

IBERVILLE
PARISH
EMERGENCY PLAN
FOR
NATURAL GAS
DISTRIBUTION
SYSTEM

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January 2019

**IBERVILLE PARISH
EMERGENCY PLAN**

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**IBERVILLE PARISH
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EMERGENCY PLANS (192.615)

GENERAL INFORMATION

The Emergency Operations Center, located at 58030 Meriam Street, will serve as the "Control Center" for all public contacts, news and information media.

The Gas System Office Building located on Bayou Road will serve as the base for the work of repair, construction, cutting off gas service and turning on gas service.

All employees upon hearing of the emergency should report at once to the Natural Gas Office and be prepared to remain throughout the emergency.

Other personnel needed during an emergency situation such as mutual assistance personnel will be contacted and their services requested as necessary. Mutual assistance partners are identified in the Iberville Parish Gas Company Operator Qualification Program and include personnel and equipment from mutual assistance partners. Other neighboring communities may be contacted for assistance as required.

INSTRUCTIONS TO EMPLOYEES

Each employee must comply with all maintenance and emergency procedures covered in this Emergency Plan Manual during normal operations, the performance of regular duties and during emergency situations. All gas maintenance employees and emergency response personnel must be familiar with the requirements of the Emergency Plan and be able to carry out their assigned duties in accordance with the requirements of this plan. Employees, while performing their assigned duties will note any unusual situations or conditions noticed and report these in writing to the Utility Manager. Unusual conditions of heavy leakage, accident, damage to facilities, or fire should be handled in accordance with emergency procedures and reported immediately.

On the following page is a list of names, titles/departments of persons and organizations that may need notification in the event of an accident or incident:

**IBERVILLE PARISH
EMERGENCY PLAN**

| TITLE | NAME | TELEPHONE NUMBER |
|--|--|---|
| MAINTENANCE PERSONNEL | | |
| SYSTEM OPERATOR | MARK MIGLACIO | 776-1877 Cell |
| EMPLOYEE | CHARLES EDWARDS | 687-8900 747-6063 Cell |
| EMPLOYEE | ELDRIC SMITH | 747-6101 Cell |
| EMPLOYEE | JASON GUIDRY | 910-0377 766-1762 Cell |
| EMPLOYEE | DAVID MARTIN (SHAKY) | 687-4240 776-5220 Cell |
| EMPLOYEE | TROY COLLINS | 687-4240 776-0080 Cell |
| EMPLOYEE | ZACH BROWN | 385-0109 401-5122 Cell |
| OFFICE PERSONNEL | | |
| OFFICE MANAGER | MELISSA BUSINELLE | 659-0202 776-3899 CELL |
| ACCOUNTING I | JEANNE BURNS | 776-5316 CELL |
| SUPPORT PERSONNEL | | |
| CIVIL DEFENSE | LAURIE DOIRON | 687-5140 |
| IBERVILLE GAS CONSULTANT | BRIAN BETHELOT | 235-9009 |
| PARISH PRESIDENT | J. MITCHELL OURSO, JR. | 657-5190 |
| IBERVILLE PARISH SHERIFF DEPARTMENT | IBERVILLE PARISH JAIL BRETT STASSI | 687-3553 687-5100 |
| LA. PIPELINE SAETY | STEVEN GIAMBRONE | (225) 342-5585 |
| LA. PIPELINE SAETY | KERRY SNELLGROVE | 776-6953 |
| LA. STATE POLICE | | 911 |
| GULF SOUTH PIPELINE | | 1-800-850-0051 |
| ACADIAN PIPELINE GAS | | 1(800) 600-6240 |
| CYPRESS PIPELINE CO. | | 1(800) 600-6240 |
| FLORIDA GAS TRANS. CO | | 1-713-853-5555 |
| CONTRACT WELDER | BILLY TULLIER | 687-6770 806-3068 Cell |
| GAS CONSULTANTS PIPELINE INTEGRITY PARTNERS | DARYL PRITCHARD BRIAN FLORES SANDY PIERCE | 225-202-4551 337-288-8911 225-235-3434 |

**IBERVILLE PARISH
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FIRE DEPARTMENTS

| DEPARTMENT | CHIEF | STATION ADDRESS. | STATION NUMBER | HOME NO. | WORK NO. | CELL |
|-------------------|--------------|-------------------------|-----------------------|-----------------|-----------------|-------------|
|-------------------|--------------|-------------------------|-----------------------|-----------------|-----------------|-------------|

| | | | | | | |
|------------------------------|--------------------|---|--------------------------|--|----------|-------------------------|
| Bayou Blue | David Gilliam | 22525 Hwy 386 27550 Intracoastal Rd. | 648-2760 Fx:648-2760 | | 692-7250 | 933-0189 |
| Bayou Pigeon | Donald Palermo | 38305 Hwy 75 39125 Bayou Pigeon Rd. | 545-3808 Fax 545-8412 | | | 385-5916 |
| Bayou Sorrel | Donald Palermo | 33275 Hwy 75 32650 Gracie Ln. | 659-1004 Fax 659-0351 | | | 385-5916 |
| E. Iberville | William Massey | 2075 Hwy 30 1505 Hwy 75 4405 Hwy 75 | 642-9980 Fax:685-5524 | | | 685-7849 PC:252-0441 |
| GT Rosedale | Mike Hughes | 76870 Gum St 15710 Hwy 77 | 648-2662 Fax 648-2663 | | | 921-9436 |
| Maringouin | Stanley Washington | 10660 Second St. 11165 Bayou Rd. | 625-2788 Fax:625-2788 | | | 385-5256 |
| Plaquemine | Darren Ramirez | 58165 Meriam St. (Central) 58230 Robertson St. (South) 23090 Jacob St. (North) | 687-7335 Fax:687-4602 | | 687-7335 | 685-7225 PC:776-4611 |
| White Castle/ Bayou Goula | John Marque Jr. | 23535 Bowie St. 57660 Hwy 404 56700 CPL Herman Brown | 545-9214 Fax:545-9222 | | 687-5190 | 316-8824 PC:963-7723 |

