

# EMERGENCY RESPONSE PLAN

## Kinder Morgan Utopia LLC/LTD Pipeline



*Prepared for:*

**Kinder Morgan, Inc.**  
1001 Louisiana Street, Suite 1000  
Houston, Texas 77002

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**Regulatory Cross-references are included at the end of this Plan.**

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Agency Correspondence

DISTRIBUTION LIST	
COPY NUMBER	PLAN HOLDER <sup>1</sup>
1 (Plus 1 electronic copy)	Canada Energy Regulator Suite 210, 517 Tenth Avenue SW Calgary, (Alberta) T2R 0A8  Attn: Secretary of the Commission
KM Online	Kinder Morgan Online Accessible to all Response Personnel Hosted Online

**NOTE1:** The Distribution of this Plan is controlled by the Copy Number located on the front cover or CD label. The Plan Distribution Procedures provided in Section 1.3 and the Plan Review and Update Procedures provided in Section 1.4 should be followed when making any and all changes.

## Record of Revisions

### Instructions for Assigning Revision Number

- The first two digits are the year followed by a decimal
- The second two digits are the month followed by a decimal
- The third digit(s) are the number of versions for that month. This will start at one for the first version of every month.

Example: 17.10.1 (Date of Issuance – October 2017)

Date	Revision Number	Description of Changes	Changed Pages	Person Making Change(s)
Oct 2017	17.10.1	New Plan distribution by Midstream CRM.	Entire Plan	
Jan 2019	19.01.1	Changed Qualified Individual	Fwd-6, 1-3, 2-5	R. LeFevers
Oct 2019	19.10.1	National Energy Board to Canada Energy Regulators. Miscellaneous updates	Cover Page, FWD-5, FWD-6, 1-1 thru 1-3, 2-7, 2-8, 2-10, 2-11, 2-21, A-3, A-5, A-7	CTEH RM
Dec 2019	19.12.1	Add reference to Haz Mat ERG, Update wording	FWD-6, 3-10, 3-16	S. Smith
Jan 2020	20.1.1	Update internal notifications and spill management contractor	FWD-6, 1-3, 2-5, 2-24	R. LeFevers
Jan 2021	21.1.1	Updated Director of Operations	FWD-6, 1-9, 2-18	C. Bayer
Feb 2021	21.2.1	Updated EMA Contact Phone Numbers	FWD-6, 17-20, 23	L. Schell
Mar 2021	3.1	Change Superintendent to Operations Manager or designee	3-16	C. Bayer
Mar 2021	3.1	Added list of equipment to Large leaks	3-10, 3-11, 3-12	C. Bayer
Mar 2021	3.1	Added statement on Medium and Large Leaks about firing the vapor cloud in Canada	3-11, 3-14	C. Bayer
Feb 2022	22.02.01	Updated Internal Notification	2-5	S. Watkins
Feb 2023	23.02.01	Updated Internal Notification	1-3, 2-5	S. Watkins

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# 1.0 INTRODUCTION AND PLAN CONTENT

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## 1.1 PLAN PURPOSE/OBJECTIVES

The purpose of this Emergency Response Plan (Plan) is to assist Kinder Morgan Energy Partners L.P. personnel in preparing for and responding quickly and safely to emergencies originating from the Kinder Morgan Utopia LLC/LTD pipeline and associated facilities. The Plan provides techniques and guidelines for achieving an efficient, coordinated, and effective response to emergencies which may occur along the pipeline.

The specific objectives of the Plan are to:

- Establish Response Teams, assign individuals to fill the positions on the teams, and define the roles and responsibilities of team members.
- Define notification, activation, and mobilization procedures to be followed when a discharge occurs.
- Define organizational lines of responsibility to be adhered to during a response operation.
- Ensure compliance with federal, province, state, and local emergency response requirements.
- Document equipment, manpower, and other resources available to assist with the response.

## 1.2 SCOPE OF PLAN

This Plan has been developed to augment any other pipeline emergency response plans prepared to meet the requirements of 49 CFR Part 195.402(e) - Procedural Manual for Operations, Maintenance and Emergencies and SOR/99-294 – Canada Energy Regulator Onshore Pipeline Regulations.

This Plan contains prioritized procedures for Company personnel to prevent or mitigate emergencies resulting from the operation of the Kinder Morgan Utopia LLC/LTD pipeline and associated facilities. A description of the Kinder Morgan Utopia LLC/LTD's pipeline and associated facilities is presented in Figure 1.1 with additional information provided in the sections, appendices and annexes.

## 1.3 CONTROLLED PLAN DISTRIBUTION PROCEDURES

The Manager of Emergency Response Programs is responsible for maintenance and distribution of the Plan. Distribution will be handled in the following manner:

- Distribution of controlled Plans is determined by the copy number assigned to agency and designated corporate Plan Holders. A distribution list is included in the Foreword.
- Company personnel who may be called upon to provide assistance during discharge response activities will have access to a copy of the Plan for their use and training.

### 1.3 CONTROLLED PLAN DISTRIBUTION PROCEDURES (Cont'd)

- Any person holding a controlled copy of the Plan shall ensure that the copy is transferred to their replacement in the event of reassignment or change in responsibility.
- Various regulatory agencies will also be distributed a controlled copy of the Plan. The list of agencies is detailed in the Distribution List located in the Foreword.
- The most current plan is available on the Company intranet at: <http://kmionline/>

### 1.4 PLAN REVIEW AND UPDATE PROCEDURES

#### ***Review/Update***

The Manager – Emergency Response Programs will coordinate the following plan review and update procedures with Facility Management.

- At least once each year review and make appropriate revisions as required by operational or organizational changes using the Minimum Annual ERP Review Checklist located in Appendix B. The manual shall be reviewed at intervals not exceeding 15 months.
- Appropriate revisions as required by changes in the names and phone numbers detailed in Section 2.0.
- Appropriate revisions as required by improved procedures or deficiencies identified during response team tabletop exercises or actual emergency responses.

#### ***Incorporation of Plan Revisions***

Email notification allows Authorized Plan Holders to update hard copy Plans as changes occur.

The Individual Plan Holder shall:

- Review and insert the revised pages into the Plan.
- Discard or archive the obsolete pages.

#### ***Agency Revision Requirements***

**CER** – The Operator is required to resubmit two (2) sets of the entire plan, one (1) hard copy and one (1) electronic for any updates after the original submission. Operators are to file annual updates by April 1 of each year or alternately, file a letter indicating that there have been no changes to their plan.



## FIGURE 1.1

## FACILITY INFORMATION

GENERAL INFORMATION		
<b>Pipeline Name:</b>	Kinder Morgan Utopia LLC/LTD	
<b>Operator Name:</b>	Kinder Morgan, Inc.	
<b>Address:</b>	<b>Physical Address</b>	<b>Operator's Address</b>
	1001 Louisiana Street, Suite 1000 Houston, Texas 77002	Kinder Morgan, Inc. 1001 Louisiana Street, Suite 1000 Houston, Texas 77002
<b>Mainline Number:</b>	(800) 265-6000 (24 Hours)	
<b>Contact Person:</b>	Ron Miller, Director of Operations	

## FIGURE 1.1

## FACILITY INFORMATION (Cont'd)

<b>GENERAL INFORMATION (Cont'd)</b>	
<b>KINDER MORGAN UTOPIA LLC/LTD LOCATION</b>	
<b>Counties Traversed:</b>	Harrison, Carroll, Tuscarawas, Stark, Wayne, Ashland, Richland, Huron, Seneca, Sandusky, Lucas, Henry, and Wood, Ohio; Monroe, Wayne, Michigan; Essex, Ontario
<b>State/Province Traversed:</b>	Ohio, Michigan USA; Ontario, CA
<b>Pipeline System Overview Diagram:</b>	See Figure 1.2
<b>PHYSICAL DESCRIPTION - PIPELINE</b>	
<b>Response Zone(s):</b>	<p>The Kinder Morgan Utopia LLC/LTD pipeline includes approximately 267.09 miles in length that varies from 10 to 12 inch diameter, traverses Ohio, Michigan, and Ontario, Canada. The Kinder Morgan Utopia LLC/LTD system is authorized to move ethane to Windsor, Ontario. These ethane is used primarily as feedstock for producing plastics.</p>
<b>General:</b>	<ul style="list-style-type: none"> <li>This Plan is written in English and understood by personnel responsible for carrying out the Plan.</li> </ul>
<b>Pipeline Specifications:</b>	<ul style="list-style-type: none"> <li><b>Product Type:</b> <ul style="list-style-type: none"> <li>Ethane</li> <li>High Volatile Liquids – USA</li> <li>High Vapor Pressure - Canada</li> </ul> </li> <li><b>Pipeline Detail:</b> <p>The Kinder Morgan Utopia LLC/LTD pipeline consists of the following pipeline sections with the indicated diameters.</p> <p>10", 12"</p> </li> </ul>

FIGURE 1.1

## FACILITY INFORMATION (Cont'd)

<b>Pipe Section</b>	<b>Pipe O.D. (in)</b>	<b>Length (mi)</b>	<b>WP (psig)</b>	<b>County</b>
Cadiz Meter Station to Scio Meter Station	12	12	1,440	Harrison (OH)
Scio Meter Station to Huron Launcher	12	93	1,440	Carrol, Tuscarawas, Stark, Wayne, Ashland, Richland, Huron (OH)
Huron Launcher to Riga Pump Station	12	107.88	1,440	Huron, Seneca, Sandusky, Wood, Lucas (OH), Monroe (MI)
Riga pump Station to Detroit River Centerline	10,12	53.49	1,000	Monroe, Wayne (MI)
Detroit Station to Detroit River	10,12	0.25	1,000	Wayne (MI)
Detroit River to Windsor Terminal	10,12	1.28	1,000	Essex (Ontario)

**FIGURE 1.2**  
**PIPING SYSTEM OVERVIEW**

## 2.0 NOTIFICATION PROCEDURES

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This section is a guide for notification procedures that should be implemented immediately after discovering a discharge incident. Internal and external notifications are described separately for clarification purposes only. All notifications are of extreme importance and must be completed in a timely manner.

### 2.1 INTERNAL NOTIFICATIONS

The following internal notifications should be made for each emergency incident to the extent that the incident demands (an internal notification sequence and telephone references are provided in Figures 2.1 and 2.2 respectively). In no event shall notification be delayed because the immediate supervisor is inaccessible. **Authorization is given to bypass management levels if necessary to provide immediate notification to upper management.**

#### Emergency Response Line (ERL) Reporting Levels

All emergency incidents will require some notification. The emergency category of the incident will affect the notifications and the initial response to the incident. It is important to properly classify the emergency category to ensure proper notifications and response.

The ERL and ERL + process is designed to enhance and facilitate real-time communication of emergency events to all necessary Kinder Morgan personnel. The ERL and ERL+ notification system is used to inform affected or potentially affected Kinder Morgan stakeholders of incidents as defined below.

#### Level 0 – Incidents Not Meeting Level I (ERL) or Level II (ERL +) Requirements

Notify your supervisor if one or more of the following apply when an event occurs:

- No regulatory notification required.
- No continuing or potential harm to human life or property
- Estimated property damage is less than \$5,000
- No significant media or public attention as deemed by local supervisor
- Any personal injury that requires a physician's emergency treatment but that does not require formal hospital admittance
- Any employee or contractor injury that could involve lost time from work
- Any employee injury that involves the administering of first aid
- Involves a significant near miss with injury/ illness implications (employee or contractor)
- Involves a significant near miss with operations and maintenance implications
- Employee fatality due to an off-the-job incident
- Involves employee lost work time due to an off-the-job incident
- Involves (or potentially involves) the occurrence of an "Abnormal Operation" on the pipeline system
- Involves customer concerns with a low impact
- Theft, Fraud, or Misuse of company property by an employee
- Theft < \$25,000 by an external party

## 2.1 INTERNAL NOTIFICATIONS (Cont'd)

### Level I – Emergency Response Line (ERL)

Send an ERL notification for any event associated with a KM operation that includes one or more of the following:

- Unplanned notification of a local, state or federal agency is required
- Un-permitted or un-scheduled release of product, other material or substance, or chemical spill that requires reporting to a governmental agency
- Any product or chemical release, harmful substance or threatened release, into a river, stream, creek, pond or other water body
- Any fire not intentionally set, including but not limited to, any unintentional ignition of hazardous Liquids and minor fires, such as small grass fires, transformer poles, small pumps, or single piece of electrical equipment
- Any incident where the estimated property damage to Company equipment, vehicles or facilities; or Company's portion of the repairs, cost, spill remediation and/or emergency response, or product lost is likely to be greater than \$5,000
- Theft >\$25,000 by an external party
- Evacuations or unplanned road closures that result in significant impact to the public
- Regulatory (DOT, OSHA, or EPA or state/provincial/local equivalents) inquiry or involvement in any of the above-listed events, including regulatory agency representative(s) on site
- Unannounced agency inspections directly related to compliance with their associated regulations (e.g., PHMSA, OSHA, EPA, state/provincial, etc.) that are not of the routine nature.
- Any employee or contractor injury or illness that requires in-patient hospitalization as the result of work-related activities involving Company equipment and/or facilities
- Any Level 1 incident where there is any uncertainty about meeting reporting criteria.
- Security Incidents, which include:
  - Suspicious surveillance of a facility with indications of criminal/terrorist activities
  - Bomb threats
  - Persons making hostile threats against the company or company personnel
  - Security breach where someone is found in the facility
  - Suspicious package found at the facility or suspicious mail delivered to the facility
  - Theft of chemicals or hazardous materials in quantities sufficient to result in loss of life if used as a weapon (e.g.; propane cylinders, any volume of ammonium nitrate, bulk quantities of HAZMAT)
- A Company Security event which meets any one of the following:
  - Change in Homeland Security Advisory System (HSAS) Threat Level
  - Credible threat information that would affect Kinder Morgan assets
  - Significant security incident at a Kinder Morgan facility

Event that requires a meeting of Corporate Security Committee (CSC) to strategize on countermeasure or response to a threat or incident

## 2.1 INTERNAL NOTIFICATIONS (Cont'd)

### Level II - ERL +

Send an ERL + notification for any major event associated with a KM operation that includes one or more of the following:

- Major operations disruption or unplanned lengthy shutdown (could include "Safety Related Conditions")
- Service interruption to a wholesale customer, town distribution system, government installation or industrial plant
- Major fire, rupture or explosion that involves Company equipment or facilities
- The death of employee(s) or contract employee(s) as the result of work-related activities involving Company equipment or facilities
- Any fatality or injury to a member of the public
- Significant media or public attention
- Significant security event that involves: sabotage, violent attacks on or destruction of property and people, hijackings/hostage taking, intentional release of chemical/biological/radioactive agents
- A major Company Security event which meets any one of the following criteria:
  - Management directions based on change in the HSAS Threat Level
  - Credible threat information that can be shared outside of CSC and management personnel
  - Major security incident at a Kinder Morgan facility

**FIGURE 2.1**  
**INTERNAL NOTIFICATION SEQUENCE**



### SUMMARY OF NOTIFICATION CONTACTS

#### ERL / ERL PLUS CONFERENCE CALL

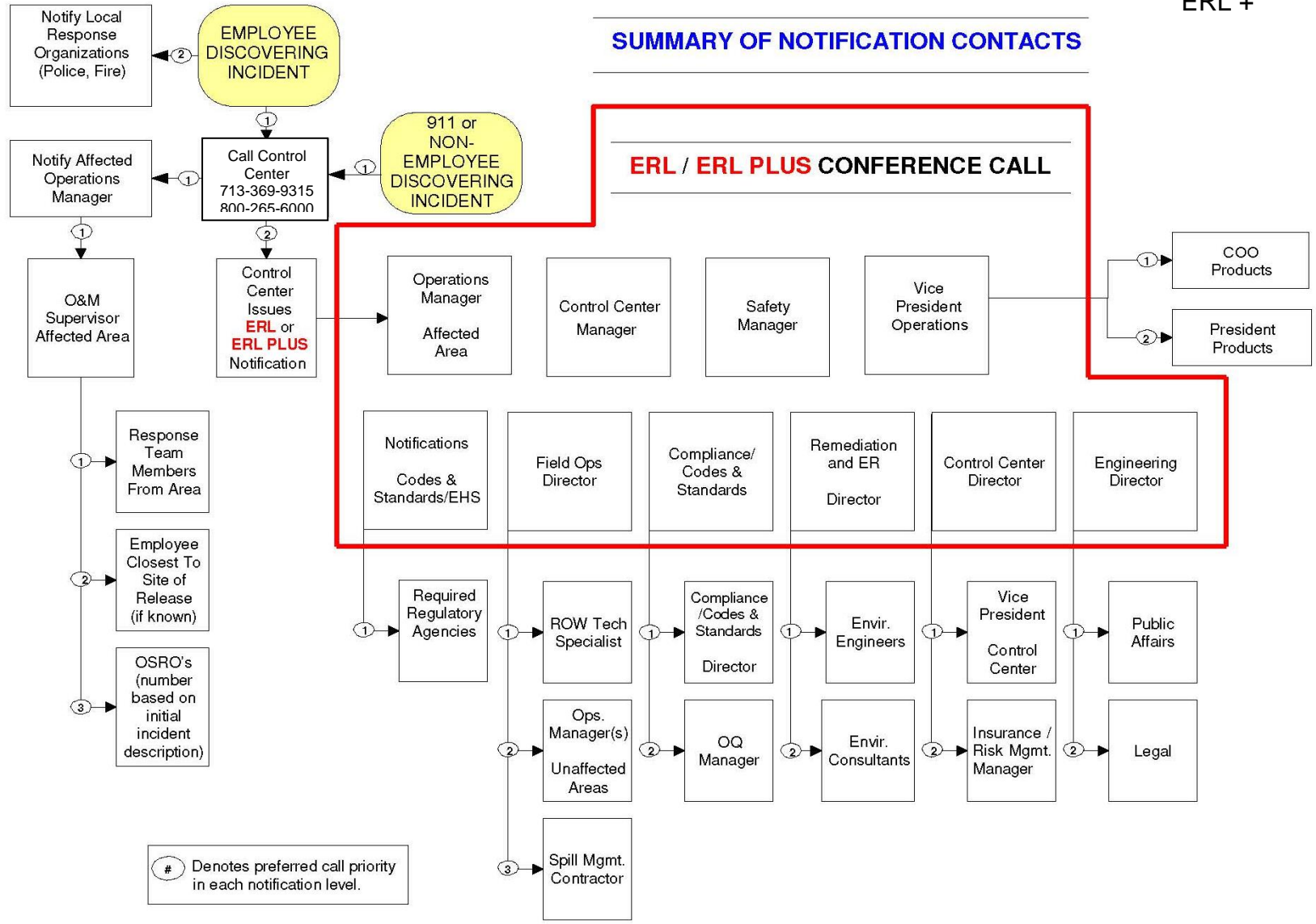


FIGURE 2.2

## INTERNAL NOTIFICATION REFERENCES

<b>KINDER MORGAN UTOPIA LLC/LTD RESPONSE ZONE</b>				
<b>POSITION/TITLE</b>	<b>NAME</b>	<b>OFFICE</b>	<b>CELL</b>	<b>OTHER</b>
Director of Operations	Ron Miller	(860) 763-6027	(716) 378-1840	-----
Operations Manager	Steve Watkins	(740) 638-2101 Ext 60502	(724) 699-2162	-----
Operations Administrator	Shane Peck	(740) 698-4951 Ext 60551	(740) 590-8061	-----
Operations Supervisor	Mike Seaton	(740) 229-3370	(574) 312-4798	-----
Technician	Tim Eldridge	N/A	(419) 632-4659	-----
Technician	Cliff Davenport	(734) 856-2161	(734) 807-0253	-----
Technician	Dave Davenport	(734) 856-2161	(574) 238-3488	-----
Technician	Kevin Alfrey	(740) 229-3371	(574) 340-1607	
Technician	Bryan Buyer	(734) 856-2161	(734) 347-6388	
<b>Technician</b>	<b>Gordon Hanson</b>	<b>(734) 856-2161</b>	<b>(734) 447-4007</b>	

## 2.2 EXTERNAL NOTIFICATION

### Environmental, Health and Safety (EHS) Representative

The onsite EHS Representative, will notify all regulatory/governmental agencies and other external organizations (contact information is listed in Figure 2.5). A form containing information needed to be collected before reporting to the NRC is provided in Figure 2.3. **Use the form as a guidance for what questions to anticipate but do not delay on making the call if some of the information is not available.**

- Notify other agencies and local community, as the situation demands. (Contact information is listed in Figure 2.5).

**Authorization is given to bypass EHS Representative(s) if necessary to provide immediate notification to applicable regulatory agencies.**

### Transportation Safety Board (TSB)

The TSB's role is to advance transportation safety through the investigation of transportation occurrences in the marine, pipeline, rail and aviation modes.

#### **TSB Classification System**

The primary criterion for determining if an occurrence in any mode will be investigated is whether or not such analysis is likely to lead to a reduction of risk to persons, property, or the environment.

#### **Class 1 Occurrences (Public Inquiry)**

- The potential for reducing the risk to persons, property, or the environment;
- Whether an inquiry would uncover facts that might not otherwise be made known;
- Whether an inquiry would result in quicker remedial action;
- The actual or potential extent of injuries and/or loss of life;
- The degree of public interest in and concern about public safety; or
- The possible involvement of an arm of government.

#### **Class 2 Occurrences (Individual Occurrence Investigation)**

- There is a high probability of advancing Canadian transportation safety in that there is significant potential for reducing the risk to persons, property, or the environment; or
- The Governor in Council so requests (pursuant to Section 14(1) of the CTAISB Act).

## 2.2 EXTERNAL NOTIFICATION (Cont'd)

### Class 3 Occurrences (Individual Occurrence Investigation)

- There is significant public expectation that the TSB should independently make findings as to cause(s) and contributing factors; or
- There is potential for better understanding the latent unsafe conditions contributing to a significant safety issue; or
- A government representative so requests (pursuant to Section 14(2) of the CTAISB Act); or
- The Board must do so to meet its obligations or commitments.

### Class 4 Occurrences (Safety Issue Investigation)

Multiple occurrences, which the Board deems to be indicative of significant unsafe situations or conditions, will be subject to a safety issue investigation when:

- There is a high probability of advancing Canadian transportation safety by reducing the risk to persons, property, or the environment; or
- In the Board's opinion, there is widespread public expectation that the TSB should independently analyze a particular safety issue.

### Class 5 Occurrences (Data Collection)

Data pertaining to occurrences that do not meet the criteria of classes 1 through 4 will be recorded in suitable scope and detail for possible safety analysis, statistical reporting, or archival purposes.

### Canada Energy Regulator (CER)

The CER's role and responsibilities generally includes:

- The CER's top priority in any emergency is to make sure that people are safe and secure, and that property and the environment are protected. Any time there is a serious incident, the CER Inspectors may attend the site to oversee a company's immediate response. The CER will require that all reasonable actions are taken to protect employees, the public and the environment. Further, the CER will verify that the regulated company conducts adequate and appropriate clean-up and remediation of any environmental effects caused by the incident; and/or

## 2.2 EXTERNAL NOTIFICATION (Cont'd)

As lead regulatory agency, the CER:

- Monitors, observes and assesses the overall effectiveness of the company's emergency response in terms of:  
Emergency Management;  
Safety;  
Security;  
Environment;  
Integrity of operations and facilities; and  
Energy Supply.
- Investigates the event, either in cooperation with the Transportation Safety Board of Canada, under the Canada Labor Code, or as per the Canada Energy Regulator Act or Canada Oil & Gas Operations Act (whichever is applicable).
- Inspects the pipeline or facility.
- Examines the integrity of the pipeline or facility.
- Requires appropriate repair methods are being used.
- Requires appropriate environmental remediation of contaminated areas is conducted.
- Coordinates stakeholder and Aboriginal community feedback regarding environmental clean-up and remediation.
- Confirms that a company is following its Emergency Procedures Manual(s) commitments, plans, procedures, and CER regulations and identifies non-compliances.
- Initiates enforcement actions as required.
- Approves the restart of the pipeline.

### Roles of Provincial and Local Responders

#### Ontario

At the government level, all municipalities and provincial ministries are required to have an emergency management program. The requirements for these programs are set out in the Emergency Management and Civil Protection Act. Emergency Management Ontario supports municipalities and ministries in implementing their programs by providing them with advice, assistance, guidelines, training, and other tools. Most incidents that do occur are handled at the local level by well-trained emergency responders. In the event of a larger incident, the head of council may decide to declare an emergency and assemble local officials at the municipal Emergency Operations Center. This approach ensures a coordinated and effective strategic response.

To support municipalities in times of emergency, the province maintains an extensive emergency management capacity that is coordinated through the Provincial Emergency Operations Center (PEOC). Staffed at all times, the PEOC constantly monitors evolving situations inside and outside of Ontario to ensure key decision makers and provincial resources are able to respond as quickly as possible if required.

## 2.2 EXTERNAL NOTIFICATION (Cont'd)

Emergency Management Ontario and the PEOC are directly supported by provincial ministries who are each assigned the responsibility of developing an emergency management program for specific hazards. For example, the Ministry of Natural Resources is responsible for floods and wildfire response, while the Ministry of the Environment is responsible for emergencies related to water quality. During an emergency, the PEOC ensures that the response to any event is coordinated in support of the lead ministry.

During large-scale emergencies, the premier and cabinet may declare a provincial emergency and make special emergency orders to protect public safety. If the province requires specialized or large-scale assistance from the federal government, it will be requested through Emergency Management Ontario.

