

G. Restoration of Service

* + 1. When the gas supply has been cut off to an area during an emergency, no gas will be turned on to the affected area until the individual services have been turned off at the meter or service valve.
    2. If a valve cannot be located, the service line must be located and a valve installed.
    3. All gas piping and meters must be purged of air and service pilots relit.
    4. Never turn on gas at a service unless there is access to all services in the piping.
    5. If access is not available or is limited, leave gas turned off and leave message for customer to contact the office to have service restored.
    6. A complete record will be kept of services restored and the services left shut off. This record will be documented on the gas work order.
    7. After facilities have been placed in service, check pressure at strategic locations to ascertain that conditions are normal.
    8. In the interest of preserving vital information regarding cause of failure, the supervisors shall follow instructions for the care and handling of pipe and pipe pieces or other equipment parts from the facility that failed.
    9. The Director or his designee is responsible for determining if the emergency meets reporting criteria outlined in this manual.

H. Emergency Materials, Tools and Equipment

* + 1. Materials:

a. All areas should maintain sufficient quantities and sizes of materials and pipe adequate to meet emergency situations within the immediate area.

b. First aid kits shall be available for use in emergency situations. All Co. vehicles will be supplied with first aid kits.

c. Fire extinguishers shall be available for use when needed. They must be maintained in working order.

* + 1. Tools and Equipment:

a. Gas Department personnel will maintain a close liaison with other utilities and contractors in the area in the event that special equipment required during the emergency might be obtained or rented on short notice.

b. Tools and equipment that may be used in emergencies should be maintained in such condition that they would be ready for instant use. Fuel requirements must be considered.

1. Assistance From Outside Sources

1. Outside sources may provide assistance with man power, tools and equipment. Our personnel have a readily available list of municipals, contractors and Public Safety Agencies whose services could be needed in an emergency situation.

J. Final Incident Review

* + 1. Before any suspected or actual emergency condition can be considered as terminated, the Director or designee must:

a. Review all calls received and all information from the field personnel on actions taken to determine no other hazardous conditions exist.

b. Make sure all services have been restored.

c. Ascertain that failed materials or equipment and information regarding cause of failure are preserved for analysis.

K. Employee Training

* + 1. The Director or his designee is primarily responsible for providing training to all employees in emergency procedures and the prevention of emergencies. Each employee who is responsible for emergency action will be furnished a current copy of the Emergency Plan.
    2. Employee training will be conducted at least annually. The training will cover the procedures contained in this Emergency Plan. Employees shall also be acquainted with location and function of such facilities that they may be called upon to utilize during any emergency. These facilities may include such items as:

a. Valves, crossover connections

b. Regulator and controllers

c. Station piping

d. Repair tools and equipment

e. Fire fighting and first aid equipment

Proper procedures to follow in case of failure of such equipment should be included in the training.

* + 1. The Director or his designee will document all training.
    2. After any emergency, all employees will participate in a critique of the incident to determine the effectiveness of the emergency activities and the need for revisions.

1. Public Safety Agency Liaison Program
   * 1. City of Alpine Gas Department has a liaison with appropriate fire, police, rescue, emergency management, and other public officials in our area of operations that may be called upon for assistance in responding to emergencies.

a. Learn the responsibility and resources of each safety organization that may respond to a pipeline emergency.

b. Acquaint the officials with our ability to respond to a gas pipeline emergency.

c. Identify the types of pipeline emergencies in which we may need assistance.

d. Plan how our gas department and the Public Safety Officials might engage in mutual assistance to minimize hazards to life or property.

* + 1. The Director or his designee will furnish each Public Safety Official in our area of operation, an information package that contains:

a. Natural gas facts

b. Escaping gas characteristics

c. Burning gas characteristics

d. Our facility identification

e. How to contact us

He/she will offer a group or individual program to acquaint them with the information contained in the data package. Each year afterward, he/she will contact them to update any information and offer assistance or availability to meet with them.

* + 1. The Director or his designee will maintain documentation of who was contacted, by what method (face-to-face or by mail), and the response from each.

1. General Public and Customer Education Program

1. City of Alpine Gas Department has a continuing educational program to

enable our customers, and the general public to recognize a pipeline emergency for the purpose of reporting it. We will establish a program and the necessary media to ensure our message covers the area(s) of operation.

