

MASTER METER EMERGENCY PLAN

NATURAL GAS SYSTEM

Facility Name: _____ Date: _____

Address: _____

INTRODUCTION

This plan has been prepared to provide emergency response personnel with data essential in responding to a natural gas emergency. The emergency response personnel have received proper training for their assignments and they know their job responsibility. Action will be directed toward protecting people first and then property. When in doubt, the Fire Department and the local gas supply company will be called.

DEFINITION OF EMERGENCY INCIDENT

An "emergency" condition exists when the operator or a responsible person has declared that extraordinary procedures, equipment, man power and supplies must be employed to protect the public or any property from existing or potential hazard. These hazards will include, but are not limited to the following:

Any incident which results in:

- 1) Under-pressure in the gas system.
- 2) Over-pressure in the gas system.
- 3) Large volumes of uncontrolled escaping gas
- 4) Fire, ignition, or explosion.
- 5) Any natural disasters such as floods, tornadoes, earthquakes or other severe forces of nature which make emergency provisions necessary.
- 6) Any gas leakage that can be seen, heard, or felt and is in a location that may endanger people or property. This leak represents an existing or probable hazard to persons or property and requires immediate repair or continuous action until the hazardous leak is resolved.

GAS ODOR

The first person receiving a report of a gas leak or odor inside or outside of a building shall take every correction action necessary to protect life and property from danger with top priority going to a reported leak inside a building. An employee or operator will be dispatched immediately to the location of the reported leak to make an evaluation and shut off service valves, main valves, or master meter valves if necessary. If it is determined that a hazardous gas leak may exist inside a building, the occupant should be advised to:

RESTORATION OF SERVICE DUE TO OUTAGE

When the supply of gas has been cut off to an area, no gas will be turned on to the affected area until the individual service to each occupant has been turned off.

A building to building operation is mandatory. The individual service of each building must be turned off, either at the meter or the service valves. If the service valve cannot be located, the service line must be identified and a service valve installed and gas and meters must be purged and appliances relit (see O&M procedures).

The person in charge is to coordinate this operation and be responsible for purging and the safe restoration of all gas service. A complete record of the incident, with drawings, pressure test, etc., shall be kept on file (see O&M procedures).

The manager or the responsible person will contact the Utah Pipeline Safety Section. The gas service will not be turned on until the Utah Pipeline Safety Section has been contacted.

EMPLOYEE TRAINING

At least once a year, and periodically as needed, meeting shall be scheduled to discuss and train appropriate individuals in natural gas emergency procedures. This training shall be coordinated by the operator or his designee. The employee training and discussions shall include, but not be limited to the following:

1. Location of emergency manual.
2. Review of emergency manual procedures (employee's responsibility).
3. Review the location and use of emergency equipment.
4. Review the locations and use of the:
 - a. System maps
 - b. Emergency valves
5. Review method of calling for assistance.
6. Update call list.
7. Properties of natural gas.
8. Record keeping (documentation).
9. Records shall be kept on file of attendance and items discussed at each employee meeting.

EMERGENCY CALL LIST

Fire Department: _____
Gas Supply Company: _____
Operator Contact: _____
Police Department: _____
Pipeline Safety: _____

CHECK LIST

1. ___ Has Fire Department been called?
2. ___ Has local gas utility been called?
3. ___ Have persons been evacuated and area blockaded?
4. ___ Has the Police Department been notified?
5. ___ Has Utah Pipeline Safety Section, 530-6787, been notified?
6. ___ Has the repair crew been notified?
7. ___ Has the telephonic report been executed?
8. ___ Has electrical utility been called for power shut off to the area, if appropriate?
9. ___ Have emergency valves or proper valves to shut down or reroute gas been identified and located?
10. ___ Has leak been eliminated and gas supply shut off or brought under control?
11. ___ If an area has been cut off from a supply of gas, has the individual service or each customer been cut off?
12. ___ Is the situation under control and has the possibility of reoccurrence been eliminated?

TELEPHONIC REPORTS TO THE UTAH PIPELINE SAFETY SECTION

Gas pipeline incidents that occur must be reported to the office of Pipeline Safety by the person in charge, or whosoever the operator designates, provided that the incident meets one of the requirements listed below:

Utah Pipeline Safety Requirements:

- 1) Release of natural gas which:
 - a. Caused a death or a personal injury requiring hospitalization.
 - b. Resulted in gas ignition, explosion or fire
 - c. Caused estimated total damage in excess of \$5,000 (total of operators damage and damage to others and includes cost of gas loss).
- 2) Any new media inquiry.
- 3) A significant incident, in the judgment of the operator, even though it does not meet the above criteria.

The telephone report to the Utah Pipeline Safety Section should contain:

- a. Name of operator and reporting part.
- b. Reporting party's title and telephone number.
- c. The location, time, and date of incident.
- d. Fatalities and personal injuries.
- e. All other significant known facts that are relevant to the cause for the leak or extent of the damages. (Describe accident).
- f. Who in management should be contacted upon arrival at incident site.

The telephonic report, if required, should be made upon discovery and in no case later than two hours after discovery. It must be reported to:

Division of Public Utilities
Utah Pipeline Safety
24 Hour Emergency Number
1 (844) 427-2525 (1-844-GAS-2525)