### Local Emergency Response Services

During an emergency, the immediate role of local responders (i.e. fire, and police) is to serve as first responders during the time of crisis and provide for the safety and security of the community. Once the event has stabilized, the responders continue in this function, but in varied capacities, while performing other tasks including, but not limited to the following:

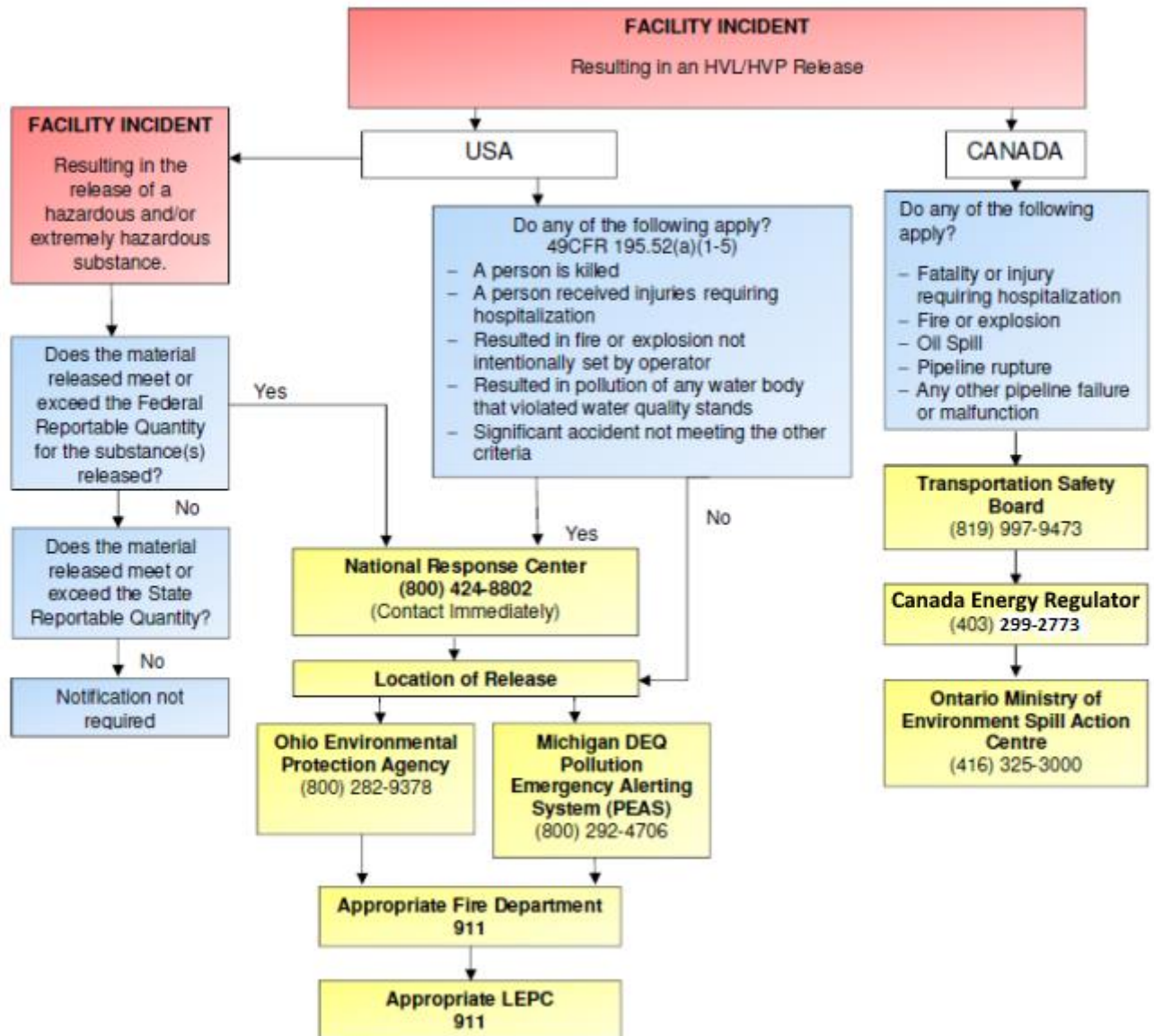
- Provide a single point of contact emergency phone number for the area and coordinate with other local resources.
- Participate with other stakeholders within the ICS.
- Provide input on local conditions for tactical operations.
- Provide guidance to stakeholders on the dangers of the substances released.
- Treat injured personnel and provide transport to medical facilities.
- Provide crowd control, assist with security and direct traffic as required.
- Assist with community evacuation.

NOTE: Refer to Figure 2.5 for any additional Province/State written reporting requirements.

FIGURE 2.3

NOTIFICATION DATA SHEET		
Date: _____		Time: _____
INCIDENT DESCRIPTION		
Reporter's Full Name: _____		Position: _____
Day Phone Number: _____		Evening Phone Number: _____
Company: Kinder Morgan, Inc.		Organization Type: _____
Facility Address : 1001 Louisiana St., Suite 1000 Houston, Texas 7702		Owner's Address: 1001 Louisiana St., Suite 1000 Houston, Texas 77002
Facility Latitude: _____		Facility Longitude: _____
Spill Location: (if not at Facility) _____		
Responsible Party's Name: _____		Phone Number: _____
Responsible Party's Address: _____		
Source and/or cause of discharge: _____		
Nearest City: _____		
Parish: _____	State: _____	Zip code: _____
Section: _____	Township: _____	Range: _____
Distance from City: _____		Direction from City: _____
Container Type: _____		Container Storage Capacity: _____
Facility Oil Storage Capacity: _____		Units of Measure: _____
Material:		
Material/CHRIS Code	Water Impact (YES or NO)	Quantity into Water
RESPONSE ACTION(S)		
Action(s) taken to Correct, Control, or Mitigate Incident: _____		
Number of Injuries: _____		Number of Deaths: _____
Evacuation(s): _____		Number Evacuated: _____
Damage Estimate: _____		
More information about impacted medium: _____		
CALLER NOTIFICATIONS		
National Response Center (NRC): (800) 424-8802 or (202) 267-2675 or (403) 807-9473		
Additional Notifications (Circle all applicable):    USCG    EPA    State    Province    CER    Other		
ADDITIONAL INFORMATION		
Any information about the incident not recorded elsewhere in this report: _____		
NOTE: DO NOT DELAY NOTIFICATION PENDING COLLECTION OF ALL INFORMATION.		

**FIGURE 2.4**  
**EXTERNAL**





## FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES

UNITED STATES

REQUIRED NOTIFICATIONS	
<b>NATIONAL RESPONSE CENTER</b>	
c/o United States Coast Guard (CG-5335) - Stop 7581 2100 2nd Street, SW Washington, District Of Columbia 20593-0001	(800) 424-8802 (24 Hr.) (202) 267-2675 (24 Hr.) (202) 267-1322 (Fax)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any oil discharge that has impacted or threatens to impact navigable waters or release that meets the criteria of PHMSA's reporting requirements under 49 CFR 195 (see below).</p> <p><b><u>VERBAL:</u></b> Immediately (not later than one (1) hour of confirmed discovery to meet 49 CFR 195.52(a)). See DOT notification for follow-up NRC notification criteria within 48 hours.)</p> <p><b><u>WRITTEN:</u></b> Not Required. Request fax confirmation of the report.</p> <p>Note: This call satisfies all Federal required calls to USCG, EPA and DOT (PHMSA). Courtesy calls are recommended.</p>	

## FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES (Cont'd)

UNITED STATES (Cont'd)

REQUIRED NOTIFICATIONS (Cont'd)	
DEPARTMENT OF TRANSPORTATION (FOR DOT JURISDICTIONAL FACILITIES*)	
Office of Pipeline Safety Pipeline and Hazardous Material Safety Administration 1200 New Jersey Avenue SE-E-22-321 Washington, DC 20590	(800) 424-8802 (24 Hr.) (202) 267-2675 (24 Hr.) (202) 267-1322 (Fax) (202) 366-4566
<p><b>REPORTING REQUIREMENTS</b></p> <p><b>TYPE:</b> In addition to the reporting of accidents to the NRC as noted below, a written accident report (PHMSA Form 7000-1, via the online PHMSA Portal) must be submitted for releases resulting in any of the following:</p> <ol style="list-style-type: none"> <li>1. Explosion or fire not intentionally set by the operator.</li> <li>2. Release of five gallons or more of hazardous liquid or carbon dioxide, except that no report is required for a release of less than five barrels resulting from a pipeline maintenance activity if the release is:             <ol style="list-style-type: none"> <li>a. not one described under the NRC's reporting conditions;</li> <li>b. confined to Company property or pipeline right-of-way; and</li> <li>c. cleaned up promptly.</li> </ol> </li> <li>3. death of any person.</li> <li>4. personal injury necessitating hospitalization.</li> <li>5. estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000.</li> </ol> <p><b>VERBAL:</b> Call to the NRC, within one (1) hour of confirmed discovery and within 48 hours revise or confirm initial report, meets the required verbal notification under DOT reporting requirement.</p> <p><b>WRITTEN:</b> As soon as practicable, an accident meeting any of the above criteria must be reported via the PHMSA Portal at the following link:  <a href="https://portal.phmsa.dot.gov/portal">https://portal.phmsa.dot.gov/portal</a></p> <p>Note: In the event that the link does not direct you to the site, paste the URL into your browser.</p>	

## FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES (Cont'd)

UNITED STATES (Cont'd)

REQUIRED NOTIFICATIONS (Cont'd)	
OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA)	
John C. Kluczynski Federal Building 230 South Dearborn Street, Room 3244 Chicago, IL 60604	(312) 353-2220 (Region 5 Office) (800) 321-6742 (24 Hr.)
<p style="text-align: center;"><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Fatality from a work related incident or the inpatient hospitalization, amputation, or loss of an eye as a result of a work related incident.</p> <p><b><u>VERBAL:</u></b> Within 8 Hr. (death) and 24 Hr. (others).</p> <p><b><u>WRITTEN:</u></b> As requested by the Agency.</p> <p>Note: The verbal notification requires the establishment name; location of the work-related incident; time of the work-related incident; type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye); number and names of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye; contact person and his or her phone number; and brief description of the work-related incident.</p>	

## FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES

OHIO

REQUIRED NOTIFICATIONS	
<b>OHIO ENVIRONMENTAL PROTECTION AGENCY – EMERGENCY RESPONSE SECTION</b>	
Ohio EPA - CDO P.O. Box 1049 Columbus, Ohio 43216-1049	(844) 642-2551 (24 hr.) (800) 282-9378 (24 hr.) (614) 224-0946
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any release of oil to navigable waters or into the environment greater than 25 gallons or any release of a material that impacts public health or the environment including chemicals and petroleum products.</p> <p><b><u>VERBAL:</u></b> Immediately (within 30 minutes)</p> <p><b><u>WRITTEN:</u></b> Verbal and written notification to Local Emergency Planning Committee (LEPC) is also required.</p>	
<b>HARRISON COUNTY EMA DIRECTOR (LEPC)</b>	
538 N. Main Street, Suite F Cadiz, OH 43907-1282	(740) 942-3922 (Day) (740) 942-2197 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	
<b>CARROLL COUNTY EMA DIRECTOR (LEPC)</b>	
11 E. Main Street Carrollton, OH 44615	(330) 627-0003 (Day) (330) 627-2141 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately.</p> <p><b><u>WRITTEN:</u></b> As requested by the agency.</p>	

**FIGURE 2.5**  
**EXTERNAL NOTIFICATION REFERENCES (Cont'd)**

**OHIO (Cont'd)**

<b>REQUIRED NOTIFICATIONS (Cont'd)</b>	
<b>TUSCARAWAS COUNTY EMA DIR (LEPC)</b>	
2295 Reiser Avenue SE New Philadelphia, OH 44663	(330) 308-6670 (Day) (330) 343-2642 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	
<b>STARK COUNTY EMA DIRECTOR (LEPC)</b>	
4500 Atlantic Blvd, NE Canton, OH 44705	(330) 451-3900 (Day) (330) 451-3911 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	
<b>WAYNE COUNTY EMA DIRECTOR (LEPC)</b>	
201 W. North Street Wooster, OH 44691	(330) 262-9817 (Day) (330) 287-5700 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	

## FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES (Cont'd)

OHIO (Cont'd)

REQUIRED NOTIFICATIONS (Cont'd)	
<b>ASHLAND COUNTY (LEPC)</b>	
1763 State Route 60 Ashland, OH 44805	(419) 282-4272 (419) 289-3911 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	
<b>RICHLAND COUNTY EMA DIRECTOR (LEPC)</b>	
597 Park Avenue E Mansfield, OH 44905	(419) 774-5686 (Day) (419) 524-2412 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	
<b>HURON COUNTY EMA DIRECTOR (LEPC)</b>	
255-B Shady Lane Drive Norwalk, OH 44857	(419) 663-5772 (Day) (419) 668-6912 (24 Hr.) opt 1
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	

## FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES (Cont'd)

OHIO (Cont'd)

REQUIRED NOTIFICATIONS (Cont'd)	
<b>SENECA COUNTY EMA (LEPC)</b>	
126 Hopewell Avenue Tiffin, OH 44883	(419) 447-0266 (Day) (419) 447-3456 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	
<b>SANDUSKY COUNTY EMA DIRECTOR (LEPC)</b>	
2323 Countryside Drive (Suite B) Fremont, OH 43420	(419) 334-8933 (Day) (419) 334-6434 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	
<b>LUCAS COUNTY EMERGENCY COORDINATOR (LEPC)</b>	
2144 Monroe Street Toledo, OH 43604	(419) 213-6527 (Day) (419) 243-5111 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	

## FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES (Cont'd)

OHIO (Cont'd)

REQUIRED NOTIFICATIONS (Cont'd)	
<b>WOOD COUNTY (LEPC)</b>	
One Courthouse Square Bowling Green, OH 4340	(419) 354-9269 (419) 354-9001 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b><u>VERBAL:</u></b> Immediately</p> <p><b><u>WRITTEN:</u></b> As the agency may request depending on circumstances.</p>	



## FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES (Cont'd)

MICHIGAN

<b>REQUIRED NOTIFICATIONS</b>	
<b>MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY – POLLUTION EMERGENCY ALERTING SYSTEM (PEAS)</b>	
Lansing Headquarters 525 West Allegan Street Lansing, Michigan 48909-7973	(800) 292-4706 (PEAS) (517) 282-6000
<p><b>REPORTING REQUIREMENTS</b></p> <p><b>TYPE:</b> Any releases reportable under 49 CFR 195 (refer to Federal notifications).</p> <p><b>VERBAL:</b> Immediately</p> <p><b>WRITTEN:</b> Submit the Spill or Release Report as requested by the DEQ</p>	
<b>MONROE COUNTY EMERGENCY MANAGEMENT DIVISION (MONROE COUNTY LEPC)</b>	
987 S. Raisinville Road Monroe, MI 48161	(734) 240-3135 (734) 243-7070 (24 Hrs)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b>TYPE:</b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b>VERBAL:</b> Immediately</p> <p><b>WRITTEN:</b> As the agency may request depending on circumstances.</p>	
<b>HOMELAND SECURITY &amp; EMERGENCY MANAGEMENT (WAYNE COUNTY LEPC)</b>	
33030 Van Born Road Wayne, MI 48184	(313) 967-0014 (LEPC Infor Coord) (313) 400-3331 (24 Hr.)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b>TYPE:</b> Any spill or discharge that requires notification to the SERC within the county.</p> <p><b>VERBAL:</b> Immediately</p> <p><b>WRITTEN:</b> As the agency may request depending on circumstances.</p>	

## FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES (Cont'd)

CANADA

REQUIRED NOTIFICATIONS	
<b>TRANSPORTATION SAFETY BOARD OF CANADA</b>	
200 Promenade du Portage Gatineau, Quebec K1A 1K8	(819) 997-7887 (24 hr.) (819) 953-7876 (Fax) PipelineNotifications@tsb.gc.ca
<b>REPORTING REQUIREMENTS</b>	
<b>TYPE:</b> See reporting requirements for the Canada Energy Regulator below.	
<b>VERBAL:</b> Immediately	
<b>WRITTEN:</b> See reporting requirements for the Canada Energy Regulator below.	
<b>CANADA ENERGY REGULATOR (CER)</b>	
Suite 210, 517 Tenth Avenue SW Calgary, Alberta T2R 0A8	(403) 299-2773 (403) 292-4800
<b>REPORTING REQUIREMENTS</b>	
<b>TYPE:</b> Report <u>significant incidents</u> on Canada Energy Regulator (CER) regulated pipelines and facilities. A significant incident is an acute event that results in:	
<ul style="list-style-type: none"> <li>• Death</li> <li>• Missing Person</li> <li>• A Serious Injury</li> <li>• A fire or explosion that causes a pipeline or facility to be inoperative;</li> <li>• A LVP hydrocarbon release in excess of 1.5 m3 that leaves company property or the right of way;</li> <li>• A rupture; or</li> <li>• A toxic plume</li> </ul>	
Note: A “rupture” is an instantaneous release that immediately impairs the operation of a pipeline segment such that the pressure of the segment cannot be maintained.	
<b>VERBAL:</b> Immediately.	
<b>WRITTEN:</b> Report all events in the CER’s Online Event Reporting System (OERS) ( <a href="https://apps.cer-rec.gc.ca/ers/home/index">https://apps.cer-rec.gc.ca/ers/home/index</a> ).	
<b>Note:</b> For all other events that must be reported immediately, reports must be made within 24 hours of occurrence or discovery to the online reporting system. The events that are reportable using the online reporting system are: 1) incidents under the Onshore Pipeline Regulations (OPR), Processing Plant Regulations (PPR), and Damage Prevention Regulations (DPR) / Oil and Gas Drilling and Production Regulations; 2) unauthorized activities under the CER DPR; 3) emergency burning or flaring under the PPR; 4) hazard identification under the PPR; 5) suspension of operation under the PPR; 6) near-misses; 7) serious accidents or incidents under the Canada Oil and Gas Geophysical Operations Regulations, emergencies or accidents under the Canada Oil and Gas Installations Regulations; and 8) accidents, illnesses, and incidents under the Canada Oil and Gas Diving Regulations / Oil and Gas Diving Regulations.	

**FIGURE 2.5**  
**EXTERNAL NOTIFICATION REFERENCES (Cont'd)**

**CANADA (Cont'd)**

<b>REQUIRED NOTIFICATIONS (Cont'd)</b>	
<b>ONTARIO MINISTRY OF ENVIRONMENT, SPILL ACTION CENTER (SAC)</b>	
5775 Yonge Street, 5th Floor North York, Ontario M2M 4J1	(416) 325-3000 (800) 268-6060 (in state)
<p><b>REPORTING REQUIREMENTS</b></p> <p><b><u>TYPE:</u></b> A spill of a pollutant that causes or is likely to cause an adverse effect per Section 92 of the Environmental Protection Act, R.S.O. 1990.</p> <p><b><u>VERBAL:</u></b> Immediately when the person knows or ought to know that the pollutant is spilled.</p> <p><b><u>WRITTEN:</u></b> Within 30 days</p> <p>Note: In addition to notifying SAC, spill must be reported to the municipality in which the spill occurs.</p>	

**FIGURE 2.5**  
**EXTERNAL NOTIFICATION REFERENCES (Cont'd)**

<b>PUBLIC SAFETY ANSWERING POINTS (PSAPs)</b>		
<b>NAME</b>	<b>LOCATION</b>	<b>TELEPHONE</b>
Ashland County Sheriffs Dept 9-1-1	Ashland, OH	(419) 289-3911
Carroll County Sheriffs Dept 9-1-1	Carrollton, OH	(330) 627-2141
Detroit Emergency Telephone District	Detroit, MI	(313) 596-1638
Down River Central Dispatch 9-1-1	Wyandotte, MI	(734) 324-4438
Flat Rock Police Dept	Flat Rock, MI	(734) 782-2496
Harrison County Sheriffs Dept	Cadiz, OH	(740) 942-2197
Huron County Sheriffs Dept	Norwalk, OH	(419) 663-6912
Huron Township Police Dept 9-1-1	New Boston, MI	(734) 753-4400
Lucas County Sheriffs Dept	Toledo, OH	(419) 243-5111
Monroe County Central Dispatch	Monroe, MI	(734) 241-3300 (734) 243-7070
Perrysburg Police Dept	Perrysburg, OH	(419) 872-8001
Perrysburg Township Police Dept	Perrysburg, OH	(419) 874-3551
Richland County Dispatch Center	Mansfield, OH	(419) 524-2412
Sandusky County Sheriffs Dept 9-1-1	Fremont, OH	(419) 332-2613 (419) 334-6434
Seneca County Sheriffs Dept	Tiffin, OH	(419) 447-3456
South Downriver Comm Ctr	Trenton, MI	(734) 676-3737
Stark County 9-1-1	Canton, OH	(330) 430-3800
Sylvania Township Police Dept	Sylvania, OH	(419) 882-2055
Tuscarawas County 9-1-1	New Philadelphia, OH	(330) 343-2642 (330) 339-2000
Wayne County Justice Center 9-1-1	Wooster, OH	(330) 264-3333 (330) 287-5701
Windsor Fire and Rescue Services	Windsor, CN	(519) 253-6573
Wood County Sheriffs Dept	Bowling Green, OH	(419) 354-9001 (419) 354-9137
Woodhaven Police Dept	Trenton, MI	(734) 676-7337

FIGURE 2.5

## EXTERNAL NOTIFICATION REFERENCES (Cont'd)

<b>ADDITIONAL RESPONSE RESOURCES</b>		
<b>COMPANY</b>	<b>RESOURCE</b>	<b>TELEPHONE</b>
Clean Harbors Environmental Services	Hazardous Material Cleanup	(800) 645-8265
CTEH RM	Spill Management	(800) 916-8233 (281) 535-2834 (Alt)
Center for Toxicology and Environmental Health (CTEH)	Various Locations	(866) 869-2834 (24 Hrs.) (281) 684-9362 (Cell) Mike Niles
Eastern Canada Response Corporation (ECRC/SIMEC)	Ottawa, Ontario	(613) 230-7369

## 3.0 RESPONSE ACTIONS

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### 3.1 INITIAL RESPONSE ACTIONS

Initial response actions are those taken by local personnel immediately upon becoming aware of a discharge or emergency incident, before the Local Response Team (described in Section 4.0) is formed and functioning. Timely implementation of these initial steps is of the utmost importance because they can greatly affect the overall response operation.

The pages that follow discuss initial response actions for a variety of emergencies that have the possibility of occurring. These emergencies are discussed in the order listed below:

- Initial Response
- HVL/HVP Releases
- Fires
- Severe Thunderstorm/Flash Flooding
- Tornadoes/Straight Line Winds
- Bomb Threats
- Medical Emergency

It is important to note that **these actions are intended only as guidelines**. The appropriate response to a particular incident may vary depending on the nature and severity of the incident and on other factors that are not readily addressed. Note: that **without exception, employees and public safety is first priority**.

The first Company person on scene will function as the Incident Commander (IC) until properly relieved.

The person functioning as **Incident Commander** during the initial response period **has the authority to take the steps necessary to control the situation and must not be constrained by these general guidelines**.

**3.1 INITIAL RESPONSE ACTIONS (Cont'd)****INITIAL RESPONSE ACTIONS - SUMMARY****PERSONNEL AND PUBLIC SAFETY IS FIRST PRIORITY****CONTROL**

- Eliminate sources of ignition
- Isolate the source of the discharge, minimize further flow
- Consider if ignition is appropriate for the situation (Canada only).

**NOTIFY**

- Make internal and external notifications
- Activate local Company personnel as necessary
- Activate response contractors and other external resources as necessary

**CONTAIN**

- Begin spill mitigation and response activities
- Monitor and control the containment and clean-up effort
- Protect the public and environmental sensitive areas

### 3.1 INITIAL RESPONSE ACTIONS (Cont'd)

#### First Company Person Notified/On-Scene

- Follow the appropriate "**Specific Incident Response Checklist**" in Figure 3.1 and "**Safety Data Sheet**" in Figure 3.2.
- Notify **Local Management** of the incident.
- Utilize local emergency services as necessary (police, fire, medical).

#### Facility Management

- **Evaluate the Severity**, Potential Impact, Safety Concerns, and Response Requirements based on the initial data provided by the first person on scene.
- Assume the role of **Incident Commander**.
- **Confirm safety** aspects at site, including need for personal protective equipment, sources of ignition, and potential need for evacuation.
- Activate the **primary response contractors**, as the situation demands.
- Coordinate/perform **activation of additional spill response contractors**, as the situation demands (telephone reference is provided in Figure 2.5).
- Perform notifications as per Figure 2.1, including Spill Management Team activation, as necessary.
- Coordinate/perform **regulatory agency notification**, as the situation demands (notification procedures and telephone references are provided in Figures 2.4 and 2.5 respectively).
- Proceed to spill site and **coordinate response and clean-up operations**.
- Direct containment, dispersion, and/or clean-up operations in accordance with the "**Safety Data Sheet**" provided in Figure 3.2.
- Immediately engage the KM Corporate Communications group. Their immediate actions are dictated on decisions made on the ERL call. The Corporate Communications group will prepare a media statement to aid the Incident Commander which would be available within one hour of the ERL call. Based on the type of incident and media exposure, a long term media plan may be required which would be the responsibility of the public relations group in Houston. Local personnel are trained to direct all inquiries to the Corporate Communications team to ensure that the most accurate and up to date information is presented to the public.



### 3.1 INITIAL RESPONSE ACTIONS (Cont'd)

- Upon approval from Unified Command, The KM Corporate Communications Group, in conjunction with the established Public Information Center (PIC), will provide the public with details on the status of the incident through news releases and press conferences. Information related to communicating with the public is as follows: Details of KM's external relations policy and procedures, including templates for press releases, etc., are available for internal appropriate stakeholders during a response. These documents are reviewed regularly and are made available to external stakeholders upon request.

#### Media Briefings and Conferences

News conferences should be held when there is new, important information. A news conference is generally held within the first 12-24 hours of a response and thereafter daily for major incidents. The Incident Commander or Unified Command personnel are the main spokespersons at news conferences; however, technical specialists from other sections may also be needed. Personnel from nearly all positions in the Information Center will play a role in preparation and the briefing, and it's important to ensure that Information Center is adequately staffed to answer incoming calls in the lead up to and during the media briefing, and social media presence is maintained.

News conferences should not be held inside the incident command post due to privacy concerns and potential distractions to response personnel. Establish a consistent area to conduct media news conference / interviews that will not impact response personnel.

#### Social Media Procedures

- During a crisis, all social media interactions will be managed by a designated member of the Crisis Communication team (Social media specialist).
- Immediately following the notification of an incident the Social Media specialist should begin to monitor and provide confirmed key facts and approved messages as directed by Information Officer.
- As more information about the incident becomes available, it will be communicated through the social media channels.
- Social media monitoring will be ongoing and will include most popular social media platforms (e.g. Twitter, Facebook, blogs, YouTube).
- General communication policy and principles, as well as the media policy, as defined by this Plan will apply to all social media interactions.
- Media inquiries received through social media will be directed to a designated media hotline and/or email.

### 3.1 INITIAL RESPONSE ACTIONS (Cont'd)

#### Community Relations Protocols and Procedures

##### Public Meetings

Public meetings are necessary under a variety of circumstances. Information Center personnel play a role in organizing and hosting public meetings. The Public Information Officer (PIO) works with the Public Affairs representative and Liaison Officer as well as other Information Center staff to determine the need and format of meetings.

Options include open house events with multiple information displays, or venues featuring a subject matter /spokespersons panel with audience questions. The Information Officer coordinates with local elected officials who may – or may not – wish to participate. Security considerations should also be taken into account when organizing a public meeting.