**IBERVILLE PARISH
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EMERGENCY PLANS (192.615)

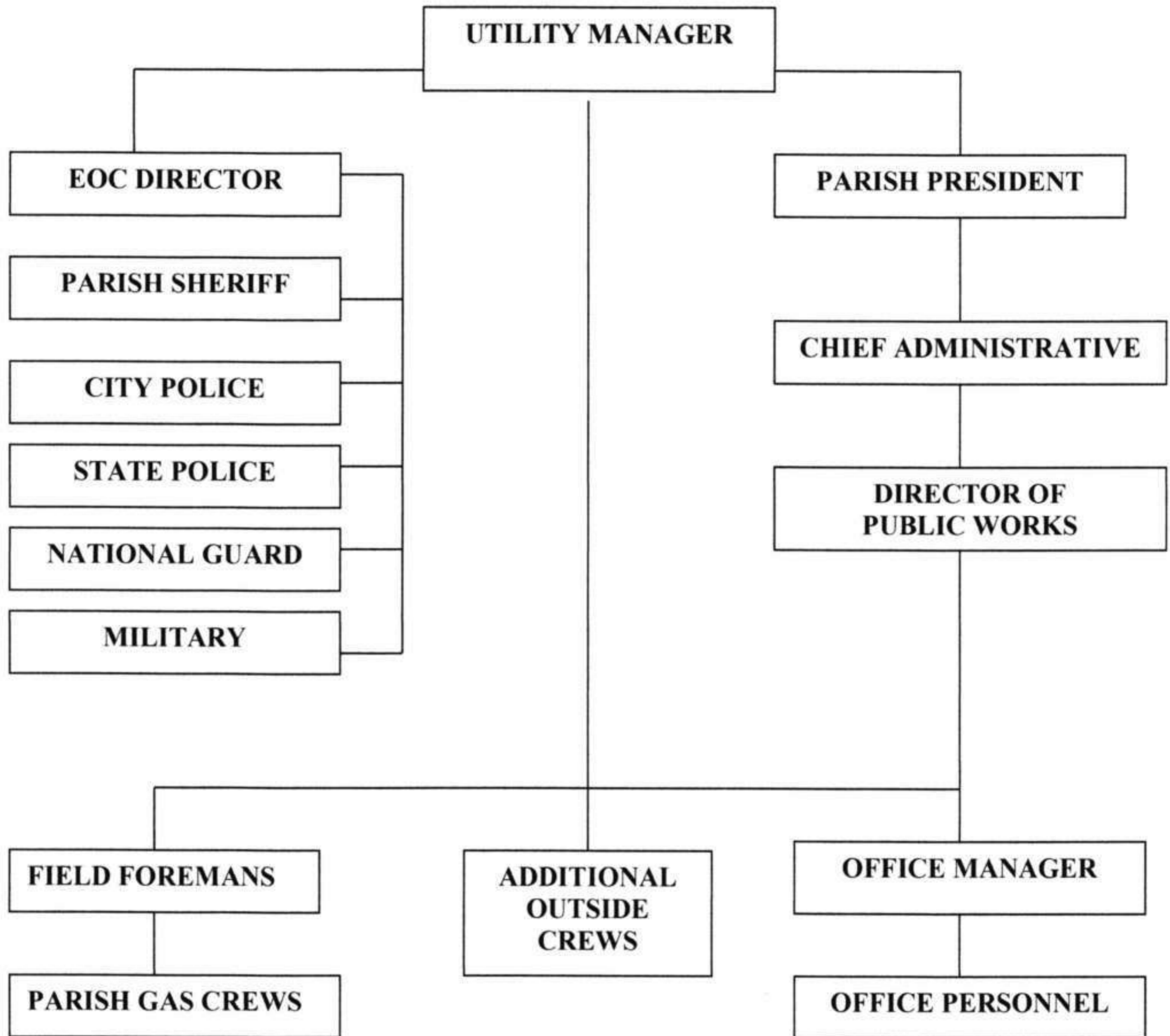
EMERGENCY CONDITION DESCRIPTION

An emergency condition exists when a qualified employee has determined that due to circumstances extraordinary procedures, equipment, manpower and/or supplies must be utilized to protect the public from existing or potential hazards. These hazards may include but are not limited to the following system failures of:

- Gas Distribution System Over Pressure
- Gas Distribution System Under Pressure
- Large Amounts of Escaping Gas
- Fire or Explosion Near or Directly Involving a Pipeline Facility or Meter Station, etc.
- Any and all Leaks Considered Hazardous
- Imminent Danger to Section(s) of the Gas Distribution System
- Natural Disasters such as Floods, Hurricanes, Tornadoes, Earthquakes and extreme freeze.
- Civil Disturbances such as Riots and Vandalism, etc.

**IBERVILLE PARISH
EMERGENCY PLAN**

**ORGANIZATION CHART
GAS EMERGENCY PROGRAM
IBERVILLE PARISH LOUISIANA**



**IBERVILLE PARISH
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**DUTIES OF PARISH PERSONNEL
(OTHER THAN GAS DEPARTMENT)**

This Gas Emergency Program has been designed to include assistance from the Parish personnel who are not ordinarily associated with Gas Department operations. To acquaint these various persons with their responsibilities, there is here listed the functions and materials for which they are to be responsible.

As soon as any emergency affecting the gas system (such as complete or partial failure of gas supply, gas system failure, civil disturbance, national emergency or natural disaster) becomes know, the personnel in the following listed positions should assume responsibility for the respective listed functions and materials:

UTILITY DEPARTMENT MANAGER

- A. The Utility Department Manager shall exercise overall responsibility and general supervision in the case of all emergencies affecting the gas system.
- B. Where necessary, direct and assign other Parish personnel to assist the Gas Department.
- C. The Manager will notify the Iberville Parish Emergency manager, the Iberville Parish President, and the key employees of the Gas Department.
- D. It shall be the responsibility of the Utilities Manager to give general direction and coordination of emergency activities in executing the particular "Work Plan" which applies to the current emergency.
- E. The Utility Manager is responsible for obtaining outside help (personnel, materials, supplies, and equipment) from City of Plaquemine and/or other utility companies.
- F. The Utility Manager coordinates the activities of non-gas Parish Personnel with those of the Gas Department.
- G. The Utility Manager will make telephonic notification and/or written report to necessary State and Federal Agencies
 - 1. "Right to Know" State Police within one hour. (925-6595)
 - 2. Department of Transportation in Washington, D.C. as required by "Part 191", Pipeline Safety Regulations for Natural Gas.

"191.5 Telephonic Notice of Certain Incidents"

- A. At the earliest practicable moment, within two hours following discovery, each operator shall give notice of each incident. However, no notice to area code (800) 424-8802 is required if the estimated property damage, including cost of gas lost, of the operator or others, or both, is less than \$50,000.00.

An incident is defined in Part 191.3 as:

- (1) An event that involves a release of gas from a pipeline or of liquefied natural gas or gas from an LNG facility and
 - (i) A death, or personal injury necessitating in-patient hospitalization; or
 - (ii) Estimated property damage, including cost of gas lost, of the operator or others, or both, of \$50,000.00 or more.
- (2) An event that results in an emergency shutdown of an LNG facility
- (3) An event that is significant, in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2).

