

WEST TEXAS GAS

PIPELINE EMERGENCY PROCEDURES

For

Public

Emergency

Response

Agencies

WEST TEXAS GAS operates natural gas gathering, transmission, and distribution pipeline systems in order to provide efficient, safe, and clean burning fuel for domestic, commercial, and irrigation purposes. Our pipelines and related facilities are located inside cities and towns, populated rural areas, and in the open county.

We have made every effort to design, construct, and operate a safe facility, and we strongly feel our system is a safe one. Even though we feel our system is safe, we must recognize the fact that there is always the possibility of a leak or emergency situation, so we must prepare for it. Safety is the key issue in our operation; safety to the public, our employees, and our facilities.

We constantly keep watch over our facilities and right-of-ways in order to detect leaks, construction activity, or other activity that might affect the integrity of our system. In addition, we have placed line markers along our right-of-ways at each public road crossing, railroad crossing, and river crossing. Line markers are also placed at highly accessible public areas, and at each location where our pipelines might be exposed above ground. These line markers give our name, 24-hour phone number, and a request that people call before beginning any excavation or construction.

Our pipeline systems are regulated in accordance with the regulations established by the Department of Transportation, through the Office of Pipeline Safety; and the Railroad Commission of Texas, Pipeline Safety Section.

We have developed and implemented an emergency plan. Once we become aware of an emergency, we have equipment and trained personnel to respond and quickly get the situation secure and under control.

We do recognize that in the event of an emergency, whatever the cause, there are limits beyond which we as a company or our employees are equipped to handle. Medical treatment, people control, traffic control, and fire control clearly lie within the expertise of Public Safety Authorities or trained professionals.

WEST TEXAS GAS seeks to establish a close working relationship with various law enforcement, fire, EMS, civil defense, and other public officials throughout our operating area. Our primary goal is to be able to respond with a consolidated action, assisting each other in the proper and efficient performance of reducing the exposure and danger to the public.

We welcome the opportunity to meet and more fully acquaint you with our operations and operating personnel.

This booklet contains information on:

- ✓ Natural gas characteristics.
- ✓ Recommendations for providing assistance.
- ✓ How to contact us.

NATURAL GAS CHARACTERISTICS

- ✓ Natural Gas is a fossil fuel containing approximately 95% Methane.
- ✓ Natural Gas is colorless.
- ✓ Natural Gas is odorless.
- ✓ Natural Gas is lighter than air.
- ✓ Lower explosive limit = 5.0%
- ✓ Upper explosive limit = 15.0%
- ✓ Ignition temperature = 1004° F.
- ✓ Because natural gas is lighter than air (vapor density = 0.6) it has a tendency to dissipate quickly into the atmosphere unless prevented by some enclosure or heavy, humid weather.

- ✓ Confined natural gas could also become an asphyxiate.
- ✓ Natural gas used in distribution systems has been odorized to make its presence easily detected by smell.
- ✓ Because of the wide latitude in LEL and UEL, pressured natural gas escaping from a pipeline rupture can self ignite due to blowing debris and stones which cause sparking.

RECOMMENDATIONS

Should an emergency occur that involves our facilities, our personnel will respond to the scene as quickly as possible after being notified. They are trained to recognize problems, and to respond appropriately. However, if your agency is requested to provide assistance, certain information from you will help expedite our response.

INFORMATION NEEDED

1. Ask the caller's name and phone number.
2. Get as much information about the emergency as you can.
 - ✓ Is gas escaping from the facility?
 - ✓ Is there a fire?
 - ✓ Are there any injuries?
3. Ask for directions to the exact location: Address or visible landmark to guide responders.
4. What type of help is needed? Fire department, ambulance, Sheriff?
5. Ask the caller to describe the scene:
 - ✓ Is there a rotten egg smell?
 - ✓ Are there vehicles in the immediate area?
 - ✓ If the answers are YES...
 - Tell the caller to leave the area immediately in an upwind direction.
 - Warn the caller NOT TO START A VEHICLE.
 - Warn the caller that escaping gas is dangerous. Starting a vehicle could cause an explosion.
6. If you think it appropriate, call back to validate the request for help. This will assist you in determining if the emergency is real.
7. **IMMEDIATELY CALL OUR 24 HOUR TELEPHONE NUMBER LISTED ON THE LAST PAGE OF THIS BOOKLET.**

AT THE SITE

1. Determine the wind direction while responding to the site.
2. Always approach the emergency site from upwind. Park vehicles a safe distance from the site.
3. One of the WEST TEXAS GAS Employees arriving on the site will identify himself as having authority to direct the emergency procedures.

UNTIL WEST TEXAS GAS PERSONNEL ARRIVES YOU SHOULD

- ✓ **EVACUATE** everyone from the danger area to an upwind location. Check to see if there are schools, shops, offices or houses in the area that should be evacuated.
- ✓ **BARRICADE** the danger area so unauthorized persons cannot enter. Set up roadblocks where necessary.
- ✓ **REQUEST ASSISTANCE** from other Public Safety Agencies to assist you in these operations.
- ✓ **ELIMINATE ALL POSSIBLE IGNITION SOURCES.** Put out all pilot lights, fires, and smoking materials; stop engines and electric motors, etc.