Based on the PIO's recommendations, Unified Command will make decisions on whether to hold public meetings and / or mobilize a Public Affairs representative or Unit. IO recommendations should be based on one or more factors including:

- Injuries or deaths as a result of the incident;
- Potential health risks;
- Degree of community outrage, fear, or grief;
- Damage to the natural environment or potential harm to wildlife;
- Proximity of incident, command center, or staging areas to neighborhoods, schools, and other key community resources;
- Lack of local news and information sources or disproportionate media attention;
- Need for road detours and other emergency measures;
- Damage to or restriction from community resources like parks or public buildings;
- Damage to cultural resources;
- Response efforts continuing for several days or more;
- Widespread rumors and other unconfirmed or inaccurate information; and
- Past history in the community with a disaster or emergency response.

##### Tours for Media and Public Officials

Tours for media and Public Officials should be planned early on in major incidents. Several information center personnel will be involved in logistics, preparation, and escort. Coordination occurs with the Public Information Officer, Liaison Officer, Safety Officer, and Logistics Section to address protocol, safety requirements, transportation, and escort concerns. The Unified Command should be informed and may wish to accompany certain Public Officials.

**3.1 INITIAL RESPONSE ACTIONS (Cont'd)****Local Response Team**

- Assigned personnel will immediately respond to a discharge from the Facility/ Pipeline, as the situation demands.
- Perform response/clean-up operations as directed or coordinated by the Incident Commander.
- Assist as directed at the spill site.

## FIGURE 3.1

## SPECIFIC INCIDENT RESPONSE CHECKLIST

**INITIAL RESPONSE**

- Take appropriate personal protective measures.
- Call for medical assistance if an injury has occurred.
- Restrict access to the spill site and adjacent area as the situation demands. Take additional steps necessary to minimize any threat to health and safety.
- Verify the type of product and quantity released.
- Advise public/personnel in the area of any potential threat and/or initiate evacuation procedures.
- Use testing and sampling equipment to determine potential safety hazards, as the situation demands.
- Identify/Isolate the source and minimize the loss of product.
- Take necessary fire response actions.
- Eliminate possible sources of ignition in the near vicinity of the spill.
- Notify Management of the incident.

**All personnel are reminded that outsiders other than emergency services will not be allowed in the Facility during the time of an emergency, and that no statements will be issued to the media or other interested parties except by designated Facility Management. Be courteous with media representatives and direct them to the designated spokesman.**

## FIGURE 3.1

## SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

**HVL/HVP RELEASES SPECIFIC RESPONSE**

- Request response of properly trained and equipped emergency service personnel to support efforts of Kinder Morgan Utopia LLC/LTD personnel. Only pipeline company personnel will operate valves controlling flow.
- Establish traffic control to ensure access by emergency services personnel by blocking off roads leading to incident site. Direct all back-up emergency services vehicles to a pre-determined staging area until they are needed at the scene. Curious citizens must not be permitted to walk to the scene.
- Establish communications for the pipeline for use in coordinating response operations.
- Notify appropriate local, state, and federal authorities, if applicable.
- Verify response of pipeline personnel.
- Invoke mutual aid agreements, if needed.

**INCIDENT AREA TACTICS****1. Rescue any injured personnel only if it is safe to do so.**

- a. Expose as few emergency professionals as necessary to meet rescue needs.
- b. Rescue those not beyond help.
- c. Move those rescued beyond containment / isolation area.
- d. Administer emergency first aid.
- e. Transfer people to medical care, as appropriate.

**2. Eliminate Ignition Sources**

- a. Coordinate with supplying gas company operations to shut off all pilot lights at meters or curb boxes.
- b. Knock on doors to alert residents.
- b. Identify buildings where service has been shut off and residents notified.
- c. Do not start vehicles within danger area.
- d. Alert electrical utility for broad-based power shut off, if needed.

**FIGURE 3.1****SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)****HVL/HVP RELEASES SPECIFIC RESPONSE (Cont'd)****EVALUATE LEAK EMERGENCY**

On the basis of the information obtained through area personnel or Control Center, the Area Manager shall evaluate the leak emergency as:

**SMALL LEAK**

- Little or no danger to people or property.

A small leak will not usually present a significant hazard in an open area where the liquid is vaporizing as it leaks and the vapors are dispersing in the air as they form. A small leak may cause a hazardous condition if the vapors can collect in a confined space in quantities sufficient to form a flammable mixture.

A small leak is usually detected by pipeline patrol, a person reporting discolored or dying vegetation or by an indication of frost forming at some point along the pipeline.

Detection of a small leak may be difficult, and an explosion (LEL) meter and an ethane detector should be used in any suspicious area. Small leaks will not be detected by a system volume balance and Control Center instrumentation.

**PROCEDURE FOR SMALL LEAK**

- Determine location of nearest Investigating Crew personnel to leak area.
- Dispatch Investigating Crew to investigate leak and report, by cell phone, on conditions at leak site and evaluation of emergency. This Investigating Crew is to be equipped with an explosion (LEL) meter, ethane detector, cell phone, fire extinguishers, and warning markers to outline safe perimeter around leak and block roads.
- On basis of report from Investigating Crew at leak site determine:
  - Extent of hazard at leak site and if evacuation of persons is advisable.
  - Probable method of repair suitable for leak:
    - Composite Sleeve (Clock Spring)
    - Weld Sleeve
    - Stopple

**FIGURE 3.1****SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)****HVL/HVP RELEASES SPECIFIC RESPONSE (Cont'd)****PROCEDURE FOR SMALL LEAK (Cont'd)**

- Advise the Area Manager and obtain agreement on proposed action.
- Carry out necessary and appropriate repair.
- Return pipeline to service in coordination with Control Center Operator. Arrange for surveillance of any temporary repair until permanent repairs are completed. Arrange for permanent repairs and area cleanup.

**MEDIUM LEAK**

- Potential danger to people and property.
- Shut down system; and close remotely controlled valves.
- Dispatch Investigating Crew to site.

A medium size leak will be detected by killed vegetation and frost at the leak location. Condensed water vapor surrounding the substance vapor may also be visible. In case of NGL, a leak may also be detected by:

The smell of condensate and the condensate may possibly be in liquid form. A medium sized leak may be detected by the Leak Detection Model and an investigation of the suspected leak should be started immediately.

A leak of a size such that the vapor does not disperse within a small area creates a very hazardous condition. The cold vapor, heavier than air, will tend to flow downwind and into depressions and form a flammable mixture with air.

The area downwind of a leak or adjacent lower areas should be approached only with an explosion (LEL) meter to avoid flammable concentrations of vapor mixtures.

If a quantity of liquid has escaped and vaporizes, all sources of ignition, such as car and truck engines, must be kept well away from the probable hazardous area.

In case of a medium size leak the area within the Emergency Planning Zone (EPZ) radius around the hazard should be evacuated of all persons an area at least 100 meters (330 feet) in all directions until it can be checked out with an explosion (LEL) meter and ethane detector as having no indication of ethane present.

**FIGURE 3.1****SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)****HVL/HVP RELEASES SPECIFIC RESPONSE (Cont'd)****PROCEDURE FOR MEDIUM LEAK (Cont'd)**

- Instruct Control Center Operator to shut down section of system with leak and close remotely operated valves at pump station upstream of leak.
- Determine location of nearest personnel to leak site for Investigating Crew.
- Dispatch Investigating Crew to report on the leak, the hazard in the area, and take all safety measures possible. The crew must be equipped with a cell phone, explosion (LEL) meter, ethane detector, fire extinguishers, and warning markers.
- If appropriate and practical to save time, the Area Manager may dispatch crew by charter aircraft or, if necessary, by helicopter.
- Dispatch “Stoppie” crew with equipment to leak site, if appropriate. Approach to leak site must be from windward side and following advice of Investigating Crew at site.
- Dispatch contract repair crew with equipment to site.
- On basis of report from Investigating Crew at leak site determine:
  - Extent of hazard and if evacuation of people is advisable.
  - If any existing or potential hazard can be reduced by firing the escaping vapors after the evacuation of the probable hazard area. Firing the escaping vapors will only be done in Canada with assistance from the Canadian Fire Department.
  - If needed, call 911 for assistance.
  - Probable repair method necessary.
- Advise the Director, Kinder Morgan Utopia LLC/LTD on proposed actions to:
  - Fire or not fire the leak.
  - Method of repair.
  - Carry out safety measures and repairs.
  - Return pipeline to service in coordination with Control Center Operator. Arrange for surveillance of temporary repairs. Arrange for permanent repairs and cleanup of site.

**LARGE LEAK**

- Hazardous condition at leak site area.
- Shut down System; close remotely controlled valves.
- Dispatch Investigating Crew to site by fastest means.
- Call 911 to evacuate area.
- Alert contract repair and stoppie crews to assemble and proceed to leak site.



**FIGURE 3.1****SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)****HVL/HVP RELEASES SPECIFIC RESPONSE (Cont'd)****PROCEDURE FOR LARGE LEAK (Cont'd)**

A large leak can quickly be detected at the Control Center due to volume balance upset and changes in operation pressures. The Leak Detection Model should detect a large leak within minutes of its occurrence. Such a leak will also probably be reported from the site.

There will be an immediate outflow of liquid at the failure followed by intermittent slugs of liquid and vapor. About one-third of the liquid will flash into vapor. The remainder will form a pool of super cooled liquid and vaporize as rapidly as the heat flow from the surrounding air and ground will permit.

If the flammable vapor-air plume formed at the leak has not ignited, it will have reached its greatest size within the first half hour from the time the leak occurred. Every effort should be made to prevent accidental ignition of the vapor-air plume, until the line fill available to the leak is depleted and the plume becomes diluted below the lower flammability limit. Planned ignitions, if deemed appropriate should only be performed by properly trained and equipped Kinder Morgan personnel after careful evaluation of the situation.

The danger of detonation exists for the flammable part of the vapor-air plume from any source of ignition, and all people should be kept away from the area to avoid injury.

The extent of the flammable plume will be within  $\frac{1}{8}$  mile / 200 meters downwind of the release where there is no confinement (e.g. rural areas) and  $\frac{1}{2}$  mile / 800 meters in confined locations (urban and industrial areas). The extent of the Emergency Planning Zone (EPZ) is based on the extent of the flammable plume.

In case of a large size leak the area within the EPZ should be evacuated of all persons until it can be confirmed with an explosion (LEL) meter as having no indication of vapor present.

- Instruct Control Center Operator to shut down pipeline section with leak and close remotely operated valves at pump station upstream from leak.
- Determine location of closest personnel to leak site for an Investigation Crew.
- Dispatch Initial Investigating Crew to report on the leak, the hazard in the area, and take all practical safety measures. At the option of the Area Manager, all or part of the Initial Investigating Crew may be dispatched by charter aircraft or helicopter, as most practical under the circumstances and be equipped with a cell phone, explosion (LEL) meter, ethane detector, fire extinguishers, and warning signs.

**FIGURE 3.1****SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)****HVL/HVP RELEASES SPECIFIC RESPONSE (Cont'd)****PROCEDURE FOR LARGE LEAK (Cont'd)**

- Advise Director, Kinder Morgan Utopia LLC/LTD of situation.
- Advise local police, request assistance to control people in area, and direct to site location. Police to call back near leak site to obtain information regarding safe approach route.
- Dispatch “Stoppie” crew with equipment toward leak site. Approach to leak site must be from windward side and following advice of Investigating Crew.
- Dispatch contract repair crew with equipment to site. Approach to leak site must be from windward side and following advice of Investigating Crew at site.
- On basis of report from Investigating Crew at leak site determine:
  - Extent of hazard and if evacuation of people is necessary.
  - If the hazard can be reduced by firing the vapor from the leak after evacuation of the hazardous area. Firing the escaping vapors will only be done in Canada with assistance from the Canadian Fire Department.
  - Probable repair procedure.
- Advise Director, Kinder Morgan Utopia LLC/LTD of proposed actions:
  - Action to fire or not to fire the leak.
  - Method of repair.
- Field technician to maintain communications and proceed to leak site to supervise activities at leak site to:
  - Carry out safety measures.
  - Effect pipeline repairs.

**NOTE:** In all cases where there is doubt as to evaluation of leak emergency, the next largest leak size should be assumed.

## FIGURE 3.1

## SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

**FIRES (MINOR, MAJOR, EXPLOSION) SPECIFIC RESPONSE***Individual Discovering the Fire (All Employees)*

In the event that a fire response is required by the Local Response Team, the following actions should be taken in order:

NOTE: KM personnel do not have fire brigade training and are only permitted to use fire extinguishers in small incipient stage fires. If the situation warrants, and your personal safety is ensured, initial efforts to extinguish small incipient stage fires may prove to be the best action. In these situations, if you believe that your personal safety is not at risk, and you can take interim measures to mitigate a situation while the Emergency Responders are deploying- do so.

- Notify Local Management (any level).
  - Have the Local Response Team members secure all operations on which they are working before responding.
  - Note time of call.
  - Contact the local fire department (911).
  - Have staff member check weather for any changes in wind direction.
- Account for contractors and Company personnel.
- Incident Commander (IC) mobilize to scene.
  - Check wind direction - **approach from upwind.**
  - Confirm and conduct a preliminary assessment of the situation upon arrival at the scene.
  - Evaluate scene for potential hazards (i.e., overhead power lines, obstacles wind direction).
  - Determine what product is involved and have SDS pulled and reviewed for PPE and firefighting instructions. KM employees will respond to incidents that require level C PPE or above.
- Assemble the Local Response Team at the Command Post.
  - Fill positions (as required) in the Incident Management System.
  - If not already present, notify IC, Safety Officer, and Operations Chief.
  - Initiate internal and external notifications in accordance with the fire and other emergency response plans.
- Eliminate any sources of ignition in the immediate area.
  - Shut down pumps, motors and any movement into/ out of area.
  - Shut down contractor activity.
  - Stop traffic flow into and out of area.
  - Be aware of static electricity.

FIGURE 3.1

## SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

**SEVERE THUNDERSTORM/FLASH FLOODING SPECIFIC RESPONSE*****Natural Disaster (Tornado and Severe Storms)***

Although many disasters cannot be prevented or predicted, preparation can significantly reduce losses. In the event of a severe weather condition or a natural disaster, the Area Manager or an Operator will be the Emergency Coordinator.

**● Be Aware of Changing Weather Conditions**

1. Tornado watch - conditions are right for the formation of a tornado.
2. Tornado warning - a tornado has been sighted but is not in the area at this time.
3. Tornado alert - a tornado has been sighted in the immediate area take cover immediately.

**● If Severe Weather Conditions Threaten**

1. Alert Facility personnel of condition.
2. If time permits, all personnel should assemble at an inside room in the Facility for shelter.
3. If time does not permit, seek shelter in low level area away from glass.
4. Make certain that Facility personnel are aware of the condition.
5. Stay in shelter until "**all clear**" has been issued.

**● Immediately After the Storm**

1. Account for all personnel.
2. Survey for damages to the Facility.
3. Initiate team for any repairs if needed (i.e. high tank alarms, lighting, etc.).
4. Refer to this Plan for additional response guidance regarding fires, spills, etc., as needed.

**● Flash Flooding**

1. Be aware of changing weather conditions.
2. Avoid areas subject to sudden flooding until the thunderstorm passes.
3. Evaluate the situation after weather event.
  - a. Does standing water prevent visual inspection?
  - b. Have flood waters damaged the Pipeline?
  - c. Have flood waters exposed buried piping?
  - d. Has soil shifted that could lead to a landslide?
4. Evaluate the accessibility of pipeline facilities that may be in jeopardy, such as valve settings, which are needed to isolate water crossings or other sections of a pipeline.
5. Coordinate with emergency and spill responders on pipeline location and condition.
6. Provide maps and other relevant information to such responders.
7. Determine if facilities that are normally above ground (e.g., valves, regulators, relief sets, etc.) have become submerged and are in danger of being struck by debris.
8. Perform surveys to determine the depth of cover over pipelines and the condition of any exposed pipelines
9. Ensure that line markers are still in place or replaced in a timely manner.
10. Make all necessary repairs.

## FIGURE 3.1

## SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

**TORNADOES/STRAIGHT LINE WINDS SPECIFIC RESPONSE**

Warning times for tornadoes may be very short and the information not very precise. The Operations Manager or designee should notify all employees of any tornado watch or tornado warning announced by the Weather Bureau.

If a tornado is sighted:

- All Employees should proceed immediately to the safe shelters.
- After the Tornado is over, the Operations Manager or designee will organize search and rescue teams if anyone is not accounted for.
- Handle any injured personnel according to the severe injury procedure outlined in the beginning of this section.
- The Operations Manager or designee will assess the situation to determine the best approach to follow in returning to normal operations.

FIGURE 3.1

## SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

**BOMB THREATS SPECIFIC RESPONSE*****Receipt of Bomb Threat in Writing (Letter, Telegram, Message)***

- Frequently seen devices include letter bombs, soft cover pocketbook bombs, hard cover book bombs, manila envelope bombs, and the cardboard box bombs. While many are delivered by mail, they may come by private courier or carrier. Be alert to recognize suspicious looking items. The following conditions represent some of the possible suspicious characteristics:
  - Special handling marks (special delivery, air mail, registered, certified)
  - Restrictive markings (personal, confidential, addressee only)
  - Excessive postage
  - Handwritten or poorly typed address
  - Incorrect title or title but no names
  - Misspelling of common words
  - Oily stains or discolorations
  - No return addresses
  - Excessive weight
  - Lopsided, uneven, or ridged envelope
  - Protruding wires or tin foil
  - Excessive securing material (tape, string, etc.)
  - Any evidence that the envelope has been reopened and reglued
  - Mail item from a new or strange source
- If you have a suspicious-looking letter or package:
  - **DO NOT TRY TO OPEN IT.**
  - Notify Management. If supervision is not present, call the appropriate local government agencies listed in Figure 2.5 and inform them of the bomb threat.
  - Save all containers, including the envelope the threat arrived in. Once the message is recognized as a bomb threat, further unnecessary handling of the materials should be avoided.
  - Make every possible effort to retain and protect evidence such as fingerprints, handwriting or typewriting, paper and postal marks. Place all materials in a document protector, plastic envelope, or similar container.

***Receipt of Bomb Threat by Telephone***

- Immediately obtain the Telephone Bomb Threat Checklist located in Appendix B for guidance during the conversation with the caller. If possible, complete the form during the call.
- Report the call to the senior member of local management in the Facility.
- Determine if the main part of the Facility should be evacuated. When in doubt, evacuate.

## FIGURE 3.1

## SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

**BOMB THREATS SPECIFIC RESPONSE (Cont'd)***Receipt of Bomb Threat by Telephone (Cont'd)*

- Do not attempt to use two way radios during the response period as some explosive devices can be detonated by radio waves.
- Keep an outside line open to permit the caller to call back.
- Common carrier truck drivers should be advised of the current situation. You should determine from the local government agency whether loading operations will continue during the response and advise the carrier drivers accordingly.
- Members of the press or general public should not be permitted inside the Facility. Members of the press should be advised that a bomb threat has been received by telephone/mail and a search of the Facility is being made. Advise them that you do not have additional information, but the Facility spokesperson will meet with them when the situation permits. Advise the local government agency that members of the press are present.

## FIGURE 3.1

## SPECIFIC INCIDENT RESPONSE CHECKLIST (Cont'd)

**MEDICAL EMERGENCY**

- Apply appropriate first aid for both injury and shock, exercising care not to cause further injury.
- If victim is unconscious and not breathing, immediately apply artificial respiration (if trained in CPR) and continue without interruption until natural breathing is restored or relieved by another trained CPR personnel or other qualified medical personnel.
- Call for ambulance or other medical evacuation resources, if appropriate.
- Notify hospital of patient arrival and extent of injury.
- Notify victim's immediate family.
- Complete follow-up and written reporting, as the situation demands. Refer to the Company's injury procedures for additional information.



### 3.2 DOCUMENTATION OF INITIAL RESPONSE ACTIONS

It is difficult, particularly during the first few minutes of an initial response operation, to think about the importance of documentation. A log should be maintained that documents the history of the events and communications that occur during the response. When recording this information, it is important to remember that the log may become instrumental in legal proceedings, therefore:

- Record only facts, do not speculate.
- Do not criticize the efforts and/or methods of other people/operations.
- Do not speculate on the cause of the spill.
- Do not skip lines between entries or make erasures. If an error is made, draw a line through it, add the correct entry above or below it, and initial the change.
- Record the recommendations, instructions, and actions taken by government/regulatory officials.
- Document conversations (telephone or in person) with government/regulatory officials.

FIGURE 3.2

## SAFETY DATA SHEET


 MATERIAL SAFETY DATA SHEET (MSDS)  
 ETHANE

IDENTITY (As Used on Label and List) <b>Ethane, Liquefied Petroleum Gas, LPG, Aliphatic Hydrocarbon, Bimethyl, Methyl Methane</b> (DOT ID No: UN 1035)		(Hazard Rating: Health-0/Fire-4/Reactivity-0) DOT Hazard Classification: Flammable Gas, 2.1		
<b>Section I – Chemical Product and Company Identification</b>				
Manufacturer's Name <b>MARKWEST</b>		Emergency Phone Number <b>Markwest (800) 730-8388 / CHEMTREC (800) 424-9300</b>		
Address (Number, Street, City, State and ZIP code) <b>1515 Arapahoe Street</b>		Telephone Number for Information: <b>(800) 730-8388</b>		
<b>Tower 1, Suite 1600</b>		Date Prepared <b>June 21, 2014</b>		
<b>Denver, Colorado 80202-2126</b>		Signature of Preparer (optional) N/A		
<b>Section II – Hazardous Ingredients/Identity Information</b>				
Hazardous Components (Specific Chemical Identity; Common Name (s))	OSHA PEL	ACGIH TLV	Other Limits Recommended	% (optional)
<b>Ethane (74-84-0)</b>	N/A	N/A		> 95%
<b>Propylene (115-07-1)</b>	N/A	N/A		3%
<b>Propane (74-98-6)</b>	1000	2500		2%
<b>Section III – Physical/Chemical Characteristics</b>				
Boiling Point <b>-127° F</b>		Specific Gravity (Water = 1): <b>0.572 @ -148 F</b>		
Vapor Pressure (mm Hg): <b>28,875 mm HG at 20°C</b>		Melting Point: <b>-298° F</b>		
Vapor Density (AIR = 1at 60-90 °F): <b>1.0</b>		Evaporation Rate (Butyl Acetate = 1): N/A		
Solubility in Water: <b>Insoluble</b>				
Appearance and Odor: <b>Colorless gas (liquid under pressure). Odorless.</b>				
<b>Section IV – Fire and Explosion Hazard Data</b>				
Flash Point (Method Used): <b>-211° F</b>	Flammable Limits <b>Normal Atmospheric</b>	LEL <b>~ 3%</b>	UEL <b>~ 12%</b>	

Extinguishing Media: <b>Dry chemical, foam, carbon dioxide, halogenated extinguishing agent.</b>			
Special Fire Fighting Procedures: <b>Gas fires should not be extinguished unless the gas flow can be stopped immediately. Shut off gas source and allow the fire to burn itself out. If the source cannot be shut off immediately, all equipment and surfaces exposed to the fire should be cooled with water to prevent overheating, flashbacks, or explosions. Control fire until gas supply can be shut off. Firemen must use proper protective equipment including respiratory apparatus to protect against hazardous combustion products/oxygen deficiencies.</b>			
Unusual Fire and Explosion Hazards: <b>This gas releases flammable vapors at well below ambient temperatures and readily forms flammable mixtures with air. Exposed to an ignition source, it will burn in the open or be explosive in confined spaces. Its vapors are heavier than air and may travel long distances to a point of ignition, and then flash back. Alkane/Chlorine gas mixtures have produced explosions.</b>			
<b>Section V – Reactivity Data</b>			
Stability:	Unstable		Conditions to Avoid: <b>Heat, sparks, open flame, build up of static electricity and strong oxidizing agents.</b>
	Stable	X	
Incompatibility (Materials to Avoid): <b>Strong acids, alkalis, and oxidizers such as chlorine (gas or liquid) and oxygen.</b>			
Hazardous Decomposition or Byproducts: <b>Combustion may produce carbon monoxide/carbon dioxide and other harmful substances.</b>			
Hazardous Polymerization	May Occur		Conditions to Avoid: <b>None</b>
	Will Not Occur	X	
<b>Section VI – Health Hazard Data</b>			
Route(s) of Entry:	Inhalation?	Skin?	Ingestion?
<b>Inhalation: Exposure may produce rapid breathing, headache, dizziness, visual disturbance, muscular weakness, tremors, narcosis, unconsciousness, and death, depending on concentration and time of exposure.</b>			
<b>Skin: This material is not expected to be absorbed through the skin. Non-irritating; but solid and liquid forms of this material and pressurized gas can cause freeze burns.</b>			
<b>Swallowing: Solid and liquid forms of this material and the pressurized gas can cause freeze burns.</b>			
<b>Eyes: This gas is non-irritating; but direct contact with liquefied/pressurized gas or frost particles may produce severe and possibly permanent eye damage from freeze burns.</b>			
Health Hazards (Acute or Chronic): <b>Asphyxiation and freeze burns.</b>			
Carcinogenicity:	N/A	NTP? N/A	IARC Monographs? N/A OSHA Registered N/A
Signs and Symptoms of Exposure: <b>Inhalation may produce mild intoxication, drowsiness, or loss of coordination.</b>			
Medical Conditions Generally Aggravated by Exposure: <b>High concentrations produce intoxication followed by loss of consciousness, asphyxiation, and death. Caution is recommended for personnel with pre-existing central nervous system disorders. Personnel with pre-existing chronic respiratory diseases should refrain from breathing this material</b>			

<p>Emergency and First Aid Procedures:</p> <p><b>Eyes:</b> Vapors are not expected to present an eye irritation hazard. If contacted by liquid/solid, immediately flush the eye(s) gently with warm water for at least 15 minutes. Seek medical attention if pain or redness persists.</p> <p><b>Skin:</b> Frozen tissues should be flooded or soaked with warm water (105°-115°F.). Do not use hot water! Cryogenic burns, which result in blistering or deeper tissue freezing, should be promptly seen by a physician.</p> <p><b>Swallowed:</b> Induce vomiting with warm water (quart) only if patient is conscious. Immediately obtain medical attention.</p> <p><b>Inhaled:</b> Immediately move personnel to area of fresh air. For respiratory distress, give air/oxygen, or administer CPR (cardiopulmonary resuscitation). If necessary, obtain medical attention if breathing difficulties continue.</p>		
<p><b>Section VII – Precautions for Safe Handling and Use</b></p>		
<p>Steps to be taken in Case Material is Released or Spilled:</p> <p><b>Eliminate and prevent source of ignition.</b> Evacuate all non-essential personnel to an area upwind. (At least ½ mile in all directions if tanks or tank cars are involved in fire.) Stop source of release with non-sparking tools before putting out any fire. Ventilate enclosed areas to prevent formation of flammable or oxygen-deficient atmospheres. Water spray may be used to reduce vapors. Closed systems form white frost at the point of leak. Liquid spills will vaporize forming cold dense vapor cloud.</p>		
<p>Waste Disposal Method:</p> <p>Releases are expected to cause only localized, non-persistent environmental damage. Waste mixtures containing these gases should not be allowed to enter drains or sewers where there is danger of their vapors becoming ignited. When it becomes necessary to dispose of these gases, it is preferable to do so as a vapor. Unused product may be used as an auxiliary fuel or disposed by burning in a properly designed flare or incinerator. Venting of gas to the atmosphere should be avoided. Defective, empty, or partially used portable containers should be returned to the supplier with appropriate tags.</p>		
<p>Precautions to Be Taken in Handling and Storing:</p> <p><b>Do not attempt to clean since residue is difficult to remove.</b> All containers should be disposed of in an environmentally safe manner and in accordance with governmental regulations. For work on tanks refer to Occupational Safety and Health Administration regulations, ANSI Z49.1, and other governmental and industrial references pertaining to cleaning, repairing, welding, or other contemplated operations.</p>		
<p>Other Precautions:</p> <p><b>“Empty” containers retain residue (liquid and/or vapor) and can be dangerous. DO NOT PRESSURIZE, CUT, WELD, BRAZE, SOLDER, DRILL, GRIND OR EXPOSE SUCH CONTAINERS TO HEAT, FLAME, SPARKS, STATIC ELECTRICITY, OR OTHER SOURCES OF IGNITION; THEY MAY EXPLODE AND CAUSE INJURY OR DEATH.</b></p>		
<p><b>Section VIII – Control Measures</b></p>		
<p>Respiratory Protection (Specify Type):</p> <p><b>For excessive gas concentrations, use only NIOSH/MSHA approved, self-contained breathing apparatus. Respirator use should comply with OSHA 29 CFR 1910, 134 or equivalent.</b></p>		
Ventilation:	Local Exhaust	Special
	Mechanical (General)	Other
Protective Gloves	Eye Protection	
Insulated impervious plastic or neoprene-coated canvas gloves.	Chemical-type goggles and face shield when handling liquefied gases. Safety glasses and/or face shields are recommended when handling high-pressure cylinders and piping systems and whenever vapors are discharged	
<p>Other Protective Clothing or Equipment:</p> <p><b>Protective gear (apron) to protect skin areas.</b></p>		

Work/Hygienic Practices

**Emergency eye wash fountains and safety showers should be available in the vicinity of any potential exposure. Personnel should not enter areas where the atmosphere is below 19.5 vol.% oxygen without special procedures/equipment.**

N/A – Not Applicable

N/D – Not Determined

~ -- Approximately

\* -- Based on LP (Gas)

### 3.3 SAFETY AWARENESS

#### General Response Safety

All company and contractor personnel are expected to comply with the Site Safety and Health Plan for each spill incident.