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191.7 Addressee for Written Reports

One copy of each written report, required for intrastate facilities subject to the jurisdiction of the Office of Conservation of the Natural Gas Pipeline Safety Act must be submitted to the Commissioner of Conservation, Box 94275, Baton Rouge, Louisiana 70804 and to the Information Resources Manager, Office of Pipeline Safety, Pipeline and Hazardous Materials Safety Administration, U.S. Department of Transportation, Room 7128, 400 Seventh Street, SW., Washington, DC 20590 on DOT Form RSPA F 7100.1. However, nor report to the Information Resources Manager is required if the estimated property damage, including cost of gas lost of the operator or others, or both, is less than \$50,000.00.

191.9 Distribution System: Incident Report"

- A. Each operator of a distribution pipeline system shall submit Department of Transportation Form RSPA F 7100.1 as soon as practicable but not more than 30 days after detection of an incident required to be reported.
- B. When additional relevant information is obtained after the report is submitted the operator shall make supplementary reports as deemed necessary with a clear reference by date and subject to the original report.
- H. The Utility Manager will furnish qualified clerical personnel and telephone operators to the emergency "work base".
- I. The Manager maintains necessary telephone and inter-office communication and facilities.
- J. He also makes provisions for available pool cars.
- K. The Manager also expedites actions taken on reports of accidents and claims resulting from the emergency.

PARISH PRESIDENT

- A. Notify the Chief Administrator, the Director of Public Works, and the Parish Council Members of any emergency that involves the Gas Department.
- B. Give periodic update reports to public as needed throughout the emergency.
- C. Be available to assist the Utility Department Manage in his duties.

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EOC MANAGER

- A. Set up the Emergency Operation Center as the "Control Center" for all public contacts, news, and information media.
- B. Periodically update reports to public as needed throughout the emergency.
- C. Notify Sheriff and request the Mayor of Plaquemine to direct the City's Police and Fire Department to assist the Parish Gas Department.
- D. In case of civil disturbances, national emergencies, and natural disasters affecting the gas system, the Emergency Manager is responsible for calling for aid from the State Police, National Guard, and/or U.S. Military as required.

OFFICE PERSONNEL IN NON-GAS DEPARTMENT

Assist Gas Department during emergency in performance of the following functions:

- A. Purchase and procurement of emergency materials, supplies, and equipment.
- B. Acquire and maintain eating facilities and acquire lodging accommodations for outside personnel.
- C. Employ such Non-Gas Department personnel, plumbers, and contractors as are requested by the Gas Department.
- D. Establish applicable rates to be used when hiring personnel, plumbers, and contractors.
- E. Record work time of emergency crews (including those obtained from outside of the Parish; expenditures, materials, supplies, and equipment drawn from Parish's warehouse; and materials, supplies, and equipment loaned by other Cities and Parishes and other utility companies.
- F. Check on liability insurance on all non-parish vehicles.
- G. Make address meter cards as requested by Gas Department.

SHERIFF

- A. Furnish transportation to emergency shelters as per request by aged, blind and others. Furnishing emergency transportation for injured persons needing hospitalization or emergency doctors' treatment.
- B. Shut-off gas when necessary to correct hazardous conditions.
- C. Maintain traffic flow thru or around emergency area and maintain law and order around emergency area.
- D. Shut off areas as required to traffic flow. Keep out curiosity seekers.
- E. Furnish emergency protection if safety of Gas Department property and personnel is threatened by civil disturbance, national emergency or natural disasters. Cooperate with Police Department of City of Plaquemine and with State Police, National Guard and Federal troops whenever they have been called in.

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DUTIES AND RESPONSIBILITIES OF GAS DEPARTMENT PERSONNEL

Restoration of gas service in the case of partial or total failure of the gas supply or system failure shall be the responsibility of the Gas Department. The same is true of the continuation of gas service in the case of civil disturbance, national emergency and natural disasters. The Utility Department Manager will direct and coordinate the operations of the Gas Department in emergencies affecting the Gas Department.

It is recognized that during normal operation and maintenance of the gas system, the Department has two Operation-and-Maintenance Crews (in addition to two Secretaries, an Office Manager/Bookkeeper and an Administrative Assistant). However, depending upon the type and severity of the emergency, it may become necessary to recruit several repair crews, special service crews, and turn-off and turn-on crews (from local sources and also from outside the Parish), as well as additional clerical, accounting and purchasing personnel and telephone operators.

The following is an outline of the functions of the Gas Department personnel as required in order to execute the Emergency Work Plans for "Loss or Failure of Gas Supply" or "Civil Gas System Failures". This outline is written on the basis of the enlarged personnel temporarily needed to cope with a severe emergency. For a partial outage, particular a situation that, can be handled by the existing Gas Department personnel, the two crews may be used to perform several of the crew functions described below.

Personnel shall take every corrective action necessary to protect life and property from danger (in the order). It is the responsibility of the person in charge to:

- Set up communication
- Coordinate the operation
- Make all decisions concerning emergency valves – isolating areas and the use of emergency equipment.

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UTILITY DEPARTMENT MANAGER

- A. General direction of all Gas Department emergency work (repair, construction, turning off gas and turning on gas).
- B. Notify the Parish President and the Emergency (EOC) Manager of the nature and extent of the emergency and the "Work Plan" to be followed.
 - 1. Estimate type and extent of assistance (men, materials, supplies and equipment) to be requested from other utility companies, cities, and parishes.
- C. Direct the Gas Department Personnel as to planning and operations.
- D. Set up a Gas Department "Work Base" at Gas System Office, Bayou Road, for centralizing communications and issuing orders and requests.
- E. Furnish the EOC office with data and information for publicity and keep the Emergency (EOC) Manager updated frequently as to progress being made.
- F. Keep telephone operators posted on status of outage and give instructions in answers to inquiries.
 - 1. All such information of a publicity or public relations nature shall first be cleared with the Utility Department Manager.
- G. Organize and instruct all crews (including the new crews recruited for the emergency)
 - 1. Brief the Crew Foreman as to their work, assignments, duties, and responsibilities.
 - 2. Arrange for Emergency Work Booklets, lock out Cards, materials, supplies, equipment and transportation to be furnished to the crews.
 - 3. Receive returned Emergency Work Booklets, which are turned into the Work Base at the Gas System Office.
- H. Maintain contact with Cypress Pipeline, Acadian Pipeline, and/or Florida Gas Transmission to progress in restoring gas supply and in repairing any pipeline break.
- I. Set up the work schedules for the principal gas-system emergency functions, such as: closing main-line valves, closing valves to shut off districts, turning off the odorizers, turning off customer, locking out meters, turning gas back on, purging lines, relighting customers appliances, etc.
 - 1. Relight orders to be given only by Utility Department Manager.

