

# **Emergency Plan**

## **LP Gas (Propane)**

**Piñons of Turkey Canon Ranch HOA**  
Operator Contact: Cindy Ragan  
15580 Cala Rojo Drive  
Colorado Springs, CO 80926

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## **EMERGENCY PLAN - 192.615**

Designated employees are to be trained in response to emergencies that may occur on jurisdictional gas systems. These emergencies may include, but are not limited to, the following:

- A. Uncontrolled leaks considered hazardous.
- B. Fire or explosion.
- C. Failure of or danger to major segments of the system.
- D. Natural disasters (floods, tornadoes, earthquakes, heavy snow fall, etc.)
- E. Interruption of gas service.
- F. Civil disturbance (riots, etc.)

### **Training Will Be Documented and Made Available. - 192.615(b) (2)**

No emergency plan can cover all situations and conditions. There is no substitute for sound judgment by the persons involved. In any emergency, the safety of people is the highest priority, property is ALWAYS secondary.

General emergency planning will include an annual meeting with all relevant staff to review the Emergency Plan, assign duties (as necessary), and insure all have an operation understanding of the emergency response requirements.

### **Pre-Planning – 192.615(a) (2), 615(b) (1), 615(b) (2), 615(b) (3), 615(3)**

- A. A review of this Manual will occur at least once a year and any changes will be issued and reviewed with the proper personnel. This includes both management and emergency response employees. **192.615 (b)(1), (b)(2)**
- B. Maintain liaison with the appropriate public officials (as required by statute), including police, fire departments, local emergency response groups and hospitals with respect to emergency procedures. This liaison will be periodic personal contact to discuss the appropriate operations and the response talents of all parties that could be involved in an emergency. New information and/or requirements will be discussed and verification of all participants contact methods made (i.e. home, office, pager, numbers etc.). Provide training to various organizations. **192.615(a) (2), 192.615 (b) (3) (c) (3) See also 192.616.**

## Training for Fire Departments

Training for fire departments is a must. Appropriate fire departments should be approached at least annually for training of their new personnel and refresher training for others. The training should cover as a minimum.

- A. Propane properties, as they affect fire personnel. Operation of container valves.
- B. Emergency responses as outlined in the Emergency Response Procedures.

## Emergency Telephone Numbers

Post emergency telephone numbers for police, fire, hospital, burn center, emergency response group, etc., on the telephones or in a highly visible location in the District Office. Use 911 if that is the proper emergency number for your location.

### EMERGENCY CALL LIST

Fire Department:	<b>Southwest Highway 115 FP District, Chief Hart Wright 719-238-5236</b>
Gas Supply Company:	<b>Glaser Energy Group, 719-596-4765</b>
Operator Contact:	<b>Cindy Ragan: 719-351-0246</b>
Police Department:	<b>911</b>
Pipeline Safety:	<b>Colorado Pipeline Safety (303)-894-2854</b>

Post emergency contact telephone numbers on gates for public use.

Ensure there is a positive method of contacting emergency personnel outside of working hours. Use an answering service or machine that directs the caller to a specific emergency contact. Ensure there is a qualified emergency employee on-call whenever the office is closed.

### EMERGENCY PERSONNEL LIST

Name	Title	Phone
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Maintain all repair equipment necessary to control an emergency in a location that is known to, and accessible to, all employees at any time, and ensure that appropriate employees know how to use the equipment that may be required from other sources.

Discuss the various types of emergencies that could occur with the appropriate personnel.

Provide each new customer with packet containing information on odorization and procedures (Public Awareness Handout) to follow in the event of a gas leak and a 24-hour emergency telephone number.

Each employee who delivers propane or installs or services the gas system should be alert to any unsafe or potentially unsafe condition or procedure that may be encountered. Correct the problems, if possible; if not, take action, to include shutting off the gas supply to the area, and report the situation to the appropriate personnel.

