DOMINION ENERGY TRANSMISSION INC., EMERGENCY PLAN TEMPLATE

TABLE OF CONTENTS

Incoming Emergency Call Form
(Use Back of form for additional information if necessary)

DETERMINE IF THE CALLER IS SAFE
Encourage the caller to be calm…in order to get correct information. Ask the caller, "**Are you in a hazardous (e.g. natural gas, propane, butane etc.) filled atmosphere?**" If YES, calmly tell the caller…"without hanging up, and without turning lights (or anything) off or on, set the phone down, immediately move self and others to a safe location (outside) and then call back from a safe location." **Ask if anyone is in danger, injured or in need of rescue?** Yes No Unknown **Ask if 911 or other Emergency Service has been called?** Yes No Unknown
What is the nature of the natural gas, propane, iso-butane, butane or gasoline Emergency?

Odor	Fire	Leak	Explosion	Oil or Material Spill	Other

Location of the Emergency? (Get landmarks or mileage and direction to nearest city or town)		
Inside a Home or Business	Road(s)	Well
Public Gathering Place	Railroads	Compressor Station
Near a Home or Business	Rivers	Other facility
Within 220 Yards Of A Dwelling	Pipeline	

Name of Caller: **Location of Caller:**
Phone Number at Caller's location:
Address of the Emergency: (Include state and county)
Time the Emergency occurred? ____: ____ AM / PM Unknown
Are any Emergency personnel on site now? (Fire, Police or EMS) or Dominion Personnel
Other information from Caller:
What, if any, is the physical extent of damage to Company and non Company property (estimating dollar value of damage where possible):

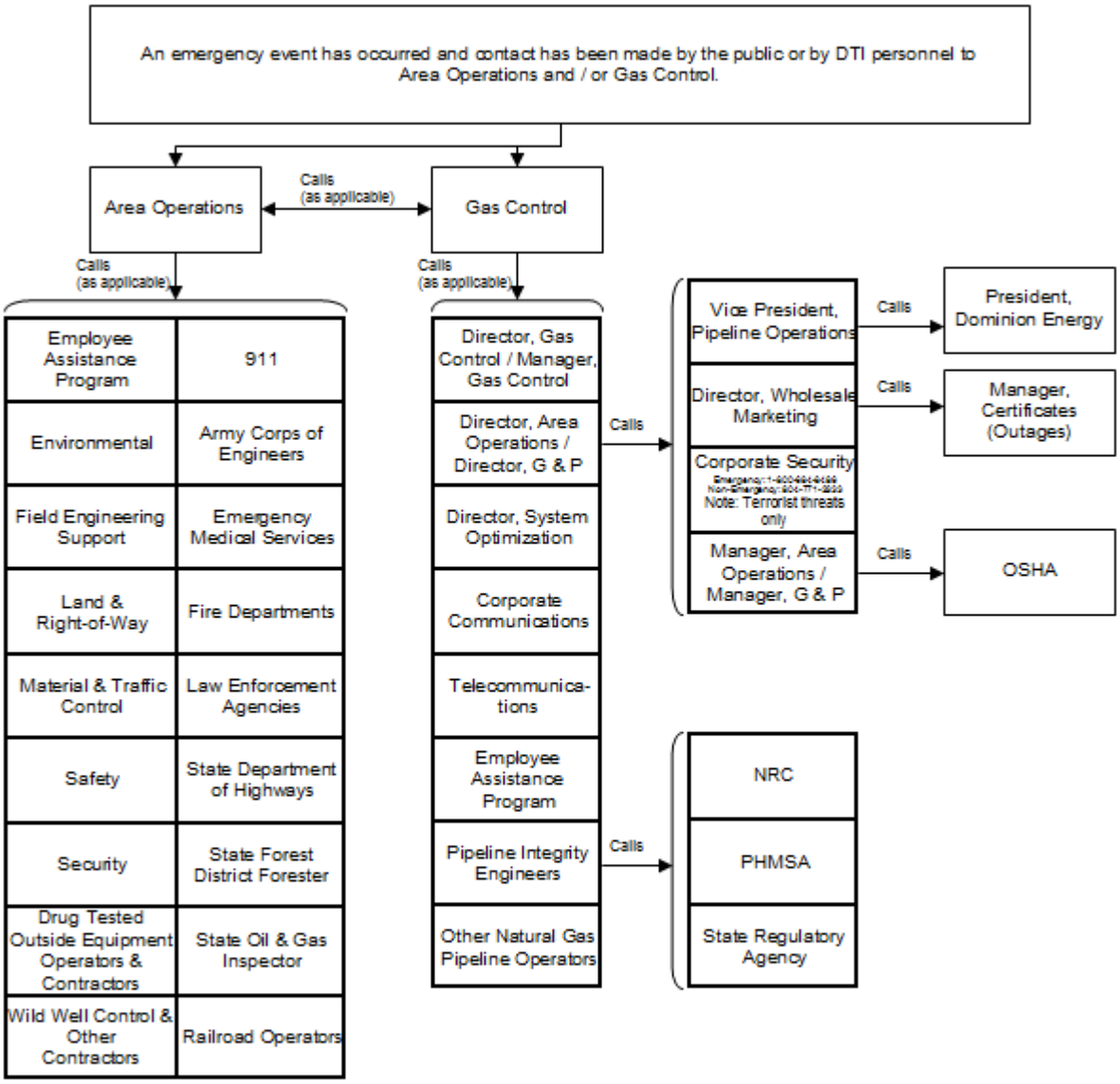
Persons Notified **Name**	**Date**	**Time**
Operations Supervisor		
Director, Area Transmission Operations		
Manager, Gas Control		
Director, Gas Control		
DETI Pipeline Integrity Department		
Manager, Media/Community Relations		

Name of Dominion Person Receiving Call:	**Work Location**	**Date Call Received**	**Time Call Received**

Flowchart of Company Phone Contacts

EMERGENCY PHONE CALL NOTIFICATION FLOWCHART

Note: Contact with some or all of the following internal DTI departments and external agencies may be necessary. See Site Specific Emergency Plan for any deviations from the flowchart.



IN THE EVENT OF AN EMERGENCY, COMMUNICATION BETWEEN INTERNAL DTI DEPARTMENTS MAY NOT PROCEED EXACTLY AS DISPLAYED IN THE FLOWCHART. THE FLOWCHART DISPLAYS INTERNAL DTI DEPARTMENTS THAT MAY BE CONTACTED IN THE EVENT OF AN EMERGENCY.

ALL CONTRACTORS PERFORMING WORK FOR DTI MUST BE "QUALIFIED" AND APPROVED TO WORK ON DTI PIPELINES AND FACILITIES. PLEASE CHECK WITH THE DTI TECHNICAL TRAINING SECTION BEFORE WORK IS PERFORMED BY A CONTRACTOR ON DTI PIPELINES AND FACILITIES.

Site Specific Phone Contacts

(Site specific contact numbers can be found within the DETI Site Specific Emergency Plan database. The table below is for contact numbers you may want to enter in this booklet for your personal information.)

CONTACT	PHONE NUMBER
DETI Gas Control	Toll Free: 1-888-264-8240 Senior Controller: 1-681-842-3072 Tie Line: 8-640-3072 Controller: 1-681-842-3073 Tie Line: 8-640-3073
Manager, Pipeline Integrity Pipeline Integrity Engineers	
External Emergency	External Emergency
Other Natural Gas Pipeline Operators	Other Natural Gas Pipeline Operators
Drug Tested Outside Equipment Operators & Contractors	Local (County) Emergency Response Coordinator
Army Corps of Engineers	
Employee Assistance Program (EAP)	
Material & Traffic Control	
Fire Departments	
Law Enforcement Agencies	
Emergency Medical Services	
State Department of Highways	
Railroad Operators	
Field Engineering Support	
Environmental	
Land & Right-of-Way	

Site Specific Evacuation Rendezvous Point

(INSERT SITE SPECIFIC INFORMATION HERE)

This information identifies the area of safety to which personnel can evacuate and at which time the whereabouts and physical condition of all persons involved in an event can be determined. This common site that is easily accessible should also be a safe distance away from danger.

Bomb Threat and Arson Call Checklist

Name, address, phone no. of employee receiving call: _____

Compressor Station or Operations Area Name: _____

Date of call: __/__/____ Method of report (if other than phone): _____

Time of report : ____:____ AM ☐ PM ☐ Phone number where call was received: _____

Specific questions to ask the caller:

- When is the bomb going to explode? _____
- Which building contains the bomb? _____
- Where is the bomb at this moment? _____
- What does the bomb look like? _____
- What kind of bomb is it? _____
- What will activate the bomb? _____
- Are you the sole bomber? _____
- What are you trying to accomplish? _____
- What is your name? _____
- What is your phone number? _____
- What is your address? _____

When appropriate, inform the caller that many innocent lives will be lost!

Document exact wording used by caller: (use reverse if necessary)

_____

_____

Assess caller's voice: Place (x) in description box(es)

Angry ☐	Crying ☐	Drawl ☐	Lisp ☐	Ragged ☐	Slurred ☐
Breathy ☐	Deep ☐	Excited ☐	Loud ☐	Rapid ☐	Soft ☐
Calm ☐	Disguised ☐	Familiar ☐	Nasal ☐	Raspy ☐	Stutter ☐
Cracking ☐	Distinct ☐	Laughing ☐	Normal ☐	Slow ☐	Whispered ☐

Sex of caller: M ☐ **F** ☐ **Accent:** _____ **Age:** _____ **Length of call:** _____

Give an account any background noises: (Place an (x) in appropriate box(es)

Animal noises ☐	Local call ☐	Clear ☐	House noises ☐	Laughter ☐
Phone booth ☐	Long distance ☐	Motor ☐	Music ☐	Office machinery ☐
PA system ☐	Static ☐	Street noises ☐	Voices ☐	Other ☐

Describe language used in threat: (Place an (x) in appropriate box(es)

Educated ☐	Irrational ☐	Taped ☐
Foul ☐	Incoherent ☐	Rehearsed ☐

DEFINITIONS

Abnormal operations (those conditions that are "markedly irregular") that may become an emergency include:

- the failure of a natural gas or hazardous liquid pipeline component
- an unintended release of a significant amount of commodity or substance
- an unintended operation of a safety device in a populated area
- a fire or explosion directly involving or within 150 feet of Company facilities
  (
- damage to our facilities by third parties
- loss of key communications
- loss of supply affecting service to customers
- situations resulting in serious personal injury
- situations resulting in property damage
- for hazardous liquid pipelines, operating design limits exceeded
- for hazardous liquid pipelines, unintended closure of valves

An **alarm** is a signal that alerts personnel of a hazard or emergency. Audible alarms include air horn, bells, electric horn, intercom system, two-way radio, verbal, etc. Visual alarms include strobe light, flash light, human signals (arm waving), etc.

An **annual review** of Site Specific Emergency Plans shall be conducted at least once each calendar year by Operations Supervisors who are responsible for emergency action. This annual review (12 month) period shall not exceed 15 months from the established annual review date. The review process can involve discussion or other methods of presentation at safety or other meetings and should occur when a practice or equipment is modified. Site Specific Emergency Plan information must be updated by the Supervisor, as known changes occur. Written documentation, which indicates that a review has occurred, is maintained through the existing Inspection Monitoring System (IMS).

The **"Company" or "Dominion Energy Transmission, Inc."** refers specifically to Dominion Energy Transmission, Inc.

Civil Disturbances & Terrorist Threats may include: protests, riots, bomb threats or terrorist acts.

An **emergency** is a condition or event calling for immediate action. It may be necessary to employ extraordinary procedures, equipment, personnel or material to protect people, the environment or property from potentially hazardous conditions. Proper response procedures by Company personnel are outlined in this Emergency Plan, which includes additional Site Specific information at field locations of DETI operations.

The **Emergency Call List or "On Call List"** is a current Emergency Call List that is maintained at each operating location. It contains the names of supervisors who are called or paged by Gas Control for after hours, emergency and weekend duty assignments.

The **Emergency Command Center:** is established on site by the ranking employee who is sent to assess the situation. From this center, contact should be established with the Gas Control Dispatcher to relay information. This center may initially be the employee's radio equipped vehicle. If needed, this center may later be relocated or become a fixed structure near the site of the emergency.

The **Evacuation Rendezvous Point** is the designated site where employees will meet, after an emergency, to verify that all employees are safe. This point will normally be on the access route to the pipeline, well location or other Company facility at a safe distance from the site of the emergency.

A **Failure of Normal Facility Operations** may involve the reporting of odor of natural gas, propane, gasoline, etc. The immediate response to the odor may be the vital first step that prevents an abnormal operating condition from becoming an emergency.

Gas Control Emergency Headquarters or "Backup Center", is located at DETI; Transmission and Storage; Southern Area Headquarters in Weston, West Virginia. Should it become necessary to relocate Gas Control, this location would be designated as Gas Control Emergency Headquarters.

Gas Operations (also referred to as) **"Gas Control"** is the group of personnel responsible for maintaining natural gas deliverability throughout the natural gas system. Located in the Bridgeport White Oaks Office Building, they are also responsible for notifying Company personnel who direct action and resources during the emergency (see FLOW CHART OF COMPANY PHONE CONTACTS FORM). This group functions as the Remote Communication and Operations Center and is responsible for the final decisions concerning valve operation.

Hastings Extraction Plant (also referred to as) **"HEP"** is the group of personnel responsible for maintaining propane deliverability throughout the propane system. They are also responsible for operating Gasoline Pipeline and other product or liquid lines. Located in Pine Grove, WV, they are also responsible for notifying Company personnel who direct action and resources during the emergency.

Hazardous Liquid – Petroleum, petroleum products, or anhydrous ammonia. For DETI, hazardous liquid transported by pipeline includes propane, iso-butane, n-butane, natural gasoline and mixtures of these.

HVL (Highly Volatile Liquid) - A hazardous liquid which will form a vapor cloud when released to the atmosphere and which has a vapor pressure exceeding 276 kPa (40 psia) at 37.8 degrees Celsius (100 degrees Fahrenheit). Sections of this Combined Emergency Plan are intended for propane, iso-butane, n-butane and mixtures of these.

Iso-butane – A heavier-than-air flammable gaseous paraffin hydrocarbon found in crude petroleum and natural gas.

N-Butane – A heavier-than-air flammable gaseous paraffin hydrocarbon found in crude petroleum and natural gas.

Natural Gas – A mixture of gases, primarily methane, that is lighter than air. Sections of this Emergency Plan are intended for natural gas.

Natural Gasoline – A flammable liquid hydrocarbon with heavier-than-air vapors found in crude petroleum and natural gas.

Petroleum – Natural gasoline, natural gas liquids, and liquefied petroleum gas.

Propane – A heavier-than-air flammable gaseous paraffin hydrocarbon found in crude petroleum and natural gas.

Site Specific Emergency Response Plans shall be available to all operating personnel to assure organized readiness and may include:

- Personnel Phone Contact List (See **FLOW CHART OF COMPANY PHONE CONTACTS** and **TABLE OF SITE SPECIFIC PHONE CONTACTS**.)
- Incoming Call and Bomb Threat Forms
- **SITE SPECIFIC EVACUATION RENDEZVOUS POINT** information
- Additional information such as maps and directions to valve, pipeline, well and other strategic locations.

Site-Specific Emergency response procedures of local personnel are closely coordinated with total Company resources through Gas Control and Hastings Control Room communications. Effective emergency response relies on the working knowledge, experience and judgment of local area supervisors and operating personnel. The site-specific emergency plan provides for effective communication, operations and, if possible, maintains or promptly restores customer service. It identifies authority, responsibilities, systematic activities and communications required to meet minimum requirements of applicable regulations (D.O.T. Title 49 CFR: Part 192.605, .615 and .617; Part 195.402, and .403; and Title 29 CFR: 1910.38) and, at the discretion of the Company, may exceed minimum requirements.

OVERVIEW

The first priority of the Company is to protect human life. Company employees responding to an emergency shall, in every instance, be concerned first with employee, customer, or public safety and second with hazards to property, facilities and the environment. Gas Control should be in charge of controlling the flow of natural gas. The Hastings Extraction Plant Control Room is in charge of controlling the flow of propane transmission lines as well as operating the Gasoline Pipeline to Bens Run and other product or liquid lines between HEP and the Galmish Loading Facility. Every effort shall be made to meet the required product flows (e.g. natural gas, butane, or propane flows). Gas Control shall be notified before the operation of any natural gas pipeline valve that bears their control number. The Hastings Extraction Plant Control Room shall be notified before any changes occur involving the operation of any propane, n-butane, iso-butane, natural gasoline, or mixed liquid pipelines in their control.

This emergency plan specifies methods for receiving, notifying, identifying and properly responding to emergencies related to natural gas, propane, n-butane, iso-butane, and natural gasoline or mixtures of these products. Immediate Company response to an emergency will focus on the **control of natural gas and hazardous liquids** to minimize the hazards while maintaining an efficient and reliable pipeline system.

All DETI employees have the responsibility to report all unsafe conditions or abnormal operating conditions including a release or smell of natural gas, propane, n-butane, iso-butane, or natural gasoline, to their immediate supervisor/management so remedial actions can be conducted expeditiously.

Information received with the report of a natural gas odor (or butane/ propane/other product odor), fire, explosion or other possible emergency situation should be recorded on the **INCOMING EMERGENCY CALL - INFORMATION FORM** or the **BOMB THREAT FORM**.

Notification of Company personnel and Public Agencies is outlined in the **FLOW CHART OF COMPANY PHONE CONTACTS** and **TABLE OF SITE SPECIFIC PHONE CONTACTS** list. A Site Specific emergency may require assistance from local Law Enforcement, Fire Departments and other public agencies. Area supervision will maintain effective liaison with such organizations so that cooperative action may be implemented to cope with an emergency. Information exchange resulting from these liaisons will enable local governmental agencies and others to be aware of the capabilities, procedures and hazards of the Company Operations Unit.

An **"On-Call" (Weekend Duty) List of each operational area** is communicated to Gas Control to assure that sufficient supervisory coverage is provided for Company operations outside normal working hours. In order to initiate appropriate response to emergency situations these On-Call supervisors are always available by pager, radio and telephone outside regular working hours. Gas Control is provided with an updated list each week. The Gas Control dispatcher shall be contacted if a substitution is made. Revisions to address and telephone numbers shall be reported to Gas Control as they occur.

Investigation of a 911 report for an odor of natural gas (or butane/propane/other product odor), fire or explosion is often conducted by Fire Department personnel. As these first responders advance, they simultaneously assess the level of danger by monitoring for the presence of the LEL (Lower Explosive Limit) of the product released (natural gas, propane, n-butane, iso-butane, or natural gasoline), search for the leak source, eliminate sources of ignition and possibly begin evacuation of people from buildings. A Company representative (e.g. Operations Supervisor, Company designated representative or liaison) will remain with the senior fire officer to provide guidance and advice during an emergency. To assure the safety of others, company personnel will establish a safety perimeter. Company personnel will then coordinate with Emergency Response Teams and/or local authorities.

When an accident occurs, post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered

within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

In the event of an emergency, the following activities will occur:

- Gas Control, Hasting Control Room, or the local operating area personnel receive notice of events that require immediate response or notification to fire, police, or other appropriate public officials. Once received, these notices of events are reported to the local Field Operations management for immediate action. Field Operations management will assess the event, identify the appropriate action to take, classify the event, notify fire, police, or other appropriate public officials, and communicate the information to the appropriate personnel for corrective action.

- Field Operations management will assure a prompt and effective response to a notice of each type emergency, including fire or explosion occurring near or directly involving a pipeline facility, accidental release of hazardous liquid from a pipeline facility, operational failure causing a hazardous condition, and natural disaster affecting pipeline facilities. These responses are defined in detail in the Emergency Response Scenarios in this Plan.

- Field Operations management will ensure personnel are available as needed at the scene of an emergency, and they will work with Inventory Management to ensure equipment, instruments, tools, and material are available as needed at the scene of an emergency. Please refer to the Emergency Repairs Section of this Plan and the Site Specific Emergency Plans for more details.

- Field Operations management will take necessary action, such as emergency shutdown or pressure reduction, to minimize the volume of hazardous liquid that is released from any section of a pipeline system in the event of a failure. Please refer to the Emergency Response Scenarios in this Plan for more details.

- Field Operations management may utilize the controlled release of hazardous liquid at an accident scene to minimize the hazards, including possible intentional ignition in the cases of flammable highly volatile liquid. Please refer to the Emergency Response Scenarios in this Plan for more details.

- Field Operations management will take actions to minimize public exposure to injury and probability of accidental ignition by assisting with evacuation of residents and assisting with halting traffic on roads and railroads in the affected area, or taking other appropriate action. Please refer to the Emergency Response Scenarios in this Plan for more details.

- Field Operations management will notify fire, police, and other appropriate public officials of pipeline emergencies and coordinate with them preplanned and actual responses during an emergency, including additional precautions necessary for an emergency involving a pipeline system transporting a highly volatile liquid. Please refer to the Emergency Response Scenarios in this Plan for more details.

- In the case of failure of a pipeline system transporting a highly volatile liquid, Field Operations management will ensure the use of appropriate instruments to assess the extent and coverage of the vapor cloud and determine the hazardous areas. Please refer to the Emergency Response Scenarios of this Plan for more details.

- Pipeline Integrity and Operations will coordinate investigations related to employee activities to determine whether the procedures were followed during each emergency, will provide a post accident review of employee activities to determine whether the procedures were effective in each emergency, and ensure corrective actions are taken where deficiencies are found.

- In the event of a natural disaster, the applicable resulting emergency (leak, fire, explosion etc.) scenario will be followed.

Scenario 1:
Leak – Natural Gas or Hazardous Liquid – Building

If Company personnel arrive first to investigate a residence, the primary concern is for the safety of employees and people who may be inside.

Evacuation of residents from a building should be the first consideration in every situation when natural gas or hazardous liquid leakage is suspected; either inside or outside a building.

One of the most important functions Company personnel perform is to **shut off the supply of natural gas or hazardous liquid** by closing valves. Escaping hazardous liquids present both "no-fire" and "fire" emergency situations. As hazardous liquid escapes from a pipeline failure, it will tend to spread along the ground (heavier than air) accompanied by the visible fog of condensed water vapor. Ignitable mixtures extend beyond the visible area. Such escape can be controlled by water spray. In some instances, intentional ignition of hazardous liquid vapor clouds must be conducted (See Scenario #14).

As personnel proceed in the investigation and evacuation process, **if an ignition source is encountered, it is advisable to extinguish it immediately.**

Because of the **potential for an explosion**, it is extremely dangerous for anyone to remain or reenter a structure solely to **extinguish sources of ignition**.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event.

- Ensure the portable, handheld combustible gas detection instrument has been calibrated with the appropriate source gas, for the intended application.
- Approach the area with caution.
- Test the atmosphere using a portable handheld combustible gas detection instrument. Verify that combustible gas levels are below the lower explosion limits (LEL) downwind of sources of potential flammable concentrations of product prior to operating vehicles or introducing any other ignition source in the vicinity of the failure.
- Determine the source of the leak and the severity.
- Depending on the location of the leak and associated risk, emergency response personnel could be summoned to assist with traffic control, contacting homes or businesses, to relay pertinent information and other tasks as deemed necessary.
- Information regarding the product release will be relayed to the emergency response personnel as soon as practical.
- Depending on the circumstances, the Operations Supervisor may involve Government Affairs / Public Relations to contact other appropriate officials such as the local or state Fire Marshall, EMS Director, State Police, local Sheriff and others as they see fit.
- Supervisors are responsible for communications involving the use of the **FLOW CHART OF COMPANY PHONE CONTACTS** and the **TABLE OF SITE SPECIFIC PHONE CONTACTS** to make the appropriate notifications (Refer to Forms Section).
- All required Lockout-Tagout procedures will be implemented.

When natural gas or hazardous liquid is escaping and constitutes an emergency, the following guidelines should be followed:

- Initiate the rescue of anyone in danger.
- Organize Emergency Command Center.
- Evacuate nonessential personnel from the area. **Be alert for vapor clouds.**
- The extent and coverage of any hazardous liquid vapor cloud will be determined first by visual inspection and second by using a portable, handheld combustible gas detection instrument.
- Establish a method to monitor wind direction.
- A decision should be made as to whether intentional ignition should occur, with careful consideration given to the extent of migration, terrain, direction of prevailing winds, and proximity to possible sources of ignition such as may be found at highways, railroads, or in residences. If intentional ignition is performed, **Scenario 14** should also be followed.
- Do not extinguish any fire until the remaining hazardous liquid leak can be controlled.
- If necessary, coordinate the efforts of fire fighters, police, and emergency services personnel.

Scenario 1:
Leak – Natural Gas or Hazardous Liquid – Building
(CONTINUED)

- If necessary, meet fire fighters at a designated location and direct them to the event. The designated person will brief the fire officers on the emergency, its seriousness, and action currently being taken by company employees and offer assistance. If conditions so dictate, ask police to evacuate the area of spectators and other unauthorized persons. Questions by law enforcement agencies, media, etc., must be directed to Operating Area Personnel designated to answer questions.
- Move fire extinguishers into an area near the event area so that they will be readily available. **Do not extinguish a hazardous liquid fire unless the remaining hazardous liquid leak can be controlled.**
- If water is available and it is possible to do so, use water spray to disperse or control the migration of vapors. **NOTE: Contact between water and pooled liquefied gases should be avoided to prevent increased vaporization, unless the vapor can be controlled.**
- Monitor the extent of any vapor migration, if practical, using combustible gas indicators.
- Secure/isolate the facility, as needed.
- Isolate the section of pipe discharging product to eliminate flow and minimize product loss. Lock out and tag out the gates.
- Attempt to safely shut down affected equipment.
- A restricted zone should be established around the area.
- Signs stating the restrictions should be posted at all entry points of such areas.
- Employees and the public should be informed of the safe boundaries of the zone.
- Divert unnecessary traffic from the area.
- Remove all potential sources of ignition.
- Do not start motor vehicles.
- Do not connect or disconnect electrical outlets or turn electrical switches on or off, except those designed for safe closure per the National Electrical Code.
- Eliminate all open flames.
- Smoking, flames, vehicles and non-explosion proof devices are prohibited.
- All electrical devices (e.g. artificial lights, fans, etc.) should be of an approved type.
- Shut off and lock out rectifier if not in hazardous atmosphere.
- Consideration should be given to the proper method of removing cathodic protection electrical current that may be present on the pipeline. This may include stray current from other sources such as mining operations and rectifiers of other companies.
- Welding will not be performed. Repairs must be accomplished by a method that will not ignite gas.
- Contact Environmental Services for notification of government agencies and proper clean-up procedures.

NOTE: The atmosphere should be tested for combustible gas prior to the initial entry into a pipeline failure excavation. Assure the atmosphere is not oxygen deficient if gas is detected in the excavation.

In some situations, if a natural gas fire is already burning, in order **to prevent the buildup of an explosive atmosphere**, (unless the fire poses a more serious hazard) **natural gas should be allowed to burn.**

When The Emergency Is Over:

- Secure the affected area.
- If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
- Notify Risk Management.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that a fire may ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.
- Survey the emergency site for injuries and damage.
- Report all injuries and property damage to supervisory personnel.
- If emergency repairs are required, notify the area office of the materials and equipment needed.

Restore Normal Operation

- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor pressure and flow rates until it is determined that the pipeline systems are back to normal operation.
- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor start-ups until the pipeline systems are considered to be operating under normal conditions.

- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline systems are considered to be operating under normal conditions, as determined by Gas Operations and/or the Hastings Extraction Plant Operations Supervisor.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

Scenario 2:
Leak – Natural Gas – Pipeline

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event.

- Ensure the portable, handheld combustible gas detection instrument has been calibrated for natural gas.
- Approach the area with caution.
- Test the atmosphere using a portable handheld combustible gas detection instrument. Verify that combustible gas levels are below the lower explosion limits (LEL) downwind of sources of potential flammable concentrations of natural gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to initial entry into the area of suspicion.
- Determine the source of natural gas leak and the severity.
- Depending on the location of the leak and associated risk, emergency response personnel could be summoned to assist with traffic control, contacting homes or businesses, to relay pertinent information and other tasks as deemed necessary.
- Information regarding the product release will be relayed to the emergency response personnel as soon as practical.
- Depending on the circumstances, the Area Supervisor may involve Government Affairs / Public Relations to contact other appropriate officials such as the local or state Fire Marshall, EMS Director, State Police, local Sheriff and others as they see fit.
- Supervisors are responsible for communications involving the use of the **FLOW CHART OF COMPANY PHONE CONTACTS** and the **TABLE OF SITE SPECIFIC PHONE CONTACTS** to make the appropriate notifications. (Refer to Forms Section).
- All required Lockout-Tagout procedures will be implemented.

Implement the appropriate immediate response:

- Initiate the rescue of anyone in danger.
- Organize Emergency Command Center.
- Evacuate nonessential personnel from the area.
- If necessary, coordinate the efforts of fire fighters, police, and emergency services personnel.
- If necessary, meet fire fighters at a designated location and direct them to the event. The designated person will brief the fire officers on the emergency, its seriousness, and action currently being taken by company employees and offer assistance. If conditions so dictate, ask police to evacuate the area of spectators and other unauthorized persons. Questions by law enforcement agencies, media, etc., must be directed to Operating Area Personnel designated to answer questions.
- Move fire extinguishers into an area near the event area so that they will be readily available should ignition occur.
- Secure/isolate the facility, as needed.
- Isolate the section of pipe discharging product to eliminate flow and minimize product loss. Lock out and tag out the gates.
- Attempt to safely shut down affected equipment.
- A restricted zone should be established around the area.
- Signs stating restrictions should be posted at all entry points of such areas.
- Employees and the public should be informed of the safe boundaries of the zone.
- Divert unnecessary traffic from the area.
- Remove all potential sources of ignition.
- Do not start motor vehicles.
- Do not connect or disconnect electrical outlets or turn electrical switches on or off, except those designed for safe closure per the National Electrical Code.
- Eliminate all open flames.
- Smoking, flames, vehicles and non-explosion proof devices are prohibited.
- All electrical devices (e.g. artificial lights, fans, etc.) should be of an approved type.
- Shut off and lock out rectifier if not in hazardous atmosphere.

Scenario 2:
Leak – Natural Gas – Pipeline
(CONTINUED)

- Consideration should be given to the proper method of removing cathodic protection electrical current that may be present on the pipeline. This may include stray current from other sources such as mining operations and rectifiers of other companies.
- Welding will not be performed. Repairs must be accomplished by a method that will not ignite gas.

NOTE: In some situations, if a natural gas fire is already burning, in order to prevent the buildup of an explosive atmosphere**, (unless the fire poses a more serious hazard)** natural gas should be allowed to burn.

When The Emergency Is Over:

- Secure the affected area.
- If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
- Notify Risk Management.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that a fire may ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.
- Survey the emergency site for injuries and damage.
- Report all injuries and property damage to supervisory personnel.
- If emergency repairs are required, notify the area office of the materials and equipment needed.

Restore Normal Operation

- Gas Operations and field personnel at the facility should monitor pressure and flow rates until it is determined the pipeline system is back to normal operation.
- Gas Operations and field personnel should monitor start-ups until the pipeline system is considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline system is considered to be operating under normal conditions, as determined by Gas Operations.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

Scenario 3:
Leak – Hazardous Liquid – Pipeline or Flange

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event (fire, explosion, and/or major hazardous liquid release). **Be alert for vapor clouds. If there is a fire, follow scenario 7.**

- Ensure the portable, handheld combustible gas detection instrument has been calibrated with the appropriate source gas, for the intended application.
- Approach the area with caution.
- Test the atmosphere using a portable handheld combustible gas detection instrument. Verify that combustible gas levels are below the lower explosion limits (LEL) downwind of sources of potential flammable concentrations of product prior to operating vehicles or introducing any other ignition source in the vicinity of the failure.
- Determine the source of the leak and the severity.
- Depending on the location of the leak and associated risk, emergency response personnel could be summoned to assist with traffic control, contacting homes or businesses, to relay pertinent information and other tasks as deemed necessary.
- Information regarding the product release will be relayed to the emergency response personnel as soon as practical.
- Depending on the circumstances, the Operations Supervisor may involve Government Affairs / Public Relations to contact other appropriate officials such as the local or state Fire Marshall, EMS Director, State Police, local Sheriff and others as they see fit.
- Supervisors are responsible for communications involving the use of the **FLOW CHART OF COMPANY PHONE CONTACTS** and the **TABLE OF SITE SPECIFIC PHONE CONTACTS** to make the appropriate notifications. (Refer to Forms Section).
- All required Lockout-Tagout procedures will be implemented.

For Propane Pipelines :
The propane pipelines utilize a computer modeled leak detection system. The software monitors and examines the pipeline flow data and will provide a “Leak Size” and a “Leak Distance” (distance is measured from the Hastings Extraction Plant to the leak) which will be displayed on the Human to Machine Interface (HMI) when statistical analysis indicates the existence of a leak on the pipeline. When a leak is detected the pipeline should be shutdown until the leak can be found and repaired. The shift supervisor should be notified immediately so response actions can be started.

- DETI If the location of the discharge is unknown, the Operations Supervisor should then send three DETI employees out to check the status of each line break operator and any areas along the length of the pipeline that may have experienced recent encroachment reports, new construction site, recent slips, etc. In the Hastings Area, one DETI employee will begin at Lower Run and continue driving northward. One DETI employee will begin at Monongahela River to the north and work south. An additional DETI employee will begin at Nettle Hill and work north. If a closed line break controller is encountered, one of the three DETI employees involved will immediately notify the Operations Supervisor on call. **Be alert for vapor clouds.**

For the Hazardous Liquids Pipelines, between Hastings Extraction Plant and Galmish Loading Facility, Iso-butane Pipeline, N-Butane Pipeline, Propane Pipeline, Mixed Liquid Pipeline, and Natural Gasoline Pipeline:

The Natural Gasoline pipeline utilizes a computer modeled leak detection system. The software monitors and examines the pipeline flow data and will provide a “Leak Size” and a “Leak Distance” (distance is measured from the Hastings Extraction Plant to the leak) which will be displayed on the Human to Machine Interface (HMI), when statistical analysis indicates the existence of a leak on the pipeline. When a leak is detected, the pipeline should be shutdown until the leak can be found and repaired. The shift supervisor should be notified immediately so response actions can be started.

Scenario 3:
Leak – Hazardous Liquid – Pipeline or Flange
(CONTINUED)

- The Hastings Extraction Plant Operations Supervisor will initiate the Hastings Gas Processing Plant Emergency Shut Down (HGPP ESD) at Hastings Extraction Plant and isolate the storage tanks at Galmish Storage. The Hastings Extraction Plant Operations Supervisor will instruct field operating personnel to patrol the pipeline right-of-way.
- If the location of the leak is known (displayed by the leak detection monitoring system or reported by an observer), the Operations Supervisor will immediately dispatch DETI employees to isolate the appropriate pipeline section.

For Natural Gasoline Pipelines from Hastings Extraction Plant to Ben's Run Storage:
The pipeline utilizes a computer modeled leak detection system. The software monitors and examines the pipeline flow data and will provide a "Leak Size" and a "Leak Distance" (distance is measured from the Hastings Extraction Plant to the leak) which will be displayed on the HMI when statistical analysis indicates the existence of a leak on the pipeline. When a leak is detected the pipeline should be shutdown until the leak can be found and repaired. The shift supervisor should be notified immediately so response actions can be started.

-
- The Operations Supervisor should send field personnel to the area indicated by the leak detection system, patrol or by a verbal report.

When hazardous liquid is escaping and constitutes an emergency, the following guidelines should be followed:

- Initiate the rescue of anyone in danger.
- Organize Emergency Command Center.
- Evacuate nonessential personnel from the area. **Be alert for vapor clouds.**
- The extent and coverage of any hazardous liquid vapor cloud will be determined first by visual inspection and second by using a portable, handheld combustible gas detection instrument.
- Establish a method to monitor wind direction.
- A decision should be made as to whether intentional ignition should occur, with careful consideration given to the extent of migration, terrain, direction of prevailing winds, and proximity to possible sources of ignition such as may be found at highways, railroads, or in residences. If intentional ignition is performed, **Scenario 14** should also be followed.
- Do not extinguish any fire until the remaining hazardous liquid leak can be controlled.
- If necessary, coordinate the efforts of fire fighters, police, and emergency services personnel.
- If necessary, meet fire fighters at a designated location and direct them to the event. The designated person will brief the fire officers on the emergency, its seriousness, and action currently being taken by company employees and offer assistance. If conditions so dictate, ask police to evacuate the area of spectators and other unauthorized persons. Questions by law enforcement agencies, media, etc., must be directed to Operating Area Personnel designated to answer questions.
- Move fire extinguishers into an area near the event area so that they will be readily available should ignition occur. **Do not extinguish a hazardous liquid fire unless the remaining hazardous liquid leak can be controlled.**
- If water is available and it is possible to do so, use water spray to disperse or control the migration of vapors. **NOTE: Contact between water and pooled liquefied gases should be avoided to prevent increased vaporization, unless the vapor can be controlled.**
- Monitor the extent of any vapor migration, if practical, using combustible gas indicators.
- Secure/isolate the facility, as needed.
- Isolate the section of pipe discharging product to eliminate flow and minimize product loss. **Lock out and tag out the gates.**
- Attempt to safely shut down affected equipment.

- A restricted zone should be established around the area.
- Signs stating restrictions should be posted at all entry points of such areas.
- Employees and the public should be informed of the safe boundaries of the zone.
- Divert unnecessary traffic from the area.
- Remove all potential sources of ignition.
- Do not start motor vehicles.
- Do not connect or disconnect electrical outlets or turn electrical switches on or off, except those designed for safe closure per the National Electrical Code.
- Eliminate all open flames.
- Smoking, flames, vehicles and non-explosion proof devices are prohibited.
- All electrical devices (e.g. artificial lights, fans, etc.) should be of an approved type.
- Shut off and lock out rectifier if not in hazardous atmosphere.
- Consideration should be given to the proper method of removing cathodic protection electrical current that may be present on the pipeline. This may include stray current from other sources such as mining operations and rectifiers of other companies.
- Welding will not be performed. Repairs must be accomplished by a method that will not ignite gas.
- Contact Environmental Services for notification of government agencies and proper clean-up procedures.

When The Emergency Is Over:

- Secure the affected area.
- If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
- Notify Risk Management.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that a fire may ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.
- Survey the emergency site for injuries and damage.
- Report all injuries and property damage to supervisory personnel.
- If emergency repairs are required, notify the area office of the materials and equipment needed.

Restore Normal Operation

- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor pressure and flow rates until it is determined that the pipeline systems are back to normal operation.
- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor start-ups until the pipeline systems are considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline systems are considered to be operating under normal conditions, as determined by Gas Operations and/or the Hastings Extraction Plant Operations Supervisor.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.

Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible butno later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements

Leak – Natural Gas – Compressor Station

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event.

- Ensure the portable, handheld combustible gas detection instrument has been calibrated for natural gas.
- Approach the area with caution.
- Test the atmosphere using a portable handheld combustible gas detection instrument. Verify that combustible gas levels are below the lower explosion limits (LEL) downwind of sources of potential flammable concentrations of natural gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure.
- Determine the source of natural gas leak and severity.
- Depending on the location of the leak and associated risk, emergency response personnel could be summoned to assist with traffic control, contacting homes or businesses, to relay pertinent information and other tasks as deemed necessary.
- Information regarding the product release will be relayed to the emergency response personnel as soon as practical.
- Depending on the circumstances, the Area Supervisor may involve Government Affairs / Public Relations to contact other appropriate officials such as the local or state Fire Marshall, EMS Director, State Police, local Sheriff and others as they see fit.
- Supervisors are responsible for communications involving the use of the **FLOW CHART OF COMPANY PHONE CONTACTS** and the **TABLE OF SITE SPECIFIC PHONE CONTACTS** to make the appropriate notifications. (Refer to the FORMS Section).
- All required Lockout-Tagout procedures will be implemented.

Implement the appropriate immediate response

- Activate ESD (if necessary).
- Initiate rescue of anyone in danger.
- Verify all employees accounted for at the **SITE SPECIFIC EVACUATION RENDEZVOUS POINT.**
- Organize Emergency Command Center.
- Evacuate nonessential personnel from the area.
- If necessary, coordinate the efforts of fire fighters, police, and emergency services personnel.
- If necessary, meet fire fighters at a designated location and direct them to the event. The designated person will brief the fire officers on the emergency, its seriousness, and action currently being taken by company employees and offer assistance. If conditions so dictate, ask police to evacuate the area of spectators and other unauthorized persons. Questions by law enforcement agencies, media, etc., must be directed to Operating Area Personnel designated to answer questions.
- Move fire extinguishers into an area near the event area so that they will be readily available should ignition occur.
- Secure/isolate the facility, as needed.
- Isolate the section of pipe discharging product to eliminate flow and minimize product loss. **Lock out and tag out the gates.**
- Attempt to safely shut down affected equipment.
- A restricted zone should be established around the area.
- Signs stating restrictions should be posted at all entry points of such areas.
- Employees and the public should be informed of the safe boundaries of the zone.
- Divert unnecessary traffic from the area.
- Remove all potential sources of ignition.
- Do not start motor vehicles.
- Do not connect or disconnect electrical outlets or turn electrical switches on or off, except those designed for safe closure per the National Electrical Code.
- Eliminate all open flames.
- Smoking, flames, vehicles and non-explosion proof devices are prohibited.
- All electrical devices (e.g. artificial lights, fans, etc.) should be of an approved type.
- Shut off and lock out rectifier if not in hazardous atmosphere.

Scenario 4:
Leak – Natural Gas – Compressor Station
(CONTINUED)

- Consideration should be given to the proper method of removing cathodic protection electrical current that may be present on the pipeline. This may include stray current from other sources such as mining operations and rectifiers of other companies.
- Welding will not be performed. Repairs must be accomplished by a method that will not ignite gas.

NOTE: In some situations, if a natural gas fire is already burning, in order to prevent the buildup of an explosive atmosphere**, (unless the fire poses a more serious hazard)** natural gas should be allowed to burn.

When The Emergency Is Over:

- Secure the affected area.
- If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
- Notify Risk Management.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that a fire may ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.
- Survey the emergency site for injuries and damage.
- Report all injuries and property damage to supervisory personnel.
- If emergency repairs are required, notify the area office of the materials and equipment needed.

Restore Normal Operation

- Gas Operations and field personnel at the facility should monitor pressure and flow rates until it is determined the pipeline system is back to normal operation.
- Gas Operations and field personnel should monitor start-ups until the pipeline system is considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline system is considered to be operating under normal conditions, as determined by Gas Operations.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

Scenario 5:
Leak – Natural Gas – Storage Well
(BEYOND THAT WHICH IS RECOGNIZED AS NORMAL AND ACCEPTABLE)

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event.

- Ensure the portable, handheld combustible gas detection instrument has been calibrated for natural gas.
- Determine source of natural gas leak and severity.
- Approach the area with caution.
- Test the atmosphere using a portable handheld combustible gas detection instrument. Verify that combustible gas levels are below the lower explosion limits (LEL) downwind of sources of potential flammable concentrations of natural gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to initial entry into the area of suspicion.
- Depending on the location of the leak and associated risk, emergency response personnel could be summoned to assist with traffic control, contacting homes or businesses, to relay pertinent information and other tasks as deemed necessary.
- Information regarding the product release will be relayed to the emergency response personnel as soon as practical.
- Depending on the circumstances, the Area Supervisor may involve Government Affairs / Public Relations to contact other appropriate officials such as the local or state Fire Marshall, EMS Director, State Police, local Sheriff and others as they see fit.
- Supervisors are responsible for communications involving the use of the **FLOW CHART OF COMPANY PHONE CONTACTS** and the **TABLE OF SITE SPECIFIC PHONE CONTACTS** to make the appropriate notifications. (Refer to Forms Section).

Implement the appropriate immediate response

- Initiate the rescue of anyone in danger.
- Organize Emergency Command Center.
- Evacuate nonessential personnel from the area.
- If necessary, coordinate the efforts of fire fighters, police, and emergency services personnel.
- If necessary, meet fire fighters at a designated location and direct them to the event. The designated person will brief the fire officers on the emergency, its seriousness, and action currently being taken by company employees and offer assistance. If conditions so dictate, ask police to evacuate the area of spectators and other unauthorized persons. Questions by law enforcement agencies, media, etc., must be directed to Operating Area Personnel designated to answer questions.
- Move fire extinguishers into an area near the event area so that they will be readily available should ignition occur.
- Secure/isolate the facility, as needed.
- Dispatch personnel to appropriate valve locations to isolate and bypass the rupture, if necessary. **Lock out and tag out the valves.**
- Attempt to safely shut down affected equipment.
- A restricted zone should be established around the area.
- Signs stating restrictions should be posted at all entry points of such areas.
- Employees and the public should be informed of the safe boundaries of the zone.
- Divert unnecessary traffic from the area.
- Remove all potential sources of ignition.
- Do not start motor vehicles.
- Do not connect or disconnect electrical outlets or turn electrical switches on or off, except those designed for safe closure per the National Electrical Code.
- Eliminate all open flames.
- Smoking, flames, vehicles and non-explosion proof devices are prohibited.
- All electrical devices (e.g. artificial lights, fans, etc.) should be of an approved type.

Scenario 5:
Leak – Natural Gas – Storage Well
(BEYOND THAT WHICH IS RECOGNIZED AS NORMAL AND ACCEPTABLE)
(CONTINUED)

- Shut off and lock out rectifier if not in hazardous atmosphere.
- Consideration should be given to the proper method of removing cathodic protection electrical current that may be present on the pipeline. This may include stray current from other sources such as mining operations and rectifiers of other companies.
- Welding will not be performed. Repairs must be accomplished by a method that will not ignite gas.
- Contact Environmental Services for notification of government agencies and proper clean-up procedures.

NOTE: In some situations, if a natural gas fire is already burning, in order to prevent the buildup of an explosive atmosphere**, (unless the fire poses a more serious hazard)** natural gas should be allowed to burn.

When The Emergency Is Over:

- Secure the affected area.
- If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
- Notify Risk Management.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that a fire may ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.
- Survey the emergency site for injuries and damage.
- Report all injuries and property damage to supervisory personnel.
- If emergency repairs are required, notify the area office of the materials and equipment needed.

Restore Normal Operation

- Gas Operations and field personnel at the facility should monitor pressure and flow rates until it is determined the pipeline system is back to normal operation.
- Gas Operations and field personnel should monitor start-ups until the pipeline system is considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline system is considered to be operating under normal conditions, as determined by Gas Operations.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

NOTE: Additional information can be obtained by accessing the Storage Well Guidelines located on the Gas Transmission Engineering Services website under the Standards and Procedures tab when emergency situation has been restored to normal operations.

Scenario 6:
Fire or Explosion – Natural Gas – Pipeline

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event.

- Ensure the portable, handheld combustible gas detection instrument has been calibrated for natural gas.
- Approach the area with caution.
- Test the atmosphere using a portable handheld combustible gas detection instrument. Verify that combustible gas levels are below the lower explosion limits (LEL) downwind of sources of potential flammable concentrations of natural gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to initial entry into the area of suspicion.
- Determine source of natural gas leak and severity.
- Depending on the location of the leak and associated risk, emergency response personnel could be summoned to assist with traffic control, contacting homes or businesses, to relay pertinent information and other tasks as deemed necessary.
- Information regarding the product release will be relayed to the emergency response personnel as soon as practical.
- Depending on the circumstances, the Area Supervisor may involve Government Affairs / Public Relations to contact other appropriate officials such as the local or state Fire Marshall, EMS Director, State Police, local Sheriff and others as they see fit.
- Supervisors are responsible for communications involving the use of the **FLOW CHART OF COMPANY PHONE CONTACTS** and the **TABLE OF SITE SPECIFIC PHONE CONTACTS** to make the appropriate notifications. (refer to Forms Section).

Implement the appropriate immediate response

- Initiate the rescue of anyone in danger.
- Organize Emergency Command Center.
- Evacuate nonessential personnel from the area.
- If necessary, coordinate the efforts of fire fighters, police, and emergency services personnel.
- If necessary, meet fire fighters at a designated location and direct them to the event. The designated person will brief the fire officers on the emergency, its seriousness, and action currently being taken by company employees and offer assistance. If conditions so dictate, ask police to evacuate the area of spectators and other unauthorized persons. Questions by law enforcement agencies, media, etc., must be directed to Operating Area Personnel designated to answer questions.
- Move fire extinguishers into the area so that they will be readily available. If necessary and safe, attempt to extinguish the fire. In some situations, if a natural gas fire is already burning, in order to prevent the buildup of an explosive atmosphere, (unless the fire poses a more serious hazard) natural gas should be allowed to burn.
- Reduce hazards in the fire area by shutting off power and other product lines if feasible.
- Secure/isolate the facility, as needed.
- Dispatch personnel to the appropriate valve locations to isolate and bypass the fire or rupture. **Lock out and tag out the gates.**
- Attempt to safely shut down affected equipment.
- A restricted zone should be established around the area.
- Signs stating restrictions should be posted at all entry points of such areas.
- Employees and the public should be informed of the safe boundaries of the zone.
- Divert unnecessary traffic from the area.
- Remove all potential sources of ignition.
- Do not start motor vehicles.
- Do not connect or disconnect electrical outlets or turn electrical switches on or off, except those designed for safe closure per the National Electrical Code.
- Eliminate all open flames.
- Smoking, flames, vehicles and non-explosion proof devices are prohibited.

- All electrical devices (e.g. artificial lights, fans, etc.) should be of an approved type.
- Shut off and lock out rectifier if not in hazardous atmosphere.
- Consideration should be given to the proper method of removing cathodic protection electrical current that may be present on the pipeline. This may include stray current from other sources such as mining operations and rectifiers of other companies.
- Welding will not be performed. Repairs must be accomplished by a method that will not ignite gas.

When The Fire Is Out And/Or The Emergency Is Over:

- Secure the affected area.
- If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
- Notify Risk Management.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that the fire may re-ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.
- Survey the emergency site for injuries and damage.
- Report all injuries and property damage to supervisory personnel.
- If emergency repairs are required, notify the area office of the materials and equipment needed.

Restore Normal Operation

- Gas Operations and field personnel at the facility should monitor pressure and flow rates until it is determined the pipeline system is back to normal operation.
- Gas Operations and field personnel should monitor start-ups until the pipeline system is considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline system is considered to be operating under normal conditions, as determined by Gas Operations.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

Scenario 7:
Fire or Explosion – Hazardous Liquid – Pipeline

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event (fire, explosion, and/or major hazardous liquid release). **Be alert for vapor clouds.**

- Ensure the portable, handheld combustible gas detection instrument has been calibrated with the appropriate source gas, for the intended application.
- Approach the area with caution.
- Test the atmosphere using a portable handheld combustible gas detection instrument. Verify that combustible gas levels are below the lower explosion limits (LEL) downwind of sources of potential flammable concentrations of product prior to operating vehicles or introducing any other ignition source in the vicinity of the failure.
- Determine the source of the leak and the severity.
- Depending on the location of the leak and associated risk, emergency response personnel could be summoned to assist with traffic control, contacting homes or businesses, to relay pertinent information and other tasks as deemed necessary.
- Information regarding the product release will be relayed to the emergency response personnel as soon as practical.
- Depending on the circumstances, the Operations Supervisor may involve Government Affairs / Public Relations to contact other appropriate officials such as the local or state Fire Marshall, EMS Director, State Police, local Sheriff and others as they see fit.
- Supervisors are responsible for communications involving the use of the **FLOW CHART OF COMPANY PHONE CONTACTS** and the **TABLE OF SITE SPECIFIC PHONE CONTACTS** to make the appropriate notifications. (Refer to Forms Section).
- All required Lockout-Tagout procedures will be implemented.

For Propane Pipelines:

- If the location of the event is known, the Operations Supervisor will immediately dispatch DETI employees to isolate the appropriate pipeline section and begin other necessary response actions.

  The propane pipelines utilize a computer modeled leak detection system. The software monitors and examines the pipeline flow data and will provide a “Leak Size” and a “Leak Distance” (distance is measured from the Hastings Extraction Plant to the leak) which will be displayed on the Human to Machine Interface (HMI) when statistical analysis indicates the existence of a leak on the pipeline. When a leak is detected, the pipelines should be shutdown until the leak can be found and repaired.

  If the location of the event is unknown, the Operations Supervisor should then send three DETI employees out to check the status of each line break operator and any areas along the length of the pipeline that may have experienced recent encroachment reports, new construction site, recent slips, etc. In the Hastings Area, one DETI employee will begin at Lower Run and continue driving northward. A DETI employee will begin at Monongahela River to the north and work south. An additional DETI employee will begin at Nettle Hill and work north. If a closed line break controller is encountered, one of the three DETI employees involved will immediately notify the Operations Supervisor on call. **Be alert for vapor clouds.**

For the Hazardous Liquids Pipelines, between Hastings Extraction Plant and Galmish Loading Facility, Iso-butane Pipeline, N-Butane Pipeline, Propane Pipeline, Mixed Liquid Pipeline, and Natural Gasoline Pipeline:

- The Hastings Extraction Plant Operations Supervisor will initiate the Hastings Gas Processing Plant Emergency Shut Down (HGPP ESD) at Hastings Extraction Plant and isolate the storage tanks at Galmish Storage. The Hastings Extraction Plant Operations Supervisor will instruct field operating personnel to patrol the pipeline right-of-way.

Scenario 7:
Fire or Explosion – Hazardous Liquid – Pipeline
(CONTINUED)

- If a fire is found on the natural gasoline pipeline, divert all natural gasoline to Hastings Storage by shutting down the gasoline loading pumps.
- If the location of the event is known, the Operations Supervisor will immediately dispatch DETI employees to isolate the appropriate pipeline section.

For Natural Gasoline Pipeline:
- The Operations Supervisor should send field personnel to the area indicated by the leak detection system, patrol or by a verbal report.

When a hazardous liquid fire or explosion has been confirmed, the following guidelines should be followed:
- Initiate the rescue of anyone in danger.
- Organize Emergency Command Center.
- Evacuate the affected area of unnecessary personnel. **Be alert for vapor clouds.**
- In the event that there is still vapor present, the extent and coverage of any hazardous liquid vapor cloud will be determined first by visual inspection and second by using a portable, handheld combustible gas detection instrument.
- Establish a method to monitor wind direction.
- A decision should be made as to whether intentional ignition should occur, with careful consideration given to the extent of migration, terrain, direction of prevailing winds, and proximity to possible sources of ignition such as may be found at highways, railroads, or in residences. If intentional ignition is performed, **Scenario 14** should also be followed.
- Do not extinguish any fire until the remaining hazardous liquid leak can be controlled.
- If necessary, coordinate the efforts of fire fighters, police, and emergency services personnel.
- If necessary, meet fire fighters at a designated location and direct them to the event. The designated person will brief the fire officers on the emergency, its seriousness, and action currently being taken by company employees and offer assistance. If conditions so dictate, ask police to evacuate the area of spectators and other unauthorized persons. Questions by law enforcement agencies, media, etc., must be directed to Operating Area Personnel designated to answer questions.
- Move fire extinguishers into an area near the event area so that they will be readily available. **Do not extinguish a hazardous liquid fire unless the remaining hazardous liquid leak can be controlled.**
- If water is available and it is possible to do so, use water spray to disperse or control the migration of vapors. **NOTE: Contact between water and pooled liquefied gases should be avoided to prevent increased vaporization, unless the vapor can be controlled.**
- Monitor the fire and the extent of any vapor migration, if practical, using combustible gas indicators.
- Reduce hazards in the fire area by shutting off power and other product lines if feasible.
- Secure/isolate the facility, as needed.
- Isolate the section of pipe discharging product to eliminate flow and minimize product loss. **Lock out and tag out the gates**.
- Attempt to safely shut down affected equipment.
- A restricted zone should be established around the area.
- Signs stating restrictions should be posted at all entry points of such areas.
- Employees and the public should be informed of the safe boundaries of the zone. Divert unnecessary traffic from the area.
- Control sources of ignition.
- Do not start vehicle motors.
- Do not connect or disconnect electrical outlets or turn electrical switches on or off, except those designed for safe closure per the National Electrical Code.
- Eliminate all open flames.
- Smoking, flames, vehicles and non-explosion proof devices are prohibited.
- All electrical devices (e.g. artificial lights, fans, etc.) should be of an approved type.

- Shut off and lock out rectifier if not in hazardous atmosphere.
- Consideration should be given to the proper method of removing cathodic protection electrical current that may be present on the pipeline. This may include stray current from other sources such as mining operations and rectifiers of other companies.
- Welding will not be performed. Repairs must be accomplished by a method that will not ignite gas.
- Contact Environmental Services for notification of government agencies and proper clean-up procedures.

When The Fire Is Out And / Or The Emergency Is Over:

- Secure the affected area.
- If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
- Notify Risk Management.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that the fire may re-ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.
- Survey the emergency site for injuries and damage.
- Report all injuries and property damage to supervisory personnel.
- If emergency repairs are required, notify the area office of the materials and equipment needed.

Restore Normal Operation

- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor pressure and flow rates until it is determined that the pipeline systems are back to normal operation.
- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor start-ups until the pipeline systems are considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline systems are considered to be operating under normal conditions, as determined by Gas Operations and/or the Hastings Extraction Plant Operations Supervisor.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

Scenario 8:
Fire or Explosion – Compressor Station / Pumping Station / Loading Station

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event.

- Ensure the portable, handheld combustible gas detection instrument has been calibrated with the appropriate source gas, for the intended application.
- Approach the area with caution.
- Test the atmosphere using a portable handheld combustible gas detection instrument. Verify that combustible gas levels are below the lower explosion limits (LEL) downwind of sources of potential flammable concentrations of product prior to operating vehicles or introducing any other ignition source in the vicinity of the failure.
- Determine the source of the leak and the severity.
- Depending on the location of the leak and associated risk, emergency response personnel could be summoned to assist with traffic control, contacting homes or businesses, to relay pertinent information and other tasks as deemed necessary.
- Information regarding the product release will be relayed to the emergency response personnel as soon as practical.
- Depending on the circumstances, the Operations Supervisor may involve Government Affairs / Public Relations to contact other appropriate officials such as the local or state Fire Marshall, EMS Director, State Police, local Sheriff and others as they see fit.
- Supervisors are responsible for communications involving the use of the **FLOW CHART OF COMPANY PHONE CONTACTS** and the **TABLE OF SITE SPECIFIC PHONE CONTACTS** to make the appropriate notifications. (Refer to Forms Section).
- All required Lockout-Tagout procedures will be implemented.

Implement appropriate/immediate response

- Activate ESD (if necessary).
- Initiate the rescue of anyone in danger.
- Verify all employees accounted for at the **SITE SPECIFIC EVACUATION RENDEZVOUS POINT**.
- Organize Emergency Command Center.
- Evacuate nonessential personnel from the area. **Be alert for vapor clouds.**
- In the event that there is still vapor present, the extent and coverage of any hazardous liquid vapor cloud will be determined first by visual inspection and second by using a portable, handheld combustible gas detection instrument.
- Establish a method to monitor wind direction.
- A decision should be made as to whether intentional ignition should occur, with careful consideration given to the extent of migration, terrain, direction of prevailing winds, and proximity to possible sources of ignition such as may be found at highways, railroads, or in residences. If intentional ignition is performed, **Scenario 14** should also be followed.
- Do not extinguish any fire until the remaining hazardous liquid leak can be controlled.
- If necessary, coordinate the efforts of fire fighters, police, and emergency services personnel.
- If necessary, meet fire fighters at a designated location and direct them to the event. The designated person will brief the fire officers on the emergency, its seriousness, and action currently being taken by company employees and offer assistance. If conditions so dictate, ask police to evacuate the area of spectators and other unauthorized persons. Questions by law enforcement agencies, media, etc., must be directed to Operating Area Personnel designated to answer questions.
- Move fire extinguishers into the area so that they will be readily available. If necessary and safe, attempt to extinguish the fire. **Do not extinguish a hazardous liquid fire unless the remaining hazardous liquid leak can be controlled.** In some situations, if a natural gas fire is already burning, in order to prevent the buildup of an explosive atmosphere, (unless the fire poses a more serious hazard) natural gas should be allowed to burn.
- If water is available and it is possible to do so, use water spray to disperse or control the migration of vapors.
- Monitor the fire and the extent of any vapor migration, if practical, using combustible gas indicators.

Scenario 8:
Fire or Explosion – Compressor Station / Pumping Station / Loading Station
(CONTINUED)

- Reduce hazards in the fire area by shutting off power and other product lines if feasible.
- Secure/isolate the facility, as needed.
- Dispatch personnel to the appropriate valve locations to isolate and bypass the fire or rupture. **Lock out and tag out the gates.**
- Attempt to safely shut down affected equipment.
- A restricted zone should be established around the area.
- Signs stating restrictions should be posted at all entry points of such areas.
- Employees and the public should be informed of the safe boundaries of the zone.
- Divert unnecessary traffic from the area.
- Remove all potential sources of ignition.
- Do not start motor vehicles.
- Do not connect or disconnect electrical outlets or turn electrical switches on or off, except those designed for safe closure per the National Electrical Code.
- Eliminate all open flames.
- Smoking, flames, vehicles and non-explosion proof devices are prohibited.
- All electrical devices (e.g. artificial lights, fans, etc.) should be of an approved type.
- Shut off and lock out rectifier if not in hazardous atmosphere.
- Consideration should be given to the proper method of removing cathodic protection electrical current that may be present on the pipeline. This may include stray current from other sources such as mining operations and rectifiers of other companies.
- Welding will not be performed. Repairs must be accomplished by a method that will not ignite gas.
- Contact Environmental Services for notification of government agencies and proper clean-up procedures.

NOTE: Contact between water and pooled liquefied gases should be avoided to prevent increased vaporization, unless the vapor can be controlled.

When The Fire Is Out And/Or The Emergency Is Over:

- Secure the affected area.
- If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
- Notify Risk Management.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that the fire may re-ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.
- Survey the emergency site for injuries and damage.
- Report all injuries and property damage to supervisory personnel.
- If emergency repairs are required, notify the area office of the materials and equipment needed.

Restore Normal Operation

- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor pressure and flow rates until it is determined that the pipeline systems are back to normal operation.
- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor start-ups until the pipeline systems are considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline systems are considered to be operating under normal conditions, as determined by Gas Operations and or the Hastings Extraction Plant Operations Supervisor.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.

Scenario 8:
Fire or Explosion – Compressor Station / Pumping Station / Loading Station
(CONTINUED)

- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

Scenario 9:
Fire, Explosion, or Blowout – Natural Gas – Storage Well

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event (fire, blowout, and/or major natural gas release).

- Ensure the portable, handheld combustible gas detection instrument has been calibrated for natural gas.
- Determine the source of the natural gas leak and severity.
- Approach the area with caution.
- Test atmosphere for combustible gas using a portable, handheld combustible gas detection instrument. Verify that combustible gas levels are below the lower explosion limits (LEL) downwind of sources of potential flammable concentrations of natural gas prior to operating vehicles or introducing any other ignition source in the vicinity of the failure prior to initial entry into the area of suspicion.
- Observe compressor station pressure (injection or withdrawal) and determine where sideline gate nearest to the well is located.
- Depending on the location of the leak and associated risk, emergency response personnel could be summoned to assist with traffic control, contacting homes or businesses, to relay pertinent information and other tasks as deemed necessary.
- Information regarding the product release will be relayed to the emergency response personnel as soon as practical.
- Depending on the circumstances, the Area Supervisor may involve Government Affairs / Public Relations to contact other appropriate officials such as the local or state Fire Marshall, EMS Director, State Police, local Sheriff and others as they see fit.
- The Operations Supervisor, or their designee, for the Area where the event is occurring, most often will serve as initial contact and, therefore, act as “Coordinator.” The Coordinator is empowered to involve those Dominion Energy Transmission, Inc.. personnel suitable to managing a natural gas-storage well emergency. The Coordinator will initiate the necessary notifications as outlined in the “Emergency Phone Call Notification Flow” section of the Emergency Plan. The Coordinator, apart from the notification, will activate the Plan to the extent necessary to contain the event. Supervisors are responsible for communications involving the use of the **FLOW CHART OF COMPANY PHONE CONTACTS** and the **TABLE OF SITE SPECIFIC PHONE CONTACTS** to make the appropriate notifications. (Refer to Forms Section).
- Independent well-service companies will be notified and involved as necessary, and as determined by the Coordinator acting in concert with Gas Storage personnel. Those independent well-service companies are listed in the Site Specific information.
- Should the event require it, the Coordinator, and their supervisors, have the authority to procure the emergency services of natural gas-well blowout control contractors. Approved contractors are listed in the Site Specific information. Currently, Dominion Energy Transmission, Inc.. has a Master Service Contract in place with Wild Well Control, Inc., of Spring, Texas.

Implement the appropriate immediate response

- Initiate the rescue of anyone in danger.
- Organize Emergency Command Center.
- Evacuate nonessential personnel from the area.
- If necessary, coordinate the efforts of fire fighters, police, and emergency services personnel.
- If necessary, meet fire fighters at a designated location and direct them to the event. The designated person will brief the fire officers on the emergency, its seriousness, and action currently being taken by company employees and offer assistance. If conditions so dictate, ask police to evacuate the area of spectators and other unauthorized persons. Questions by law enforcement agencies, media, etc., must be directed to Operating Area Personnel designated to answer questions.
- Move fire extinguishers into the area so that they will be readily available. If necessary and safe, attempt to **extinguish the fire**. In some situations, if a natural gas fire is already burning, in order to prevent the buildup of an explosive atmosphere, (unless the fire poses a more serious hazard) natural gas should be allowed to burn.
- Monitor the fire, if practical, using combustible gas indicators.
- Reduce hazards in the fire area by shutting off power and other product lines if feasible.

Scenario 9:
Fire, Explosion, or Blowout – Natural Gas – Storage Well
(CONTINUED)

- Secure/isolate the facility, as needed.
- Dispatch personnel to the appropriate valve locations to isolate and bypass the fire or rupture. **Lock out and tag out the gates.**
- Attempt to safely shut down affected equipment.
- A restricted zone should be established around the area.
- Signs stating restrictions should be posted at all entry points of such areas.
- Employees and the public should be informed of the safe boundaries of the zone.
- Divert unnecessary traffic from the area.
- Remove all potential sources of ignition.
- Do not start motor vehicles.
- Do not connect or disconnect electrical outlets or turn electrical switches on or off, except those designed for safe closure per the National Electrical Code.
- Eliminate all open flames.
- Smoking, flames, vehicles and non-explosion proof devices are prohibited.
- All electrical devices (e.g. artificial lights, fans, etc.) should be of an approved type.
- Shut off and lock out rectifier if not in hazardous atmosphere.
- Consideration should be given to the proper method of removing cathodic protection electrical current that may be present on the pipeline. This may include stray current from other sources such as mining operations and rectifiers of other companies.
- Welding will not be performed. Repairs must be accomplished by a method that will not ignite gas.
- Contact Environmental Services for notification of government agencies and proper clean-up procedures.

When The Fire Is Out And/Or The Emergency Is Over:

- Secure the affected area.
- If arson is suspected, the area should be left undisturbed, the proper authorities should be alerted, and security should be increased.
- Notify Risk Management.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that the fire may re-ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.
- Survey the emergency site for injuries and damage.
- Report all injuries and property damage to supervisory personnel.
- If emergency repairs are required, notify the area office of the materials and equipment needed.

Restore Normal Operation

- Any repairs required as the result of a natural storage gas well environmental or safety event, will be managed by the Area Operations Supervisor and the appropriate Gas Storage personnel. The Operations Supervisor and the Gas Storage personnel will facilitate the use of in-house personnel, independent well-service contractors, or any other service, as necessary, to repair the facility and return it to sound and safe operation.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

Scenario 10:
Terrorist Threat – Natural Gas or Hazardous Liquid

Use the **Bomb Threat and Arson Call Checklist** to gather information.

SCADA and Control Systems Response:

- Notify on-call SCADA and Control Systems support personnel and Manager(s).

Investigate to confirm the nature of the threat.

- Review critical operational facilities for future surveillance, incorporate into IMS.
- Review security provisions and provide training to employees.
- Review Site Specific Emergency Plan information.
- Review Emergency Communication Plans.
- If at any time the threat escalates to a terrorist act, follow **"Scenario 11 Terrorist Act – Natural Gas or Hazardous Liquid"**

Implement the appropriate immediate response including:

- Secure all points of egress and ingress.
- Assess any access by employees, vendors, and visitors.
- Implement the security surveillance inspections via IMS for critical operation facilities.
- Notify Corporate Security (monitored 24x7)
    - Emergency: 1-800-684-8486
    - Non-emergency: 804-771-3333 or tie line 8-736-3333
- Contact applicable local (county) Emergency Response Agencies (Police Department, Fire Department, etc.).
- Physically disconnect, or power off, all dial-in phone lines.
- Monitor error logs more closely during this period, looking for unusual activities (e.g. failed logons, etc.).
- Monitor compressor and M&R stations for multiple or other unusual failure modes.
- Should the SCADA or Control Systems be compromised, shutdown appropriate system(s) and begin restoration process.
- Contact the Enterprise Operations Center (EOC) at 804-771-4191 or tie line 8-736-4191, in Richmond, VA, to coordinate communication of events, including any unusual firewall activity.
- If unusual network activity is discovered, disconnect the appropriate SCADA and Station Control Systems from the Corporate WAN.
- Confirm Weston Emergency Backup Center and SCADA System availability.
- Contact the SCADA vendor (Telvent @ 1-800-387-8884 for 24 hour support) to coordinate communication of any unusual global SCADA problems.

Restore Normal Operation

- When it is determined that all related facilities are back to normal operation, the Manager(s) should notify SCADA or Control Systems personnel to return to normal system operation.

Scenario 11:
Terrorist Act – Natural Gas or Hazardous Liquid

If the event (fire, explosion, leak, etc.) involves a terrorist act or if arson is suspected, follow the guidelines in this scenario in addition to the applicable event scenario.

Use the **Bomb Threat and Arson Call Checklist** to gather information.

SCADA and Control Systems Response:

- Notify on-call SCADA and Control Systems support personnel and Manager(s).

Investigate to confirm the nature of the act.

- Review critical operational facilities for future surveillance, incorporate into IMS.
- Review Site Specific Emergency Plan information.
- Review Emergency Communication Plans.

Implement the appropriate immediate response including:

- Secure all points of egress and ingress.
- Assess any access by employees, vendors, and visitors.
- Implement the security surveillance inspections via IMS for critical operation facilities.
- Notify Corporate Security (monitored 24x7)
    - Emergency: 1-800-684-8486
    - Non-emergency: 804-771-3333 or tie line 8-736-3333
- Contact applicable local (county) Emergency Response Agencies (Police Department, Fire Department, etc.).
- Physically disconnect, or power off, all dial-in phone lines.
- Monitor error logs more closely during this period, looking for unusual activities (e.g. failed logons, etc.).
- Monitor compressor and M&R stations for multiple or other unusual failure modes.
- Should the SCADA or Control Systems be compromised, shutdown appropriate system(s) and begin restoration process.
- Contact the Enterprise Operations Center (EOC) at 804-771-4191 or tie line 8-736-4191, in Richmond, VA, to coordinate communication of events, including any unusual firewall activity.
- If unusual network activity is discovered, disconnect the appropriate SCADA and Station Control Systems from the Corporate WAN
- Confirm Weston Emergency Backup Center and SCADA System availability.
- Contact the SCADA vendor (Telvent @ 1-800-387-8884 for 24 hour support) to coordinate communication of any unusual global SCADA problems.

Restore Normal Operation

- When it is determined that all related facilities are back to normal operation, the Manager(s) should notify SCADA or Control Systems personnel to return to normal system operation.

Scenario 12:
Abnormal High Pressure – Highly Volatile Liquid (HVL)

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event.

- Operations should use interface screens to verify the cause of the high pressure reading and assure that the appropriate flow settings are being maintained, problems are not internal, and the MOP has not been exceeded.

For Propane Pipelines (Hastings to Hutchinson / Charleroi):

- Divert propane to Galmish Storage to prevent exceeding MOP as necessary.
- The Hastings Operator should telephone Hutchinson Station (1-412-384-4466 bell phone) to see if they can make a determination as to what the problem is and get it corrected.
- Operator should review the Charleroi Storage/Loading control screen in the Hastings Control Room to see if they can determine the problem.
- If Hutchinson, Hastings or Charleroi can correct the problem, the pipeline can return to normal operations.
- If Hutchinson, Hastings or Charleroi facilities operations **cannot** correct the problem then the Hastings Operations Supervisor should shut down the pipeline flow. The Supervisor should then send three DETI personnel out to investigate the status of each line break operator and any areas along the length of the pipelines that may have experienced recent encroachment reports, new construction sites, recent slips, etc. In the Hastings Area, one DETI employee will begin at Lower Run and continue driving northward. A DETI employee will begin at Monongahela River north and work south and one DETI employee will begin at Nettle Hill and work north. If a closed line break controller is encountered, the DETI personnel involved will immediately notify the Operations Supervisor on call. **Be alert for vapor clouds.**
- DETI personnel should gauge both sides of any closed valve. If the pressure is equal, personnel should inspect the operator, open the gate, and observe operation.
- If pressure is lower on one side of the closed valve – *DO NOT OPEN THE VALVE*. Notify the Operations Supervisor. Travel to the next valve setting on the low-pressure side and check for closure. When the isolated section is found, the pipeline will be walked with a gas indicator. **If a leak is detected, refer to Scenario #3.** If no leak is detected, open one gate to equalize pressure and observe the situation for one hour. If pressure stabilizes, open the next valve to equalize pressure and resume operation.
- Once all valves are checked, valve operation is verified and valves are open; notify the Hastings Operator to return to normal operations.

For Discharge at Hutchinson Propane Pipeline G (Hutchinson to Rabbit Pen):

- Operator should shut down LPG pumps if high discharge controls have not already done so. **Be alert for vapor clouds.**
- Operator should telephone Hastings Extraction Plant (8-636-3850 company phone 304-889-3850 bell phone) to see if they can make a determination as to the problem and correct it.
- If the Hastings Extraction Plant can correct the problem, the operator should get the pumps back on line. If they cannot, then the operator should contact the Operations Supervisor.
- The Supervisor should send three DETI personnel out to investigate the status of each line break operator and any areas along the length of the pipelines that may have experienced recent encroachment reports, new construction sites, recent slips, etc. In the Hastings Area, one DETI employee will begin at Lower Run and continue driving northward. A DETI employee will begin at Monongahela River north and work south and one DETI employee will begin at Nettle Hill and work north. If a closed line break controller is encountered, the DETI personnel involved will immediately notify the Operations Supervisor on call. **Be alert for vapor clouds**
- Once all valves are checked, valve operation is verified and all valves are open; notify the Hastings Operator to return to normal operations.

Scenario 12:
Abnormal High Pressure – HVL
(CONTINUED)

For the Hazardous Liquids Pipelines, between Hastings Extraction Plant and Galmish Loading Facility, Iso-butane Pipeline, N-Butane Pipeline, Propane Pipeline, and Mixed Liquid Pipeline:

- Divert iso-butane or normal butane to NGL storage as necessary to prevent exceeding MOP.
- Divert propane if possible to prevent exceeding MOP.
- Stop the flow of Mixed Liquids to prevent exceeding MOP.
- The Hastings Operations Supervisor will utilize appropriate personnel to verify the condition of the equipment and pipelines in the field.
- The Hastings Operations Supervisor will initiate fractionation area shutdown as necessary to prevent exceeding the MOP of the pipelines.

Restore Normal Operation

- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor pressure and flow rates until it is determined that the pipeline system is back to normal operation. If a spike is observed on the discharge from Hutchinson, then the Hutchinson pump discharge should be monitored for anomalies by visual inspection of the control screen for at least (1) hour.
- Complete the Checklist for Ensuring "Back to Normal" Operations.
- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor start-ups until the pipeline systems are considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline systems are considered to be operating under normal conditions, as determined by Gas Operations and/or the Hastings Extraction Plant Operations Supervisor.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

Scenario 13:
Abnormal Low Pressure – Highly Volatile Liquid (HVL)

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature of the event.

- Operations should use interface screens to verify the cause of the low pressure reading and assure that the appropriate flow settings are being maintained and problems are not internal.

For Propane Pipelines (Hastings to Hutchinson / Charleroi):

- Operator should telephone Hutchinson Station (1-412-384-4466 bell phone) to see if they can make a determination as to what the problem is and get it corrected.
- Operator should review the Charleroi Storage/Loading control screen in the Hastings Control Room to see if they can determine the problem.
- If Hutchinson or Charleroi can correct the problem, the pipeline can return to normal operations.
- If Hutchinson, Hastings or Charleroi facility operations **cannot** correct the problem, then the Hastings Operations Supervisor should shut down the pipeline. The Supervisor should then send three DETI personnel out to investigate the status of each line break operator and any areas along the length of pipeline that may have experienced recent encroachment reports, new construction sites, recent slips, etc. In the Hastings Area, one DETI employee will begin at Lower Run and continue driving northward. A DETI employee will begin at Monongahela River north and work south and one DETI employee will begin at Nettle Hill and work north. If a closed line break controller is encountered, the DETI personnel involved will immediately notify the Operations Supervisor on call. **Be alert for vapor clouds.**
- DETI personnel should gauge both sides of any closed valve. If the pressure is equal, personnel should inspect the operator, open the gate, and observe operation.
- If pressure is lower on one side of the closed valve – *DO NOT OPEN THE VALVE*. Notify the Operations Supervisor. Travel to the next valve setting on the low-pressure side and check for closure. When the isolated section is found, the pipeline will be walked with a gas indicator. If a leak is detected, refer to Scenario #3. If no leak is detected, open one gate to equalize pressure and observe the situation for one hour. If pressure stabilizes, open the next valve to equalize pressure and resume operation.
- Once all valves are checked, valve operation is verified and valves are open; notify the Hastings Operations Supervisor to return to normal operations.

For Discharge at Hutchinson Propane Pipeline (Hutchinson to Rabbit Pen):

- Operator should shut down LPG pumps if high discharge controls have not already done so. **Be alert for vapor clouds.**
- Operator should telephone Hastings Extraction Plant (8-636-3850 company phone 304-889-3850 bell phone) to see if they can make a determination as to the problem and correct it.
- If the Hastings Extraction Plant can correct the problem, the operator should get the pumps back on line. If they cannot, then the Operations Supervisor should send three DETI personnel out to investigate the status of each line break operator and any areas along the length of the pipeline that may have experienced recent encroachment reports, new construction sites, recent slips, etc. In the Hastings Area, one DETI employee will begin at Lower Run and continue driving northward. A DETI employee will begin at Monongahela River north and work south and one DETI employee will begin at Nettle Hill and work north. If a closed line break controller is encountered, the DETI personnel involved will immediately notify the Operations Supervisor on call. **Be alert for vapor clouds.**
- Once all valves are checked, valve operation is verified and all valves are open; notify the Hastings Operator to return to normal operations.

Scenario 13:
Abnormal Low Pressure – HVL
(CONTINUED)

For the Hazardous Liquids Pipelines, between Hastings Extraction Plant and Galmish Loading Facility, Iso-butane Pipeline, N-Butane Pipeline, Propane Pipeline, and Mixed Liquid Pipeline:

- Divert iso-butane or normal butane to NGL storage as necessary until the cause of the low pressure is found.
- Divert propane if possible until the cause of the low pressure is found.
- Stop the flow of mixed liquid.
- The Hastings Operations Supervisor will utilize appropriate personnel to verify the condition of the equipment and pipelines in the field.
- The Hastings Operations Supervisor will initiate fractionation area shutdown as necessary.

Restore Normal Operation

- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor pressure and flow rates until it is determined that the pipeline system is back to normal operation. If a spike is observed on the discharge from Hutchinson, then the Hutchinson pump discharge should be monitored for anomalies by visual inspection of the control screen for at least (1) hour.
- Complete the Checklist for Ensuring "Back to Normal" Operations.
- Gas Operations, Hastings Extraction Plant personnel, and field personnel should monitor start-ups until the pipeline systems are considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline systems are considered to be operating under normal conditions, as determined by Gas Operations and/or the Hastings Extraction Plant Operations Supervisor.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to determine if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete **Chain of Custody Form**. Send copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

Scenario 14:
Intentional Ignition Procedure – Vapor Cloud

Use the **INCOMING EMERGENCY CALL - INFORMATION FORM** to gather information.

Hazardous liquid vapors should only be intentionally ignited in situations where a properly trained DETI employee is on site when pipeline damage occurs. This allows for a swift evaluation and ignition. Emergency response personnel wearing firefighter turnout gear will conduct intentional ignition under other circumstances. Employees will receive hands-on intentional ignition training prior to igniting hazardous liquid vapors. Re-training must be completed annually.

Sound the Alarm - Notify all impacted employees on-site via audible and/or visual signal. Initiate notification to DETI Gas Operations to stop product flow and isolate the pipeline. Also, notify Local Emergency Response to summon fire department assistance. Initiate control of worksite access and traffic control if necessary.

It is the duty of every employee assigned to work in a hazardous area to see that these rules are observed by all personnel in the area.

Investigate to confirm the nature and extent of the vapor discharge.

Assessment Necessary for Intentional Ignition -- If any of the following atmospheric scenarios exist during a product leak causing a vapor cloud and time will not allow coordination with the local Emergency Response personnel and DETI management, the most senior properly trained DETI employee at the site should make the decision to intentionally ignite the hazardous liquid vapors, provided it can be performed safely:

1. The possibility exists where the public may be endangered due to the accumulating vapors.
2. The possibility exists where Company personnel may be endangered due to the accumulating vapors.
3. The possibility exists where Company equipment and facilities may be endangered due to the accumulating vapors.

- Otherwise, the decision to intentionally ignite the vapors should be coordinated between the local Emergency Response personnel and DETI management.
- At least one DETI employee who has been trained to intentionally ignite a vapor cloud and who is equipped with flare guns, aerial flares, road flares (flaring materials), and a portable combustible gas indicator will be on site during the following types of work related to Hazardous Liquid Transmission Lines

1. Pipeline inspection, repair, and/or maintenance involving excavations.
2. Use of heavy mobile equipment around exposed loaded lines.
3. Maintenance where there is the potential for escaping product.
4. Responding to emergencies.

Assessment Necessary for Intentional Ignition

- Flaring materials should be carried in vehicles used routinely for hazardous liquid pipeline maintenance. A readily available supply of flaring materials should be maintained at applicable operations locations.
- If at all possible, prior to flaring, appropriate rescue and first-aid equipment will be standing by in case of injuries.

Intentional Ignition

- The most senior properly trained DETI employee at the site of a hazardous liquid product leak should:
  1. Assess the hazards to personnel and the public in the immediate vicinity.
  2. Initiate isolation of leak by closing mainline valve on either side of leak.
  3. Prevent accidental ignition of the vapor cloud by vehicles, machinery, smoking, etc.
  4. Detour all access from the leak site including all roads near the vapor cloud. If the vapor cloud is approaching inhabited areas, DETI will coordinate with the local Emergency Response personnel, if present, the safe evacuation of people/residents.
- Determine the wind direction and approach site on foot up wind of the leak site.
- Stop or reduce leakage only if a safe means is possible.
- Visually determine as quickly as possible the vapor accumulation, assess the size and location of the vapor cloud, and with the use of combustible gas detection equipment, assure personnel do not enter an immediately hazardous location.

Scenario 14:
Intentional Ignition Procedure – Vapor Cloud
(CONTINUED)

- Considering wind velocity and direction can change anytime, assess the area surrounding the vapor cloud and determine if the continual movement of the vapor cloud in any direction would endanger people, dwellings, animals, or drift across roadways.
- If there are no people in immediate danger from vapor cloud but movement of cloud is toward inhabited areas or if approaching darkness combined with the existing leak could endanger the people, the intentional ignition of vapor cloud should be undertaken.
- Notification from DETI personnel to the local Emergency Response personnel (fire and law enforcement) should be made to inform them of the Company's intention. This coordination should include the following:
    1. Inform the fire department that they may extinguish nearby fires away from the leak, but the fire at the source of the leak (after intentional ignition) should not be extinguished.
    2. Senior most Company employee should notify their Supervisor and Gas Control (1-888-264-8240) if time permits.
- The DETI employee who will shoot or throw the flare will wear the appropriate additional personal protective equipment to include: fire resistant coveralls, gloves, hood, face shield and safety glasses.
- The DETI employee will select the highest ground elevation at a safe distance up wind from the vapor cloud and check the immediate area with combustible gas detection equipment prior to discharging the flare gun.
- The DETI employee will attempt to use available cover; vehicle, machinery, tree, etc.
- The flare should be thrown or shot at the source of the leak.
- Do not extinguish fire until the leak is gone or can be controlled.
- Follow the procedures below “When the Fire is Out”.
- This procedure is only to be performed by personnel specifically trained in the evaluation of vapor cloud size, intensity, and effects.

When the Fire is Out:

- Secure the affected area. The area should be left undisturbed to the extent practical, the proper authorities should be alerted, and security should be increased.
- Restore fire-extinguishing equipment to service.
- Provide station guards and a fire watch around the affected area if it is possible that the fire may re-ignite.
- Salvage all material possible. Take steps to protect buildings and equipment from further damage.

Restore Normal Operation

- Operations and field personnel at the facility should monitor pressure and flow rates until it is determined the pipeline system is back to normal operation.
- Operations and field personnel should monitor start-ups until the pipeline system is considered to be operating under normal conditions.
- If components were repaired or replaced, field personnel should remain on-site and monitor the operation of the repaired or replaced equipment during start-up and until the pipeline system is considered to be operating under normal conditions, as determined by Operations. The DETI Operations Supervisor is responsible for having thorough documentation for these actions.

Conduct a Post-Failure Investigation

- Pipeline Integrity and Field Operations will review employee activity to if the employees were compliant with DETI procedures.
- Investigate the cause of the failure.
- Prepare a written report of the failure investigation and complete the **Pipeline Failure Investigation Report Form**. Send a copy to Pipeline Integrity.
- For failed material/equipment, follow **Failure and Accident Investigation Form** and complete the **Chain of Custody Form**. Send a copy to Pipeline Integrity.
- Post accident drug and alcohol tests shall be conducted for each employee whose performance either contributed to the accident or cannot be completely discounted as a contributing factor. Drug tests shall be conducted as soon as possible but no later than 32 hours after the accident. Alcohol tests shall be conducted as soon as possible but no later than eight hours following the accident. If the test is not administered within 2 hours, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. Refer to the Drug and Alcohol Misuse Prevention Plan for specific requirements.

SITE SPECIFIC MAPS AND OTHER REFERENCE INFORMATION

DETI utilizes GPS systems, internal servers, databases, and proprietary software to house facility GPS coordinates, drawings, maps, diagrams, etc. Addresses to field/support offices are also provided on all company computers through a shared internal DETI website. Access to a computer and the internal company network is provided at every field office/support office.

A few examples of site specific documents that can usually be obtained or printed at field offices or support facilities are as follows:

1. State, county, township, borough maps (purchased from vendors)
2. Dominion Energy Transmission, Inc.. System Map (showing state and county boundaries and pipelines)
3. Aerial maps
4. Gate assembly drawings
5. Bubble Maps
6. Quad Maps
7. Topographic Maps
8. Plot Plans
9. SDS

ESTABLISHING AND MAINTAINING ADEQUATE COMMUNICATIONS

Company Radio Operations

Normal Situations
Only authorized personnel may use Company radio facilities. As an integral part of such authorization, Telecommunications Personnel should instruct staff regarding Federal Communication Commission (FCC) regulations.

Emergency Situations
If there is a natural disaster or serious accident, FCC regulations allow transmissions without regard to message content or points of communication. Supervisors may authorize any person to use Company radio facilities in such an emergency.

In or Near Blasting Areas
Radio transmitters should not be operated within
- A 350 feet range of any explosives storage facility;
- A 350 feet range of any blasting operations; or
- Any area posted with warning signs.

Telecommunications Department should be responsible for establishing and maintaining communications systems during an emergency, which may involve:
- Interconnection with communications facilities of other companies;
- Relaying information received from other companies;
- Radio communications with Civil Defense and Alert Warning Systems;
- Activation of Gas Control Emergency Headquarters;
- Arrangements with the local telephone company, if possible, for outside emergency telephone service if line load control is imposed on the community.

Normal and Emergency Communications for Dominion Energy Transmission, Inc.. **Gas Control and Gas Control Emergency Headquarters** are provided with Company owned telephone wire lines, carrier circuits, leased Telephone Company lines, VHF radio low band, VHF radio high band and microwave covering the entire operating system.

Gas Control Emergency Headquarters or "Backup Center" located at Weston, West Virginia can be activated by the request of Gas Control to Network Operations Center (NOC) in Richmond.

Activation of Emergency Mobile Communications System
Gas Control will activate the Emergency Mobile Communications System by notifying the Area Supervision as to where portions of the fixed systems are not functioning. The Area Supervision is then responsible for getting personnel to the predetermined mobile unit locations that will restore continuity to the communications system. If an emergency should cause loss of communications between an operational area and Gas Control, then the Area Supervision will activate the system in that area.

The Operations Supervisory Staff is responsible for making the Emergency Mobile Communications System work in that area and will maintain all persons and back-up personnel in a state of readiness should a test or emergency arise. Familiarization with the emergency forms and emergency requirements is the responsibility of the persons whose job it may be to take over a mobile unit location in an emergency.

Activation of Gas Control Emergency Headquarters
If SCADA or other related communications systems are not available for Gas Controllers to monitor and control the pipeline system, then Gas Control supervision may activate the Gas Control Emergency Headquarters.

Communications Failure
Communications systems failures should be reported to the Enterprise Operations Center (EOC), 804-771-4191 or tie line 8-736-4191, in Richmond, VA. The EOC has a list of technicians that are on call and will notify the on-call technician to facilitate the repairs.

ROLE OF PUBLIC RELATIONS

Once Operations Supervisor has been notified of an emergency, the responsibility of working with the news media will shift to the Corporate Communications Department.

The designated Public Relations representative should be responsible for:

- Obtaining information from responsible Company sources;
- Determining whether or not news media are to be notified and, if so, what information will be provided and how it will be presented;
- Obtaining approval of the information to be released from Senior Management; unless a prior approved statement or process is in place;
- When conditions warrant, going to the scene of the emergency to;

  (1) Work with news media on location, and;
  (2) Obtain the photographs necessary to document the situation;

- During off-duty hours, when the emergency dictates, obtaining information from Gas Control and assisting by answering inquiries from the news media.

Information Required by Public Relations:

- **What:** Nature of the situation; physical damage to any Company property or equipment; physical damage to property of others and owners' or tenants' names and addresses; how service will be affected by the emergency; what repairs will be made and how long it will take to complete the repairs; how much gas was lost.
- **Who:** Nature and extent of injuries; names, ages, addresses of anyone injured; occupation of any injured employee; what injured person(s) were doing at the scene; disposition of injured person(s) (if removed to the hospital); name and location of hospital (if applicable); name of treating physician (if possible)
- **When:** Date and time of occurrence
- **Where:** City or township, county and state; additionally, type of area in which emergency site is located: Approximate distance to nearest landmarks or towns; and type of terrain
- **Other Information:** Information deemed helpful in providing positive information to the news media; last date the facility was tested; number of man-hours worked without an injury to the area; previous repairs to facility; steps being taken to prevent a reoccurrence of the emergency.

Note: The severity of the event could result in the activation of the DETI Crisis Response Plan and a Communication Officer would be responsible for working with the news media.

DEALING WITH THE MEDIA

ONLY AUTHORIZED COMPANY SPOKESPERSONS ARE PERMITED TO RELAY INFORMATION TO THE MEDIA OR PUBLIC ABOUT AN EMERGENCY OR EVENT.

An emergency or event on DETI's system may result in attention from the media. News personnel seek information from any source possible, which may include supervisors, employees, witnesses, law enforcement, fire department personnel and interested bystanders.

Employees should follow the general guidelines below in response to questions, or concerns from the media or general public.

Q. What should I do if approached by a reporter?
A. Politely tell the reporter that you are not authorized to speak for the company and he/she should contact the Media Relations group. Contact information for Media Relations is available on dominionenergy.com; Dominion's Media Relations contact is Frank Mack (1-804-771-3141).

Q. Is it OK to go on camera or be interviewed? Or, if I'm called on the phone, mailed, or texted, should I respond?
A. No, unless you have been authorized to act as a company spokesperson. Always refer media representatives to your media manager, regardless of how you are contacted. Also, do not comment "off the record" or background. Notify your supervisor and the local media relations manager.

Q. What should I tell my spouse, family and friends?
A. Remember, anything you say to your spouse, family, friends or neighbors is subject to becoming public if one of them passes the information along. It is best to stick with the information the company has released publicly.

Q. Is it OK to post comments about the event on Twitter or Facebook?
A. No. Facebook, Twitter, Internet blogs, forums and other social media are seen by millions of people. Anything you post on them will be immediately seen by others. Media outlets monitor social media, so don't allow yourself to be caught up in something you will regret. Dominion has an official presence on social media, and we have in-house personnel who handle postings on them.

Q. Any other guidelines?
A. Be cautious of phone calls and emails seeking information that may, at first glance, appear innocuous. For example, in the event of employee injuries or fatalities, a reporter or other outside caller might try to confirm the affected employees' names by trying to call them, hoping to get a reply that offers additional information. Be cautious with any unknown caller during a period of a crisis. A good rule of thumb is to answer no questions, and simply take the caller's name and phone number, saying someone will call back.

ROLE OF ENVIRONMENTAL SUPPORT

Operations will be responsible for notifying the Environmental Coordinator, or alternate in the event of an emergency. Operations will maintain the role of Incident Commander in responding to an Emergency. The Environmental Coordinator's role will be as follows:

- The Environmental Coordinator will be responsible for all notifications to the appropriate environmental agencies, including the state and National Response Center (NRC).
- The Environmental Coordinator will be responsible for notifying Environmental Management of the event.
- The Environmental Coordinator will provide assistance to the Incident Commander and on-site personnel to evaluate the environmental impact and provide guidance on responding to the environmental spill.
- The Environmental Coordinator will coordinate the mobilization of third party Contractor support required to respond appropriately to an environmental spill.
- The Environmental Coordinator will work with the Incident Commander and assist in the coordination of all on-site work being performed by the third party Contractor.
- The Environmental Coordinator may assume the responsibility of the Incident Commander once the only remaining work associated with the emergency response is environmental in nature.

CRISIS RESPONSE PLAN

The DETI Crisis Response Plan (CRP) provides the guidance DETI will follow to prepare and react to emergency events that can be defined as an impending or actual crisis. **The CRP <u>does</u> <u>not</u> replace the DETI Emergency Plan or the Site Specific Emergency Plan!** Operations will continue to respond to an Emergency as per the guidelines outlined in this manual and the Site Specific Emergency Plans. The activation of the CRP provides operations additional support from the DETI business unit and Corporate. Defined within the CRP are the roles and responsibilities of the Incident Commander, Communications Officer, Corporate Support Lead, Media Coordinator, etc., who play a critical role in overall response from a DETI Management and Corporate perspective.

REVIEW OF EMPLOYEE ACTIVITIES

Following a response to an emergency it should be the responsibility of the immediate supervisor(s) of all employees involved in the response to review all associated activities and determine whether the procedures outlined in Dominion Energy Transmission,Inc. Combined Emergency Plan for Natural Gas and Hazardous Liquids were effectively followed and determine if the Plan was adequate for the types of conditions encountered. The review should constitute an analysis of all activities, indicate the effectiveness of these activities and, if necessary, include recommendations for improvement of the Plan. These reports will be approved by the Director and Operations, and then submitted to the Manager of Pipeline Integrity within thirty (30) days of the response.

EMERGENCY REPAIR MATERIALS

Emergency Repair Materials

This section covers all items of materials required if there is an emergency involving a critical facility (a facility whose failure would have a major impact on natural gas or hazardous liquid product supply or markets).

- Field Operations management will designate critical facilities and, with Inventory Management, determine the items to be stocked.
- Sufficient material should be warehoused to meet emergency requirements for critical facilities.
- Field Operations management, with Inventory Management, should designate and establish stock levels for each item.
- Field Operations management and Inventory Management will implement intra-company pooling of emergency materials to the extent deemed practical.
- Field Operations management and Inventory Management should coordinate an annual review to determine the adequacy of present stock levels to meet:

    1. Intra-Company Requirements;
    2. Demand Changes;
    3. Market Conditions;
    4. New Item Requirements.

- Field Operations management will order replacements immediately when any emergency material is used.
- Inventory Management will maintain and circulate an Emergency Materials Report.
- Field Operations management will utilize the Emergency Materials Report to locate items for an emergency whenever the need is in excess of local stocks.
- Critical facility data, requisitions, receiving reports, and all other required records should be prepared and processed as soon as possible.

Typical Emergency Standards, Equipment, and Supplies

- DETI Emergency Plan
- DETI Standard Operating Procedures
- Mobile Communications Plan
- Key Personnel Listing
- Pipeline Drawings and Maps
- Telephone Directories with Emergency Organizations Numbers
- Portable Radios
- First Aid Kits
- Flashlights (Explosion Proof)
- Brass Tools
- Handheld Combustible Gas and O2 Detection Instrument
- Fire Blankets
- Caution Blinker/Barricade Lights
- Flare Guns

Additional Hazardous Liquid Transmission Emergency Equipment

- Hazardous Liquid Operations personnel have portable dry chemical extinguishers available for use during an emergency situation and for fighting incipient stage fires.
- Hazardous Liquid Operations personnel have several meters available that are capable of detecting various combustible gases and gas mixtures, as well as, the oxygen content of the atmosphere.

INVESTIGATION OF FAILURES

Each accident and facility failure shall be analyzed, including the selection of samples of the failed facility or equipment for laboratory examination, where appropriate, to determine the cause of the failure and to minimize the possibility of a recurrence. The investigation required for the completion of the DOT 30-day Incident Report Form 7100.2 should constitute an adequate analysis of most failures. However, when it is considered that additional analysis could provide data useful in minimizing the possibility of a recurrence of the failure, a further analysis should be made.

Investigation of incidents and or failures will likely involve several areas of responsibility within Dominion Energy Transmission, Inc.. It is probable that in addition to Field Operations Staff, other areas involved might include: Safety, Pipeline Integrity, Environmental Services, Field Engineering, Land and Right of Way, Corporate Communications, Legal, and others.

Of paramount importance is:

- Preservation of physical evidence
- Photographic and or video documentation
- Early interviewing of witnesses

Some specific areas of investigative responsibility are:

- Manager of Safety should provide for the lead in investigation of events resulting in employee injury or death; and instances where employee performance may have been compromised by the use of drugs or alcohol;
- Manager of Pipeline Integrity should provide for the lead in investigation of incidents involving PHMSA and/or State or Federal PHMSA organizations;
- Manager of Field Engineering should provide support in all investigations; and Pipeline Integrity should direct all investigations where recovery may be expected from an insurance carrier. This involves actual physical damage to Company or third party facilities, business interruption or corporate liability, and events where facility safety may have been compromised.

NOTE: Prepare a written report of the failure and send a copy to Pipeline Integrity.

ROLE OF CORPORATE SECURITY

Corporate Security will provide assistance to site personnel when necessary and in the event of an emergency. Any emergency regarding threats to employees and/or facilities or any acts involving suspicious or potential criminal activity should be reported to Corporate Security immediately. In addition, other matters requiring security support such as access control issues, law enforcement coordination, security consultation and investigative support can be obtained through the Corporate Security Department.

The following number is continuously monitored by Corporate Security and should be used to contact Corporate Security in the event of an emergency or other request for service:

Corporate Security: 1-800-684-8486

THIRD PARTY DAMAGE

In the event of third party damage, the Gas Transmission Damage Report Form (Form Number 721561) located on the Dominion On-line Forms Database must be completed and submitted to Pipeline Integrity. All the information concerning the event will then be entered and housed in DETI's Damage Database. The form can be found on the intranet at the following link:

http://svcs.dominionnet.com/sites/forms/Form%20Templates/721561-v001a.xsn

A copy of the Gas Transmission Damage Report Form is also included on the following pages:

Dominion Transmission, Inc.

Operating Area	Location	Cost Center	WBS Element	TFIR Number

Responsible Supervisor	Phone Number	Date of Damage	Time of Damage
			○ AM ○ PM

Discovered By (Select One)

○ Aerial Patrol ○ Company Survey ○ Customer Report ○ Damaging Party ○ Employee Report
○ One Call ○ Police or Fire ○ Public ○ Unknown

Date Reported	Time Reported	Date Responded (Crew Sent)
	○ AM ○ PM	

Names of Dominion Employees Inspecting Damage

Damaged Facility

Type of System

○ Transmission
○ Storage
○ Production

Type of Facility

○ Measuring and Regulator ○ Meter Set Commercial
○ Meter Set Industrial ○ Production Pipeline ○ Storage Pipeline
○ Transmission Pipeline ○ Other (Specify): _____

Material

☐ Plastic ☐ Steel ☐ Other (Specify): _____

Diameter	Operating Pressure at Time of Failure	Line Number
In.	psig	

Located	Depth	Facility in Excavation Was
○ Above Ground ○ Underground	In.	○ Covered ○ Exposed

Located In (Check All That Apply)

☐ Public Right of Way ☐ Street ☐ Sidewalk ☐ Tree Lawn
☐ Public Property (Parks, Govt Owned, etc.) ☐ Yard ☐ HCA

Land Use

☐ Residential ☐ Industrial ☐ Commercial ☐ Rural

Gas Blowing	Duration Blowing	Size of Opening	% Hole Blocked	Distance From Pressure Read
○ Yes ○ No				Ft.

Extent of Damage

Damage	No. of Customer Affected	Type of Customer Affected (Check One)	Duration of Service Interruption
◯ Yes ◯ No		◯ Residential ◯ Commercial ◯ Industrial	

Fire	Explosion	Evacuation	Number Evacuated	Duration of Evacuation
◯ Yes ◯ No	◯ Yes ◯ No	◯ Yes ◯ No		

Evacuated By

☐ Police ☐ Fire ☐ Dominion ☐ Contractor ☐ Other (Specify): _____

Time to Make Safe	Time to Complete Repairs	Time of Company First Response

Cause of Damage

☐ Construction Defect

☐ Atmospheric External Corrosion ☐ Third Party Damage ☐ Material Failure

☐ Underground External Corrosion ☐ Outside Forces ☐ Internal Corrosion ☐ Unknown

Patient Type (Check all that apply) ☐ Inpatient ☐ Outpatient

Fatality	Number of Persons	Number of Employees	Number of General Public	Number of Contractors
◯ Yes ◯ No				
Injury	**Number of Persons**	**Number of Employees**	**Number of General Public**	**Number of Contractors**
◯ Yes ◯ No				

Description of Damage

Coverage at Scene

Select All That Apply

☐ Police ☐ Fire ☐ EMS ☐ NTSB ☐ PHSMA/OPS/State Inspection

☐ OSHA ☐ EPA ☐ Media ☐ Other (Specify): _____

Representing (Municipality, Station, etc.) _____

Response Time	Photographs Taken	Evidence Taken
Police: Fire: EMS:	◯ Yes ◯ No	◯ Yes ◯ No

Evidence Taken By	Evidence Taken To

Location of Damage

Address	Nearest Intersection or Cross Street	
City/Twp	**State**	**County**
Physical Location	**GPS Latitude**	**GPS Longitude**

Company or Individual Causing Damage

Individual Name	Contractor	Sub-Contractor Company
Person In Charge	**Address**	

Telephone	City/Twp	State	Zip Code

Type of Party Causing Damage

- ☐ Contractor for Builder/Developer
- ☐ Contractor for Other Utility
- ☐ Contractor for State Department of Transportation
- ☐ State Department of Transportation
- ☐ Municipality (City or County)
- ☐ Dominion
- ☐ Farmer
- ☐ Homeowner
- ☐ Contractor Working for Other
- ☐ Other (Specify):
- ☐ Other Utility
- ☐ Railroad

Activity (Installing, Removing, or Repairing)

☐ Cable TV	☐ Gate/Fence	☐ LDC Gas	☐ Road	☐ Telephone
☐ Curb/Gutter	☐ Grading	☐ Oil	☐ Sanitary Sewer	☐ Water
☐ Electric	☐ Interstate Gas	☐ Pool	☐ Sidewalk	☐ Other (Specify)
☐ Foundation	☐ Landscaping	☐ Production Gas	☐ Steam	

Equipment Causing Damage

☐ Auger	☐ HDD Back Ream	☐ Post Hole Digger	☐ Trackhoe	☐ Other (Specify)
☐ Backhoe	☐ HDD Bore	☐ Saw	☐ Trencher	
☐ Explosives	☐ Jackhammer	☐ Shovel	☐ Vehicle	
☐ Grader	☐ Milling Machine	☐ Tamper	☐ Vibratory Plow	

Contractor Continued Work	Explain
○ Yes ○ No	

Equipment Causing Damage

License Number	Make	Model	Serial Number	Color	Date

Insurance Company	Policy Number	Phone Number

One Call Notification

One Call Center Notified	One Call Ticket Number	Type of Ticket	
○ Yes ○ No		☐ Emergency ☐ Routine ☐ Other (Specify)	☐ Insufficient/ Short Notice

Other Related Ticket Numbers	Excavation Area Marked in White	Facilities Marked	Marked Accurately
	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No

Facilities Located	Located Accurately	Excavation Monitored	Locatable
○ Yes ○ No	○ Yes ○ No	○ Yes ○ No	○ Yes ○ No (Explain):

Distance From Marks to Actual Location of Facility	Other Information Marked (Size, Material, etc.)
Ft.	

Marked By	Located By
○ Paint ○ Flag ○ Stake ○ Other (Specify)	○ Dominion ○ Contractor Locator

Reason for Damage

Witnesses

Name	Address	Phone Number	Cell Number
Name	**Address**	**Phone Number**	**Cell Number**
Name	**Address**	**Phone Number**	**Cell Number**
Name	**Address**	**Phone Number**	**Cell Number**

Billing Information

Billable Damage	If No, Explain
○ Yes ○ No	

Bill To

Notifications		
PHMSA Reportable Incident	**Abnormal Operating Conditions**	**Safety Related Conditions**
◯ Yes ◯ No	◯ Yes ◯ No	◯ Yes ◯ No

Report Prepared By	**Date**

Approved By	**Date**

(Report Number To Be Assigned by DTI Pipeline Integrity Dept).

Damage Report Number _____