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OFFICE PERSONNEL

This includes not only the technical, clerical, accounting, purchasing and switchboard personnel who regularly handle gas matters, but also such additional office personnel assigned by the Parish President and the Chief Administrator from other Parish Departments and/or recruited locally and from outside of the Parish for the duration of the emergency. All of this office personnel will comprise the "Work Base", reporting to the Gas Utility Department Manager for the duration of the emergency; the Field Foreman and Office Manager, in turn, will report to the Utility Department manager.

- A. Give crew route assignments to Utility Department Manager.
- B. Classify and route service orders for Manager.
- C. Prepare customer call list and instruct telephone operators. (Call list for Industrial and Commercial customers shall be first cleared with Manager).
- D. Arrange for meals, housing, gasoline, accounting, lanterns, tire repairs, mechanical failures on job, gasoline on job, or any other specific needs of crews.
- E. Purchase and procure emergency materials, supplies and equipment, as required.
- F. Record working time of emergency crews; expenditure; materials, supplies and equipment drawn from the Parish's warehouse; and materials, supplies and equipment loaned by other Parishes and Cities and by other utilities.
- G. Write up service orders received.
- H. Attempt to call or locate customers not at home when service man called.
- I. Sign in crews and equipment.
- J. Receive all incoming calls.
- K. Document information for Gas Committee Chairman for publicity and public-relation purposes.

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REPAIR – CREW FOREMAN

- A. Direct their respective crews working on line breaks and emergency repairs to system.
- B. Receive orders from Utility Department Manager and report back to him a to progress of repairs.
- C. Keep records of crew's assignments, listing the locations, trouble to be corrected, time arrived, actual time of completion, etc.

SPECIAL SERVICE CREW FOREMAN

- A. Direct the respective crews in the performance of the work:
 - 1. Check emergency calls such as gas leaks that require immediate attention.
 - 2. Close valves to District Regulator Stations and valve off districts.
- B. Receive orders from Utility Department Manager and report back to him as to progress.
- C. Keep records of crew's emergency call assignments, listing the locations, work done, time, etc.
- D. Supervise the crew's compliance with Emergency Work Booklet procedure for turn-offs and turn-ons.

FOREMAN OF TURN-OFF AND TURN-ON CREWS

- A. Direct the respective crews in turning-off gas, locking meters, on gas purging lines for all Residential, Commercial and Industrial customers.
- B. Supervise the crew's compliance with Emergency Work Booklet procedure.
- C. Record all "Not at Home" customers assigned to the crew and report same to Work Base.
- D. Receive orders from manager and report back to him as to progress.

WORK PLAN FOR LOSS OF FAILURE OF GAS SUPPLY

This planned program for total outage is designed so that, if necessary, the entire gas system and each customer will be turned off, the system purged, service restored, and appliances relighted as quickly as possible.

This plan is to be used in and emergency shutdown and pressure reduction in any section of the operator's pipeline system necessary to minimize hazards to life or property.

- 1. Notify the Utility Department Manager
- 2. Contact Acadian Pipeline, Cypress Pipeline, and/or Florida Transmission. Determine location and cause of any pipeline break or failure of supply; determine approximate length of time required to repair pipeline break.
- 3. Notify the Emergency Operation Center at 58030 Meriam Street to set up as "Control Center" who will notify the Sheriff the appropriate Fire Chief and Police as needed. The EOC Manager will contact the media (radio, television, etc.) if needed.

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4. Utility Department manager will set up a Gas Department at Gas System Office at 59805 Bayou Road, for centralizing communications and issuing orders and requests.
5. Manager will notify the Parish President for assistance, as required, from other cities and towns and other utility companies, and will coordinate the activities of these various agencies with the emergency operations of the Gas Department.
 - A. Manager will estimate the aid needed by the Gas Department (men, materials, supplies, equipment and vehicles)
6. Dispatch Repair Crews to work online breaks and emergency repairs; each crew will report back to the Manager.
7. Call interruptible customers, special large industrial and commercial customers and public institutions that will be affected.
8. Dispatch special service crews whose main duty will be to valve-off districts and later to turn them back on when service is restored. These key valves are indicated on maps in the Natural Gas Office. Each crew will report back to the Manager. These special service crews and the repair crews should consist of men who have experience in construction, maintenance and pressure control. Each crew will be under the direct supervision of a crew foreman and the manager will keep in continuous contact with these crews so that their work may be coordinated and the public informed.
9. Prepare dispatch Turn-off crews to turn off all residential, commercial and industrial meters. Determine time, manpower and equipment required (allow five to ten minutes per customer for turn off, depending upon customer density in various areas). Check in, instruct and assign crews as they arrive. These turn-off crews shall consist generally of 2 men and, if possible, one person familiar with the Parish should be assigned to each crew or should be a member of the crew. It shall be the duty of the Manager to see that they are equipped with Emergency Work Booklets, tools, maps, flashlights, other equipment, vehicles, etc., and are sent out as rapidly as possible. Each turn-off crew is to have its own transportation.
10. Each meter must have the valve turned off and must be locked out. The crews shall return completed Emergency Work Booklets to the Work Base as soon as possible. The tear-off tag from the Emergency Work Booklet is to be attached to the service shut-off valve of each service worked; with the remaining stub in the Booklet filled out with complete information. These Booklets will be reissued to mop-up crews or coordinated with regular turn-on work.
11. After all districts in the Parish Gas System have been shut-off and gas is again available at the District Regulator Stations, prepare for restoring gas service. The special service crews will now turn gas into the District Regulator Stations and the previously valved-off districts and will purge each line.
12. After the purging of the lines, turn-on crews shall begin turning on services and relighting the appliance fed by these services. These crews will be made up of experienced men, not only Gas Department employees, but also local gas fitters, and men from other gas companies. (An estimate of 15 minutes per customer). Relighting will continue by districts until service has been restored to the entire system. Turn-on crews will place yellow danger tags on all entrances to buildings where access for relighting of appliance is impossible. The stubs of the Emergency Work Booklet will be filled out after "unable to enter to turn on" and

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mop-up crews will rework these Emergency Work Booklet stubs until customers have gas service restored.

13. Keep press, radio and television posted on progress and developments.
14. Should there be only a partial outage, the general procedure outlined above should be followed with necessary modifications being made by the Utility Department Manager. If possible, in the case of partial outage, the Gas Department should proceed to correct the condition using only Parish employees.

RECEIVING, IDENTIFYING AND CLASSIFYING EMERGENCY (192.615) (a)(1)

In the event of an emergency relating to the Gas Company gas distribution system that has the potential to cause or causes injury to any individual, loss of or damage to property, the Utility Manager or designee for the Iberville Parish is to be notified immediately. Receiving, identifying and classifying emergency notices of leaks that require immediate response is the first actions taken to mitigate any emergency situation.