- Any concern regarding health or safety issues should be immediately addressed.
- The First Responder must consider the spill site as dangerous and the local atmosphere explosive until air monitoring procedures prove that the area is safe.
- The First Responder must exit the area against or across the wind if possible and must also evacuate others who are working in the area.
- All injuries, no matter how minor, must be reported to the Facility Management in a timely manner.
- Prior to entering a spill area, a qualified person must perform an initial safety and health evaluation of the site.

#### Air Monitoring

A Safety Monitor shall be designated who is trained in the operation of air monitoring equipment. The Incident Commander must ensure that Safety Monitors are trained and that their equipment is maintained and ready for use.

- The air monitoring equipment shall be activated and checked at the location in which it is stored.
- Air monitoring measurements which are to be made prior to entry into the spill area include:
  - Lower Explosive Limit (LEL)
  - Oxygen content
- LEL readings above 10% require immediate evacuation of the area and elimination of ignition sources.
- Oxygen readings below 19.5% require the use of air supplied respiratory protection.
- The Incident Commander is responsible for industrial hygiene monitoring in the post discovery period.

### 3.3 SAFETY AWARENESS (Cont'd)

#### Personal Protective Equipment (PPE)

The following represents OSHA/USEPA designated PPE levels for responding to emergencies, post emergency cleanup sites, and/or Temporary Storage and Disposal (TSD) sites. The responder's PPE should be chosen based on his/her level of training and assigned job duties.

<b>Personal Protective Equipment (PPE)</b>	
<p><b><u>LEVEL A</u></b></p> <ul style="list-style-type: none"> <li>● Self Contained Breathing Apparatus (SCBA) (worn inside suit)</li> <li>● Encapsulated Chemical Protective Suit</li> <li>● Chemical Protective Gloves</li> <li>● Chemical Protective Boots</li> <li>● Hard Hat</li> <li>● Safety Toe Footwear</li> <li>● Safety Glasses</li> </ul>	<p>KM Employees are not to participate in emergencies that require Level A, B or C PPE.</p>
<p><b><u>LEVEL B</u></b></p> <ul style="list-style-type: none"> <li>● SCBA (worn outside suit)</li> <li>● Chemical Protective Suit w/Hood</li> <li>● Chemical Protective Boots</li> <li>● Chemical Protective Gloves</li> <li>● Hard Hat</li> <li>● Safety Toe Footwear</li> <li>● Safety Glasses</li> </ul>	
<p><b><u>LEVEL C</u></b></p> <ul style="list-style-type: none"> <li>● Air Purifying Respirator (APR)</li> <li>● APR a 1/2 Face or Full Face</li> <li>● Hard Hat</li> <li>● Glasses (worn with a 1/2 face APR)</li> <li>● Chemical Protective Boots</li> <li>● Chemical Protective Gloves</li> <li>● Chemical Protective Suit/Tyvek</li> <li>● Safety Toe Footwear</li> <li>● Safety Glasses</li> </ul>	
<p><b><u>LEVEL D</u></b></p> <ul style="list-style-type: none"> <li>● Hard Hat</li> <li>● Safety Glasses</li> <li>● Work Uniform / Clothes</li> <li>● Leather Gloves</li> <li>● Safety Boots</li> <li>● Nomex (if required by the Company)</li> </ul>	

### 3.4 EMERGENCY MEDICAL TREATMENT AND FIRST AID

On-site emergency medical response requires the same rapid assessment of the patient as any other situation, but requires the responders to be aware of other considerations that may affect the way they handle the patient. These considerations include the following:

- The potential for contamination of the patient, responders, and equipment should be addressed. Responders should arrange to treat all patients **AFTER** the injured party has been decontaminated according to the Site Safety and Health Plan.
- Site personnel should make the initial assessment of the patient and determine the severity of the injury/illness.
- If the treatment needed is critical care or "lifesaving" treatment, rapid decontamination of the injured/ill party should be started. Refer to the Site Safety and Health Plan for steps to be taken in an "abbreviated" decontamination for medical treatment.
- **The need for full decontamination should be carefully weighed against the need for prompt medical treatment.**
- The ambulance responding to medical emergencies shall be contacted as soon as possible and instructed exactly where to respond when needed and the nature of the contaminant. Telephone reference is provided in Figure 2.5.
- SDS information will be available from the Incident Commander and should be provided to medical personnel to alert them of decontamination requirements.
- If emergency medical treatment is needed, the Incident Commander, or his designated representatives, will request assistance from trained medical personnel.

### 3.5 TERMINATING/DOWNGRADING THE RESPONSE

The decision to terminate and/or downgrade emergency operations and to demobilize personnel and equipment shall be made on a site-specific basis, based on the status of the incident. Factors that may affect the decision to terminate/downgrade the response include the following:

- The emergency condition has been controlled and immediate threats to the health and safety of the public have been eliminated
- Any leaks or spills have been contained, and all remaining free oil, petroleum products, or hazardous materials have been recovered from the site



**3.5 TERMINATING/DOWNGRADING THE RESPONSE (Cont'd)**

- Repair operations have been undertaken to prevent further leaks or spills from occurring
- Further emergency operations at the site will cause more damage to property and the environment than that which resulted from the leak or spill initially.

The Regional Director or designee shall consult appropriate government agencies and other involved parties before making any decisions related to terminating/downgrading response activities. These agencies and involved parties include representatives from federal, provincial and/or municipal agencies with jurisdiction in the emergency.

Prior to terminating/downgrading the response the following issues should be considered by the Unified Command:

- Demobilize equipment and personnel at the first opportunity in order to right size the response
- Consider which resources should be demobilized first; for example, berthing expenses can be saved by demobilizing out-of-area contractors before local ones
- Equipment may need both maintenance and decontamination before being demobilized
- All facilities (staging area, Incident Command Post, etc.) should be returned to their pre-incident condition before terminating operations
- Determine what documentation should be maintained, where, and for how long
- Some activities will continue after the cleanup ends; examples include incident debriefing, bioremediation, claims, and legal actions
- Express gratitude to the community, police department, fire department, and emergency crews for their work during the response.

## 4.0 RESPONSE TEAMS

---

### 4.1 INTRODUCTION

This section describes organizational features and duties of the Local Response Team.

The key to an effective emergency response is a rapid, coordinated, tiered response by the Local Response Team, consistent with the magnitude of an incident.

First response to an incident at the Facility/Pipeline will be provided by the Local Response Team (LRT). If a response exceeds the Local Response Team's capabilities, the Local Incident Commander will activate the Corporate Crisis Personnel, which will respond, to the degree necessary, to incidents exceeding local capability.

The response team will use the NIMS/Canadian Incident Command System (ICS) to manage the emergency response activities. Because ICS is a management tool that is readily adaptable to incidents of varying magnitude, it will typically be used for all emergency incidents. Staffing levels will be adjusted to meet specific response team needs based on incident size, severity, and type of emergency.

An explanation of ICS and the roles and responsibilities for primary members of the response teams are provided in Figure 4.2. The Incident Management Handbook (IMH) contains an in-depth description of all ICS positions, ICS development, response objectives and strategies, command responsibilities, ICS specific glossary/acronyms, resource typing, the IAP process, and meetings.

### 4.2 QUALIFIED INDIVIDUAL

It is the responsibility of the Qualified Individual (QI) or his/her designee to coordinate with the Federal On-Scene Coordinator (FOSC), State On-Scene Coordinator (SOSC) and Canadian Federal and/or Province On-Scene Commander throughout the response, if applicable.

Vital duties of the Qualified Individual (QI) include:

- Activate internal alarms and hazard communication systems to notify all Facility personnel and contract with required oil spill removal organizations (OSROs).
- Activate Company personnel and equipment.
- Obligate any funds required to carry out all required or directed oil spill response activities.
- Arrangements will be made to ensure that the Qualified Individual (QI) or the Alternate Qualified Individual (AQI) is available on a 24-hour basis and is able to arrive at the Facility in a reasonable time.
- The AQI shall replace the QI in the event of his/her absence and have the same responsibilities and authority.

### 4.3 LOCAL RESPONSE TEAM

The first Company person on scene will function as the Incident Commander and person-in-charge until relieved by an authorized supervisor who will then assume the position of Incident Commander (IC). Transfer of command will take place as more qualified management respond to the incident.

The number of positions/personnel required to staff the Local Response Team will depend on the size and complexity of the incident. The duties of each position may be performed by the IC directly or delegated as the situation demands. The IC is always responsible for directing the response activities and will assume the duties of all the primary positions until the duties can be delegated to other qualified personnel.

A complete functional ICS organization is shown in Figure 4.1. The LRT should try to fill the necessary positions and request additional support from Corporate Crisis Personnel to fill/back up all the positions as the incident may dictate. Detailed job descriptions of the primary response team positions are provided in Figure 4.2.

### 4.4 CORPORATE CRISIS PERSONNEL

For spill response operations outside the capabilities of the Local Response Team (LRT), the QI/AQI or IC will determine the need for mobilization of Corporate Crisis Personnel. The Corporate Crisis Personnel will become members of the LRT.

The Local Response Team (LRT), once fully staffed, is designed to cover all aspects of a comprehensive and prolonged incident response. The number of positions/ personnel required to staff the LRT will depend on the size and complexity of the incident. During a prolonged response, additional personnel may be cascaded in, and more than one level within the Team may be involved to sustain 24-hour operations.

The LRT is basically organized according to the NIMS/Canadian Incident Command System principles. Led by the Incident Commander, the team is composed of the following principal components:

- Command
- Operations
- Planning
- Logistics
- Finance
- Intelligence/Investigations

The Local Response Team is staffed by specially trained personnel from various corporate locations, and by various contract resources as the situation requires. Command and Unit Leader responsibilities are described in Figure 4.2.

## 4.5 INCIDENT COMMAND SYSTEM (ICS)

The Incident Command System is intended to be used as an emergency management tool to aid in mitigating all types of emergency incidents. This system is readily adaptable to very small emergency incidents as well as more significant or complex emergencies. The Incident Command System utilizes the following criteria as key operational factors:

- Assigns overall authority to one individual
- Provides structured authority, roles and responsibilities during emergencies
- The system is simple and familiar, and is used routinely at a variety of incidents
- Communications are structured
- There is a structured system for response and assignment of resources
- The system provides for expansion, escalation, and transfer/transition of roles and responsibilities
- The system allows for "Unified Command" where agency involvement at the command level is required

Effective establishment and utilization of the Incident Command System during response to all types of emergencies can:

- Provide for increased safety
- Shorten emergency mitigation time by providing more effective and organized mitigation
- Cause increased confidence and support from local, State, Federal, and public sector emergency response personnel
- Provide a solid cornerstone for emergency planning efforts

Figure 4.2 provides a comprehensive list of every response team member's duty assignment.

## 4.6 UNIFIED COMMAND

As a component of an Incident Command System, the Unified Command (UC) is a structure that brings together the Incident Commanders of all major organizations involved in the incident to coordinate an effective response while still meeting their own responsibilities. The Unified Command links the organizations responding to the incident and provides a forum for the Responsible Party and responding agencies to make consensus decisions. Under the Unified Command, the various jurisdictions and/or agencies and responders may blend together throughout the organization to create an integrated response team. The Incident Command System process requires the Unified Command to set clear objectives to guide the on-scene response resources.

Multiple jurisdictions may be involved in a response effort utilizing Unified Command. These jurisdictions could be represented by any combination of:

- Geographic boundaries
- Government levels
- Functional responsibilities
- Statutory responsibilities

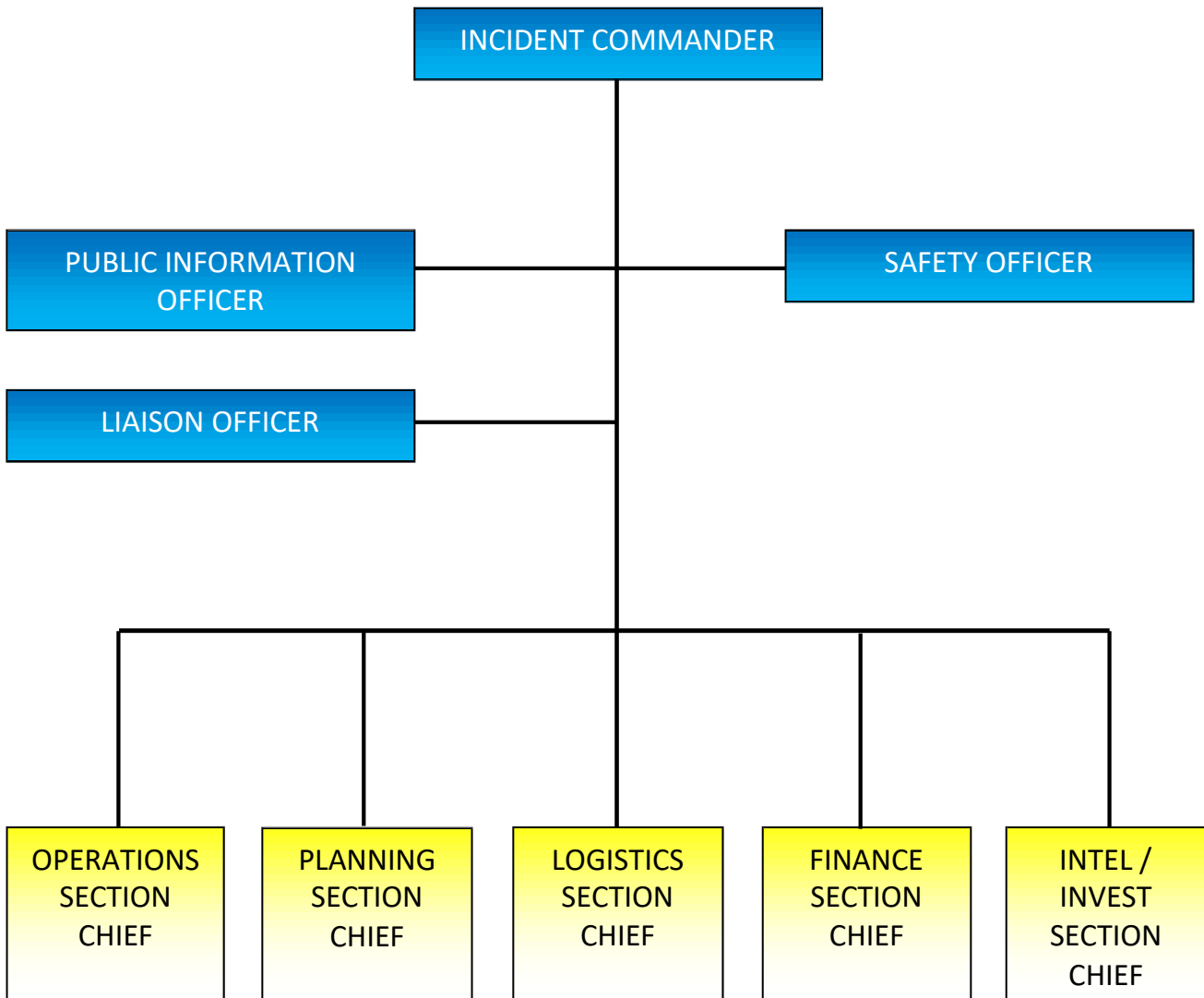
The participants of Unified Command for a specific incident will be determined taking into account the specifics of the incident and existing response plans and/or decisions reached during the initial meeting of the Unified Command. The Unified Command may change as an incident progresses, in order to account for changes in the situation.

The Unified Command is responsible for overall management of an incident. The Unified Command directs incident activities and approves and releases resources. The Unified Command structure is a vehicle for coordination, cooperation and communication which is essential to an effective response.

Unified Command representatives must be able to:

- Agree on common incident objectives and priorities
- Have the capability to sustain a 24-hour-7-day-per-week commitment to the incident
- Have the authority to commit agency or Company resources to the incident
- Have the authority to spend agency or Company funds
- Agree on an incident response organization
- Agree on the appropriate Command and General Staff assignments
- Commit to speak with "one voice" through the Public Information Officer or Joint Information Center
- Agree on logistical support procedures
- Agree on cost-sharing procedures

**FIGURE 4.1**  
**LOCAL RESPONSE TEAM - COMMAND STRUCTURE**



**FIGURE 4.2****ICS ROLES AND RESPONSIBILITIES****COMMON RESPONSIBILITIES**

The following is a checklist applicable to all personnel in an ICS organization:

- Receive assignment, including:
  - Job assignment
  - Resource order number and request number
  - Reporting location
  - Reporting time
  - Travel instructions
  - Special communications instructions
- Upon arrival, check-in at designated check-in location.
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Supervisors maintain accountability for assigned personnel.
- Organize and brief subordinates.
- Know your assigned radio frequency(s) and ensure communications equipment is operating properly.
- Use clear text and ICS terminology (no codes) in all communications.
- Complete forms and reports required of the assigned position and send to Documentation Unit.
- Maintain unit records, including Unit/Activity Log (ICS Form 214).
- Response to demobilization orders and brief subordinates regarding demobilization.

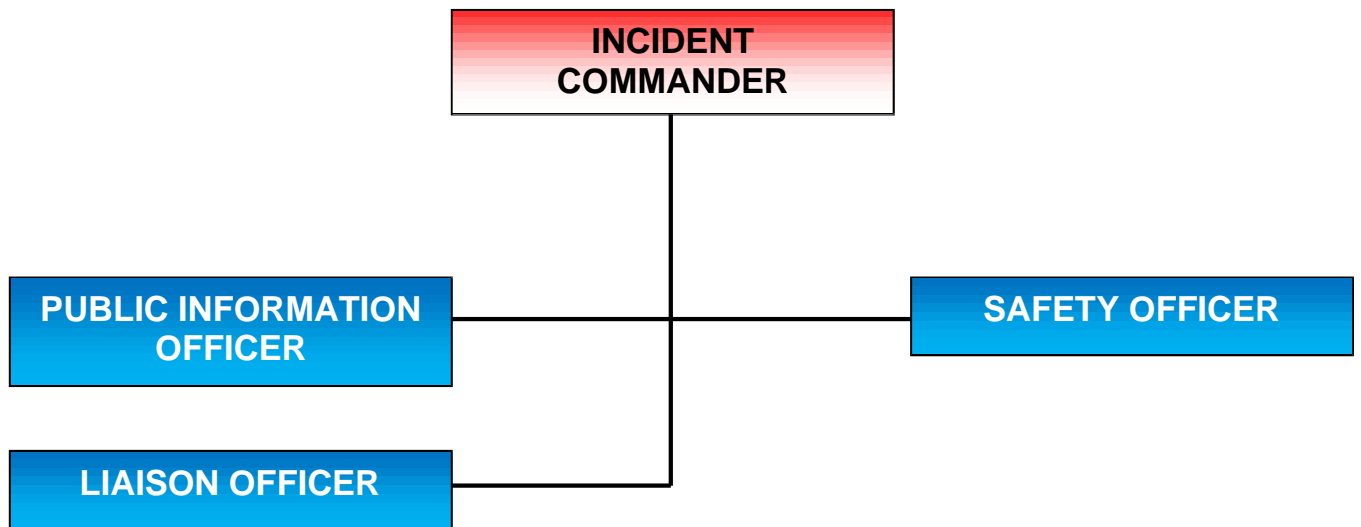
### COMMAND STAFF

Incident Commander ..... 4-8

Public Information Officer..... 4-8

Liaison Officer ..... 4-9

Safety Officer..... 4-9





**INCIDENT COMMANDER**

- Assess the situation and/or obtain a briefing from the prior IC.
- Determine Incident Objectives and strategy.
- Establish the immediate priorities.
- Establish an ICP.
- Brief Command Staff and Section Chiefs.
- Review meetings and briefings.
- Establish an appropriate organization.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an IAP.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with key people and officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.
- Approve the use of trainees, volunteers, and auxiliary personnel.
- Authorize release of information to the news media.
- Ensure incident Status Summary (ICS Form 209) is completed and forwarded to appropriate higher authority.
- Order the demobilization of the incident when appropriate.

**PUBLIC INFORMATION OFFICER**

- Determine from the IC if there are any limits on information release.
- Develop material for use in media briefings.
- Obtain IC approval of media releases.
- Inform media and conduct media briefings.
- Arrange for tours and other interviews or briefings that may be required.
- Obtain media information that may be useful to incident planning.
- Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.

**LIAISON OFFICER**

- Be a contact point for Agency Representatives.
- Maintain a list of assisting and cooperating agencies and Agency Representatives. Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
- Assist in establishing and coordinating interagency contacts.
- Keep agencies aware of incident status.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Coordinate response resource needs for Natural Resource Damage Assessment and Restoration (NRDAR) activities with the Operations Section (OPS) during oil and HAZMAT responses.
- Coordinate response resource needs for incident investigation activities with the OPS.
- Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
- Coordinate activities of visiting dignitaries.

**SAFETY OFFICER**

- Participate in planning meetings.
- Identify hazardous situations associated with the incident.
- Review the IAP for safety implications.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Review and approve the Medical Plan.
- Develop the Site Safety Plan and publish Site Safety Plan summary (ICS Form 208) as required.

