

Emergency School Guidelines for a Pipeline Release

Schools and/or School Districts may consider the following guidelines when reviewing their emergency response plans as they relate to a pipeline release. Should you seek additional information from pipeline operators in your area, see the enclosed **fact sheets** for contact information. Schools may also contact their State Fire Marshals Office, State Emergency Management Agency, and Local Emergency Planning Committee's in developing emergency response plans.

School Guidelines

If a pipeline release is witnessed or suspected:

- Leave the area immediately.
- Move away in an upwind direction and warn others to stay away.
- Call 911 **and** the pipeline operator from a safe place to report the release.
- Do not operate school buses, or any vehicles, mechanical equipment, cellular phones, electronic devices or any item that could create a spark.
- Do not use lighters or matches near a suspected release.
- Avoid contact with liquids or gases coming from the pipeline.
- Do not attempt to operate valves on pipelines.
- Follow your school's notification and evacuation/shelter-in-place procedures.

Bus Driver Guidelines

If a bus driver suspects a pipeline release, he or she should:

- Refrain from driving into a suspected release area.
- If in a suspected release area, unload the bus and leave the area immediately, moving by foot in an upwind direction.
- Do not turn any machinery on or off or use a cellular phone near a suspected release site.
- Call 911 **and** the pipeline operator from a safe place to report the release.
- Contact appropriate parties. This may include affected schools and school district.

Protection Methods

Once the extent of the pipeline emergency has been determined, school personnel can decide what response actions may be required. The most common immediate response actions for pipeline emergencies are:

- Shelter-In-Place (stay indoors)
- Evacuation

The decision to shelter-in-place or evacuate is based upon multiple factors including; location of the release, exposure to the release during evacuation, anticipated duration of the emergency and advice from Emergency Responders and/or pipeline operator personnel. If exposure to the release is imminent, or if evacuation is likely to expose individuals to hazards, then sheltering in-place would be the most suitable strategy. If advised to evacuate, or if it is safe for students and staff to leave the affected area, then evacuation procedures should be followed.

Always follow the direction of emergency response personnel to execute either the shelter-in-place or evacuation procedure.

General Shelter-In-Place Guidelines:

- Notify all staff and students of the need to Shelter-In-Place.
- Keep students in the classroom until further instructions are given. If outside, students will proceed to their classrooms if it is safe to do so. If not, direct students and staff into nearby classrooms or school buildings. When considering where to house staff and students inside the school it is important to consider the location and proximity to the identified pipeline release and ensure that shelter rooms are located as far from the release site as possible.
- Secure individual classrooms as per school procedures.
- Other staff members, including Security/Utilities personnel, could consider the following:
 - Shut down the classroom/building(s) HVAC system;
 - Turn off local fans in the area;
 - Close and lock doors and windows;
 - Seal gaps under doors and windows;
 - Seal vents if possible, and turn off sources of ignition, such as pilot lights;

General Evacuation Guidelines:

- Notify all staff and students of the need to evacuate.
- Instruct students to evacuate the building, using designated routes, and to assemble in assigned muster points. If the assigned muster point is deemed unsafe then alternative location(s) should be determined and communicated. If required to evacuate to an off-site location determine the appropriate route and mode of transportation. This may include walking, or if safe, the use of buses.
- The student roster should be retrieved when leaving the building and attendance should be taken once the class is assembled in a safe location as per school procedure.
- Once assembled, students will remain in place until further instructions are given.
- In the event clearance is received from appropriate agencies, staff members may authorize students to return to the classrooms.