It remains the responsibility of the Utility Manager of the Iberville Parish to verify that gas department personnel are familiar with procedures concerning calls associated with gas leaks and reports of gas leaks. Those gas department personnel should be knowledgeable of the following requirements:

1. Any employee receiving a report of a gas leak should get as much information as possible from the reporting source to allow completion of the leak report form
2. All reports of leaks on customer premises get priority and unless otherwise directed will be first to be corrected.

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LEAK CALLS RECEIVED DURING WORK HOURS

1. Leak calls during working hours will be handled by gas office.
2. Upon notice of leak, gas office personnel will document the time, location, description of leak, etc.
3. Gas office personnel will then dispatch servicemen immediately documenting time and person dispatched.
4. Servicemen will respond immediately to location of leak.
5. Upon arriving at leak, serviceman should assess the severity of leak.
6. Take necessary actions to prevent the flow of gas and make repairs.
7. If repair cannot be made or flow of gas cannot be stopped, notify 911 system and your supervisor.
8. If a gas leak is suspected on the customer's service line, or the customer complains of a gas smell, a natural gas pressure test should be performed. If this test fails, meter should be locked immediately, and a red seal should be placed on valve to identify a leak on the customer's side. The gas service is not to be reinstated until repair has been made and a pressure test performed.
9. Information on leak and repairs made should be recorded on Leakage Inspection form in Section 8.4.11, "Documentation" of the Operation and Maintenance Manual.

LEAK CALLS RECEIVED AFTER WORK HOURS

1. All after hours leak calls will be received through the Iberville Parish 911 system.
2. 911 will page gas employee on call.
3. Employee will respond immediately. He may contact an employee nearer to the reported leak, but it is the responsibility of the employee on call to respond. Us common sense: saving human life and property is the first consideration.
4. Upon arriving at leak, serviceman should assess the severity of leak.
5. Take necessary actions to prevent the flow of gas and make repairs.
6. If repairs cannot be made or flow of gas cannot be stopped, notify 911 system and your supervisor.
7. If a gas leak is suspected on the customer's service line, or the customer complains of a gas smell, a natural gas pressure test should be performed. If this test fails, meter should be locked immediately, and a red seal should be placed on valve to identify a leak on the customer's side. The gas service is not to be reinstated until repair has been made and a pressure test performed.
8. Information on leak and repairs made should be recorded on Leakage Inspection form in Section 8.4.11, "Documentation" of this Operation and Maintenance Manual.

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ESTABLISHING AND MAINTAINING COMMUNICATION (192.615(a)(2))

Communication with appropriate public officials regarding possible emergency situation must be established and maintained. In the event of a major gas leak, explosion or fire, the local law enforcement and/or the Iberville Parish Sheriff's Department should be notified immediately. Law enforcement personnel/officers should clear the area of all non-essential personnel such as pedestrians and bystanders and stop all vehicular traffic within the area. Law enforcement personnel should continue to police the area until the leak has been completely stopped and isolated and the explosive mixtures are no longer present in the atmosphere. Depending on the emergency, the fire department, mutual assistance partners and other public officials will be notified, and a line of communication will be opened and maintained.

First and foremost, the Iberville Parish will take the necessary actions to protect the lives of its residents and customers and then to protect their property. Notification of such emergencies cannot be predetermined, so all Iberville Parish Departments such as the Police/Sheriff Departments, Fire Departments and Town Maintenance Departments must be aware of how to handle and report all emergencies associate with the gas distribution system. The Iberville Parish Sheriff's Department and Fire Departments will be provided with a copy of Emergency Procedures. These procedures should be reviewed by all departments in order to become familiar with them prior to the need for the utilization of such procedures. When any of these groups are notified of an emergency situation, the department being notified is responsible for notifying the other departments affected. Should the emergency be of magnitude that outside assistance is required, a mutual assistance plan formulated by the appropriate governmental departments will be placed into effect. Iberville Parish Public Utility officials will be notified as soon as practical and actions required to mitigate the emergency will be explained. Gas Company officials will be provided with a copy of the Emergency Plan and a liaison will be maintained with between the Iberville Parish and other emergency response entities.

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PROMPT RESPONSE TO TYPES OF EMERGENCIES 192.615(a)(3)

The Iberville Parish Gas Department and others as deemed necessary will provide prompt response to each of the following emergencies.

In the event of a major gas leak, explosion or fire, the Iberville Parish General Manager, Fire Department and local law enforcement should be notified immediately. The law enforcement department personnel/officers should clear the area of all non-essential personnel such as pedestrians and bystanders and stop all vehicular traffic within the area. The law enforcement department should continue to be policed until the leak has been completely stopped and isolated and the explosive mixtures are no longer present in the atmosphere.

Gas Maintenance personnel shall be instructed to close appropriate gas line valves in order to isolate the leaking or blowing gas line. Once the isolated section of gas piping has bled down and gas is no longer escaping, repairs to the affected section of gas piping should be made in accordance with Section 8, "Repairs of Gas Distribution System Leaks". Gas system customers affected by the disruption of service shall be notified and the gas service valve turned off below the gas meter. Once the affected section of gas piping has been repaired and the gas pressure has been restored to the system, only those customers who are in their residences or can be reached so that they can return home will have their service restored.

GAS DETECTED INSIDE A BUILDING/HOUSE/STRUCTURE 192.615(a)(3)(i)

LEAKS REPORTED INSIDE BUILDINGS

- Investigate and evaluate the premises immediately with Combustionable Gas Indicator (CGI) to determine concentration of gas and source of leak.
- Evacuate premises if necessary
- Do **NOT** turn on or off any electrical equipment including light switches.
- Do **NOT** ring doorbells or use telephone inside the house, building or structure.
- Do **NOT** light matches or cigarette, etc.
- Shut off gas service valve if necessary
- Ventilate building if necessary
- If necessary, notify fire and police departments
- Cordon off area by blocking off street as necessary
- Notify gas Utility Manager or other responsible persons.
- Bar test for gas leak next to building or house foundation.
- Check neighboring buildings for indication of gas.
- Implement check list for major emergency if necessary
- Repair leak
- Once leak has been repaired and all gas has been vented from building allow occupants to return to building or house.

IBERVILLE PARISH EMERGENCY PLAN

FIRE LOCATED NEAR OR DIRECTLY INVOLVING A PIPELINE (192.615)(a)(3)(ii)

Should a fire occur near a pipeline facility such as the Main Line, Service Line, Purchase Point or Metering Station or District Regulator Station the following actions are to be implemented.