**GENERAL STAFF**

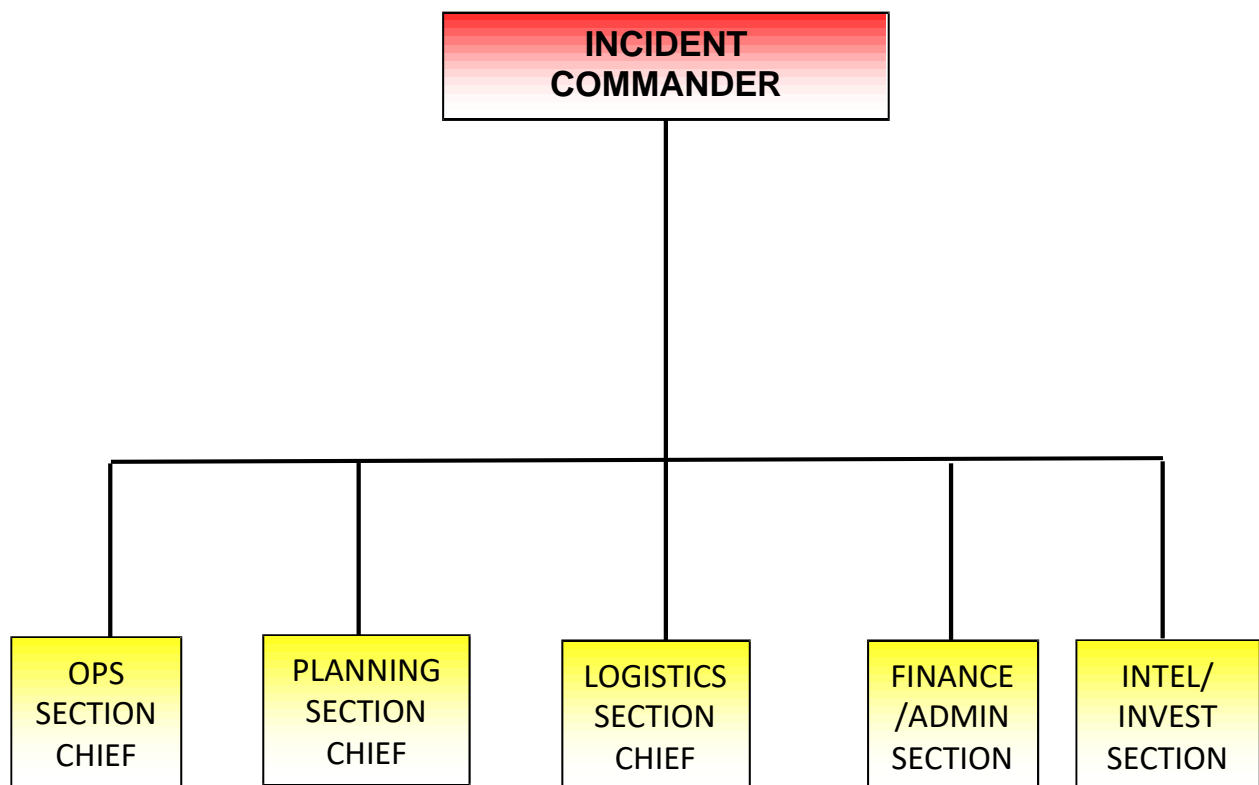
Operations Section Chief ..... 4-11

Planning Section Chief..... 4-14

Logistics Section Chief..... 4-18

Finance/Admin Section Chief ..... 4-23

Intelligence/Investigation Section Chief ..... 4-27



### OPERATIONS

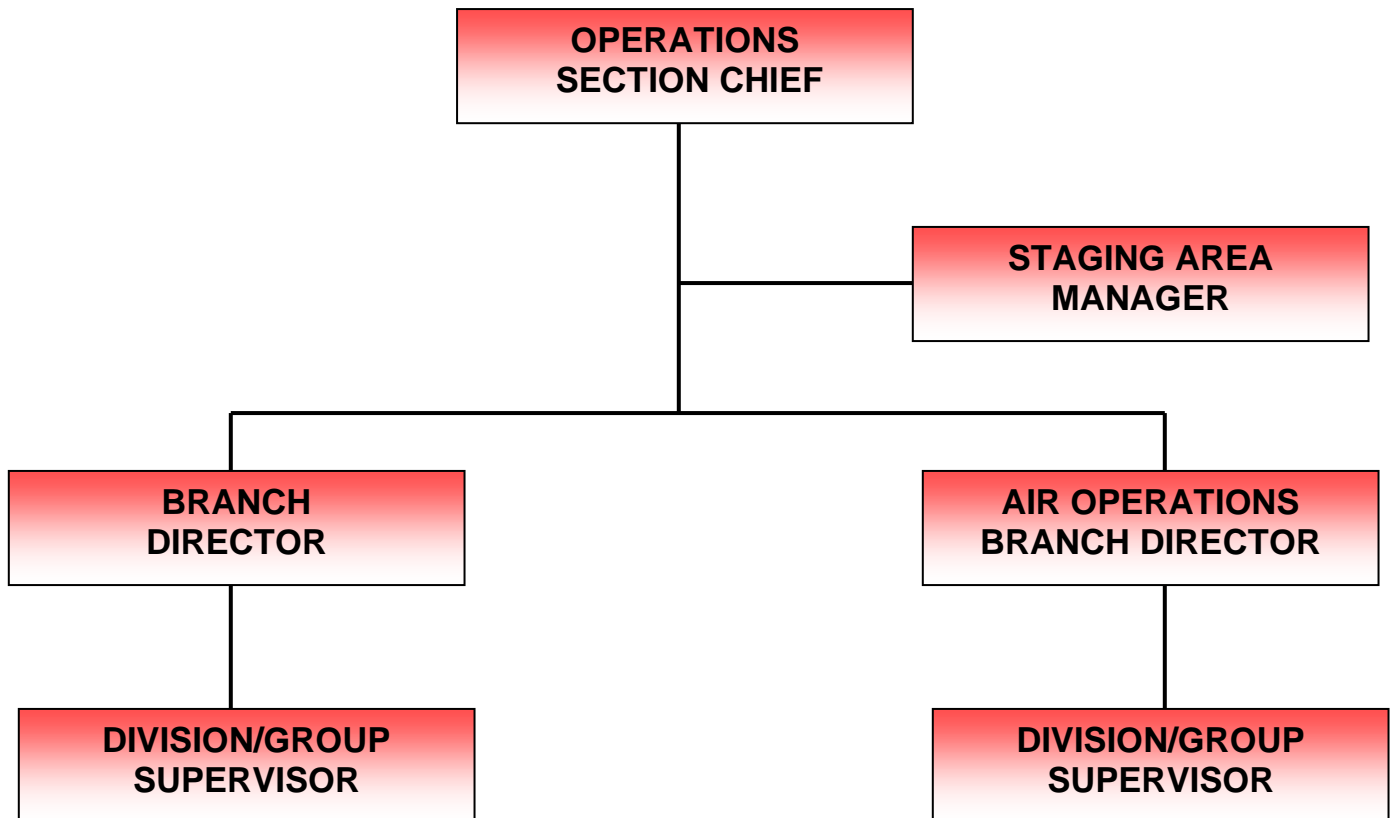
Operations Section Chief ..... 4-12

Branch Director ..... 4-12

Division/Group Supervisor ..... 4-12

Staging Area Manager ..... 4-13

Air Operations Branch Director ..... 4-13



**OPERATIONS SECTION CHIEF**

- Develop operations portion of IAP.
- Brief and assign Operations Section personnel in accordance with the IAP.
- Supervise Operations Section.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble strike teams assigned to the Operations Section.
- Report information about special activities, events, and occurrences to the IC.
- Respond to resource requests in support of NRDAR activities.

**BRANCH DIRECTOR**

- Develop with subordinates alternatives for Branch control operations.
- Attend planning meetings at the request of the OPS.
- Review Division/Group Assignment Lists (ICS Form 204) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
- Assign specific work tasks to Division/Group Supervisors.
- Supervise Branch operations.
- Resolve logistic problems reported by subordinates.
- Report to OPS when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
- Approve accident and medical reports originating within the Branch.

**DIVISION/GROUP SUPERVISOR**

- Implement IAP for Division/Group.
- Provide the IAP to Strike Team Leaders, when available.
- Identify increments assigned to the Division/Group.
- Review Division/Group assignments and incident activities with subordinates and assign tasks.
- Ensure that the IC and/or Resources Unit are advised of all changes in the status of resources assigned to the Division/Group.
- Coordinate activities with adjacent Division/Group.
- Determine need for assistance on assigned tasks.
- Submit situation and resources status information to the Branch Director or the OPS.
- Report hazardous situations, special occurrences, or significant events (e.g., accidents, sickness, discovery of unanticipated sensitive resources) to the immediate supervisor.
- Ensure that assigned personnel and equipment get to and from assignments in a timely and orderly manner.
- Resolve logistics problems within the Division/Group.
- Participate in the development of Branch plans for the next operational period.

**STAGING AREA MANAGER**

- Establish Staging Area layout.
- Determine any support needs for equipment, feeding, sanitation and security.
- Establish check-in function as appropriate.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at Staging Area as appropriate.
- Respond to request for resource assignments
- Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
- Determine required resource levels from the OPS.
- Advise the OPS when reserve levels reach minimums.
- Maintain and provide status to Resource Unit of all resources in Staging Area.
- Demobilize Staging Area in accordance with the Incident Demobilization Plan.

**AIR OPERATIONS BRANCH DIRECTOR**

- Organize preliminary air operations.
- Request declaration (or cancellation) of restricted air space.
- Participate in preparation of the IAP through the OPS. Insure that the air operations portion of the IAP takes into consideration the Air Traffic Control requirements of assigned aircraft.
- Perform operational planning for air operations.
- Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases.
- Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups.
- Coordinate with appropriate Operations Section personnel.
- Supervise all air operations activities associated with the incident.
- Evaluate helibase locations.
- Establish procedures for emergency reassignment of aircraft.
- Schedule approved flights of non-incident aircraft in the restricted air space area.
- Coordinate with the Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- Consider requests for non-tactical use of incident aircraft.
- Resolve conflicts concerning non-incident aircraft.
- Coordinate with FAA.
- Update air operations plans.
- Report to the OPS on air operations activities.
- Report special incidents/accidents.
- Arrange for an accident investigation team when warranted.

### PLANNING

Planning Section Chief..... 4-15

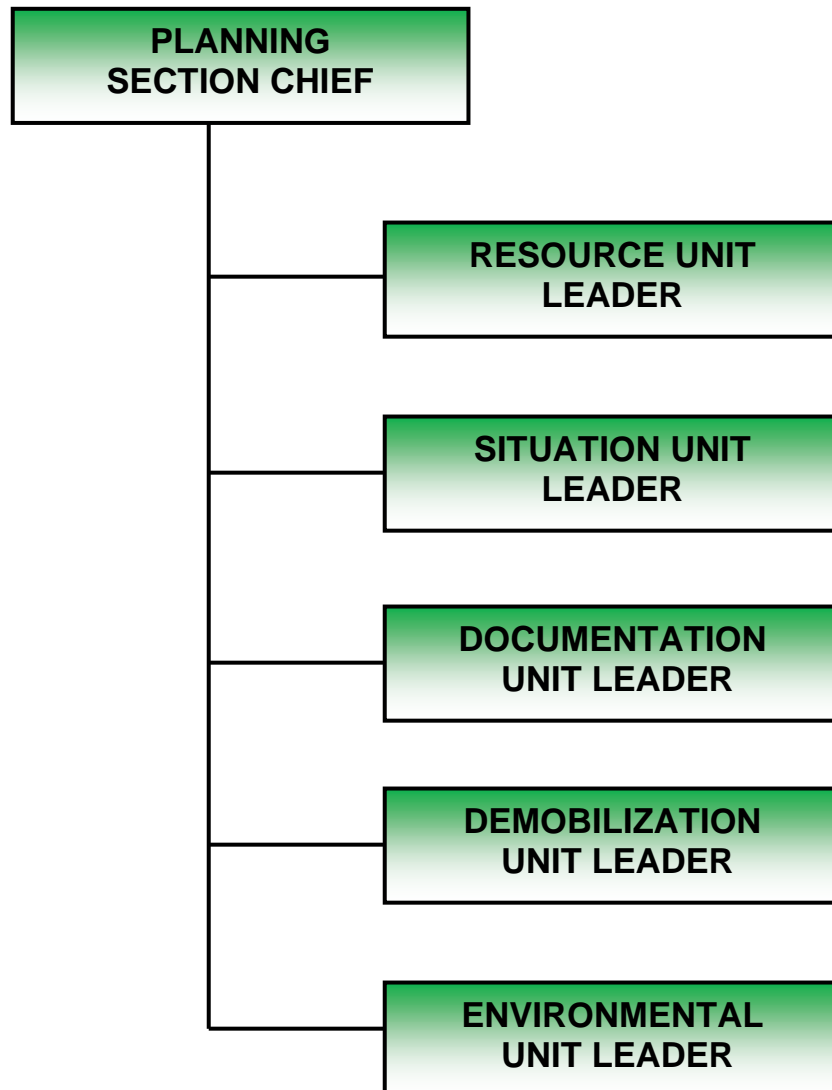
Resources Unit Leader ..... 4-15

Situation Unit Leader..... 4-15

Documentation Unit Leader..... 4-16

Demobilization Unit Leader ..... 4-16

Environmental Unit Leader..... 4-17



**PLANNING SECTION CHIEF**

- Collect and process situation information about the incident.
- Supervise preparation of the IAP.
- Provide input to the IC and the OPS in preparing the IAP.
- Chair planning meetings and participate in other meetings as required.
- Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.
- Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation Units).
- Determine the need for any specialized resources in support of the incident.
- If requested, assemble and disassemble Strike Teams and Task Forces not assigned to Operations.
- Establish special information collection activities as necessary (e.g., weather, environmental, toxics, etc.).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report any significant changes in incident status.
- Compile and display incident status information.
- Oversee preparation and implementation of the Incident Demobilization Plan.
- Incorporate plans (e.g., Traffic, Medical, Communications, Site Safety) into the IAP.

**RESOURCES UNIT LEADER**

- Establish the check-in function at incident locations.
- Prepare Organization Assignment List (ICS Form 203) and Organization Chart (ICS Form 207).
- Prepare appropriate parts of Division Assignment Lists (ICS Form 204).
- Prepare and maintain the ICP display (to include organization chart and resource allocation and deployment).
- Maintain and post the current status and location of all resources.
- Maintain master roster of all resources checked in at the incident.

**SITUATION UNIT LEADER**

- Begin collection and analysis of incident data as soon as possible.
- Prepare, post, or disseminate resource and situation status information as required, including special requests.
- Prepare periodic predictions or as requested by the PSC.
- Prepare the Incident Status Summary Form (ICS Form 209).
- Provide photographic services and maps if required.



**DOCUMENTATION UNIT LEADER**

- Set up work area; begin organization of incident files.
- Establish duplication service; respond to requests.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- Provide incident documentation as requested.
- Store files for post-incident use.

**DEMOBILIZATION UNIT LEADER**

- Participate in planning meetings as required.
- Review incident resource records to determine the likely size and extent of demobilization effort.
- Based on the above analysis, add additional personnel, workspace, and supplies as needed.
- Coordinate demobilization with Agency Representatives.
- Monitor the on-going Operations Section resource needs.
- Identify surplus resources and probable release time.
- Develop incident check-out function for all units.
- Evaluate logistics and transportation capabilities to support demobilization.
- Establish communications with off-incident facilities, as necessary.
- Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures.
- Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the Demobilization Plan.
- Distribute Demobilization Plan (on and offsite).
- Provide status reports to appropriate requestors.
- Ensure that all Sections/Units understand their specific demobilization responsibilities.
- Supervise execution of the Incident Demobilization Plan.
- Brief the PSC on demobilization progress.

**ENVIRONMENTAL UNIT LEADER**

- Participate in Planning Section meetings.
- Identify sensitive areas and recommend response priorities.
- Following consultation with natural resource trustees, provide input on wildlife protection strategies (e.g., pre-emptive capture, hazing, and/or capture and treatment).
- Determine the extent, fate, and effects of contamination.
- Acquire, distribute, and provide analysis of weather forecasts.
- Monitor the environmental consequences of cleanup actions.
- Develop shoreline cleanup and assessment plans. Identify the need for, and prepare any special advisories or orders.
- Identify the need for, and obtain, permits, consultations, and other authorizations including Endangered Species Act (ESA) provisions.
- Following consultation with the FOSC's Historical/Cultural Resources Technical Specialist identify and develop plans for protection of affected historical/cultural resources.
- Evaluate the opportunities to use various response technologies.
- Develop disposal plans.
- Develop a plan for collecting, transporting, and analyzing samples.

# LOGISTICS

Logistics Section Chief..... 4-19

Service Branch Director ..... 4-19

Communications Unit Leader ..... 4-20

Medical Unit Leader ..... 4-20

Food Unit Leader ..... 4-20

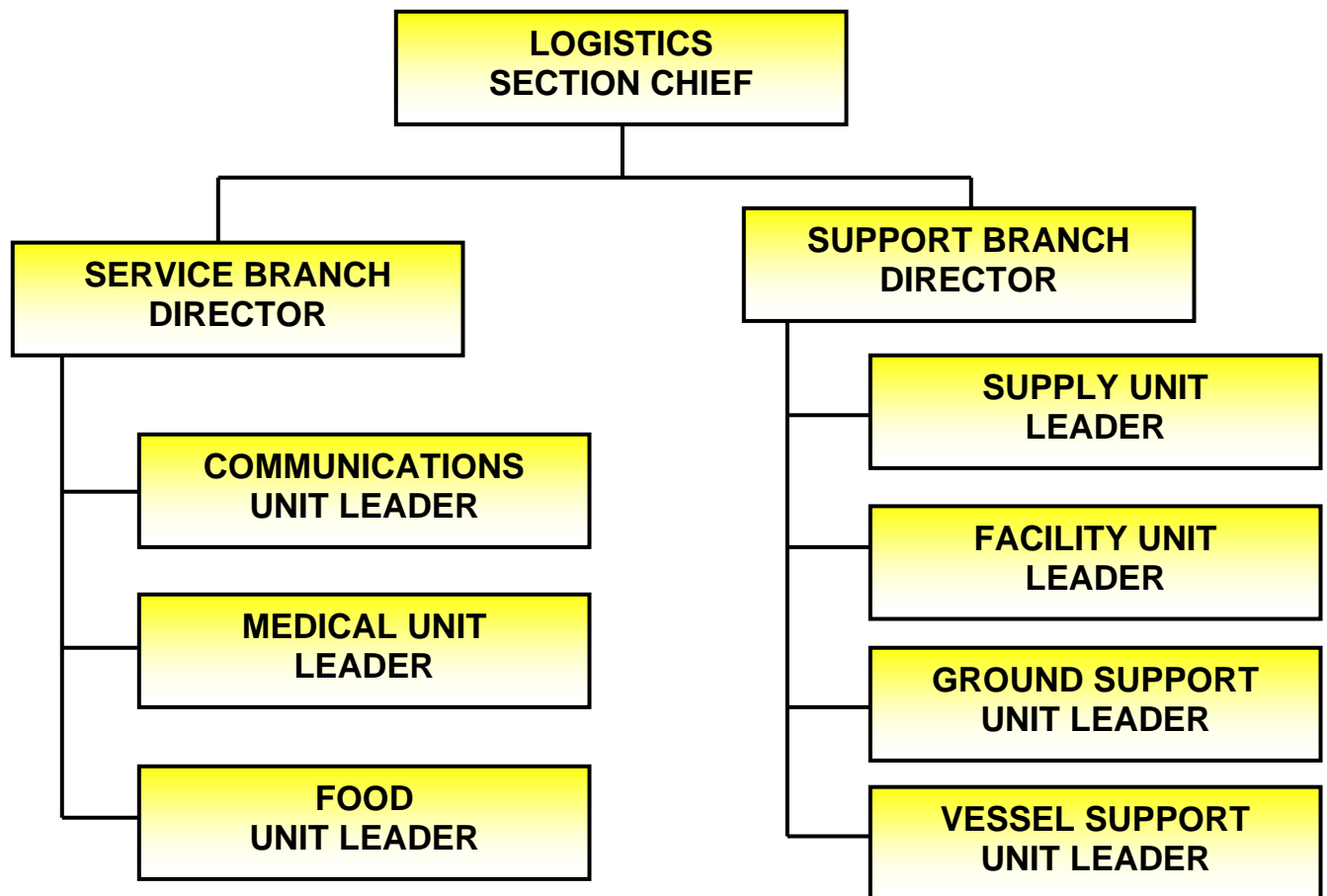
Support Branch Director..... 4-21

Supply Unit Leader ..... 4-21

Facility Unit Leader ..... 4-21

Ground Support Unit Leader ..... 4-22

Vessel Support Unit Leader ..... 4-22



**LOGISTICS SECTION CHIEF**

- Plan the organization of the Logistics Section.
- Assign work locations and preliminary work tasks to Section personnel.
- Notify the Resources Unit of the Logistics Section units activated including names and locations of assigned personnel
- Assemble and brief Branch Directors and Unit Leaders.
- Participate in preparation of the IAP.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review the Communications Plan, Medical Plan, and Traffic Plan.
- Coordinate and process requests for additional resources.
- Review the IAP and estimate Section needs for the next operational period.
- Advise on current service and support capabilities.
- Prepare service and support elements of the IAP.
- Estimate future service and support requirements.
- Receive Incident Demobilization Plan from Planning Section.
- Recommend release of Unit resources in conformity with Incident Demobilization Plan.
- Ensure the general welfare and safety of Logistics Section personnel.

**SERVICE BRANCH DIRECTOR**

- Determine the level of service required to support operations.
- Confirm dispatch of Branch personnel.
- Participate in planning meetings of Logistics Section personnel.
- Review the IAP.
- Organize and prepare assignments for Service Branch personnel.
- Coordinate activities of Branch Units.
- Inform the LSC of Branch activities.
- Resolve Service Branch problems.

**COMMUNICATIONS UNIT LEADER**

- Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
- Ensure the Incident Communications Center and the Message Center is established.
- Establish appropriate communications distribution/maintenance locations within the Base/Camp(s).
- Ensure communications systems are installed and tested.
- Ensure an equipment accountability system is established.
- Ensure personal portable radio equipment from cache is distributed per Incident Radio Communications Plan.
- Provide technical information as required on:
  - Adequacy of communications systems currently in operation.
  - Geographic limitation on communications systems.
  - Equipment capabilities/limitations.
  - Amount and types of equipment available.
  - Anticipated problems in the use of communications equipment.
- Supervise Communications Unit activities.
- Maintain records on all communications equipment as appropriate.
- Ensure equipment is tested and repaired.
- Recover equipment from Units being demobilized.

**MEDICAL UNIT LEADER**

- Participate in Logistics Section/Service Branch planning activities.
- Prepare the Medical Plan (ICS Form 206).
- Prepare procedures for major medical emergency.
- Declare major emergency as appropriate.
- Respond to requests for medical aid, medical transportation, and medical supplies.
- Prepare and submit necessary documentation.

**FOOD UNIT LEADER**

- Determine food and water requirements.
- Determine the method of feeding to best fit each facility or situation.
- Obtain necessary equipment and supplies and establish cooking facilities.
- Ensure that well-balanced menus are provided.
- Order sufficient food and potable water from the Supply Unit.
- Maintain an inventory of food and water.
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
- Supervise caterers, cooks, and other Food Unit personnel as appropriate.

**SUPPORT BRANCH DIRECTOR**

- Determine initial support operations in coordination with the LSC and Service Branch Director.
- Prepare initial organization and assignments for support operations.
- Assemble and brief Support Branch personnel.
- Determine if assigned Branch resources are sufficient.
- Maintain surveillance of assigned units work progress and inform the LSC of their activities.
- Resolve problems associated with requests from the Operations Section.

**SUPPLY UNIT LEADER**

- Participate in Logistics Section/Support Branch planning activities.
- Determine the type and amount of supplies en route.
- Review the IAP for information on operations of the Supply Unit.
- Develop and implement safety and security requirements.
- Order, receive, distribute and store supplies, and equipment.
- Receive and respond to requests for personnel, supplies, and equipment.
- Maintain an inventory of supplies and equipment.
- Service reusable equipment.
- Submit reports to the Support Branch Director.

**FACILITY UNIT LEADER**

- Review the IAP.
- Participate in Logistics Section/Support Branch planning activities.
- Determine requirements for each facility, including the ICP.
- Prepare layouts of incident facilities.
- Notify Unit Leaders of facility layout.
- Activate incident facilities.
- Provide Base and Camp Managers and personnel to operate facilities.
- Provide sleeping facilities.
- Provide security services.
- Provide facility maintenance services (e.g., sanitation, lighting, cleanup).
- Demobilize Base and Camp facilities.
- Maintain facility records.

**GROUND SUPPORT UNIT LEADER**

- Participate in Support Branch/Logistics Section planning activities.
- Develop and implement the Traffic Plan.
- Support out-of-service resources.
- Notify the Resources Unit of all status changes on support and transportation vehicles.
- Arrange for and activate fueling, maintenance, and repair of ground resources.
- Maintain Support Vehicle Inventory and transportation vehicles {ICS Form 218}.
- Provide transportation services, IAW requests from the LSC or Support Branch Director.
- Collect information on rented equipment.
- Requisition maintenance and repair supplies (e.g., fuel, spare parts, etc.).
- Maintain incident roads.
- Submit reports to Support Branch Director as directed.

**VESSEL SUPPORT UNIT LEADER**

- Participate in Support Branch/Logistics Section planning activities.
- Coordinate development of the Vessel Routing Plan.
- Coordinate vessel transportation assignments with the Protection and Recovery Branch or other sources of vessel transportation.
- Coordinate water-to-land transportation with the Ground Support Unit, as necessary.
- Maintain a prioritized list of transportation requirements that need to be scheduled with the transportation source.
- Support out-of-service vessel resources, as requested.
- Arrange for fueling, dockage, maintenance, and repair of vessel resources, as requested.
- Maintain inventory of support and transportation vessels.

### FINANCE/ADMINISTRATION

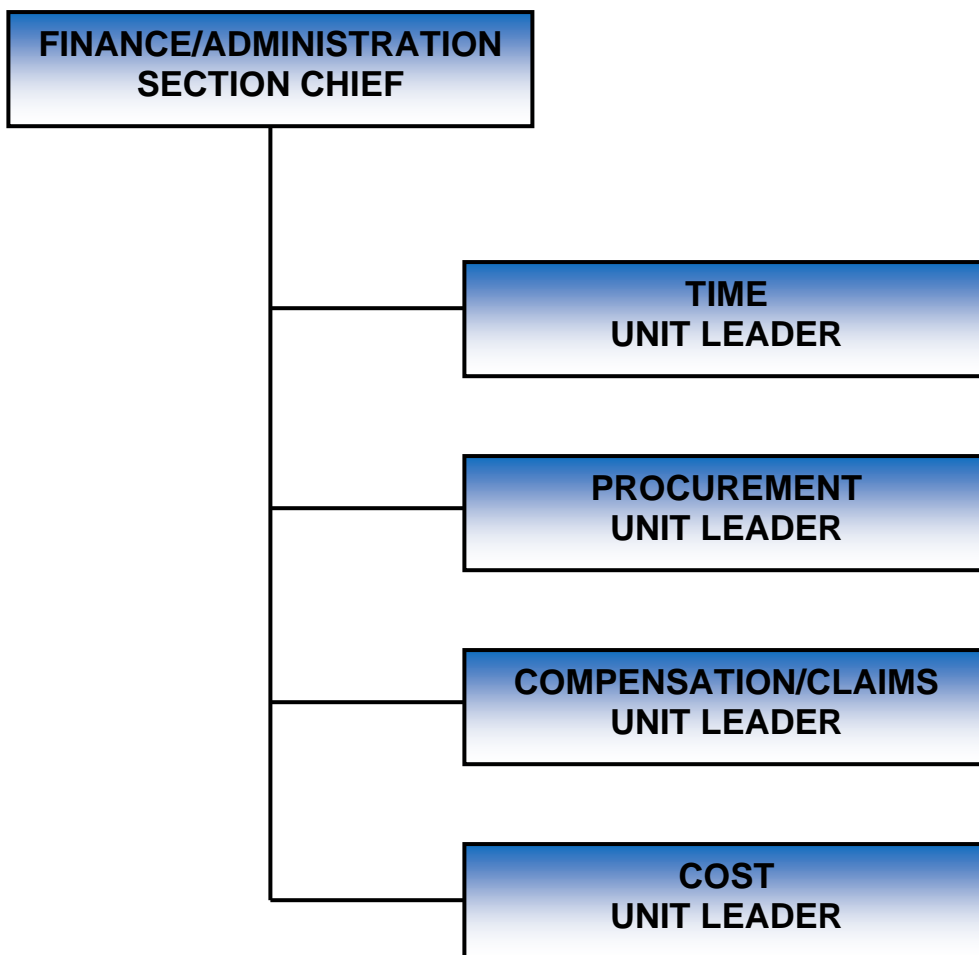
Finance/Administration Section Chief..... 4-24

Time Unit Leader ..... 4-24

Procurement Unit Leader ..... 4-25

Compensation/Claims Unit Leader..... 4-25

Cost Unit Leader ..... 4-26





**FINANCE/ADMINISTRATION SECTION CHIEF**

- Attend planning meetings as required.
- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with Assisting and Cooperating Agency Representatives, as needed.
- Maintain daily contact with agency(s) administrative headquarters on Finance/Administration matters.
- Ensure that all personnel time records are accurately completed and transmitted, according to policy.
- Provide financial input to demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.

