Pipeline Emergency Response Work Flow Job Aid - First 60 Minutes

WITH SUGGESTED RESOURCES

1. **Establish Initial Isolation Zone(s) – DENY ENTRY**

2. Begin information gathering process – **NPMS** (National Pipeline Mapping System)
   - a. Type of pipeline involved
     - i. Gas
       1. Transmission
       2. Gathering
       3. Distribution
     - ii. Liquid
       1. Product(s) involved
       2. Quantity(ies) spilled
       3. Flow rate – GPM or BBL-PM
       4. Proximity to water ways (streams, creeks, rivers, lakes, etc.)
   - b. **ACCOUNTABILITY OF VICTIMS**
   - c. **Emergency Response Guidebook (ERG)**
   - d. Pipeline markers – **SEE ERG for guidance**
   - e. Operator information
   - f. Area(s) of impact
   - g. Weather
   - h. Pre-Plans, LEPC Plan(s), SOPs/SOGs

3. Establish Command post
   - a. Uphill – Upwind
   - b. Out of expansion rage should incident escalate

4. **Make notifications**
   - a. National Response Center – **1-800-424-8802**
   - b. State notifications
   - c. Local notifications

5. Establish Incident Command Team – **ICS 203 Form**
   - a. Command Staff –
     - i. Unified Command
       1. Fire
       2. Pipeline Operator
       3. EMS (if applicable)
       4. Law Enforcement
       5. Environmental Protection
     - ii. PIO (Public Information Officer)
     - iii. Liaison Officer(s)
     - iv. Safety Officer(s)
   - b. Operations
   - c. Logistics
   - d. Planning
   - e. Finance

6. Determine Initial Strategy – **OFFENSIVE vs. DEFENSIVE**
   - a. Based on:
     - i. Resources on hand
     - ii. Level(s) of training
     - iii. Incoming resources – ICS 211 Form
       1. 15 minutes
       2. 30 minutes

7. Develop **Incident Action Plan (IAP) – ICS 215 Form** based on strategy chosen
   - a. Set first Operational Period
   - b. Establish Incident objectives

8. Conduct Safety briefing – **ICS 215A Form**
   - a. **STRESS RESPONDER SAFETY**
   - b. Work in teams or pairs – no one goes alone – **USE FULL PPE**
   - c. Establish time(s) for PARs (Personnel Accountability Reports)
   - d. ESTABLISH INITIAL OPERATIONS PERIOD

9. Develop Communications Plan – **ICS 205a Form**

10. IMPLEMENT THE INCIDENT ACTION PLAN
    - a. Monitor progress
    - b. Modify as needed

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U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration