



**SOUTH CAROLINA**

**OFFICE OF REGULATORY STAFF**

**Emergency Plan**

**OPERATOR: (A-N)  (O-Z)**

**DATE:**

.605(b)(1)	EMERGENCY PROCEDURES	S	U	N/A	N/C
	.615(a)(1) Receiving, identifying, and classifying notices of events which require immediate response by the operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(2) Establish and maintain communication with appropriate public officials regarding possible emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(3) Prompt response to each of the following emergencies:				
	(i) Gas detected inside a building;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) Fire located near or directly involving a pipeline;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) Explosion near or directly involving a pipeline;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(iv) Natural disaster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(4) Availability of personnel, equipment, instruments, tools, and material required at the scene of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(5) Actions directed towards protecting people first, then property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(6) Emergency shutdown or pressure reduction to minimize hazards to life or property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(7) Making safe any actual or potential hazard to life or property. Response should consider the possibility of leaks in multiple locations caused by excavation damage and underground migration of gas into nearby buildings (NTSB B.9).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(8) Notifying appropriate public officials required at the emergency scene and coordinating planned and actual responses with these officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(9) Instructions for restoring service outages after the emergency has been rendered safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(10) Investigating accidents and failures as soon as possible after the emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(a)(11) Actions required to be taken by a controller during an emergency in accordance with §192.631.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(b)(1) Furnishing applicable portions of the emergency plan to supervisory personnel who are responsible for emergency action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(b)(2) Training appropriate employees as to the requirements of the emergency plan and verifying effectiveness of training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(b)(3) Reviewing activities following emergencies to determine if the procedures were effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	.615(c) Establish and maintain liaison with appropriate fire, police, and other public officials, to:				
	(1) Learn the responsibility and resources of each government organization that may respond to a gas pipeline emergency;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(2) Acquaint the officials with the operator's ability in responding to a gas pipeline emergency;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(3) Identify the types of gas pipeline emergencies of which the operator notifies the officials;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(4) Plan how the operator and officials can engage in mutual assistance to minimize hazards to life and property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

### **103-414. Interruption of Service.**

Each gas utility shall keep a record of any condition resulting in any interruption of service affecting its entire system or major division thereof, or any major community or any important division, consisting of at least fifty customers, of a community, including a statement of the

time, duration and cause of such interruption. The commission and ORS are to be notified by telephone of any such interruption as soon as practicable after it comes to the attention of the gas utility and a complete written report made to the commission and ORS after restoration of service, if such interruption is more than six hours in duration.

### **103-415. Incidents.**

A. Each gas system shall, as soon as possible, report to the ORS each incident occurring wherein there exist either: (a) serious injury or death of any person; (b) property damage in excess of \$5,000, in the gas system's commercially reasonable estimation, including the gas system's cost of lost gas exiting the gas system's lines to a customer's meter and the expense to make repairs to its facilities or property; or (c) an event that is significant in the judgment of the gas system.

B. Each gas system shall establish and follow procedures for analyzing, reporting and minimizing the possibilities of any future incidents.

#### 1. 103-415 Incidents

A) Are the procedures in place to insure reporting to the Commission, incident that meet the reporting requirements set forth in the Rules and Regulations?

B) Are procedures in place for analyzing incidents for the purpose of determining the cause and minimizing the possibility of recurrences?

Comments -

2. 103-415 (A)

Is the gas system reporting to the Commission, both by telephone and written report all incidents involving :

(a) serious injury or death of any person?

(b) property damage in excess of \$5,000, in the gas system's commercially reasonable estimation, including the gas system's cost of lost gas exiting the gas system's lines to a customer's meter and the expense to make repairs to its facilities or property?

(c) an event that is significant in the judgment of the gas system?

Comments -

3. 103-430 (e) CUSTOMER INFORMATION

Is the gas system providing adequate means (telephone, etc.) whereby the system can be contacted at all hours in cases of emergency or unscheduled interruptions of service?

Comments -

4. 103-485 SYSTEM PRESSURE MONITORING

Does the Gas System have installed on its distribution system in each city in which it supplies gas, a sufficient number of recording devices, but not less than one, to insure detections of abnormal system pressures?

Does the Gas System keep records of each test of pressures in various parts of its system and do the records include as a minimum, the date, time and location where the pressure was taken and are the records being retained for a two (2) year period?