**TIME UNIT LEADER**

- Determine incident requirements for time recording function.
- Determine resource needs.
- Contact appropriate agency personnel/representatives.
- Ensure that daily personnel time recording documents are prepared and in compliance with policy.
- Establish time unit objectives.
- Maintain separate logs for overtime hours.
- Establish commissary operation on larger or long-term incidents as needed.
- Submit cost estimate data forms to the Cost Unit, as required.
- Maintain records security.
- Ensure that all records are current and complete prior to demobilization.
- Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.
- Brief the Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

**PROCUREMENT UNIT LEADER**

- Review incident needs and any special procedures with Unit Leaders, as needed.
- Coordinate with local jurisdiction on plans and supply sources.
- Obtain the Incident Procurement Plan.
- Prepare and authorize contracts and land-use agreements.
- Draft memoranda of understanding as necessary.
- Establish contracts and agreements with supply vendors.
- Provide for coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident.
- Ensure that a system is in place that meets agency property management requirements. Ensure proper accounting for all new property.
- Interpret contracts and agreements; resolve disputes within delegated authority.
- Coordinate with the Compensation/Claims Unit for processing claims.
- Coordinate use of impress funds, as required.
- Complete final processing of contracts and send documents for payment.
- Coordinate cost data in contracts with the Cost Unit Leader.
- Brief the Finance/Administration Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.

**COMPENSATION/CLAIMS UNIT LEADER**

- Establish contact with the incident SO and LO (or Agency Representatives if no LO is assigned).
- Determine the need for Compensation for Injury and Claims Specialists and order personnel as needed.
- Establish a Compensation for Injury work area within or as close as possible to the Medical Unit.
- Review Incident Medical Plan (ICS Form 206).
- Ensure that Compensation/Claims Specialists have adequate workspace and supplies.
- Review and coordinate procedures for handling claims with the Procurement Unit.
- Brief the Compensation/Claims Specialists on incident activity.
- Periodically review logs and forms produced by the Compensation/Claims Specialists to ensure that they are complete, entries are timely and accurate, and that they are in compliance with agency requirements and policies.
- Ensure that all Compensation for Injury and Claims logs and forms are complete and routed appropriately for post-incident processing prior to demobilization.
- Keep the Finance/Administration Section Chief briefed on Unit status and activity.
- Demobilize unit in accordance with the Incident Demobilization Plan.

**COST UNIT LEADER**

- Coordinate cost reporting procedures.
- Collect and record all cost data.
- Develop incident cost summaries.
- Prepare resources-use cost estimates for the Planning Section.
- Make cost-saving recommendations to the Finance/Administration Section Chief.
- Ensure all cost documents are accurately prepared.
- Maintain cumulative incident cost records.
- Complete all records prior to demobilization.
- Provide reports to the Finance/Administration Section Chief.

### INTELLIGENCE/INVESTIGATIONS

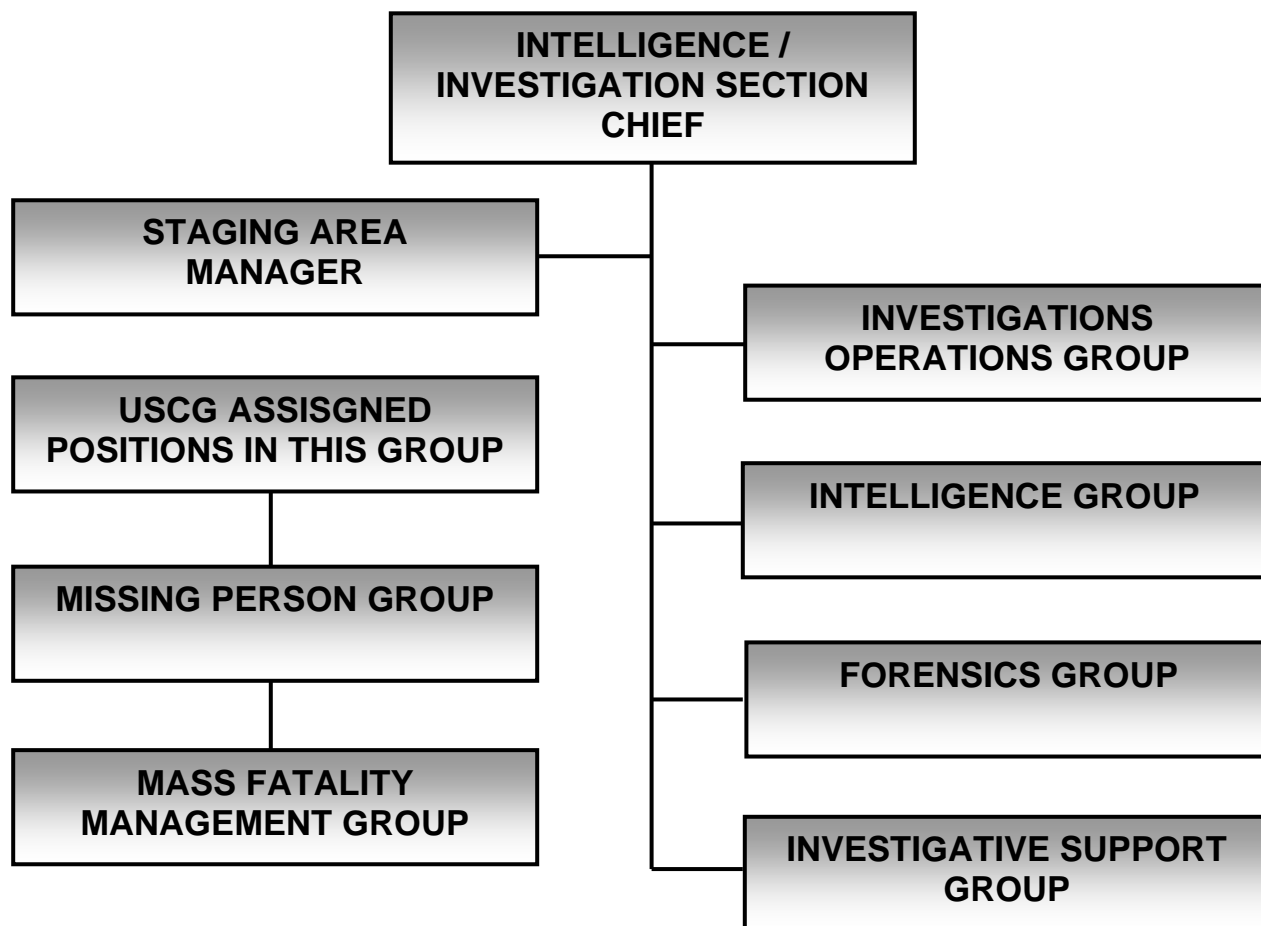
Intel/Invest Section Chief ..... 4-28

Investigations Operations Group ..... 4-29

Forensic Group ..... 4-30

Investigative Support Group ..... 4-31

Intelligence Group ..... 4-32



**INTELLIGENCE / INVESTIGATION SECTION CHIEF**

- Review Common Responsibilities in chapter 2 of IMH.
- Evaluate and request sufficient supervisory staff for both operational and planning activities.
- Supervise I/I Section personnel in executing work assignments while following approved safety practices.
- Evaluate I/I operations and make adjustments to the organization, strategies, tactics, and resources as necessary.
- Advise RESL of changes in the status of resources assigned to the I/I Section.
- Monitor the need for and request additional resources to support I/I operations.
- Identify and use staging areas.
- Identify kind, type, and number of resources required to support selected strategies.
- Determine the need for any specialized resources.
- Work with the PSC and OSC to develop I/I aspects and components of the IAP, including incident objectives, strategies, tactics and priorities.
- Review and approval final I/I Section related ICS 204-CG prior to IAP approval.
- Coordinate planned activities with the SOFR to ensure compliance with safety practices.
- Ensure that activities related to the formulation, documentation, and dissemination of the IAP and other planning activities do not jeopardize the investigation, intelligence sources, violate operations security or information security procedures, measures, or activities.
- Assist with the development of long-range strategic contingency and demobilization plans.
- Develop list of I/I Section resources to be demobilized and initiate recommendation for release.
- Receive and implement applicable portions of the incident Demobilization Plan.
- Participate in meetings and briefings as required.
- Coordinate with the PIO to develop I/I related public information for release.
- Coordinate with the PIO to ensure that public information-related activities do not violate or contradict operations security or information security procedures.
- Conduct debriefing session with the IC/UC prior to demobilization.
- Maintain Unit Log (ICS 214-CG) and forward to DOCL for disposition.
- Assume investigative related responsibilities of the ISC (See May 2014 IMH).

**INVESTIGATIVE OPERATIONS GROUP SUPERVISOR**

- Support development of the investigations portions of the IAP.
- Conduct the investigation.
- Document investigative leads and tasks in the assignment log or database.
- Collect, invoice, safeguard, and analyze all physical, forensic, digital, multimedia and investigative evidence.
- Develop investigative reports and materials associated with the results of each assigned investigative lead or task and cross reference with the related evidence.
- Coordinate with the Intelligence Group to examine and analyze all investigative leads and tasks.
- Categorize each investigative lead and task as closed or open.
- Pursue each assigned investigative lead or task and conduct subsequent follow-up investigative tasks.
- Provide a chronological record of the significant intelligence/investigations information, activities, decisions, directives, and results to the DOCL.
- Obtain required legal advice, services, and documents.
- In coordination with the DOCL, establish and maintain systematic, cross-referenced documentation and records management systems.
- Incorporate into the Investigations Group or coordinate with the designated investigative supervisor(s) or investigator(s) assigned to each crime scene, and each involved investigative scenes, morgue, hospital and off-incident facilities.
- Uses investigative techniques and tactics.
- Maintain Unit Log (ICS 214-CG) and forward to DOCL for disposition.

**INTELLIGENCE GROUP SUPERVISOR**

- Review Common Responsibilities in chapter 2 of the IMH.
- Obtain appropriate workspaces and information technology support.
- Support the SITL in the development, management, and execution of the Information Management Plan.
- Document, secure, organize, evaluate, collate, process, exploit, and analyze intelligence / investigation information.
- Identify, document, analyze, validate, produce, and resolve intelligence information needs, requests for intelligence, intelligence gaps, standing and ad hoc intelligence requirements.
- Produce periodic “production plan” in support of the Information Management Plan.
- Provide Planning Section with periodic updates of intelligence issues that impact operations.
- Produce periodic “collection plan” in support of the information Management Plan.
- Provide Planning Section with periodic updates of intelligence issues that impact operations.
- Answer intelligence questions and advise Command and General Staff, as appropriate.
- Coordinate with participating LE and intelligence agencies including the Interagency Remote Sensing Coordination Cell (IRSCC), National Geospatial-Intelligence Agency (NGA), FBI/JTTF, and NGO, State Tribal, and local police departments as necessary in order to share information as required in the information management plan.
- Coordinate with IRSCC to support the collection of CIR using available remote sensing assets.
- As the incident dictates, embed FOBS or display processors with intelligence backgrounds in the Situation Unit.
- Implement operations security and information security procedures for the incident management team.
- Coordinate with the Counterintelligence Staff Officer at LANTEREA or PACAREA when dealing with national security issues to include national security investigations.
- Disseminate classified and sensitive information to authorized personnel.
- Collect tactical and strategic intelligence/investigations information.
- Use intelligence requirement to manage and direct intelligence collection efforts.
- Provide language translation and deciphering and decryption services.
- Make requests for intelligence/investigations information to the appropriate governmental agencies.
- Document and produce finished and raw intelligence information/investigative information.
- Produce classified information and/or access-controlled sensitive compartmented information and/or restricted information and/or restricted information that is properly classified, declassified, or downgraded for the intended audience.
- Disseminate intelligence/investigative information, documents, requirements and products.
- Transmit threat information/intelligence immediately to the IC/UC, the OSC and other authorized personnel.
- Maintain Unit Log (ICS 214-CG) and forward to DOCL for disposition.

**FORENSIC GROUP SUPERVISOR**

- Determine the number of crime scenes and decedents.
- Identify the size, configuration, and boundary for each crime scene.
- Control access to each of the crime scenes and decedents.
- Prevent contamination, alteration, loss, or destruction of forensic, digital and multimedia evidence and decedents.
- Document the name, rank/title, agency, and identification number of each person who enters a crime scene or touches, searches, disturbs or moves the decedents.
- Coordinate communication between personnel processing crime scenes and decedents and the case investigator, case supervisor, medical examiner/coroner, and other appropriate personnel.
- Deliver forensic evidence, digital and multimedia evidence, and decedents to one or more suitable laboratories, analytical service providers, and/or morgue facilities.
- Implement forensic debris and post-blast crime scene activities.
- Use crime scene reconstruction techniques and subject matter experts.
- Prepare records and reports regarding forensic evidence, digital and multimedia evidence, and decedents.
- Avoid prematurely releasing crime scenes and decedents located at the crime scene.
- Maintain Unit Log (ICS 214-CG) and forward to DOCL for disposition.



**INVESTIGATIVE SUPPORT GROUP SUPERVISOR**

- Determine activate I/I Section staging areas at an appropriate location; ensure a Staging Area Manager is designated for each of the activated staging areas.
- Request personnel, equipment, vehicles, aircraft, watercraft, supplies, facilities, infrastructure, networks, and other operational and support resources through the RESL.
- Coordinate with Logistics to provide required support resources
- Implement accountability procedures and activities for I/I operational support resources.
- Develop investigative support-related records and reports.
- Coordinate with RESL to document I/I resources.
- In coordination with RESL and FACL develop and implement identification, access/entry control, badging procedures and measures and validate incident specific credentials.
- In coordination with the RESL, ensure I/I personnel resources and checked in, available, assigned, or listed as out of service.

## 5.0 RESPONSE PLANNING

### 5.1 INCIDENT ACTION PLAN

Emergency response activities are planned and coordinated through the use of an Incident Action Plan (IAP), which is developed for each Operational Period of a response. For reportable release volume incidents, an ICS 201 may be used as the IAP.

For larger or more complex incidents, a more complete IAP will be necessary. These IAPs are generally created through the completion and compilation of several standard Incident Command System forms. These forms include, but are not limited to:

ICS FORM NUMBER	FORM TITLE	PREPARED BY
IAP Cover Sheet	ICS IAP Cover Sheet	<b>Planning Section</b> - Situation Unit Leader
201-CG	Incident Briefing	<b>Command Section</b> - Initial Response Incident Commander
202-CG	Incident Objectives	<b>Planning Section</b> - Planning Section Chief
203-CG	Organization Assignment List	<b>Planning Section</b> - Resources Unit Leader
204-CG	Assignment List	<b>Operations Section</b> - Chief & Resources Unit Leader
204a-CG	Assignment List Attachment	<b>Operations Section</b> - Chief & Resources Unit Leader
205-CG	Incident Radio Communication Plan	<b>Logistics Section</b> - Communication Unit Leader
205a-CG	Communications List	<b>Logistics Section</b> - Communication Unit Leader
206-CG	Medical Plan	<b>Logistics Section</b> - Medical Unit Leader
207-CG	Incident Organization	<b>Planning Section</b> - Resources Unit Leader
208-CG	Site Safety Plan	<b>Command Section</b> - Safety Officer
209-CG	Incident Status Summary	<b>Command Section</b> - Incident Commander
211-CG	Check-In List	
213-RR CG	Resource Request Message	
214-CG	Unit Log	<b>Planning Section</b> - Situation Unit Leader
215-CG	Operational Planning Worksheet	
215A-CG	Incident Action Plan Safety Analysis	
218	Support Vehicle Inventory	<b>Logistics Section</b> - Ground Support Unit Leader
220-CG	Air Operations Summary	<b>Operations Section</b> - Air Operations Branch Director
230-CG	Daily Meeting Schedule	
232-CG	Resources at Risk Summary	<b>Planning Section</b> - Situation Unit Leader
232a-CG	ACP Site Index	
233-CG	Incident Open Action Tracker	
234-CG	Work Analysis Matrix	
235-CG	Facility Needs	
	Site Safety Plan	
	Employee Certification Page	
	Media Statement	

**Note: A complete inventory of applicable ICS Forms are contained in Appendix B.**

### 5.1 INCIDENT ACTION PLAN (Cont'd)

Depending on the nature and severity of the emergency, additional documents may be included in the Incident Action Plan. These may include:

- Plans for use of Alternative Technologies (Dispersant/In-situ Burning/Bioremediation)
- Security Plans
- Decontamination Plans
- Traffic Plans

### 5.2 SITE SAFETY PLAN

Site Safety Plans (SSPs) are required by United States Occupational Safety and Health Administration (29 CFR 1910.120(b)(4)) for all hazardous waste operations. The Site Safety Plan should address all on-site operations and hazardous as well as on-site emergency procedures.

The Site Safety Plan is typically prepared by the Safety Officer and approved by the Incident Commander. All personnel must be familiar with the contents of the Site Safety Plan and the Site Safety Plan must be updated as conditions, operations and hazards associated with the response change.

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## APPENDIX A

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### EMERGENCY PRE-PLANNING

A.1	Release Detection .....	A-2
A.2	Leak Detection Systems.....	A-2
A.3	Release Prevention Systems .....	A-3
A.4	Environmental Sensitivity Map – Detroit, Michigan – Ontario.....	A-4
A.5	Response Team Training .....	A-5
A.6	Pipeline Safety Information for Emergency Response Officials .....	A-12

## EMERGENCY PRE-PLANNING

Leak detection and discharge prevention is accomplished through safe operating procedures and maintenance procedures outlined in the Company Operations and Maintenance (O&M) Manual.

### A.1 RELEASE DETECTION

Emergency prevention is the central focus of this Emergency Preparedness program. Kinder Morgan believes that the best method of mitigating any emergency is by taking every reasonable precaution to prevent the spill from ever occurring. In addition to the potential emergency events outlined in this Plan, Kinder Morgan has identified several "abnormal operations" and "emergency incidents" that could be expected on the pipeline system. Kinder Morgan has defined the events and established procedures to identify, eliminate or mitigate a release due to these events. The following is a brief overview of some of the activities Kinder Morgan engages in as part of its spill prevention strategy.

#### Regulatory Compliance

It is Kinder Morgan's goal to conduct all its pipeline operations, including those preventative measures specifically listed below, in accordance with DOT Part 195, ANSI 31.4, and all other applicable and appropriate regulations which address spill prevention for onshore liquid petroleum pipelines.

### A.2 LEAK DETECTION SYSTEMS

#### Pressure Monitoring System

The pressure in the various line sections of the system is measured in pounds per square inch (psi) while product is being shipped. Pressure is measured at each pump station and terminal along the line. Pressure readings for are displayed on a computer screen at the manned operations locations. With this system, operations personnel can determine between which installations a spill may have occurred. This system is monitored by the Control Center in Houston, TX (HCC) at all times. This person is capable of immediately shutting down operations if a potential problem is detected. Kinder Morgan trains its operations personnel to "over-react rather than under-react" when deciding whether a shutdown is appropriate in a given situation.

## A.2 LEAK DETECTION SYSTEMS (Cont'd)

### Right Of Way Patrol

Kinder Morgan regularly patrols the pipeline right of way using the following methods:

- Weekly aerial patrol of the entire system.
- Vehicle/Foot patrol of heavily-populated areas by line maintenance personnel.
- Prompt response to activity reports received through the various state utility "one-call" systems. Kinder Morgan is a member and supporter of one-call efforts in all states along its system.
- Inspections of major river crossings.

## A.3 RELEASE PREVENTION SYSTEMS

### Cathodic Protection

The Kinder Morgan Utopia LLC/LTD has an actively maintained cathodic protection system installed on its entire system designed to prevent corrosion of the system.

### "Smart-Pig" Surveys

Kinder Morgan will conduct "smart pig" surveys of the system in accordance with the Kinder Morgan's Integrity Management Plan. A "smart-pig" is an electronic device which provides data on the wall thickness integrity of the pipe. This data can be used to detect possible anomalies in the system. Kinder Morgan conducts methodical pipeline repair programs based on this data to improve its system integrity.

### Construction/Repair Inspection

Kinder Morgan carefully inspects system construction and repair work to ensure the proper installation and operation of system components.

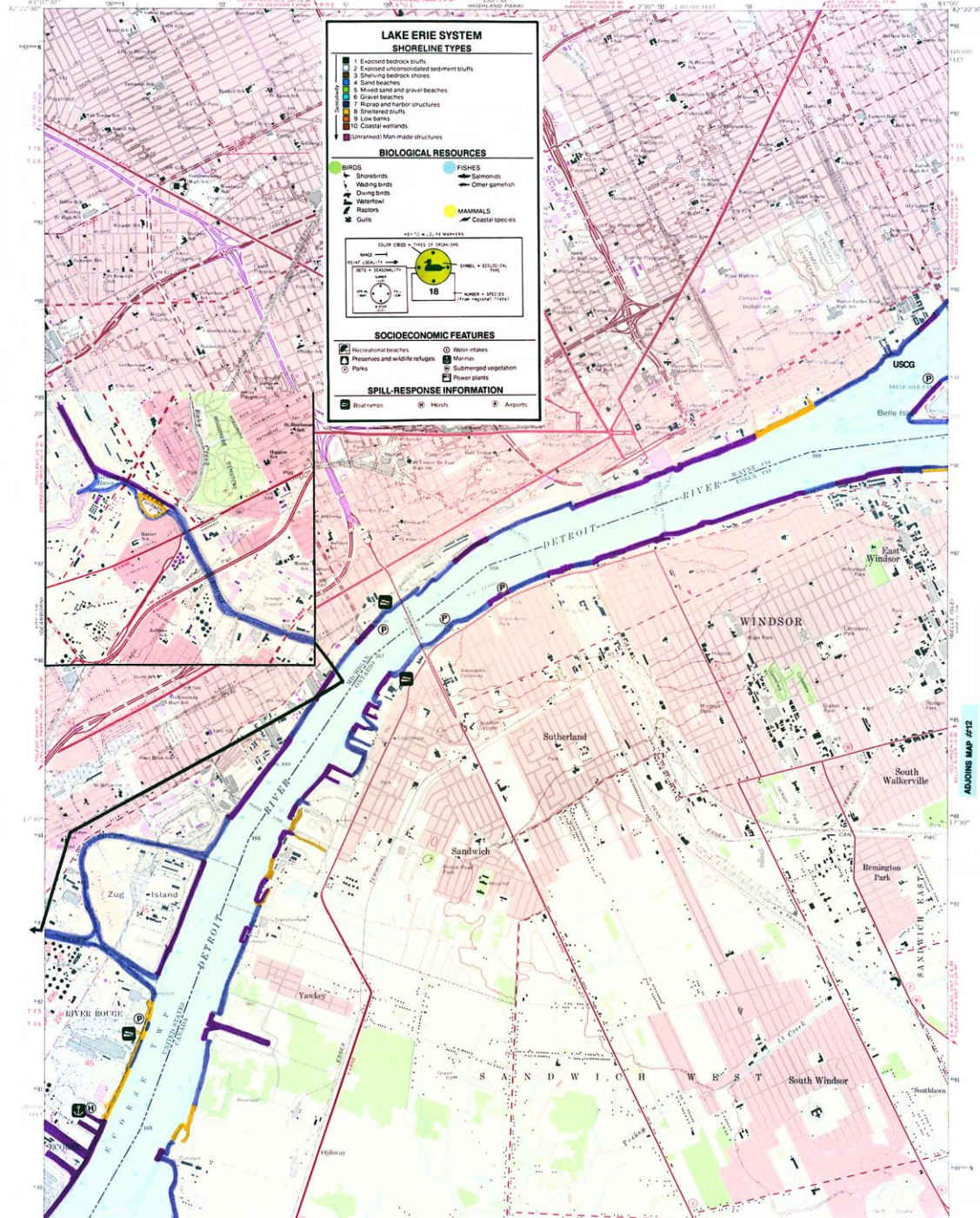
### Scheduled Maintenance Program

In accordance with applicable US and Canadian regulation, Kinder Morgan has an extensive scheduled preventative maintenance program designed to meet expectations of regulating bodies.

### Right Of Way Maintenance

Kinder Morgan regularly mows, trims and maintains its system right of way to ensure the effectiveness of aerial patrols. Kinder Morgan and CER regularly inspects the Kinder Morgan Utopia LLC/LTD block valves. Additionally, it is Kinder Morgan's goal to provide "line-of-sight" pipeline markers (the ability to stand at any marker and see the next pipeline marker in either direction along the right of way) along its entire system.

**A.4 ENVIRONMENTAL SENSITIVITY MAPS – OHIO, DETROIT, MICHIGAN –  
ONTARIO**



Map produced and published by the Geological Survey in cooperation with the State of Michigan agencies. Contact by USGS: (303) 648-7100, or (419) 235-1300.

**rpi**  
Research Planning Institute, Inc.  
1000 Central Street  
Columbus, South Carolina, USA 29201  
803-736-7322

Map 11x17 was first revised in 1983. To place on the predicted North American Datum 1983 over the entire area 7 inches and is shown by dashed corner ticks. Some data for private industry within 500 feet of the National or State boundaries. Check on the map.

SCALE 1:40000  
NORTH-SOUTH INTERVAL: 5 FEET IN THE UNITED STATES AND 30 FEET IN CANADA  
NATIONAL GEODETIC VERTICAL DATUM OF 1929  
CONTAINING INFORMATION FROM THE 1983 AND 1984 EDITIONS OF THE  
TOPOGRAPHIC MAPS OF THE UNITED STATES AND CANADA

FOR SALE BY U.S. GEOLOGICAL SURVEY, RESTON, VIRGINIA 20192  
AND BY THE GEOLOGICAL SURVEY DIVISION  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES, LANSING, MICHIGAN 48909  
A HOLDER DESCRIBING TOPOGRAPHIC MAPS AND SYMBOLS IS AVAILABLE ON REQUEST



**ESI MAP #11**

DETROIT, MICH.-ONT.  
14125 - 89300 / 7.5  
1988  
PHOTODUPLICATIONS AND 1989  
SMA 438 1 SE - SERIES 1982



## A.5 RESPONSE TEAM TRAINING

Training sessions will be conducted at the Facility as needed for all personnel involved in the Plan, to review the manual and the latest revisions and update spill cleanup procedures. Training programs should also be responsive to changes brought on by new employees, transfers, or promotions which involve spill response duties, and acquisition or introduction of new response equipment. Training will be conducted annually at a minimum, and should be repeated or upgraded when employee performance observed during drills or actual spill response reveals a need for improvement by the QI or Operations. Frequency of training sessions will be conducted on an as needed basis. Additionally, a review of applicable regulations and other governmental requirements such as those required by PHMSA, EPA, OSHA, CER, state and provincial regulations will be discussed.

Through the various training methods described below the Company's training program is intended to ensure the following results:

***That all personnel know:***

- Their responsibilities under the Plan.
- The name, address and procedures for contacting the Control Center on a 24-hour basis.
- The name of and procedures for contacting the Qualified Individual on a 24-hour basis.

