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**NOTE TO LAW ENFORCEMENT, FIRE AND RESCUE PERSONNEL**

If, upon arrival at a Hampshire Gas Company Emergency situation, there are not company employees available for assistance, the following notifications should be made immediately:

**Hampshire Gas Company**

Station Outside Line: 304-822-5664  
 Station Outside Line: 304-822-3355

Clay Bean  
 S.O.C. System  
 304-813-7794  
 304-822-7249

Greg Rinker  
 S.O.C. System  
 304-813-7793  
 304-822-5080

or

**Washington Gas Light Company**

Gas Control S.O.C. System:  
 703-750-4371

Gas Control S.O.C. System:  
 703-750-4372

Gas Control S.O.C. System:  
 703-750-5936

Gas Control S.O.C. System:  
 703-750-5929

Danny Green S.O.C. System:  
 703-750-4716

Gas Control Cell Phone:  
 703-408-6440

Gas Control S.O.C. System:  
 800-221-0221

**PROMPT AND EFFECTIVE RESPONSE TO EACH TYPE OF EMERGENCY**

NOTE: The typical operating pressure of Hampshire Gas's natural gas storage or handling facilities which could be involved in an Emergency situation varies between 500 and 2,500 psig.

(A) General Guidelines for Emergency Situations

(1) Involved personnel take appropriate Action at the point of the Emergency and also report conditions to the Responsible Party.

(2) The Responsible Party assesses the reported conditions and determines the need for the following:

(a) Shutdown of storage or utility gas flow.

(b) Additional personnel or equipment.

(c) Notifying or requesting assistance from fire, rescue, or police. Police and fire departments can be used to control traffic as well as to control access to the site of an Emergency. They can also assist in evacuations. Police and fire departments can be used to assist during an Emergency when:

(i) The number of people involved or the number of spectators is too numerous for HG personnel to control

(ii) The incident is adjacent to a public right-of-way where the public could be endangered

(iii) The incident is in a highly populated area

(iv) Immediate access to a building is needed and no one is available to grant access.

(v) To help keep all equipment that is not intrinsic safe out of the Hot Zone, including radios, pagers, cell phone, etc;

(d) Isolation or removal of facilities from service.

(e) Notification to Gas Control.

(f) Other notifications required by this plan.

**EMERGENCY CONTACT:**

**1-800-221-0221**

**PRODUCTS/DOT GUIDEBOOK ID#/GUIDE#:**

Natural Gas 1971 115

**WEST VIRGINIA COUNTIES OF OPERATION:**

Hampshire

*Changes may occur. Contact the operator to discuss their pipeline systems and areas of operation.*

(g) Establishment of an operations/ communications command center.

(i) Hampshire Gas compressor station office building shall be the operations/ communications command center. If the compressor station is unfit for use as the operations/ communications center due to the nature of the emergency, the Hampshire County Office of Emergency Services office, located at the county 911 building on 1160 Jersey Mountain Road, shall become the command center or the Hampshire County OES Mobile Command Unit.

(h) Establishment of a field command post.

(3) The Responsible Party shall be the Hampshire Gas person responsible for assessment of and subsequent on the spot actions taken resulting from Emergency situations addressed in this plan. Communication with Gas Control is also the responsibility of this person.

Upon arrival at the scene of an Emergency, local authorities shall have the right of final decision on matters that endanger the public. It shall be the responsibility of Hampshire Gas personnel to:

- (a) Lend full assistance to local authorities and coordinate actions to be taken.
- (b) Advise local authorities as to the consequences of actions taken, particularly those involving the shut-off of withdrawal storage gas flow.
- (c) Insofar as practical, operate all Hampshire Gas valves and equipment.
- (d) See that all Hampshire Gas facilities involved are left in a safe condition. Potential subsequent hazards must be considered.

Abandonment of any Hampshire Gas facility is a last resort action and shall only be undertaken when an Emergency situation exists that is beyond all reasonable control. Insofar as practical, this should be a joint decision between the Responsible Party and local authorities. Maintaining communications with Gas Control remains the responsibility of the Responsible Party.

- (4) Insofar as practical, the Responsible Party should maintain a log of events, notifications, etc.
- (5) Observe safe work practices on any Emergency site. Under no circumstances shall an employee enter an excavation to stop the flow of gas without an additional person such as another employee or firefighter present. Use appropriate personal protective equipment and ensure a manned fire extinguisher or fire hose is immediately available. When escaping gas cannot be stopped, keep vehicles and the public at a safe distance from the site.

Open flames and smoking are prohibited where flammable mixtures may be present. Do not operate non-intrinsically safe equipment such as cell phones, switches or appliances in a building, do not use door bells; knock instead. Do not operate motorized equipment in a gaseous atmosphere.

When there is a possibility of gas migrating into or entering a building in explosive quantities, if possible, turn off the gas supply to the building to eliminate a fuel source. Notify Gas Control to call the respective utility(s) if assistance is needed to eliminate sources of ignition.

## LIAISON WITH PUBLIC OFFICIALS AND OPERATORS OF FACILITIES IN THE VICINITY OF THE PIPELINE

In an effort to communicate and educate public officials an Emergency Response Program which is presented annually by Paradigm and is sponsored by Hampshire Gas as well as other area pipeline companies. At its completion, Hampshire Gas is presented with a summary of the program, the program material and a list of attendees.

Communication is also maintained with operators of facilities near the pipeline (e.g., telephone, electric, gas, cable, water, sewer, and railroads) via information packets containing a Miss Utility brochure and information on Hampshire Gas, which is mailed every year.

## Compiling current information on the resources of government organizations.

During the Emergency Response Program, the following information is collected from the attendees:

- (A) Organization's name and contact information
- (B) Geographic boundaries
- (C) Capable of assisting in public evacuation?
- (D) Capable of providing medical assistance?
- (E) Capable of providing air evacuation service?
- (F) Capable of providing ambulance service?
- (G) Capable of assisting in directing traffic?
- (H) Has fire fighting equipment suitable for oil, gas and liquid?
- (I) Has fire fighting equipment suitable for other type fires?
- (J) Personnel are trained in fighting oil, gas and liquid petroleum?
- (K) Personnel HAZMAT trained?
- (L) Has earth moving equipment suitable for working with spill that could be mobilized to the site of the spill?

- (M) Has a hazardous material spill contingency plan?

## Acquainting public officials with Emergency procedures.

All law enforcement, fire and public officials within approximately 50-mile radius are invited to the Emergency Response Program. During this program, Emergency response organizations are familiarized with the nature of business of the pipeline companies and how to recognize and respond to Emergencies. Information on Hampshire Gas is given to all attendees and distributed to those that were not able to attend.

## Identifying Emergencies that require notification of public officials.

- (A) The types of Emergencies that might require notification of public officials by the Responsible Party include the following.
  - (1) Gas detected inside or near a building.
  - (2) Fire located near or directly involving a pipeline facility.
  - (3) Explosion occurring near or directly involving a pipeline facility.
  - (4) Natural disaster.
  - (5) Serious bodily injury.
  - (6) One where the number of people involved or spectators are too numerous for the operator to handle.
  - (7) One adjacent to public rights-of-way where the public could be endangered.
  - (8) One in which patrol or area evacuation is needed.
  - (9) An incident in a highly populated area.
- (B) The types of Emergencies that might require notification to Hampshire Gas by public officials include the following.
  - (1) Report of gas (hydrocarbon) odor.
  - (2) Damage to gas facilities.
  - (3) Operation of a gas system valve by non-operator personnel.
  - (4) Report of a pipeline related fire.