### **Response to Emergencies – 192.615(a)(8), 615(a)(10)**

- A. When responding to an emergency, the Piñons of Turkey Cañon Ranch HOA designated qualified employee at the scene should take charge of actions to eliminate or bring the hazard under control, as outlined in the Emergency Response Procedures.
- B. If fire or other emergency response personnel are on the scene, the Piñons of Turkey Cañon Ranch HOA designated qualified employee is to identify him (her) self to the person in charge and provide information and assistance as may be required. **192.615 (a)(8)**
- C. Piñons of Turkey Cañon Ranch HOA will conduct an investigation of its own as soon as possible after an incident. All appropriate personal will be provided procedures to follow as soon as possible after an incident. In some cases an independent consultant may be hired to assist in the investigation. Results of any incident will be reviewed so that future incidents may be prevented. **192.615 (a)(10), 192.617**

### **Emergency Response Procedures – 192.615(a)(1)**

When any call is received it is identified and then classified. **192.615 (a)(1)**

The following are minimum responses by emergency personnel:

**NOTE:** Gas leaks are to be handled immediately. Gas service is not to be re-established until leaks are corrected and leak tests are satisfactorily performed.

1. First Notification of an Emergency During Working Hours.
  - A. The person receiving the report is to obtain as much information as possible to enable the responding service person to better understand the situation; however, use common sense and consider possible danger to life and property when holding the caller on the telephone.
  - B. In the case of a possible gas leak, advise the caller to:

- 1) Evacuate the building or area.
  - 2) Extinguisher all open flames, including appliance burners, pilots and smoking material.
  - 3) NOT to operate any electrical switches or thermostats, ring doorbells; use the telephone or light matches or lighters.
  - 4) NOT to start a vehicle if the gas leak is outside.
  - 5) Notify the resident manager or maintenance person.
- C. Dispatch qualified Piñons of Turkey Cañon Ranch HOA designated qualified employee personnel to the scene.
- D. Call the fire department (911) or other appropriate officials if the initial report dictates.

### **First Notification of an Emergency – 192.615(a)(4)**

- A. Obtain as much information as possible; however, use common sense and consider potential danger to life and property when holding the caller on the telephone.
- B. In the case of a possible gas leak, inform the caller of the safety precautions as outlined above.
- C. Notify the fire department (911) and/or appropriate officials if the initial situation report dictates. See notification list.
- D. Take all of the equipment to the scene that is considered necessary. If you will need assistance, either at the scene or in gathering the necessary equipment, request it from the appropriate management or call other employees directly. If specialized equipment is needed call from the list provided. **192.615 (a)(4)**

### **Leaks With Ignition (gas fire) - 192.615(a)(3)(ii), 615(a)(7)**

Take the following action until the situation is corrected or until the fire department takes charge.

- A. Always protect people first and then property.
- B. Keep bystanders well away from the scene. Assist with evacuation if requested by the person in charge. In the absence of the fire department or other emergency group, if tank failure appears probable to you, require evacuation to a minimum of 2000 feet (approx. ½ mile) from the tank.

Stay upwind and isolate the leak by shutting off the gas at the storage tank or at a line valve. DO NOT EXTINGUISH THE FIRE UNTIL THE LEAK HAS BEEN STOPPED.

- C. Eliminate or reduce the exposure of portable containers to heat from the fire by removing them, if possible.
- D. If the tank is involved in the fire, apply water, if available, to the top of the tank to cool the metal and keep the pressure down.

### **Leaks Without Ignition - 192.615(a)(3)(i), 615(a)(5), 615(a)(6)**

#### **(detected inside or near a building)**

- A. Determine the danger of the leak using the appropriate equipment.
- B. Evacuate people if necessary. Always protect life first and then property.
- C. Stay up wind and isolate the leak by shutting off the gas supply at the tank or a line valve, upstream of the leak. If the location of the leak cannot be readily determined or there are multiple leaks, shut off the valve on the storage tank.
- D. Eliminate and prevent ignition sources in the area and downwind of the leak, to include vehicle traffic, smoking, non-explosion-proof flashlights, cell phones or other lights, flares, lighted appliances in buildings downwind of the leak, etc.
- E. Use a water mist spray, if available, to increase the dissipation of the vapor aboveground.

### **Natural Disasters - 192.615(a)(3)(iv)**

Generally, the hazards that can be expected are containers floating away, containers knocked off their bases and pipeline failures. Primary actions include:

- A. Give priority to the control of any leaks.
- B. Shut off the valves on containers that have broken loose. Inspect the containers for damage.
- C. Inspect piping, regulators and meters for damage. Make necessary repairs or replacements. If the damage cannot be corrected at the time, isolate and lock off the affected portion of the system.

### **Civil Disturbances**

The hazards generally encountered are from vandalism and may involve broken lines, open valves or damaged regulators and meters.

- A. Give priority to the control of any leaks.
- B. Make repairs. If repairs cannot be made at the time, isolate and lock off the affected portions of the system.