- a) Dispatch appropriate emergency personnel.
- b) Remain in contact with fire and police departments.
- c) Consult maps for key valves or other valves that may be used to isolate system.
- d) Have personnel standing by to isolate system.
- e) Have fire department ready to saturate area of endangered pipeline with water to prevent damage to integrity of pipeline.
- f) After fire has been extinguished and area is cleared, pipeline should be visually inspected for damage before restoration of service.
- g) Leak survey of area should also be done as soon as possible within limits of leak survey equipment.

FIRE NEAR OR DIRECTLY INVOLVING A PIPELINE (192.615)(a)(3)(iii)

Should an explosion occur near a pipeline facility such as the Purchase Point, Metering Station or District Regulator Station, the Main Line, Service Line or Customer Meter Set, the following actions are to be implemented.

- a) Dispatch appropriate emergency personnel.
- b) Remain in contact with fire and police departments.
- c) Consult maps for key valves or other valves that may be used to isolate system.
- d) Have fire department ready to saturate area of endangered pipeline with water to prevent damage to integrity of pipeline.
- e) After explosion/fire threat has been cleared by commanding authorities, a visual inspection of the pipeline should be done before restoration of service.
- f) Leak survey of area should also be done as soon as possible within limits of leak survey equipment.

NATURAL DISASTER (192.615) (a) (3) (iv)

Natural disasters include such events as floods, hurricanes, tornadoes, earthquakes, etc. In the event that a natural disaster is declared, actions may be required to shut down the gas distribution system. Should shut down of the gas distribution system be required, adherence to instructions titled **WORK PLAN FOR LOSS OF FAILURE OF GAS SUPPLY** is required as well as the below section titled "Interruption of Gas Supply".

- a) Remain in contact with civil defense, police, and fire departments.
- b) Keep emergency response personnel on standby.
- c) Dispatch if necessary, to handle emergencies on a priority basis (protect life then property).
- d) After conditions are safe for employees, enter area to re pair damages.

**IBERVILLE PARISH
EMERGENCY PLAN**

EQUIPMENT, INSTRUMENTS, TOOLS & MATERIALS 192.615(a)(4)

The Utility Manager for Iberville Parish Public Utilities is responsible for adequacy, availability and condition of equipment required in the event of an emergency. The location of this equipment necessary to meet emergency conditions such as valve keys, maps, records, shutoff tools, backhoe, trenching machine, leak repair equipment and hand tools is in the Iberville Parish Public Utilities Maintenance Facility on Bayou Road in Plaquemine, La. Periodic checks of this equipment should be made to ensure continuous operability in the event of an emergency.

EQUIPMENT FOR CREWS

Each Turn-Off crew is to be equipped with the following:

1. 1 – Flashlight per man
2. 1 – Wrench per man
3. Orange Tags
4. Pencils
5. Emergency Work Booklets
6. Transportation (assigned)
7. Barrel Locks

Equipment for Turn-On Crews

All items as listed above plus:

1. Yellow Tags
2. 1 – Screwdriver per man
3. Supply of matches per man or a striker
4. Barrel Lock Key
5. Emergency Work Booklets

IBERVILLE PARISH EMERGENCY PLAN

PROTECTION OF LIFE AND PROPERTY (192.615)(a)(5)

The Utility Manager for Iberville Parish is responsible for actions directed toward protecting people first and then property. Law enforcement and fire department crews on the site will accomplish this task with the assistance of the Iberville Parish Gas personnel.

First and foremost, the Iberville Parish will take the necessary actions to make safe actual or potential hazard to life or property and to protect the lives of its residents and customers. This starts at the time a leak call comes in to the office or dispatcher. All personnel employed by the Iberville Parish have been trained and qualified to MEA Modules 101, Characteristics of Natural Gas and 102, Potential Ignition Sources: Indoor and Outdoor and have been trained to provide important information to the public when receiving leak calls. This training includes the following as a minimum:

ANY LEAK REPORTED INSIDE OF A HOUSE, BUILDING OR STRUCTURE (ENCLOSED AREA) RECEIVES TOP PRIORITY.

1. Once all information is obtained from the reporting source and determined that a hazardous leak exists inside a building, **INFORM** the caller/customer of the following information:
 - Do **NOT** turn on or off any electrical equipment including light switches.
 - Do **NOT** ring doorbells or use telephone inside the house, building or structure.
 - Do **NOT** light matches or cigarette, etc.
 - Extinguish all open flames
 - Ventilate house, building or structure by opening windows and doors.
 - Turn off gas supply if possible.
 - Evacuate house, building or structure and proceed to safe place.
 - Remember; Do **NOT** start automobile or any engine.
2. Dispatch necessary personnel to the location of the reported leak.
3. Duties of the first gas department employee on the scene:
 - Take all corrective actions necessary to protect life and property from danger
 - Set up communication
 - Coordinate operations until relieved of duty by supervision
 - Make appropriate decisions concerning emergency valves, isolation of areas and the use of emergency equipment
 - Implement the checklist for a major emergency.

EMERGENCY SHUT DOWN AND PRESSURE REDUCTION (192.615) (a) (6)

In emergency situations it may become necessary to shut down or reduce the gas pressure in any section of the Gas Distribution System to minimize potential hazards to life or property. Iberville Parish has identified key valves and pressure reduction devices and their locations within the gas distribution system to accomplish this task. These valves and pressure limiting devices are identified in Section 8.9 of this Operation & Maintenance Manual. See "Interruption of Gas Supply" for proper procedures. The most important pressure limiting devices are identified in Section 8.10 of this Operating & Maintenance Manual.

IBERVILLE PARISH EMERGENCY PLAN

INTERRUPTION OF GAS SUPPLY

An interruption of a gas supply line or service line may be the result of the following:

1. Water freezing in the regulator orifice
2. Gas line rupture or break
3. Sabotage
4. Gas cut off by supplier

In the unlikely event that this should happen, the following steps should be taken:

1. Call supplier (transmission company or natural gas supplier company)
2. Locate gas leak and inform supplier of the location of the leak if possible
3. Close appropriate valve in the utility system
4. Implement checklist
5. Depending on the severity of the interruption, it may be necessary to shut off all services and invoke procedure for relighting
6. All of the above should be quickly or simultaneously performed to avoid and possible danger to the public. Director of Operations will decide to divert gas or shutdown system
7. Implement Checklist for Interruption of Gas Supply as appropriate.

OVER PRESSURIZATION OF SYSTEM

Should over pressurization of the gas distribution system occur due to malfunction of regulating equipment or malfunction of pressure relief devices, the following actions are to be implemented.

