

MASTER METER EMERGENCY PLAN NATURAL GAS SYSTEM

Facility Name: _____ Date revised: _____

SCOPE

This plan is to provide for steps to be taken to ensure the safety of this facility in case of an emergency event that takes place on the facility (refer to the definition of emergency as listed below).

All actions taken as a result of this plan shall be to protect life safety first and property safety second. If there are any doubts about if the situation is considered an emergency event, then the local fire department and the gas supplier shall be notified for additional assistance.

This emergency plan shall be reviewed at intervals not to exceed 15 months, but at least once each calendar year, by all facility personnel who have responsibilities to carry out this plan in the event of an emergency. A written record shall be made for each plan review that is conducted and shall be kept for the life of the facility (refer to the emergency plan annual review record located on the last 2 pages of this plan).

EMERGENCY INCIDENT DEFINITION

An “emergency” condition exists when any facility personnel or other responsible person(s) has determined that extraordinary procedures, equipment, manpower, and supplies must be employed to protect the safety of the public and/or property (protecting the safety of the public is always the first priority) from any existing or potential hazard. These hazards shall include, but are not limited to, the following:

- Any gas leak that is discovered next to a building, or any gas leak discovered inside a building.
- Any fire, gas ignition, or explosion that is not intentionally set by facility personnel.
- Any gas pressure in the system that exceeds the gas system’s maximum allowable operating pressure.
- Any gas pressure in the system that is low enough to result in an outage or interruption of gas service to buildings.
- Any uncontrolled, escaping gas.
- Any natural disasters (floods, earthquakes, storms, etc.) or other severe forces of nature which make emergency provisions necessary.
- Any outdoor hazardous leak. This leak represents an existing or probable hazard to persons or property and requires immediate repair or continuous action until the conditions are no longer hazardous.

GAS ODOR / LEAK REPORT

The first person receiving a report of a gas leak or odor will complete a leak report (See Section 5, Record No. 7). All reports of leaks on the property will receive priority **with top priority going to a reported leak inside a building.**

GAS LEAK LOCATED INSIDE BUILDING

1. Evacuate the building immediately.
2. Do not operate any electric switches, lights, or appliances.
3. Do not use a cell or landline phone inside the building to either make or receive phone calls.
4. Do not use matches, cigarettes or other possible sources of ignition.
5. Do not allow anyone to enter the affected building until it has been made safe.

Any strong odor of gas inside a building must be assumed to be hazardous. Proceed as follows:

1. An employee will be dispatched immediately to the location of the reported leak to evaluate the situation.

NOTE: When conducting a leak investigation inside the building, use a combustible gas indicator (CGI) to determine the location of the leak, and to determine the concentration of gas inside the building (follow the equipment manufacturer instructions for use). When taking readings, take a sample at the highest location in the room (if the leak is LPG, take a sample at the lowest part of the room). Do not use a flame ionization unit (FI) as it uses an open flame and it is not safe for indoor use.

2. If necessary, service valves, main valves, or master meter valves shall be shut off to stop the flow of gas to the affected area.
3. Call your local fire department at _____, or 911, if necessary.
4. Call your local gas supplier at _____, if necessary.
5. Call the Arizona Corporation Commission's Office of Pipeline Safety (AZOPS) at (602) 252-4449, if necessary.
6. If local first responders and/or gas supplier personnel are called to the scene, a designated employee shall be made available to communicate with the responding parties to coordinate what actions will be taken to minimize hazards to life and property.

