

Pipeline Emergency Response Standard

Operating Procedure SOP Template

Document # [ID]	Title: [Procedure Name]	Print Date: [Date]
Revision # 1.0	Prepared By: [Author's Name]	Date Prepared: [Date]
Effective Date: [Date]	Reviewed By: [Reviewer's Name]	Date Reviewed: [Date]
Standard(s): OSHA 1910.120; NFPA 472; NFPA 1072; 49 CFR Parts 171-180	Approved By: [Approver's Name]	Date Approved: [Date]

Policy: Pipeline Emergency Response Policy

Purpose: Promote the safe and effective agency operation on pipeline emergencies

Scope: This policy shall apply to all incidents involving pipelines

Responsibilities:

Fire Chief – Responsible for member's adhering to this policy

Training Officer – Responsible for coordinating, arranging for, and/or otherwise facilitating the training requirements of this policy

Definitions:

1. **ERG** – The United States Department of Transportation Emergency Response Guidebook
2. **LEPC** – Local Emergency Planning Council
3. **NFPA** – National Fire Protection Association
4. **NIMS** – National Incident Management System
5. **NPMS** – National Pipeline Mapping System
6. **Operator** – the owner and/or entity that operates a pipeline and/or pipeline facility within the jurisdiction
7. **OSHA** – The United States Occupational Safety & Health Administration
8. **PHMSA** – United State Department of Transportation Pipeline Hazardous Materials Safety Administration

Procedure:

1.0 TRAINING – PLAN

- 1.1 All agency personnel shall, at a minimum, be trained to the Awareness Level in Hazardous Materials
 - 1.1.1 All agency personnel who will respond to a pipeline incident or an emergency shall, at a minimum, be trained to the Operations Level in Hazardous Materials

- 1.1.2 All agency personnel shall, at a minimum, be trained in the National Incident Management System
- 1.2 The Training Officer shall be responsible for ensuring that the Training requirements of this policy are met
- 1.3 The Training Officer and/or the Chief and/or his/her designee may coordinate additional trainings with pipeline operators and/or other emergency management partners
- 1.4 The Fire Chief shall determine the frequency and/or duration of the training(s) to be delivered and/or provided under this policy

2.0 IDENTIFICATION

- 2.1 The agency will work to gather information on any and/or all pipelines within the jurisdiction including, but not limited to:
 - Type(s) and location(s) of line(s)
 - Product(s) carried within this/these line(s)
 - Operating pressure(s) and/or flow(s)
 - Pipeline Operator name(s) and contact information
 - Where pipeline(s) cross(es) or comes proximate to critical infrastructure, e.g. roads, bridges, schools, healthcare facilities, etc.
 - All of this information shall be compiled in a paper and/or an electronic form and be kept in a known location for access by agency responders in the event of an emergency.
 - This information shall be shared with the Local Emergency Preparedness Council (LEPC) for further distribution to mutual and/or automatic aid agencies
- 2.2 The Fire Chief and/or his/her designee shall gather the above listed information
 - Information will be compiled in a uniform and consistent format
 - The Fire Chief shall designate the central repository for the information so that it can be readily accessed in an emergency
- 2.3 Information gathered will be updated annually

3.0 RESPONSE CONSIDERATIONS

- 3.1 [Who performs the first step of the activity and what do they do?]
- 3.2 [Who performs the second step of the activity and what do they do?]
 - [Use bullets to improve readability]
 - [Use bullets to improve readability]

4.0 INCIDENT DOCUMENTATION

- 4.1 [Who performs the first step of the activity and what do they do?]
- 4.2 [Who performs the second step of the activity and what do they do?]
- 4.3 [etc...]

5.0 [USE MORE ACTIVITIES AS NEEDED]

- 5.1 [Who performs the first step of the activity and what do they do?]
- 5.2 [Who performs the second step of the activity and what do they do?]

Effectiveness Criteria:

- [What measures communicate the procedure is working?]
- [What records are required to be completed?]

References:**A. STANDARD, LAW OR REGULATION**

This SOP directly relates to the State and Federal requirements for agencies operating at a hazardous materials incident including, but not necessarily limited to: NFPA 472; NFPA 1072; OSHA 1910.120; 49 CFR Parts 171-180; as well as NFPA 475. The document is also intended to be shared with Pipeline Operators within the jurisdiction in accordance with API RP 1174 and API RP 1162.

B. [OTHER PROCEDURES, DOCUMENTS, RECORDS, ETC]

The following documents and references are cited in support of this SOP/SOG.

Forms/Records:

Form #	Record/Form/Activity Name	Satisfies Clause
Required by Standard		
ICS Form 215	NIMS Operational Planning Worksheet	OSHA 1910.120
Other Forms/Records		
ICS Form 215a	Incident Action Plan Safety Analysis	49 CFR 171.15
ICS Form 203	NIMS Organizational Assignment List	NIMS Requirement
ICS Form 204	NIMS Assignment List	NIMS Requirement
Incident Report Form 58000.1	Hazardous Materials Incident Report Form DOT F 5800.1	49 CFR 171.16
ICS Form 211	Incident Check-In List	NIMS Requirement
ICS Form 213	NIMS General Message Form	NIMS Requirement
ICS Form 208	NIMS Incident Safety Message	NIMS Requirement

Revision History:

Revision	Date	Description of Changes	Requested By
0.0	[Date]	Initial SOP Release	