***That all reporting personnel know:***

- The Pipelines and Response Zone details for the affected area (Response Zones Annexes).
- The telephone number of the Federal, State and local agencies and other required notifications (Section 2.0).
- The notification process. (Section 2.0).

***That all response personnel know:***

- The characteristics and hazards of the HVL/HVP discharged (Section 3.0 and Appendix D - SDS).
- The conditions that is likely to worsen emergencies, including the consequences of pipeline malfunctions, and the appropriate corrective actions.
- The steps necessary to control any accidental discharge of oil and to minimize the potential for fire, explosion, toxicity or environmental damage (Section 3.0).

***Oil Spill Response Plan Review***

All Response Team Members should review this Emergency Response Plan whenever their job position or responsibilities change under the Plan. A copy of this Plan will be available at all times to Team Members.

## A.5 RESPONSE TEAM TRAINING (Cont'd)

### **HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE (29 CFR 1910.120)**

Federal and State regulations require that Response Team Members maintain up-to-date Hazardous Waste Operations and Emergency Response training necessary to function in their assigned positions. At a minimum, team members will receive "First Responder Awareness Level" training. All personnel responding to an incident must satisfy the applicable Hazardous Waste Operations and Emergency Response training requirements of 29 CFR 1910.120 and Kinder Morgan Procedures.

<b>OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION HAZARDOUS WASTE OPERATIONS AND EMERGENCY RESPONSE TRAINING REQUIREMENTS</b>		
<b>Responder Classification</b>	<b>Required Training Hours</b>	<b>Refresher</b>
<b>29CFR 1910.120(q) Emergency Response</b>		
First Responder - Awareness Level	2-4 hrs demonstration of competency	same
First Responder - Operations Level	8 hrs	8 hrs
Hazardous Materials Technician	24 hrs plus competency	8 hrs
Hazardous Materials Specialist	24 hrs plus competency in specialized areas	8 hrs
Incident Commander	24 hrs plus competency	8 hrs
<b>29CFR 1910.120(e) Clean Up Sites</b>		
General Site Workers	40 hrs / 3 days on the job training	8 hrs
Occasional Workers (Limited Tasks)	24 hrs / 1 day on the job training	8 hrs
General Site Workers (Low Hazard)	24 hrs / 1 day on the job training	8 hrs
Supervisors	8 hrs supervisor training	8 hrs
* Previous work experience and/or training certified as equivalent by employer.		

#### ***Incident Command System***

Response Team Members will receive Incident Command System training and may also receive supplemental training in other related general topics.

#### ***Training Records Maintenance***

Emergency response training records are maintained at the Company's office. Training records for response personnel will be maintained for as long as personnel have duties in this Emergency Response Plan.

#### ***Contractor Training***

The Company also recognizes that contract personnel must also have sufficient training to respond emergency response situations. The Company communicates this training need to its key contractors during contract negotiations and often specifically spells out this requirement in its contracts. The Company uses well-known spill response contractors whose reputation and experience levels help ensure personnel who respond will be trained to appropriate levels.

## A.5 RESPONSE TEAM TRAINING (Cont'd)

### *Training Qualifications*

The Company ensures the competency of its instructors and training organizations by selecting trainers and/or organizations with professional reputations and extensive hands-on and classroom experience in their subject matter. The Company personnel with responsibility to coordinate the training program also conduct periodic informal audits of training courses selected for the Company training program to ensure their suitability for the program.

### *Training Drills*

There are several types of emergency response training available to Kinder Morgan employees and contractors. At a minimum all employees and contractors who could potentially be involved in emergency response receive ICS level 100 training. Additionally, field operations staff and contractors receive Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) training. Employees and contractors also receive training on Kinder Morgan's Emergency Management Program and all the plan elements.

Emergency response exercises practice the knowledge and skills received in training, identify areas of future training priority and areas to improve current emergency procedures or equipment, and engage with local response communities. Exercises are also an opportunity to share information with first responders and stakeholders to understand each other's roles and responsibilities in the unlikely event of an incident. Exercises are designed and executed to satisfy the requirements of the National Preparedness for Response Exercise Program (PREP) and CER's Emergency Response Exercise Evaluation expectations.

## A.5 RESPONSE TEAM TRAINING (Cont'd)

### PURPOSE OF REVIEW AND EVALUATION

This section provides procedures and information useful to responders for post incident/exercise review and evaluation. Post incident/exercise reviews should be conducted in a timely manner following an incident/exercise. The Plan should be evaluated to determine its usefulness during the incident/exercise and appropriate revisions should be made. All incident/exercise documentation should be included in the Plan evaluation process.

#### *Outline of Review*

Given below are items a team composed of outside people knowledgeable in spill response and key members of the response teams should examine. These questions are intended as guidelines only; many other questions are likely to be appropriate at each stage of a critique.

- **Detection**
  - Was the spill detected promptly?
  - How was it detected?
  - By whom?
  - Could it have been detected earlier? How?
  - Are any instruments or procedures available to consider which might aid in spill detection?
  
- **Notification**
  - Were proper procedures followed in notifying government agencies? Were notifications prompt?
  - Was management notified promptly?
  - Was management response appropriate?
  - Was the Facility/company notified promptly? If so, why, how, and who? If not, why not?
  
- **Assessment/Evaluation**
  - Was the magnitude of the problem assessed correctly at the start?
  - What means were used for this assessment?
  - Are any guides or aids needed to assist spill evaluation?
  - What sources of information were available on winds and on water currents?
  - Is our information adequate?
  - Was this information useful (and used) for spill trajectory forecasts? Were such forecasts realistic?
  - Do we have adequate information on product properties?
  - Do we need additional information on changes of product properties with time, i.e., as a result of weathering and other processes?

**A.5 RESPONSE TEAM TRAINING (Cont'd)****● Mobilization**

- What steps were taken to mobilize spill countermeasures?
- What resources were used?
- Was mobilization prompt?
- Could it have been speeded up or should it have been?
- What about mobilization of manpower resources?
- Was the local spill cooperative used appropriately?
- How could this be improved?
- Was it appropriate to mobilize the Facility/company resources and was this promptly initiated?
- What other corporate resources are available and have they been identified and used adequately?

**● Response - Strategy**

- Is there an adequate spill response plan for the location?
- Is it flexible enough to cope with unexpected spill events?
- Does the plan include clear understanding of local environmental sensitivities?
- What was the initial strategy for response to this spill?
- Is this strategy defined in the spill plan?
- How did the strategy evolve and change during this spill and how were these changes implemented?
- What caused such changes?
- Are there improvements needed? More training?

**● Response - Resources Used**

- What resources were mobilized?
- How were they mobilized?
- How did resource utilization change with time? Why?
- Were resources used effectively?
  - Contractors
  - Government agencies
  - Company resources
  - Cooperatives
  - Volunteers
  - Consultants
  - Other (e.g., bird rescue centers)
- What changes would have been useful?
- Do we have adequate knowledge of resource availability?
- Do we have adequate knowledge of waste disposal capabilities?

**A.5 RESPONSE TEAM TRAINING (Cont'd)**

- ***Response - Effectiveness***
  - Was containment effective and prompt?
  - How could it have been improved?
  - Should the location or the local cooperative have additional resources for containment?
  - Was recovery effective and prompt?
  - How could it have been improved?
  - Should the location or the local cooperative have additional resources for recovery of spilled product?
  - Was contaminated equipment disposed of promptly and safely?
  - Was there adequate in-house product separation, recovery, and disposal?
  - How could it have been improved?
  - Was there adequate outside disposal resources available?
  
- ***Command Structure***
  - Who was initially in charge of spill response?
  - What sort of organization was initially set up?
  - How did this change with time? Why?
  - What changes would have been useful?
  - Was there adequate surveillance?
  - Should there be any changes?
  - Were communications adequate?
  - What improvements are needed? Hardware, procedures, etc.
  - Was support from financial services adequate? Prompt?
  - Should there be any changes?
  - Is more planning needed?
  - Should financial procedures be developed to handle such incidents?
  
- ***Measurement***
  - Was there adequate measurement or estimation of the volume of product spilled?
  - Was there adequate measurement or estimation of the volume of product recovered?
  - Was there adequate measurement or estimation of the volume of product disposed of?
  - Should better measurement procedures be developed for either phase of operations?
  - If so, what would be appropriate and acceptable?
  
- ***Government Relations (US and Canadian Federal, State or Provincial and local)***
  - What are the roles and effects of the various government agencies which were involved?
  - Was there a single focal point among the government agencies for contact?
  - Should there have been better focus of communications to the agencies?

**A.5 RESPONSE TEAM TRAINING (US and Canadian Federal, State or Provincial and local) (Cont'd)****● Government Relations (Cont'd)**

- Were government agencies adequately informed at all stages?
- Were too many agencies involved?
- Are any changes needed in procedures to manage government relations?
- Examples of affected U.S. agencies (there may be others):
  - U.S. Coast Guard
  - Environmental Protection Agency
  - National Oceanographic Atmospheric Administration
  - Dept of Fish and Wildlife
  - State Parks
  - Harbors and Marinas
  - States
  - Cities
  - Counties
- Was there adequate agreement with the government agencies on disposal methods?
- Was there adequate agreement with the government agencies on criteria for cleanup?
- How was this agreement developed?
- Were we too agreeable with the agencies in accepting their requests for specific action items (e.g., degree of cleanup)?
- Should there be advance planning of criteria for cleanup, aimed at specific local environmentally sensitive areas? (Such criteria should probably also be designed for different types of product.)

**● Public Relations**

- How were relations with the media handled?
- What problems were encountered?
- Are improvements needed?
- How could public outcry have been reduced? Was it serious?
- Would it be useful to undertake a public information effort to "educate" reporters about product and effects to it if spilled?
- These areas should be investigated shortly after the incident to assure that actions taken are fresh in peoples' minds.

**A.6 PIPELINE SAFETY INFORMATION FOR EMERGENCY RESPONSE OFFICIALS**



## APPENDIX B

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### MISCELLANEOUS FORMS

Post Drill Review-Evaluation for the Facility Response Plan

Threatening Phone Call Questions (Telephone Bomb Threat Checklist)

Kinder Morgan ICS Forms

Notification Drill Form

Plan Review Checklist

Michigan DEQ Spill or Release Report

#### Forms and Exercise Documentation File Maintenance Procedures

- Forms and exercise documentation records should be maintained in a separate file in the Facility's office filing system.
- These files must be available for presentation upon request by regulatory agency personnel.

**POST DRILL REVIEW / EVALUATION FOR THE EMERGENCY RESPONSE PLAN**

Date of Drill/Exercise: \_\_\_\_\_ Time: \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

List Participants in the Drill/Exercise: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Drill/Exercise: \_\_\_\_\_

Objective of the Drill/Exercise: \_\_\_\_\_

\_\_\_\_\_

LIST HERE ALL DEFICIENCIES IDENTIFIED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTION TAKEN TO CORRECT IDENTIFIED DEFICIENCIES: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF FOLLOW-UP FOR ACTIONS TAKEN: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REVIEWED BY:

\_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



## **KM ICS Forms**

**KINDER-MORGAN ENERGY PARTNERS, LP.**

**NOTIFICATION DRILL**

Purpose:

Periodic notification drills are required by federal and state regulations for designated members of the emergency response team to demonstrate the effectiveness of notification procedures in the ICP.

Drill Details:

Location: \_\_\_\_\_

Date/Time Started \_\_\_\_\_

Person Conducting \_\_\_\_\_

Drill: Telephone \_\_\_\_\_

Number: Individual \_\_\_\_\_

Contacted:

Time: \_\_\_\_\_ Contact Method/cell Phone

Individual Contacted: \_\_\_\_\_

Time: \_\_\_\_\_ Contact Method/cell Phone

Individual Contacted: \_\_\_\_\_

Time: \_\_\_\_\_ Contact Method/Telephone

Individual Contacted: \_\_\_\_\_

Time \_\_\_\_\_ Contact Method/Telephone

Notes: \_\_\_\_\_

When complete, retain this form for five (5) years.

February 2009

## Minimum Annual ERP Review Checklist

- For all Facilities – a review must be conducted each calendar year, not to exceed 15 months.
- Federal and State Agency requirements for revisions and time line requirements for completing revisions are outlined in Section 1 of each ERP.

**Review Date:** \_\_\_\_\_ **Facility:** \_\_\_\_\_

- Operating Assets:** Review, confirm and update as needed operating assets (pipelines added or removed, changes to products handled) covered by this plan.
- Qualified Individual:** Review, confirm and update as needed Qualified Individual and Alternate Qualified Individual name and contact information.
- Notification Information:** Review, confirm by telephone call and update as needed telephone numbers for State, County, LEPC, and local contacts.
- Company Owned Response Equipment:** Review, confirm and update as needed specific Kinder Morgan owned spill response equipment listed in the Plan (fire extinguishers, boom, sorbent pads, portable pumps, etc). Verify existence and location of response trailers and contents of those trailers.
- Response Contractor Information:** Review, confirm and update as needed response contractors listed. Confirm by telephone call contact information for each response contractor listed. Note additional/new contract resources, if any.  
**XCONTRACT EXPIRATION DATE:** \_\_\_\_\_
- Pipeline Information:** Review, confirm and update as needed applicable area pipeline information. Note any changes in line locations, flow rates, operating pressures, and/or products handled.
- Breakout Tank/Pipeline Station Information:** Review, confirm and update as needed applicable breakout tankage and pipeline station information. Note any changes in tank configuration, capacity, and/or product service. Note any changes in station function, configuration and/or status. Any changes may also impact the facility Spill Prevention, Countermeasure, and Control Plan (SPCC) if applicable.
- Storage Tank Information:** Review, confirm and update as needed applicable EPA jurisdictional tank information. Note any changes in tank configuration, capacity, and/or product service. Any changes will also impact the facility Spill Prevention, Countermeasure, and Control Plan (SPCC).
- Products Handled:** Review, confirm and update as needed products handled. Any changes will also impact the facility Spill Prevention, Countermeasure, and Control Plan (SPCC) and Dock Operations Manual if applicable.
- Evacuation Procedures:** Review, confirm and update as needed evacuation procedures, routes and muster locations.
- Maps and Diagrams:** Review all maps and diagrams for accuracy.

**Minimum Annual FRP/ICP Review Checklist (Cont'd)**

***Review Completed by Area Manager/Terminal Supervisor:***

- I have reviewed the applicable FRP/ICP and no changes are needed.
- I have reviewed the applicable FRP/ICP and exceptions are noted on the attached pages.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_

***Review Completed by Operations Manager:***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_

***Review Completed by Director of Operations:***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_

Forward a copy of the completed checklist to Manager - Emergency Response Programs.  
Retain completed Checklist for five (5) years.



### SPILL OR RELEASE REPORT

Issued by authority of the Michigan Department of Environmental Quality.

**NOTE:** Some regulations require a specific form to use and procedures to follow when reporting a release. Those forms and procedures **MUST** be used and followed if reporting under those regulations. This report form is to aid persons reporting releases under regulations that do not require a specific form. This report form is not required to be used. **To report a release, some regulations require a facility to call the PEAS Hotline at 800-292-4706 (or the DEQ District Office that oversees the county where it occurred) and other agencies and provide information that is included in this form. A written follow-up report might be required. This form may be used for the written follow-up report and to document the initial report. If you prefer to submit this report electronically by FAX or e-mail, contact the regulating agency for the correct telephone number or e-mail address. Go to [www.michigan.gov/chemrelease](http://www.michigan.gov/chemrelease) for more information.**

Please print or type all information.

Name and Title of Person Submitting Written Report _____		Telephone Number (provide area code) ( ) _____		
Name of Business _____		<b>RELEASE LOCATION</b> (Provide address if different than business, if known, and give directions to the spill location. Include nearest highway, town, road intersection, etc.)		
Street Address _____				
City, State, ZIP _____				
Business Telephone Number (provide area code) ( ) _____				
<b>SITE IDENTIFICATION NUMBER AND OTHER IDENTIFYING NUMBERS</b> (if applicable) _____		County _____	Township _____	Tier/Range/Section (if known) _____

**RELEASE DATA:** Complete all applicable categories. Check all the boxes that apply to the release. Provide the best available information regarding the release and its impacts. Attach additional pages if necessary.

<b>DATE &amp; TIME OF RELEASE</b> (if known) ____/____/____ ____ am/pm	<b>DATE &amp; TIME OF DISCOVERY</b> ____/____/____ ____ am/pm	<b>DURATION OF RELEASE</b> (if known) ____ days ____ hours ____ minutes	<b>TYPE OF INCIDENT</b> <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Leaking container <input type="checkbox"/> Other _____	<input type="checkbox"/> Loading/unloading release <input type="checkbox"/> Pipe/valve leak or rupture <input type="checkbox"/> Vehicle accident
<b>MATERIAL RELEASED</b> (chemical or trade name) <input type="checkbox"/> CHECK HERE IF ADDITIONAL MATERIALS LISTED ON ATTACHED PAGE.	<b>CAS NUMBER OR HAZARDOUS WASTE CODE</b>	<b>ESTIMATED QUANTITY RELEASED</b> (indicate unit e.g. lbs, gals, cu ft or yds)	<b>PHYSICAL STATE RELEASED</b> (indicate if solid, liquid, or gas)	
_____	_____	_____	_____	

<b>FACTORS CONTRIBUTING TO RELEASE</b> <input type="checkbox"/> Equipment failure <input type="checkbox"/> Operator error <input type="checkbox"/> Faulty process design <input type="checkbox"/> Training deficiencies <input type="checkbox"/> Unusual weather conditions <input type="checkbox"/> Other _____	<b>SOURCE OF LOSS</b> <input type="checkbox"/> Container <input type="checkbox"/> Railroad car <input type="checkbox"/> Pipeline <input type="checkbox"/> Ship <input type="checkbox"/> Tank <input type="checkbox"/> Other _____ <input type="checkbox"/> Tanker <input type="checkbox"/> Truck
--	--

<b>TYPE OF MATERIAL RELEASED</b> <input type="checkbox"/> Agricultural: manure, pesticide, fertilizer <input type="checkbox"/> Chemicals <input type="checkbox"/> Flammable or combustible liquid <input type="checkbox"/> Hazardous waste <input type="checkbox"/> Liquid industrial waste <input type="checkbox"/> Oil/petroleum products or waste <input type="checkbox"/> Salt <input type="checkbox"/> Sewage <input type="checkbox"/> Other _____ <input type="checkbox"/> Unknown	<b>MATERIAL LISTED ON OR DEFINED BY</b> <input type="checkbox"/> CAA Section 112(r) list (40 CFR Part 68) <input type="checkbox"/> CERCLA Table 302.4 (40 CFR Part 302) <input type="checkbox"/> EPCRA Extremely Hazardous Substance (40 CFR Part 355) <input type="checkbox"/> NREPA Part 31, Part 5 Rules polluting material <input type="checkbox"/> NREPA Part 111 or RCRA hazardous waste <input type="checkbox"/> NREPA Part 121 liquid industrial waste <input type="checkbox"/> Other list _____ <input type="checkbox"/> Unknown	<b>IMMEDIATE ACTIONS TAKEN</b> <input type="checkbox"/> Containment <input type="checkbox"/> Dilution <input type="checkbox"/> Evacuation <input type="checkbox"/> Hazard removal <input type="checkbox"/> Neutralization <input type="checkbox"/> System shut down <input type="checkbox"/> Other _____ <input type="checkbox"/> Diversion of release to treatment <input type="checkbox"/> Decontamination of persons or equipment <input type="checkbox"/> Monitoring
--	---	--

<b>RELEASE REACHED</b> <input type="checkbox"/> Surface waters (include name of river, lake, drain involved) _____ <input type="checkbox"/> Drain connected to sanitary sewer (include name of wastewater treatment plant and/or street drain, if known) _____ <input type="checkbox"/> Drain connected to storm sewer (include name of drain or water body it discharges into, if known) _____ <input type="checkbox"/> Groundwater (indicate if it is a known or suspected drinking water source and include name of aquifer, if known) _____ <input type="checkbox"/> Soils (include type e.g. clay, sand, loam, etc.) _____ <input type="checkbox"/> Ambient Air <input type="checkbox"/> Spill contained on impervious surface	Distance from spill location to surface water, in feet _____
--	--



EXTENT OF INJURIES (if any)	WAS ANYONE HOSPITALIZED?	NUMBER OF INJURIES TREATED ON SITE
	<input type="checkbox"/> Yes Number Hospitalized: _____ <input type="checkbox"/> No	

Describe the incident, the type of equipment involved in the release, how the volume of loss was determined, along with any resulting environmental damage caused by the release. Identify who immediately responded to the incident (own employees or contractor — include cleanup company name, contact person, and telephone number). Also identify who did further cleanup activities if performed or known when report submitted.

CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE

Estimated quantity of any recovered materials and a description of how those materials were managed (include disposal method if applicable)

CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE

Assessment of actual or potential hazards to human health (Include known acute or immediate and chronic or delayed effects, and where appropriate, advice regarding medical attention necessary for exposed individuals.)

CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE

<p><b>MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY NOTIFIED:</b></p> <p>INITIAL CONTACT BY: <input type="checkbox"/> Telephone <input type="checkbox"/> FAX <input type="checkbox"/> Email <input type="checkbox"/> Other</p> <p>DATE/TIME INITIAL CONTACT: _____</p> <p><input type="checkbox"/> PEAS: 800-292-4706 Log Number Assigned _____</p> <p><input type="checkbox"/> DEQ District or Field Office Divisions or Offices Contacted:</p> <table border="0"> <tr> <td><input type="checkbox"/> Bay City</td> <td><input type="checkbox"/> Gwinn</td> <td><input type="checkbox"/> Air Quality</td> </tr> <tr> <td><input type="checkbox"/> Cadillac</td> <td><input type="checkbox"/> Jackson</td> <td><input type="checkbox"/> Remediation</td> </tr> <tr> <td><input type="checkbox"/> Calumet</td> <td><input type="checkbox"/> Kalamazoo</td> <td><input type="checkbox"/> Office Geological Survey</td> </tr> <tr> <td><input type="checkbox"/> Crystal Falls</td> <td><input type="checkbox"/> Lansing</td> <td><input type="checkbox"/> Water Resources</td> </tr> <tr> <td><input type="checkbox"/> Detroit</td> <td><input type="checkbox"/> Newberry</td> <td><input type="checkbox"/> Resource Management</td> </tr> <tr> <td><input type="checkbox"/> Gaylord</td> <td><input type="checkbox"/> Warren</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Grand Rapids</td> <td></td> <td></td> </tr> </table> <p><b>NOTE:</b> DEQ Office locations are subject to change</p> <p><b>NAME AND TITLE OF PERSON MAKING INITIAL REPORT:</b></p> <p>_____</p> <p><b>DEQ STAFF CONTACTED &amp; TELEPHONE NUMBER:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Bay City	<input type="checkbox"/> Gwinn	<input type="checkbox"/> Air Quality	<input type="checkbox"/> Cadillac	<input type="checkbox"/> Jackson	<input type="checkbox"/> Remediation	<input type="checkbox"/> Calumet	<input type="checkbox"/> Kalamazoo	<input type="checkbox"/> Office Geological Survey	<input type="checkbox"/> Crystal Falls	<input type="checkbox"/> Lansing	<input type="checkbox"/> Water Resources	<input type="checkbox"/> Detroit	<input type="checkbox"/> Newberry	<input type="checkbox"/> Resource Management	<input type="checkbox"/> Gaylord	<input type="checkbox"/> Warren		<input type="checkbox"/> Grand Rapids			<p><b>OTHER ENTITIES NOTIFIED:</b></p> <table border="0"> <tr> <td><input type="checkbox"/> National Response Center (NRC): 800-424-8802</td> <td>Date: _____</td> <td>Time: _____</td> </tr> <tr> <td><input type="checkbox"/> US Coast Guard Office:</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>    <input type="checkbox"/> Detroit <input type="checkbox"/> Grand Haven <input type="checkbox"/> Sault Ste. 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DATE WRITTEN REPORT SUBMITTED	SIGNATURE OF PERSON SUBMITTING WRITTEN REPORT
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## **APPENDIX C**

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### **STATE/PROVINCE REQUIREMENTS**

C.1 There are no additional requirements required by the State/Province

## APPENDIX D

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### SAFETY DATA SHEET(S)

Safety Data Sheets will be attached separately and maintained for each area within the response zone.