GAS LEAK LOCATED OUTDOORS

At the first report of a gas leak located outdoors and away from a building, an employee or qualified contractor shall be immediately dispatched to the affected area to conduct a leak investigation using a CGI (use the Leakage Surveys and Investigation procedures located in Section 2, Pages 8 and 9 of the Operations and Maintenance Plan) and to assess the danger to the public, surrounding buildings, and property. If the assessment determines that the exterior leak is hazardous, then proceed as follows:

1. If necessary, evacuate and/or assist all persons to safety. Once all persons have been evacuated, do not allow any unauthorized persons back into the affected area until it has been made safe.
2. If necessary, call your local fire department at _____ or 911.
3. If necessary, call your local gas supplier at _____.
4. If a hazardous condition exists, shut off the supply of gas to the affected area using main valves, service valves, or master meter valves.
5. If necessary, barricade the area.
6. If local first responders and/or gas supplier personnel are called to the scene, a designated employee shall be made available to communicate with the responding parties to coordinate what actions will be taken to minimize hazards to life and property.

NOTE: If the leak investigation determines that underground gas is detected next to the wall/foundation of a building, the investigation shall continue inside the building to determine if any gas is detected inside. If gas is detected indoors, **immediately evacuate the building then follow the steps for dealing with a gas leak inside a building (listed in the gas leak inside a building section of this plan).**

FIRE, GAS IGNITION, EXPLOSION, NATURAL DISASTER OR CIVIL DISTURBANCE

The first employee to arrive at the scene of a fire, explosion, gas ignition, natural disaster, or civil disturbance shall take every corrective action necessary to protect life and property from danger by proceeding as follows:

1. Assess danger to public, surrounding building occupants and property.
2. If necessary, evacuate and/or assist all persons to safety.
3. If necessary, notify Fire and Police Departments (at 911), ambulances and local gas supplier.
4. If it is determined that a hazardous condition may exist, shut off the gas supply to the affected area at service valves, main valves or master meter valves.
5. If necessary, barricade the area.
6. If local first responders and/or gas supplier personnel are called to the scene, a designated employee shall be made available to communicate with the responding parties to coordinate what actions will be taken to minimize hazards to life and property.

EMERGENCY CHECK LIST

1. Have persons been evacuated?
2. Has Fire Department been called?
3. Has local gas supplier been called?
4. Has area been barricaded?

RESTORATION OF SERVICE DUE TO OUTAGE

If in the event that the gas supply is shut off to an area within the facility, the gas shall not be turned back on in the area until all individual services to each occupant and/or building has been shut off.

Both the actions of shutting off individual services and then restoring gas service to the same services, shall be conducted using a building to building operation. The individual service to each building shall be shut off, either at the meter or service riser valves. In restoring service to each individual building, all gas piping and meters must be purged and appliances relit. All purging operations shall be conducted using the purging procedures that are located in Section 2, Page 6 of the Operations and Maintenance Plan and Section 15, Purging Guidelines. All purging operations must be done by persons who are qualified to conduct purging operations in accordance with the written procedures.

The person in charge is to coordinate this operation and be responsible for the purging and the safe restoration of all gas service. The responsible person will contact the AZOPS. The gas service will not be turned on until the AZOPS has been contacted.

POST-EMERGENCY REVIEW OF ACTIONS TAKEN

After the emergency event has been resolved, and the affected facility/area has been made safe, all personnel who were involved in responding to the emergency event shall meet and review the actions that were taken during the event. The review shall include the following to be discussed and analyzed:

- Did all personnel follow the procedures as given in this emergency plan?
- Was this emergency plan effective in clearly stating actions to be taken to minimize hazards to life and property?

The review is not meant to evaluate personal actions of each person, but it is to determine strengths and weaknesses of the emergency response and identify areas for future training and improvement of the emergency response.

A written record shall be made of each post-emergency review that is conducted with all employees following an emergency event and shall be kept for the life of the pipeline facility.

An investigation shall be conducted as part of the post-emergency review to determine the cause of the event and to determine what actions are required to be taken to prevent a recurrence. Refer to the Investigation of Failures Section 2, Page 5 of the Operations and Maintenance Plan for more information.

EMERGENCY PLAN PERSONNEL TRAINING

At least once each calendar year, all employees and other responsible persons who have responsibilities under this emergency plan shall receive training on the procedures contained in this plan and shall have knowledge of their responsibilities. Training methods may include mock drills, tabletop discussions, or any other method to share information about emergency response with all involved personnel.