Comments -

5. 103-491 PROTECTIVE MEASURES

Does the Gas System maintain a summary of all reportable accidents arising from its operations?

Comments -

6. 103-492 SAFETY PROGRAM

Does the Gas System have a safety program that at a minimum :

- A-  Requires employees to use suitable tools and equipment in order that they may perform their work in a safe manner.
- B-  Instructs employees in safe methods of performing their work,
- C-  Instructs employees, who, in the course of their work are subject to electrical shock, asphyxiation or drowning, in accepted methods of artificial respiration.
- D-  Establish liaison with appropriate public officials including fire and police officials in anticipation of a potential emergency.
- E-  Establish an educational program to enable customers and the general public to recognize and report a gas emergency to the appropriate officials.

7. 103-493 LEAKAGE - GENERAL

Does the Gas System have a procedure for recording notices of leaks, odor or damage to gas facilities by contractors or other outside sources?

***Note: Documentation should include at a minimum: time notice received, time notice was dispatched, time gas system personnel arrived at scene, time situation made safe, and brief description of situation found.***

Comments -

103-493 **Leakage**

General. Any notice to the gas system of a leak or odor or notification of damage to gas facilities reported by any source shall constitute the need for immediate action by the gas system.

In the event, that the response time exceeded one (1) hour, the reason should be included in the report to the ORS as well as the grade level of the leak and other pertinent information.

Does the gas company document reasons for a leak or odor or damage if the response time exceeds (1) one Hour and has that report been made to ORS?

Comments -

Does the Gas System have a procedure for classifying and repairing leaks meeting the requirements of the following?

***Grade 1 – leak requiring immediate repair or continuous action until the conditions are no longer hazardous.***

***Grade 2 – leak requiring immediate repair based on probable future hazard.***

***Grade 3 – leak that is non-hazardous at the time of detection and is expected to remain non-hazardous.***

Comments -

8. 103-414 **LOSS OF GAS SERVICE (INTERRUPTIONS OF SERVICE)**

Does the Gas System have a procedure to notify the Pipeline Safety Group of any interruptions of gas service to 50 (fifty) or more customers?

Does the procedure require initial telephonic notification and subsequent written follow-up?

Is this procedure being followed?

9. 103-494 **INTERRUPTIONS IN SERVICE**

Can the NG systems produce, upon request, procedures to protect customers during periods when operating conditions require interruptions in service due to scheduled or unscheduled curtailments, line breakage, equipment malfunctions, and force majeure conditions?

Comments -

10. NTSB RECOMMENDATION

Does the operator/contractor have Horizontal Directional Drilling (HDD) Procedures to determine if it includes actions to protect their facility from the dangers posed by drilling and other trench less technologies?

Comments -

11. DAMAGES FROM OTHER SOURCES

Does the operator account for potential damages to facilities caused by earth movement or geological hazards?

Comments -

12. Does the operator account for damages to facilities caused by flooding, river scour, and/or channel migration?

Comments -

**192.605 (a)- (a) General.**

Each operator shall prepare and follow for each pipeline, a manual of written procedures for conducting operations and maintenance activities and for emergency response. For transmission lines, the manual must also include procedures for handling abnormal operations. This manual must be reviewed and updated by the operator at intervals not exceeding 15 months, but at least one each calendar year. This manual must be prepared before operations of a pipeline system commence. Appropriate parts of the manual must be kept at locations where operations and maintenance activities are conducted.

1. Has the operator followed the written procedures for conducting operations and maintenance activities and for emergency response? Yes  No

If No – Comment-

2. Has this manual been reviewed and updated by the operator at intervals not exceeding 15 months? Yes  No

If No – Comment-

3. Are appropriate parts of the manuals kept at locations where O&M activities are conducted? Yes  No

If No – Comment-

## ***Records Review***

1. List of Grade 1 leaks from the previous calendar year
2. List of damages from previous calendar year
3. Emergency call in orders from previous year / gas odor – gas blowing
4. Summary of reportable incidents/accidents
5. Review employee activities to determine whether procedures were effectively followed

## ***Information Review***

Response times to damages Yes  No (explain below)

Response times to emergency call ins Yes  No (explain below)

Total cost of repairs on damages Yes  No (explain below)