- a) Dispatch appropriate emergency personnel.
- b) Take necessary actions, including but not limited to closing of gas supplies and a controlled release of gas under safe conditions to relieve over pressurization of the system.
- c) Make repairs to equipment (regulators, relief valves).
- d) Resume normal operations.

**IBERVILLE PARISH
EMERGENCY PLAN**

CHECKLIST FOR INTRUPTION OF GAS SUPPLY

1. ___ Has fire department been called?
2. ___ Have persons been evacuated and area blockaded?
3. ___ Has police department been notified?
4. ___ Has repair crew been notified?
5. ___ Has company call list been executed?
6. ___ Has communication been established?
7. ___ Has outside help been requested?
8. ___ Have ambulances been called?
9. ___ Has leak been shut off or brought under control?
10. ___ Has civil defense been notified?
11. ___ Have emergency valves or proper valves to shut down or reroute gas been identified and located?
12. ___ If an area has been cut off from a supply of gas, has the individual service of each customer been cut off?
13. ___ Is the situation under control and has the possibility of recurrence been eliminated?
14. ___ Has surrounding area, including buildings adjacent to and across streets, been probed for the possibility of further leakage?
15. ___ Has proper tag been put on meter?
16. ___ Has telephonic report to the state been made?
17. ___ Has telephonic report to DOT/RSPA been made?
18. ___ Have radio stations been given instructions (if necessary)?

Date: _____ Signed By: _____

**IBERVILLE PARISH
EMERGENCY PLAN**

SPECIAL GAS DEPARTMENT INFORMATION

A complete set of Gas Distribution System Maps are maintained at:

- A. Iberville Parish Utility Department on Bayou Road

The interruptible, large-volume Industrial and Commercial customers are:

- | | | |
|----|------------------------------------|----------|
| A. | Hunts Prison Maintenance | 319-4392 |
| B. | La. Correctional Inst. Maintenance | 319-2352 |
| C. | LSU Experimental Center | 642-8150 |
| | P.O. Box 34 | |
| | St. Gabriel, La. 70776 | |

If possible, advance notice shall be given to Industrial customers before turning them off. In cases of extreme emergency, where no advance notice is possible, these customers shall be called at once and advised of the situation.

| | | |
|-------------------------------|----------|----------|
| Iberville Parish School Board | 687-4341 | |
| Crescent School | 659-2437 | |
| East Iberville | 642-0032 | |
| North Iberville | 625-2523 | |
| Geo Heat Exchange | 642-8900 | |
| Brentag | 642-8428 | |
| Entergy | 642-3679 | |
| Service Transport | 319-9000 | 319-2165 |
| Suttles | 642-8771 | |
| Highway 30 Truck Stop | 642-8226 | |
| Evans | 642-2577 | |
| Chemical Leaman | 642-8759 | |
| Tiger Truck Stop | 648-2312 | |
| Dupont's Nursery | 659-2822 | |
| Robbie Dupont | 687-2530 | |

GAS USERS TO BE GIVEN PREFERENTIAL SERVICE

| | |
|---|----------|
| East Iberville Elementary and High School St. Gabriel, La. | 642-5410 |
| North Iberville Elementary and High School Rosedale, La. | 625-2522 |
| Crescent Elementary and High School Plaquemine, La. | 659-2437 |

AVAILABLE HELP FROM OTHER MUNICIPAL GAS DEPARTMENTS

| | |
|---------------------------------------|----------|
| City of Plaquemine – Gas Department | 678-2036 |
| Town of White Castle – Gas Department | 545-3012 |
| Town of Maringouin – Gas Department | 625-2630 |

IBERVILLE PARISH EMERGENCY PLAN

MAKE SAFE ACTUAL OR POTENTIAL HAZARD TO LIFE AND PROPERTY 192.615(a)(7)

Iberville Parish will make safe any actual or potential hazard to the lives of its customers and those living adjacent to its pipeline facilities. This will be the first action taken and once this has been accomplished, Iberville Parish maintenance personnel will provide every means necessary to protect the property of the general public.

Gas maintenance personnel shall be instructed to close appropriate gas line valves in order to isolate the leaking or blowing gas line. Once the isolated section of gas piping has bled down and gas is no longer escaping, repairs to the affected section of gas piping should be made in accordance with Section 8, "Repairs of Gas Distribution System Leaks". Gas system customers affected by the disruption of service shall be notified and the gas service valve shall be turned off and locked below the gas meter. Once the affected section of gas piping has been repaired and the gas pressure has been restored to the system, only those customers who are in their residences or can be reached so that they can return home will have their service restored.

Iberville Parish gas service customers and other residents living near the gas distribution system shall be informed through official publications, such as information contained on billing cards that gas leaks and other activity which could cause gas leaks are potential safety hazards and could constitute an emergency. Instructions should be provided in this official publication to contact the Utility Manager of Iberville Parish gas distribution system immediately upon recognizing an emergency. Anyone providing notification of an emergency condition should provide information as to where the emergency situation is located and the severity of the emergency.

NOTIFICATION OF APPROPRIATE PUBLIC OFFICIALS (192.615(a)(8))

Once the notification of public officials such as the Police and Fire Departments have been notified and arrive on the scene it is important to coordinate and plan the actual response with those officials. In most cases the Fire Department assumes command of the scene however since the gas maintenance personnel are most familiar with the gas distribution system there must be close communication between all agencies on the scene. A logbook for documenting activities and individuals involved in the process of mitigating the consequences of an emergency is often very helpful after the situation has been corrected to provide accurate information to the National Response Center for completing the Incident Report.

**IBERVILLE PARISH
EMERGENCY PLAN**

RESTORATION OF GAS SERVICE AFTER OUTAGE (192.615)(a)(9)

Should the supply of gas be cut off to any area of the gas distribution system, gas should **NOT** be restored to the affected area until the all individual services to each customer has been turned off and locked out at the service valve. Allowing service to be restored to a section of gas distribution system piping without turning off individual services may result in unsafe conditions. In-effective safety devices on appliances may allow gas to escape through the appliance.

House to house investigation by gas department personnel to turn off and lock out the gas service valve is mandatory. The individual service of each customer meter must be turned off, either at the meter or at the service valve. Gas Company personnel shall attach the tear off portion of the emergency work booklet on the affected gas meter. The address and meter number shall be recorded in the emergency work booklet and returned to the office. When restoring service to any affected area, all gas distribution system piping and meters must be purged of air and appliances relighted. Never turn on gas at the meter unless you have access to all appliances on the customer piping. In the event the customer is not at home, the service must be left off and a card or note must be left in a conspicuous location requesting the customer to call the gas company to arrange for restoration of service. On the following page are pictorials of the Emergency Work Booklet, Warning Tag and Danger Tag.