A written record shall be made of each person that is trained along with the date(s) that the training took place. This record shall be kept for the life of the pipeline facility (refer to the Emergency Plan Annual Training record on the last page of this plan).

LIAISON WITH LOCAL EMERGENCY FIRST RESPONSE AGENCIES

A copy of the system map, along with the First Responder Notice (Section 5, Record No. 9) shall be sent by certified mail to each local fire department and law enforcement agency that can respond to the facility in the event of an emergency. A certified mail receipt shall be retained to demonstrate when the notice and map was sent and to whom the notice and map was sent. This record must be kept for the life of the pipeline facility.

EMERGENCY EQUIPMENT

All personnel who have responsibilities under this emergency plan shall be responsible for the availability, maintenance and condition of all equipment that may be used during a response to an emergency event.

Emergency equipment shall include, but is not limited to, valve wrenches, shovels and fire extinguishers.

Fire extinguishers shall be maintained in accordance with the manufacturer’s requirements.

The location of the emergency equipment is: _____

EMERGENCY CALL LIST

Fire Department _____

Police Department _____

Gas supply company _____

Arizona Corporation Commission (AZOPS)
24-hour Emergency phone (602) 252-4449

Operator personnel _____

CONTRACTOR EMERGENCY CALL LIST

Contractor’s name: _____

Address: _____

24-hour telephone number: _____

FACILITY NAME: _____

TELEPHONIC INCIDENT REPORTING

Gas pipeline incidents that occur must be reported to the AZOPS by the responsible facility representative in charge, or whoever the responsible facility representative designates, provided that the incident meets any of the requirements listed below:

State Requirements (R14-5-207 (Q)):

- A. Release of natural gas or LPG which results in any of the following events:
 - 1. A death or personal injury requiring hospitalization.
 - 2. Injury to any individual resulting in the individual's loss of consciousness.
 - 3. Estimated property damage, including the value of all released gas, in excess of \$5,000.
 - 4. Resulted in gas igniting, explosion or fire that is not intentionally set by personnel.
 - 5. A news media inquiry.
 - 6. An "evacuation" as defined in Arizona Administrative Code R14-5-201.
 - 7. An "outage" as defined in Arizona Administrative Code R14-5-201.
- B. An event involving overpressure of a pipeline system as defined in Arizona Administrative Code R14-5-207 (Q)(b).
- C. An event involving permanent or temporary discontinuance of service to the piping system or any portion of the piping system due to a failure of a leak test or for any purpose other than to perform routine maintenance (R14-5-207 (Q)(c)); or
- D. A significant incident, in the judgment of the responsible facility representative, even though it does not meet the above criteria (R14-5-207(Q)(d)).

The telephonic report, if required, shall be made immediately upon discovery. It must be reported to:

ARIZONA CORPORATION COMMISSION
OFFICE OF PIPELINE SAFETY
24 HOUR EMERGENCY NUMBER

(602) 262-5601 during normal business hours 7 a.m. – 4 p.m.

(602) 252-4449 at all other times outside of normal business hours

In addition to notifying the AZOPS, the National Response Center (NRC) must be notified if the release of natural gas or LPG from the facility results in any of the following:

- 1. A death.
- 2. A personal injury that requires in-patient hospitalization (the injured person is admitted to the hospital for medical treatment).
- 3. Estimated property damage including the value of all released gas, in excess of \$50,000.

The telephonic report must be made at the earliest practicable moment following discovery, but not more than 1 hour after discovery by the responsible facility representative in charge, or whosoever the responsible facility representative designates. It must be reported to:

NATIONAL RESPONSE CENTER

1-800-424-8802

In accordance with the definitions of “Intrastate Pipeline System” and “Provider”, as listed in Arizona Administrative Code R14-5-201, and with the requirements of Arizona Administrative Code R14-5-207, a written incident report is not required to be filed.