2. The Director or his designee will maintain documentation of specific ads, notices,

etc. used to notify the public and our customers

N. Contractor/Local Utility Education/Damage Prevention Program

* + 1. The Director or his designee has a list of all contractors, plumbers, local utility, and other interested parties in the area of operation and furnish each an information package that contains:

a. Natural gas facts

b. Escaping gas characteristics

c. Burning gas characteristics

d. Our facility identification

e. How to contact us

f. The general areas of our facilities

g. How to request pipeline locations

* + 1. The Director or his designee will maintain documentation of who was contacted, by what method (face-to-face or by mail), and the response from each.

Please refer to “Damage Prevention Program” for detailed procedures

O. Emergency Telephone List

* + 1. A list of emergency telephone numbers for City of Alpine Gas Department personnel, municipals and necessary Public Safety Agencies are below. This list will be updates as necessary to insure that the information is correct.

Emergency Notification List

Operator: City of Alpine Gas Department.

* + 1. City of Alpine Gas Department Operating Personnel

|  |  |
| --- | --- |
| NAME | CELL PHONE |
| Levi Bruttomesso | 432-294-2560 |
| Lee Roy Dutchover | 432-294-0739 |
| Randy Guzman | 432-294-0223 |
| Jorge Morales | 432-294-3744 |
| Jason Mustain | 432-294-3741 |
| Victor Muniz | 432-294-0742 |
|  |  |
|  |  |
| Duty phone (after 5pm & weekends) | 432-294-1529 |

1. Others to notify

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| --- | --- | --- |
| Agency | Location | Phone number |
| Alpine Police Department | Alpine, Texas | 432-837-3486 |
| Railroad Commission of Texas | Austin, Texas | 512-463-6788(24 hr emergency) |
| Railroad Commission of Texas | Midland, Texas | 432-684-6005(regional office) |
| Brewster Co. Fire Dept. | Alpine, Texas | 432-837-2366 |
| Jeff Davis County Sheriff's Department | Fort Davis, Texas | 432-426-3213 |
| Brewster County Sheriff's Department | Alpine, Texas | 432-837-3488 |

|  |  |  |
| --- | --- | --- |
| Municipal Assistance |  |  |
| City of Fort Stockton | Fort Stockton, Texas | 432-336-8525 |
| Texas Western Natural Gas | Van Horn, Texas | 432-283-2337 |

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| --- |
| Pipeline Contractors |
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| --- | --- | --- |
| Gas Supplier |  |  |
| West Texas Gas | Midland, Texas | 432-694-6000 |

P. Governmental Reporting Requirements

* + 1. Telephonic Reporting – Accident Reportable

a. Railroad Commission of Texas

In the event of a reportable accident as defined, the Director or his designee, shall telephone the Gas Safety Division of the Railroad Commission of Texas (512) 463-6788. This Telephone Report should be given at the earliest practicable moment (within 2 hours) following discovery of the accident and should include the following:

* Date and Time of report
* Name and phone number of person reporting
* Name and address of operating system
* Phone number of City of Alpine Gas Department and/or contact
* Designate whether leak or rupture
* Whether or not a fire occurred
* Type of facility
* Date and time of accident
* Name of line or plant
* Location of accident
* Number of injuries or fatalities
* Comments: the extent of injuries and fatalities, if any, and all other significant facts then known to City of Alpine Gas Department relevant to the cause of the accident or the extent of the damages.

A copy of the telephonic message shall be maintained as record.

b. Occupational Safety and Health (optional for City of Alpine Gas Dept.)

Within 48 hours after its occurrence, a pipeline accident which is fatal to one or more persons, or which results in the hospitalization of five or more persons, shall be reported by the Employer, either orally or in writing, to the nearest OSHA Area Office in El Paso.

* U.S. Department of Labor

Occupational Safety and Health Administration

El Paso Area Office

4849 N. Mesa St. Suite 200

El Paso, Texas 79912-5936

Phone: 915-534-6251(6252)

Fax: 915-534-6259

c. Office of Pipeline Safety, Department of Transportation

In the event of an accident that is fatal to one or more persons, or results in property damage of $50,000 or more, the Director or his designee, as soon as practicable, will make a telephonic report the Resources Manager, Office of Pipeline Safety, Department of Transportation, 800-424-8802.