- ✓ **DO NOT CLOSE PIPELINE OR FACILITY VALVES** unless requested by our on-site representative. Closing a valve can result in even greater problems.
- ✓ **DO NOT EXTINGUISH A FIRE IN OUR FACILITIES** unless instructed by our on-site representative. In most cases, burning gas is much safer than escaping gas which might lead to an explosion. Perimeter fires can be extinguished.
- ✓ **DO NOT IGNITE GAS VAPORS.** This is a specialized procedure that should be handled by our personnel.

RECOMMENDED SAFETY PROCEDURES FOR PUBLIC SAFETY RESPONSE

1. GET DETAILED INFORMATION ABOUT THE EMERGENCY.
2. CALL OUR 24-HOUR TELEPHONE NUMBER.
3. APPROACH THE EMERGENCY SITE FROM UPWIND DIRECTION.
4. REMOVE PEOPLE FROM THE DANGER AREAS.
5. PROVIDE MEDICAL HELP WHERE NEEDED.
6. BARRICADE THE DANGER AREAS.
7. REQUEST ASSISTANCE FROM OTHER AGENCIES.
8. ELIMINATE IGNITION SOURCES.
9. STOP RAIL TRAFFIC IN THE AREA.
10. DO NOT CLOSE VALVES.
11. DO NOT EXTINGUISH A FIRE IN OUR FACILITIES.
12. DO NOT IGNITE GAS VAPORS.

WTG

WEST TEXAS GAS
GUYMON DISTRICT
24-HOUR TELEPHONE

800-895-5806

ADDITIONAL LOCAL NUMBERS

JERE KEENER	WGI MANAGER	HOME: 806-570-8857 MOBILE: 806-570-8857
TATE REED	CP SUPERVISOR C.P. HELPER	MOBILE: 580-651-9410 HOME: MOBILE: 580-390-9345
MICHAEL GRAHAM	MEASUREMENT SUPER.	HOME: 580-817-0227 MOBILE: 580-651-7171
COURTNEY FLANAGAN	MEASUREMENT HELPER	HOME: 580-652-2796 MOBILE: 580-651-1379
SHANNON SELLERS	OFFICE MANAGER	HOME: 806-366-2296 MOBILE: 806-335-0166
COZETTE RIFFEL	DISTRICT CLERK	HOME: 580-338-5608 MOBILE: 580-461-4238
PATTIE STEPHENS	DISTRICT CLERK	MOBILE: 580-651-2395

PUBLIC AGENCY INFORMATION

PART A

Name Printed: _____ AGENCY: _____

Acknowledge receipt of: Emergency Response Manual On this _____ day of _____ 20____

PART B

EMERGENCY CONTACT:

Emergency Telephone: _____ Alternate Telephone: _____

Department: _____ Contact Person/Ext: _____

Geographical Area of Response Capabilities: _____

PART C

EMERGENCY RESPONSE CAPABILITIES:

1. Can assist or has a plan for public evacuation.
2. Can provide medical assistance.
3. Can provide air evacuation service.
4. Can provide ambulance services.
5. Utilize a radio network.
6. Can assist in directing traffic on state and interstate highways.
7. Has firefighting equipment suitable for oil, gas and liquid petroleum fires.
8. Has firefighting equipment suitable for other types of fires.
9. Personnel are trained in fighting oil, gas and liquid petroleum fires.
10. Personnel are HAZMAT/HAZWOPER trained.
11. Has earth moving equipment suitable for working with spill containment that can be mobilized to the site of a spill.
12. Has a hazardous materials spill contingency plan.
13. Is familiar with the state One-Call System.

YES NO

Part D

EMERGENCY RESPONSE AWARENESS SURVEY:

1. Do you know if there is a liquid or natural gas pipeline within or near the community that you serve?
2. Are you aware of the National Pipeline Mapping System operated by the U.S. Department of Transportation (NPMS)? (If no provide overview and web address <https://www.npms.phmsa.dot.gov>)
3. If your dept. received a report of a pipeline leak, do you know what number to call and alert the pipeline company or do you know where to get this number?
4. As you may know, the pipeline industry uses markers and/or pipeline signs to identify the general location of buried pipelines. Would you be able to recognize a sign and/or marker and retrieve the require information during an incident?
5. During the last 12 months have you seen, heard or received information regarding pipeline safety?
6. Are you familiar with the One-Call System and how it helps in an emergency?
7. Do you know how to recognize a pipeline leak (sight, smell and hearing)?
8. Do you know what to do when a suspected leak occurs?

YES NO

REMARKS: _____

**WEST TEXAS GAS
GUYMON DISTRICT
580-338-3293
580-338-1155 (Fax)**

I have met with a representative of West Texas Gas and have received a copy of their Pipeline Emergency Procedures.

Department Name: _____

Emergency Responder Signature: _____

Title: _____

Date: _____

Company Representative Signature: _____

Title: _____

Date: _____