## **Damage to Major Segments of the System**

Generally, others digging and damaging the piping cause this type of damage.

- A. Isolate the damaged sections. Make repairs. If repairs cannot be made at the time, lock off the isolated sections until repairs can be made. Ensure the remaining portions of the piping system are leak-free.
- B. Make sure there is no flammable concentration of gas pocketed in ditches or low-lying areas.

## **Interruption of Gas Supply - 192.615(a)(9)**

- A. The primary objective is to determine the reasons for the interruption and correct the problem. Respond to any hazardous conditions as outlined elsewhere in this Section.
- B. Gas service is not to be resumed until conditions are corrected for safe operation, and all pressure/leak tests are satisfactorily performed.
- C. When restoring service to a system serving multiple customers, service is to be restored on a house-to-house basis. Shut each customer off at the service riser. Purge the lines, if necessary. If you cannot get into a house or metered service because the customer is not at home, do not restore service. Lock the customer's service off and leave a NOTICE in a conspicuous place requesting the customer to contact the Piñons of Turkey Cañon Ranch HOA for restoring service.

## **Rules Applying to All of the Above Emergencies – 192.617**

- A. When working with any gas leaks, make sure the area is kept free of ignition sources.
- B. When repairs have been made, make sure the area is free of flammable concentrations of gas, inside and outside of buildings in the area, using a quantitative combustible gas indicator.
- C. When repairs have been made to damaged piping, ensure the affected sections are leak-free before re-introducing gas. If repairs cannot be made to any part of the system at the time, the affected sections are to be made safe until permanent repairs can be made.

- D. Where appropriate, and under the direction of the Piñons of Turkey Cañon Ranch HOA Legal Department, failed equipment should be sent to a laboratory for examination for the purpose of determining the cause(s) of the failure and minimize the possibility of recurrence. **192.617**

## **Reporting Accidents**

All accidents and incidents are to be reported in accordance with the reporting procedures in this manual.

## **Media Contact, Public and Private Statements**

No statement or release of any specific information is to be given without authorization from the Piñons of Turkey Cañon Ranch HOA designated qualified employee.

## **Review of Emergency Response Plans - 192.615(b)(3)**

After each emergency, whether actual or simulated, conduct a review of the procedures followed to determine if the emergency response plan was effective.

## **Telephonic Reports to the Colorado Pipeline Safety**

Gas pipeline incidents that occur must be reported to the office of Pipeline Safety by the person in charge, or whosoever the operator designates, provided that the incident meets one of the requirements listed below:

Colorado Gas Pipeline Safety Section Requirements:

- 1) Release of natural gas which:
  - a. Caused a death or a personal injury requiring hospitalization.
  - b. Resulted in gas ignition, explosion or fire
  - c. Caused estimated total damage in excess of \$5,000 (total of operators damage and damage to others and includes cost of gas loss).
- 2) Any new media inquiry.
- 3) A significant incident, in the judgment of the operator, even though it does not meet the above criteria. The telephone report to the Colorado Gas Pipeline Safety Section should contain:
  - a. Name of operator and reporting part.
  - b. Reporting party's title and telephone number.
  - c. The location, time, and date of incident.
  - d. Fatalities and personal injuries.
  - e. All other significant known facts that is relevant to the cause for the leak or extent of the damages. (Describe accident).
  - f. Who in management should be contacted upon arrival at incident site.

The telephonic report, if required, should be made upon discovery and in no case later than two hours after discovery. It must be reported to:

**Colorado Department of Regulatory Agencies  
Public Utilities Commission  
Gas Pipeline Safety Section  
1560 Broadway, Suite 250  
Denver, CO 80202  
Phone: (303) 894-2854**

## EMERGENCY CHECKLIST

### CHECK LIST

1.  Has Fire Department been called?
2.  Has local gas utility been called?
3.  Have persons been evacuated and area blockaded?
4.  Has the Police Department been notified?
5.  Has Colorado Pipeline Safety Section, 303-894-2854, been notified?
6.  Has the repair crew been notified?
7.  Has the telephonic report been executed?
8.  Has electrical utility been called for power shut off to the area, if appropriate?
9.  Have emergency valves or proper valves to shut down or reroute gas been identified and located?
10.  Has leak been eliminated and gas supply shut off or brought under control?
11.  If an area has been cut off from a supply of gas, has the individual service or each customer been cut off?
12.  Is the situation under control and has the possibility of reoccurrence been eliminated?

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