**IBERVILLE PARISH
EMERGENCY PLAN**

Iberville Parish Natural Gas
504-687-5152

| | |
|----------------------------------|------------|
| TURNED OFF _____ | Date _____ |
| UNABLE TO TURN OFF _____ | Date _____ |
| WORKER'S INITIALS _____ | |
| TURNED ON _____ | Date _____ |
| DID NOT TURN ON BECAUSE _____ | Date _____ |
| UNABLE TO ENTER TO RELIGHT _____ | Date _____ |
| APPLIANCES _____ | Date _____ |
| WORKER'S INITIALS _____ | |

DANGER

DO NOT TAMPER WITH OR
TURN ON THIS METER

THIS METER IS SHUT OFF
DUE TO EXTREME

EMERGENCY

DANGER

Due to an emergency which has caused a failure of gas supply, an employee of Iberville Parish Utility Department came here to shut off your gas.

Gas has been restored to the main lines, but your meter could not be turned on because no one was home. **DO NOT ATTEMPT TO TURN GAS ON OR USE ANY GAS APPLIANCE.**

Call us at 687-5152 when our employee can enter your residence to reinstate your service. We will light your pilot lights if necessary.

**IBERVILLE PARISH UTILITY DEPT.
(225) 687-5152**

WARNING

Due to an emergency which has caused a failure of gas supply, an employee of Iberville Parish Utility Department came here to shut off your gas. Your meter has been turned off and locked, see that all appliances are shut off. **DO NOT ATTEMPT TO TURN YOUR GAS BACK ON.** An employee of the Utility Dept. will come to reinstate your service. We will light your pilot lights if necessary.

WARNING

IBERVILLE PARISH EMERGENCY PLAN

Additionally, the Iberville Parish gas department personnel may use either red or yellow lock out tags on the gas meters when turned off. These lockout tags indicate a problem with either the customer house line or the customer is delinquent in payment of gas bills. A red lockout tag is placed on the gas service valve with the barrel lock on customer meters that have been turned off and have failed the pressure test. This is an indication of a leak in the customer house line. The yellow lockout tag is placed on the gas service valve with the barrel lock on customer meters that have been turned off as a result of non-payment.

CUSTOMER "TURN ON" PROCEDURE

1. Customer should be home at time of turn on and must verify that all pipes and appliances have valves installed and that they are in the off position.
2. If gas valve has a red seal installed, which indicates a leak on the customer's service line, customer must be notified of leak and leak must be repaired. If gas valve has a yellow seal installed, which indicates meter was turned off for non-payment, serviceman should contact office to check status of that location.
3. An acceptable natural gas pressure test must be done. If test is found to be unacceptable, meter cannot be turned on.
4. Turn gas valve meter installation on very slowly.
5. Do soap test for leaks on meter installation.
6. Serviceman must then witness the customer light all pilot lights on appliances.
7. After pilot lights have been lit, the customer must sign a form provided by the serviceman saying that the pilot lights were lit.
8. Serviceman must then record information off of meter, (meter number, beginning reading) record results of pressure test on appropriate form, and turn information into office.

INVESTIGATING ACCIDENTS AND FAILURES AFTER EMERGENCY 192.615(a)(10)

Iberville Parish will conduct an investigation of the incident, accident or emergency once the emergency is declared over and gas has been restored to its customers. This investigation will be conducted in accordance with Pipeline Safety Regulation §192.617 and the procedure in Section 7.12, "Investigation of Accidents and Failures" located in the O&M Manual and must review employee activities to determine whether the procedures were effective and were those procedures followed. The National Response Center will be contacted at (800) 424-8802 as soon as practical but no later than as soon as an emergency is under control if the emergency event included fire, explosion, serious injury or death. Information such as the date, time, location, and extent of injuries and/or property damage will be provided in the notification. Within three working days, a full written report detailing the event and known facts pertaining to the event will also be submitted.

IBERVILLE PARISH EMERGENCY PLAN

DISTRIBUTION OF EMERGENCY PLAN TO PERSONNEL (192.615(b)(1))

Notification of such emergencies cannot be predetermined, so the Iberville Parish local Fire Department and other public officials must be aware of how to handle and report all emergencies associate with the gas distribution system. One copy each of the Emergency Procedures will be provided to the Parish President, local law enforcement department and to the local fire department. All departments will review these procedures in order to become familiar with them prior to the need for the utilization of such procedures. When any of these groups are notified of an emergency situation, the department being notified is responsible for notifying the other departments affected. Should the emergency be of magnitude that outside assistance is required, a mutual assistance plan formulated by the appropriate governmental departments will be placed into effect. Mutual assistance partners are identified in the Iberville Parish Operator Qualification Program Manual. The Iberville Parish officials will be notified as soon as practical and actions required to mitigate the emergency will be discussed and determined.

TRAINING OF APPROPRIATE EMPLOYEES FOR EMERGENCIES 192.615(b)(2)

Maintenance personnel will be trained to the requirements of the Emergency Plan. This training may be accomplished by meeting with Council Members, Gas Maintenance personnel, City Police and Fire Department personnel and emergency medical personnel. Additionally, all emergency response entities should be provided a copy of the emergency plan and those designated personnel trained to respond to such emergency situations associated with the Iberville Parish Gas Pipeline Facilities. All training to this Emergency Plan will be documented on an attendance list identifying the title of the training, date of training, personnel in attendance and name of instructor. After any emergency situation has been concluded and activities return to normal, the emergency activities are to be reviewed to determine the effectiveness of the actions taken during the emergency.

EFFECTIVENESS OF PROCEDURES AFTER EMERGENCY 192.615(b)(3)

After the emergency has been declared over and the investigation in accordance with 192.617 is either in progress or has been completed, the emergency procedures and the activities required by the emergency procedures will be reviewed to determine effectiveness. The effectiveness review should include feedback from all persons involved in the mitigation of the emergency including gas maintenance personnel, law enforcement personnel, fire department personnel, management of all organizations and selected public officials. Any improvements to procedures associated with the emergency plan will be revised to include those enhancements.

IBERVILLE PARISH EMERGENCY PLAN

ESTABLISH AND MAINTAIN LIAISON 192.615(c)

The Utility Manager or designee for the Iberville Parish shall establish and maintain liaison with appropriate fire, police and other public officials to learn the responsibility and resources of each government organization that may respond to a gas pipeline emergency. The lines of communication should also include acquainting public officials and fire and police department with the Utility Manager ability to respond to gas pipeline emergencies, identify the types of gas pipeline emergencies the Utility Manager will notify officials and plan mutual assistance between personnel from the gas department fire, police and departments and public officials. Departmental responsibilities should be developed prior to emergencies so that all personnel involved will be familiar with their responsibilities during emergency situations associated with pipeline facilities.