* + - * 1. Written Reports – Railroad Commission of Texas

Incident Report – The Director or his designee is responsible for ensuring that a written summary of each reportable accident is reported to the Pipeline Safety Section of the Railroad Commission of Texas. This report shall be submitted in duplicate within thirty days (30) after detection using Department of Transportation Form RSPA F7100.1, Incident Report Gas Distribution System.

b. Annual Report - The Director or his designee is responsible for insuring on or before March 15 each year, an annual report on Department of Transportation Form RSPA F7100.1, Annual Report Calendar Year 20\_\_ - Gas Distribution System shall be reported to the Pipeline Safety Section of the Railroad Commission of Texas in duplicate.

c. Plastic pipe inventory report-The Director or his designee is responsible for issuing, on or before March 15, 2005, and annually thereafter. Each natural gas operator shall report to the commission the amount of plastic pipe in natural gas service as of December 31 of the previous year. The amount of plastic pipe shall be determined by a review of the records of the operator and shall be reported on Form PS-81, Plastic Pipe Inventory. The report shall include the following:

1.system

2. miles of pipe;

3. calendar year of installation;

4. nominal pipe size;

5. material designation code;

6. pipe category; and

7. pipe manufacturer

d. Reporting Safety-related Conditions(192.605) - The Director or his designee is responsible for insuring that all safety- related condition reports are filed within ten(10) working days from the time of discovery. Operating personnel will monitor for unsafe conditions during their routine activities. Personnel discovering an unsafe condition will report to the Director or his designee on one of the following reports: Leak Investigation Report, Work Order Form, Line Patrol Report or Leakage Survey Report. The type of work activity being conducted at the time of discovery will determine the appropriate form submitted.

* 1. The “Safety-Related Conditions Report” shall be completed if any of the following safety-related conditions involving the pipelines in service exist:
* In the case of a pipeline that operates at a hoop stress of 20 percent or more of its specified minimum yield strength, general corrosion that has reduced the wall thickness to less than that required for the maximum allowable operating pressure and localized corrosion pitting to a degree where leakage might result.
* Unintended movement or abnormal loading by environmental causes, such as an earthquake, landslide, or flood that impairs the serviceability of a pipeline.
* Any material defect or physical damage that impairs the serviceability of a pipeline that operates at a hoop stress of 20 percent or more of its specified minimum yield strength.
* Any malfunction or operating error that causes the pressure of a pipeline to rise above its maximum allowable operating pressure plus the buildup allowed for operation of pressure limiting or control devices.
* A leak in a pipeline that constitutes an emergency
* Any safety-related condition that could lead to an imminent hazard and causes (either directly or indirectly by remedial action of the operator), for purposes other than abandonment, a 20 percent or more reduction in operating pressure or shutdown of a pipeline.
  1. A “Safety-Related Condition Report” is not required for any safety-related condition that:
* Exists on a pipeline that is more than 220 yards from any building intended for human occupancy or outdoor place of assembly, except that reports are required for conditions within the right-of-way of an active railroad, paved road, street, or highway.
* Is an accident that is required to be reported as defined in this section of the manual or results in such an accident before the deadline for filing the safety-related condition report; or
* Is corrected by repair or replacement in accordance with applicable safety standards before the deadline for filing the safety-related condition report, except that reports are required for all conditions under paragraph 1 of this section, other than localized corrosion pitting on an effectively coated and cathodically protected pipeline.
  1. Each report of a safety-related condition shall be filed (received by the secretary) in writing within ten (10) working days of the incident. The report shall be headed “Safety-Related Condition Report” and provide the following information:
* Name and principal address of operator;
* Date of report;
* Name, job title, and business telephone number of person submitting the report;
* Name, job title, and business telephone number of person who determined that the condition exists;
* Date condition was discovered and date condition was first determine to exist;
* Location of condition, with reference to nearest street address, offshore platform, survey station number. Milepost, landmark, or name of pipeline, as appropriate;
* Description of the condition, including circumstances leading to its discovery and any significant effects of the condition on safety;
* The corrective action taken (including reduction of pressure or shutdown) before the report is submitted and the planned follow-up or future corrective action, including the anticipated schedule for starting and concluding such action.
* Reports should be filed by Telefacsimile (FAX) to the Department of Transportation (DOT) at 1-202-366-7128.

4. Each written report required by this section shall be submitted in duplicate to the Pipeline Safety Section of the Railroad Commission of Texas in Austin, Texas.

* Reports should be filed by facsimile (FAX) to the Railroad Commission of Texas, Pipeline Safety Section at 1-512-463-7153.