- Ethane



**MATERIAL SAFETY DATA SHEET (MSDS)  
ETHANE**

IDENTITY (As Used on Label and List) <b>Ethane, Liquefied Petroleum Gas, LPG, Aliphatic Hydrocarbon, Bimethyl, Methyl Methane (DOT ID No: UN 1035)</b>		<b>(Hazard Rating: Health-0/Fire-4/Reactivity-0)</b> <b>DOT Hazard Classification: Flammable Gas, 2.1</b>		
<b>Section I – Chemical Product and Company Identification</b>				
Manufacturer's Name <b>MARKWEST</b>		Emergency Phone Number <b>Markwest (800) 730-8388 / CHEMTREC (800) 424-9300</b>		
Address (Number, Street, City, State and ZIP code) <b>1515 Arapahoe Street</b>		Telephone Number for Information: <b>(800) 730-8388</b>		
<b>Tower 1, Suite 1600</b>		Date Prepared <b>June 21, 2014</b>		
<b>Denver, Colorado 80202-2126</b>		Signature of Preparer (optional) <b>N/A</b>		
<b>Section II – Hazardous Ingredients/Identity Information</b>				
Hazardous Components (Specific Chemical Identity; Common Name (s))	OSHA PEL	ACGIH TLV	Other Limits Recommended	% (optional)
<b>Ethane (74-84-0)</b>	<b>N/A</b>	<b>N/A</b>		<b>&gt; 95%</b>
<b>Propylene (115-07-1)</b>	<b>N/A</b>	<b>N/A</b>		<b>3%</b>
<b>Propane (74-98-6)</b>	<b>1000</b>	<b>2500</b>		<b>2%</b>
<b>Section III – Physical/Chemical Characteristics</b>				
Boiling Point <b>-127° F</b>		Specific Gravity (Water = 1): <b>0.572 @ -148 F</b>		
Vapor Pressure (mm Hg): <b>28,875 mm HG at 20°C</b>		Melting Point: <b>-298° F</b>		
Vapor Density (AIR = 1at 60-90 °F): <b>1.0</b>		Evaporation Rate (Butyl Acetate = 1): <b>N/A</b>		
Solubility in Water: <b>Insoluble</b>				
Appearance and Odor: <b>Colorless gas (liquid under pressure). Odorless.</b>				
<b>Section IV – Fire and Explosion Hazard Data</b>				
Flash Point (Method Used): <b>-211° F</b>	Flammable Limits <b>Normal Atmospheric</b>	LEL <b>~ 3%</b>	UEL <b>~ 12%</b>	

Extinguishing Media:

**Dry chemical, foam, carbon dioxide, halogenated extinguishing agent.**

Special Fire Fighting Procedures:

**Gas fires should not be extinguished unless the gas flow can be stopped immediately. Shut off gas source and allow the fire to burn itself out. If the source cannot be shut off immediately, all equipment and surfaces exposed to the fire should be cooled with water to prevent overheating, flashbacks, or explosions. Control fire until gas supply can be shut off. Firemen must use proper protective equipment including respiratory apparatus to protect against hazardous combustion products/oxygen deficiencies.**

Unusual Fire and Explosion Hazards:

**This gas releases flammable vapors at well below ambient temperatures and readily forms flammable mixtures with air. Exposed to an ignition source, it will burn in the open or be explosive in confined spaces. Its vapors are heavier than air and may travel long distances to a point of ignition, and then flash back. Alkane/Chlorine gas mixtures have produced explosions.**

### Section V – Reactivity Data

Stability:	Unstable		Conditions to Avoid: <b>Heat, sparks, open flame, build up of static electricity and strong oxidizing agents.</b>
	Stable	<b>X</b>	

Incompatibility (Materials to Avoid):

**Strong acids, alkalis, and oxidizers such as chlorine (gas or liquid) and oxygen.**

**Hazardous Decomposition or Byproducts:**

**Combustion may produce carbon monoxide/carbon dioxide and other harmful substances.**

Hazardous Polymerization	May Occur		Conditions to Avoid: <b>None</b>
	Will Not Occur	<b>X</b>	

### Section VI – Health Hazard Data

Route(s) of Entry:                      Inhalation?                      Skin?                      Ingestion?  
**Inhalation: Exposure may produce rapid breathing, headache, dizziness, visual disturbance, muscular weakness, tremors, narcosis, unconsciousness, and death, depending on concentration and time of exposure.**

**Skin: This material is not expected to be absorbed through the skin. Non-irritating; but solid and liquid forms of this material and pressurized gas can cause freeze burns.**

**Swallowing: Solid and liquid forms of this material and the pressurized gas can cause freeze burns.**

**Eyes: This gas is non-irritating; but direct contact with liquefied/pressurized gas or frost particles may produce severe and possibly permanent eye damage from freeze burns.**

Health Hazards (Acute or Chronic):

**Asphyxiation and freeze burns.**

Carcinogenicity:    N/A                      NTP?    N/A                      IARC Monographs?    N/A                      OSHA Registered    N/A

Signs and Symptoms of Exposure:

**Inhalation may produce mild intoxication, drowsiness, or loss of coordination.**

Medical Conditions Generally Aggravated by Exposure:

**High concentrations produce intoxication followed by loss of consciousness, asphyxiation, and death. Caution is recommended for personnel with pre-existing central nervous system disorders. Personnel with pre-existing chronic respiratory diseases should refrain from breathing this material**

Emergency and First Aid Procedures:

**Eyes:** Vapors are not expected to present an eye irritation hazard. If contacted by liquid/solid, immediately flush the eye(s) gently with warm water for at least 15 minutes. Seek medical attention if pain or redness persists.

**Skin:** Frozen tissues should be flooded or soaked with warm water (105°-115°F.). Do not use hot water! Cryogenic burns, which result in blistering or deeper tissue freezing, should be promptly seen by a physician.

**Swallowed:** Induce vomiting with warm water (quart) only if patient is conscious. Immediately obtain medical attention.

**Inhaled:** Immediately move personnel to area of fresh air. For respiratory distress, give air/oxygen, or administer CPR (cardiopulmonary resuscitation). If necessary, obtain medical attention if breathing difficulties continue.

## Section VII – Precautions for Safe Handling and Use

Steps to be taken in Case Material is Released or Spilled:

**Eliminate and prevent source of ignition.** Evacuate all non-essential personnel to an area upwind. (At least ½ mile in all directions if tanks or tank cars are involved in fire.) Stop source of release with non-sparking tools before putting out any fire. Ventilate enclosed areas to prevent formation of flammable or oxygen-deficient atmospheres. Water spray may be used to reduce vapors. Closed systems form white frost at the point of leak. Liquid spills will vaporize forming cold dense vapor cloud.

Waste Disposal Method:

**Releases are expected to cause only localized, non-persistent environmental damage.** Waste mixtures containing these gases should not be allowed to enter drains or sewers where there is danger of their vapors becoming ignited. When it becomes necessary to dispose of these gases, it is preferable to do so as a vapor. Unused product may be used as an auxiliary fuel or disposed by burning in a properly designed flare or incinerator. Venting of gas to the atmosphere should be avoided. Defective, empty, or partially used portable containers should be returned to the supplier with appropriate tags.

Precautions to Be Taken in Handling and Storing:

**Do not attempt to clean since residue is difficult to remove.** All containers should be disposed of in an environmentally safe manner and in accordance with governmental regulations. For work on tanks refer to Occupational Safety and Health Administration regulations, ANSI Z49.1, and other governmental and industrial references pertaining to cleaning, repairing, welding, or other contemplated operations.

Other Precautions:

**“Empty” containers retain residue (liquid and/or vapor) and can be dangerous. DO NOT PRESSURIZE, CUT, WELD, BRAZE, SOLDER, DRILL, GRIND OR EXPOSE SUCH CONTAINERS TO HEAT, FLAME, SPARKS, STATIC ELECTRICITY, OR OTHER SOURCES OF IGNITION; THEY MAY EXPLODE AND CAUSE INJURY OR DEATH.**

## Section VIII – Control Measures

Respiratory Protection (Specify Type):

**For excessive gas concentrations, use only NIOSH/MSHA approved, self-contained breathing apparatus. Respirator use should comply with OSHA 29 CFR 1910, 134 or equivalent.**

Ventilation:	Local Exhaust <b>Essential in work areas to prevent accumulation of explosive mixtures.</b>	Special
	Mechanical (General) <b>Essential in work areas to prevent accumulation of explosive mixtures.</b>	Other <b>If mechanical ventilation is used, electrical equipment must meet N.E.C. requirements.</b>
Protective Gloves <b>Insulated impervious plastic or neoprene-coated canvas gloves.</b>	Eye Protection <b>Chemical-type goggles and face shield when handling liquefied gases. Safety glasses and/or face shields are recommended when handling high-pressure cylinders and piping systems and whenever vapors are discharged</b>	

Other Protective Clothing or Equipment:

**Protective gear (apron) to protect skin areas.**

Work/Hygienic Practices

**Emergency eye wash fountains and safety showers should be available in the vicinity of any potential exposure. Personnel should not enter areas where the atmosphere is below 19.5 vol.% oxygen without special procedures/equipment.**

N/A – Not Applicable

N/D – Not Determined

~ -- Approximately

\* -- Based on LP (Gas)

## **REGULATORY CROSS REFERENCE**

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DOT/PHMSA 49 CFR Part 195.402(e) Cross Reference .....	Cross Ref-2
SOR/99-294.....	Cross Ref-4
Annex A to CAN/CSA-Z731-03 .....	Cross Ref-5



## Cross Reference

<b>DOT/PHMSA 49 CFR PART 195.402(e)</b>		
Citation	Description	Location
195.402(e)	<i>Emergencies.</i> The manual required by paragraph (a) of this section must include procedures for the following to provide safety when an emergency condition occurs:	Whole Plan
(1)	Receiving, identifying, and classifying notices of events which need immediate response by the operator or notice to fire, police, or other appropriate public officials and communicating this information to appropriate operator personnel for corrective action.	Sec. 2.1, Fig. 2.1, 2.2, 2.5
(2)	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 or carbon dioxide from a pipeline facility, operational failure causing a hazardous condition, and natural disaster affecting pipeline facilities.	Sec. 3.1, Fig. 3.1
(3)	Having personnel, equipment, instruments, tools, and material available as needed at the scene of an emergency.	Fig. 2.2, 2.5 (Additional Response Resources)
(4)	Determining which pipeline facilities are located in areas that would require an immediate response by the operator to prevent hazards to the public if the facilities failed or malfunctioned.	Fig. 1.1, 1.2
(5)	Analyzing pipeline accidents to determine their causes.	App. A.5 (Purpose of Review and Evaluation)
(6)	Minimizing the potential for hazards identified under paragraph (c)(4) of this section and the possibility of recurrence of accidents analyzed under paragraph (c)(5) of this section.	App. A.6
(7)	Starting up and shutting down any part of the pipeline system in a manner designed to assure operation within the limits prescribed by §195.406, consider the hazardous liquid or carbon dioxide in transportation, variations in altitude along the pipeline, and pressure monitoring and control devices.	See Company Standards maintained separately
(8)	In the case of a pipeline that is not equipped to fail safe, monitoring from an attended location pipeline pressure during startup until steady state pressure and flow conditions are reached and during shut-in to assure operation within limits prescribed by §195.406.	See Company Standards maintained separately
(9)	In the case of facilities not equipped to fail safe that are identified under paragraph 195.402(c)(4) or that control receipt and delivery of the hazardous liquid or carbon dioxide, detecting abnormal operating conditions by monitoring pressure, temperature, flow or other appropriate operational data and transmitting this data to an attended location.	See Company Standards maintained separately
(10)	Abandoning pipeline facilities, including safe disconnection from an operating pipeline system, purging of combustibles, and sealing abandoned facilities left in place to minimize safety and environmental hazards. For each abandoned offshore pipeline facility or each abandoned onshore pipeline facility that crosses over, under or through commercially navigable waterways the last operator of that facility must file a report upon abandonment of that facility in accordance with §195.59 of this part.	See Company Standards maintained separately
(11)	Minimizing the likelihood of accidental ignition of vapors in areas near facilities identified under paragraph (c)(4) of this section where the potential exists for the presence of flammable liquids or vapors.	See Company Standards maintained separately
(12)	Establishing and maintaining liaison with fire, police, and other appropriate public officials to learn the responsibility and resources of each government organization that may respond to a hazardous liquid or carbon dioxide pipeline emergency and acquaint the officials with the operator's ability in responding to a hazardous liquid or carbon dioxide pipeline emergency and means of communication.	Fig. 2.5, App. A.6

## Cross Reference

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<b>DOT/PHMSA 49 CFR PART 195.402(e) (Cont'd)</b>		
<b>Citation</b>	<b>Description</b>	<b>Location</b>
(13)	Periodically reviewing the work done by operator personnel to determine the effectiveness of the procedures used in normal operation and maintenance and taking corrective action where deficiencies are found.	See Company Standards maintained separately
(14)	Taking adequate precautions in excavated trenches to protect personnel from the hazards of unsafe accumulations of vapor, and making available when needed at the excavation, emergency rescue equipment, including a breathing apparatus and, a rescue harness and line.	See Company Standards maintained separately
(15)	Implementing the applicable control room management procedures required by §195.446.	See Company Standards maintained separately

## Cross Reference

<b>SOR/99-294</b>		
<b>§ 32-34</b>	<b>BRIEF DESCRIPTION</b>	<b>LOCATION IN PLAN</b>
-----	Directions for Use of Manual;	§ 1.0
-----	Emergency Preparedness and Response Policy;	§ 1.1, 3.0
-----	Description of Initial Responses to Incident Calls;	§ 3.1
-----	Management of Threat Information;	§ 3.1
-----	Definitions and Levels of Emergencies;	§ 2.1; Fig. 3.1
-----	Corporate and Operational Chains of Command;	§ 4.0
-----	Internal and External Contact Lists;	Fig. 2.2, 2.5
-----	External Communication Information (e.g. media outlets);	Fig. 4.2 (Public Information Officer and Liaison Officer)
-----	Description of General and Site Specific Emergency Response Procedures;	§ 3.0
-----	Roles and Responsibilities (e.g. checklist of duties including agencies involved in a response);	§ 4.0
-----	Site-Specific Emergency Information (e.g. control points);	App. A
-----	Lists of Persons in Emergency Planning Zones (or on separate file);	Separate file
-----	Environmental or Other Areas Requiring Special Consideration or Protection;	App. A
-----	Detailed Product Information (e.g. SDS);	Fig. 3.2, App. D
-----	Description and Location of Response Equipment and information on how to access the response equipment on a 24 hour basis;	Fig. 2.5 (Additional Response Resources)
-----	Internal and External Reporting Requirements;	§ 2.0
-----	Area Maps;	Fig. 1.2
-----	Training Requirements;	App. A
-----	Role of Government Departments;	§ 2.2 and 4.6
-----	Manual Updating Procedure and Schedule;	§ 1.4
-----	Forms and Records;	Fig. 2.3; App. B
-----	Manual Distribution List;	Foreword
-----	Agreements with other companies/organizations (or on separate file) or reference to those agreements;	Separate file
-----	Internal/external reporting requirements;	§ 2.1-2.2; Fig. 2.1, 2.4
-----	Alternative means of communicating;	§ 3.1; Fig. 2.2, 2.4, 2.5
-----	Incident Management System;	§ 4.5 – 4.6 and 5.1; Fig. 4.1, 4.2
-----	Debriefing Procedure; and	§ 3.5, 5.1
-----	Spill Control Procedure.	Fig. 3.1

## Cross Reference

<b>ANNEX A TO CAN/CSA-Z731-03</b>		
<b>SAMPLE TABLE OF CONTENTS FOR AN EMERGENCY PREPAREDNESS MANUAL</b>		
<b>REFERENCE</b>		<b>LOCATION IN PLAN</b>
1	Administration	-----
1.1	Emergency Preparedness Policy	Sec. 1.1, 3.0
1.2	Purpose of this Manual	Sec. 1.2
1.3	Distribution of this Manual	Foreword, Sec. 1.3
1.4	Definitions	Definitions
2	Organization of Emergency Areas	Fig. 1.1, 1.2, 2.5
3	Roles and Responsibilities	Sec. 2.2, 4.0
4	Communications	Sec 2.1, 2.2, 5.1
5	Emergency Response	-----
5.1	Emergencies Caused by Human Activity	Fig. 3.1
5.2	Natural Disasters	Fig. 3.1
6	Emergency Resources	-----
6.1	Contact List	Fig 2.2, 2.5
6.2	Personnel	Fig. 2.5 (Additional Response Resources)
7	Training	-----
7.1	Employees	App. A
7.2	Contractors	App. A
7.3	Training Drills	App. A, B
8	Checklists	App. B
8.1	Role Checklists	Fig. 4.2
8.2	Equipment Checklists	N/A

## DEFINITIONS

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## Definitions

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**Activate:** The process of mobilizing personnel and/or equipment within the response organization to engage in response operations.

**Agency Representative:** Individual assigned to an incident from an agency who has been delegated full authority to make decisions on all matters affecting that agency's participation in response operations.

**Area Contingency Plan:** As defined by Sections 311(a)(19) and (j)(4) of CWA, as amended by OPA, means the plan prepared by an Area Committee, that in conjunction with the NCP, shall address the removal of a discharge including a worst-case discharge and the mitigation or prevention of a substantial threat of such a discharge from a vessel, offshore facility, or onshore facility operating in or near an area designated by the President.

**Barrel (bbl):** Measure of space occupied by 42 U.S. gallons at 60 degrees Fahrenheit.

**Bioremediation Agents:** Means microbiological cultures, enzyme additives, or nutrient additives that are deliberately introduced into an oil discharge and that will significantly increase the rate of biodegradation to mitigate the effects of the discharge.

**Boom:** A piece of equipment or a strategy used to either contain free floating oil to a confined area or protect an uncontaminated area from intrusion by oil.

**Bulk:** Material that is stored or transported in a loose, unpackaged liquid, powder, or granular form capable of being conveyed by a pipe, bucket, chute, or belt system.

**CITAISB Act:** The *Canadian Transportation Accident Investigation and Safety Board Act*.

**Cleanup:** For the purposes of this document, cleanup refers to the removal and/or treatment of oil, hazardous substances, and/or the waste or contaminated materials generated by the incident. Cleanup includes restoration of the site and its natural resources.

**Command:** The act of controlling manpower and equipment resources by virtue of explicit or delegated authority.

**Command Post:** A site located at a safe distance from the spill site where response decisions are made, equipment and manpower deployed, and communications handled. The Incident Commander and the On-Scene Coordinators may direct the on-scene response from this location.

**Contingency Plan:** A document used by (1) federal, state, and local agencies to guide their planning and response procedures regarding spills of oil, hazardous substances, or other emergencies; (2) a document used by industry as a response plan to spills of oil, hazardous substances, or other emergencies occurring upon their vessels or at their facilities.

**CSA:** Canadian Standards Association.

## Definitions

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**Damage Assessment:** The process of determining and measuring damages and injury to the human environment and natural resources, including cultural resources. Damages include differences between the conditions and use of natural resources and the human environment that would have occurred without the incident, and the conditions and use that ensued following the incident. Damage assessment includes planning for restoration and determining the costs of restoration.

**Decontamination:** The removal of hazardous substances from personnel and their equipment necessary to prevent adverse health effects.

**Discharge:** Any spilling, leaking, pumping, pouring, emitting, emptying, or dumping.

**Dispersants:** Means those chemical agents that emulsify, disperse, or solubilize oil into the water column or promote the surface spreading of oil slicks to facilitate dispersal of the oil into the water column.

**Emergency Management:** The personnel identified to staff the organizational structure identified in a response plan to manage response plan implementation.

**Emergency Service:** Those activities provided by state and local government to prepare for and carry out any activity to prevent, minimize, respond to, or recover from an emergency.

**Environmentally Sensitive Areas:** Streams and water bodies, aquifer recharge zones, springs, wetlands, agricultural areas, bird rookeries, endangered or threatened species (flora and fauna) habitat, wildlife preserves or conservation areas, parks, beaches, dunes, or other areas protected or managed for its natural resource value.

**Facility (Pipeline):** New and existing pipe, rights-of-way and any equipment, facility, or building used in the transportation of hazardous liquids or carbon dioxide.

**First Responders, First Response Agency:** A public health or safety agency (e.g., fire service or police department) charged with responding to a spill during the emergency phase and alleviating immediate danger to human life, health, safety, or property.

**Hazardous Material:** Any nonradioactive solid, liquid, or gaseous substance which, when uncontrolled, may be harmful to humans, animals, or the environment. Including but not limited to substances otherwise defined as hazardous wastes, dangerous wastes, extremely hazardous wastes, oil, or pollutants.

**Hazardous Substance:** Any substance designed as such by the Administrator of the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act; regulated pursuant to Section 311 of the Federal Water Pollution Control Act, or discharged by the SERC.

**Hazardous Waste:** Any solid waste identified or listed as a hazardous waste by the Administrator of the EPA pursuant to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (RCRA), 42 U.S.C., Section 6901, et seq as amended. The EPA Administrator has identified the characteristics of hazardous wastes and listed certain wastes as hazardous in Title 40 of the Code of Federal Regulations, Part 261, Subparts C and D respectively.

## Definitions

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**HAZMAT:** Hazardous materials or hazardous substances, exposure to which may result in adverse effects on health or safety of employees.

**HAZWOPER:** Hazardous Waste Operations and Emergency Response Regulations published by OSHA to cover worker safety and health aspects of response operations.

**Heat Stress:** Dangerous physical condition caused by over exposure to extremely high temperatures.

**Highly volatile liquid or HVL:** 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 °C (100 °F).

**HVP:** High Vapour Pressure as defined in CSA Z662.

**Incident:** an occurrence that results in:

- (a) the death of or serious injury to a person;
- (b) a significant adverse effect on the environment;
- (c) an unintended fire or explosion;
- (d) an unintended or uncontained release of LVP hydrocarbons in excess of 1.5 m<sup>3</sup>;
- (e) an unintended or uncontrolled release of vapor or HVP hydrocarbons; or
- (f) the operation of a pipeline beyond its design limits as determined under CSA Z662 or CSA Z276 or any operating limits imposed by the Board. (*incident*)

**Incident Briefing Meeting:** Held to develop a comprehensive, accurate, and up-to-date understanding of the incident, nature of status of control operations, and nature and status of response operations; ensure the adequacy of control and response operations; begin to organize control and response operations; and prepare for interactions with outside world.

**Incident Command System (ICS):** The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of assigned resources at an incident.

**Incident Commander (IC):** The one individual in charge at any given time of an incident. The Incident Commander will be responsible for establishing a unified command with all on-scene coordinators.

**Initial Response Actions:** The immediate actions that are to be taken by the spill observer after detection of a spill.

**Local Emergency Planning Committee (LEPC):** A group of local representatives appointed by the State Emergency Response Commission (SERC) to prepare a comprehensive emergency plan for the local emergency planning district, as required by the Emergency Planning and Community Right-to-know Act (EPCRA).

**Local Response Team:** Designated Facility individuals who will fulfill the roles determined in the oil spill response plan in the event of an oil or hazardous substance spill. They will supervise and control all response and clean-up operations.



## Definitions

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**Lower Explosive Limit:** Air measurement utilized to determine the lowest concentration of vapors that support combustion. This measurement must be made prior to entry into a spill area or a confined space.

**Marinas:** Small harbors with docks, services, etc. for pleasure craft.

**National Contingency Plan:** The plan prepared under the Federal Water Pollution Control Act (33 United State Code §1321 et seq) and the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 United State Code § 9601 et seq), as revised from time to time.

**Navigable Waters:** As defined by 40 CFR 110.1 means the waters of the United States, including the territorial seas. The term includes:

All waters that are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters that are subject to the ebb and flow of the tide; Interstate waters, including interstate wetlands;

All other waters such as interstate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, and wetlands, the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:

1. that are or could be used by interstate or foreign travelers for recreational or other purposes;
  2. from which fish or shellfish are or could be taken and sold in interstate or foreign commerce; and
  3. that are used or could be used for industrial purposes by industries in interstate commerce.
- All impoundments of waters otherwise defined as navigable waters under this section;  
Tributaries of waters identified in paragraphs (a) through (d) of this definition, including adjacent wetlands; and

Wetlands adjacent to waters identified in paragraphs (a) through (e) of this definition: Provided, that waste treatment systems (other than cooling ponds meeting the criteria of this paragraph) are not waters of the United States. Waters of the United States do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other federal agency, for the purposes of the Clean Water Act jurisdiction remains with EPA.

**Oil or Oils:** Naturally occurring liquid hydrocarbons at atmospheric temperature and pressure coming from the earth, including condensate and natural gasoline, and any fractionation thereof, including, but not limited to, crude oil, petroleum gasoline, fuel oil, diesel oil, oil sludge, oil refuse, and oil mixed with wastes other than dredged spoil. Oil does not include any substance listed in Table 302.4 of 40 CFR Part 302 adopted August 14, 1989, under Section 101(14) of the federal comprehensive environmental response, compensation, and liability act of 1980, as amended by P. L. 99-499.

**On-site:** Means the areal extent of contamination and all suitable areas in very close proximity to the contamination necessary for implementation of a response action.

**Owner or Operator:** Any person, individual, partnership, corporation, association, governmental unit, or public or private organization of any character.

## Definitions

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**Pipeline or pipeline system:** all parts of a pipeline facility through which a hazardous liquid or carbon dioxide moves in transportation, including, but not limited to, line pipe, valves, and other appurtenances connected to line pipe, pumping units, fabricated assemblies associated with pumping units, metering and delivery stations and fabricated assemblies therein, and breakout tanks.

**Plan Holder:** The plan holder is the industry transportation related facility for which a response plan is required by federal regulation to be submitted by a vessel or facility's owner or operator.

**Primary Response Contractors or Contractors:** An individual, company, or cooperative that has contracted directly with the plan holder to provide equipment and/or personnel for the containment or cleanup of spilled oil.

**Qualified Individual (QI):** That person or entity who has authority to activate a spill cleanup contractors, act as liaison with the "On-Scene Coordinator" and obligate funds required to effectuate response activities.

**Response Activities:** The containment and removal of oil from the water and shorelines, the temporary storage and disposal of recovered oil, or the taking of other actions as necessary to minimize or mitigate damage to public health or welfare, or the environment.

**Response Contractors:** Persons/companies contracted to undertake a response action to contain and/or clean up a spill.

**Response Plan:** A practical manual used by industry for responding to a spill. Its features include: (1) identifying the notifications sequence, responsibilities, response techniques, etc. in a easy to use format; using decision trees, flowcharts, and checklists to insure the proper response for spills with varying characteristics; and (3) segregating information needed during the response from data required by regulatory agencies to prevent confusion during a spill incident.

**Response Resources:** All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

**Responsible Party:** Any person, owner/operator, or facility that has control over an oil or hazardous substance immediately before entry of the oil or hazardous substance into the atmosphere or in or upon the water, surface, or subsurface land of the state.

**Response Resources:** All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

**Restoration:** The actions involved in returning a site to its former condition.

**Spill:** An unauthorized discharge of oil or hazardous substance into the waters of the state.

**Spill Management Team:** The personnel identified to staff the organizational structure identified in a response plan to manage response plan implementation.

## Definitions

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**Spill Response:** All actions taken in responding to spills of oil and hazardous materials, e.g.: receiving and making notifications; information gathering and technical advisory phone calls; preparation for and travel to and from spill sites; direction of clean-up activities; damage assessments; report writing, enforcement investigations and actions; cost recovery; and program development.

**Spill Response Personnel:** Federal, state, local agency, and industry personnel responsible for participating in or otherwise involved in spill response. All spill response personnel will be pre-approved on a list maintained in each region.

**Staging Areas:** Designated areas near the spill site accessible for gathering and deploying equipment and/or personnel.

**State Emergency Response Commission (SERC):** A group of officials appointed by the Governor to implement the provisions of Title III of the Federal Superfund Amendments and Re-authorization Act of 1986 (SARA). The SERC approves the State Oil and Hazardous Substance Discharge Prevention and Contingency Plan and Local Emergency Response Plans.

**Unified Command:** The method by which local, state, and federal agencies and the responsible party will work with the Incident Commander to:

- Determine their roles and responsibilities for a given incident.
- Determine their overall objectives for management of an incident.
- Select a strategy to achieve agreed-upon objectives.
- Deploy resources to achieve agreed-upon objectives.

**Unified or Coordinated Command Meeting:** Held to obtain agreement on strategic objectives and response priorities; review tactical strategies; engage in joint planning, integrate response operations; maximize use of resources; and minimize resolve conflicts.

**Volunteers:** An individual who donates their services or time without receiving monetary compensation.

**Waste:** Oil or contaminated soil, debris, and other substances removed from coastal waters and adjacent waters, shorelines, estuaries, tidal flats, beaches, or marshes in response to an unauthorized discharge. Waste means any solid, liquid, or other material intended to be disposed of or discarded and generated as a result of an unauthorized discharge of oil. Waste does not include substances intended to be recycled if they are in fact recycled within 90 days of their generation or if they are brought to a recycling facility within that time.

**REGULATORY AGENCY CORRESPONDENCE  
AND OTHER AGENCY REQUIREMENTS**

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