



Operations and Maintenance Procedures

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Section: Emergency	Revision Date: 5-18-17

Distribution System Emergency

SCOPE AND PURPOSE

This procedure is to ensure that the gas system and customers are protected and to minimize outages.

RESPONSIBILITY

The Service Department Supervisor, Underground Maintenance Supervisor, Measurement Supervisor or other designee, is responsible to ensure that distribution system failure investigations are performed as soon as possible and as described in this procedure. Employees with emergency lights and a siren may be required to drive emergency traffic in response to a distribution system emergency call.

PERSONNEL SAFETY (Where Applicable)

Appropriate PPE (personal protection equipment) must be worn

EQUIPMENT AND MATERIALS

Valve wrench
Pipe wrench
Adjustable wrench
Gas Detection Equipment
Other equipment and materials as needed

OPERATOR QUALIFICATION

INSTRUCTIONS

- For after hour's emergencies, the on-call employee shall verify the emergency, determine the extent and type of emergency and contact the appropriate S C U D personnel.
- During working hours, the first S C U D representative to have knowledge of an emergency shall notify the S C U D Dispatcher.
- An S C U D representative shall be dispatched to verify the emergency, determine the extent and type of emergency and contact the appropriate S C U D personnel.
- Emergency being confirmed, radio emergency procedures shall be initiated.
- The highest ranking S C U D representative shall take charge upon arriving on the scene. The person in charge will coordinate activities and issue instructions necessary to bring the emergency under control.

The primary objective will be the protection of life first and then property. This shall include the following:

1. Evacuate and secure the area. Enlist fire & police assistance as needed.
2. Request assistance of S C U D employees as needed.
3. Determine if repairs can be made without shut down.



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4. If mains must be shut down, request clearance from the appropriate S C U D authority, to operate valves in accordance with valve procedures. When issuing clearances in an emergency, operate the system with a minimum of outage. If in the opinion of the person in charge, the emergency is so severe that immediate shut down is imperative, he/she may do so without clearance, but the proper S C U D authority shall be notified at the earliest practical moment.
5. Only properly authorized S C U D personnel shall operate gas system valves. Fire or police officials or other outside individuals are not authorized to operate valves or instruct others (including S C U D personnel) to operate valves.
6. An in ground valve turned off and left unmanned must have the valve wrench removed and a red valve lid installed. Engineering must be notified that the valve is off.
7. Upon terminating the supply of gas to an area, each individual service must be shut off either at the meter or the service valve (if one exists).
8. Meter stops turned off for any reason and left unmanned must be locked off.
9. The gas supply to the affected area shall not be restored until it is verified that each individual service is shut off. This shall entail a house to house investigation.
10. During restoration of service, care must be taken not to over pressure the gas system.
11. After restoring service, all S C U D piping and meters shall be purged of air and appliances relit. In the event a customer is not home when service is to be restored, the meter must be left off and locked and a notification card shall be left in a conspicuous location requesting that the customer call S C U D to arrange for restoration of service when they can be home.

The person in charge shall keep the proper S C U D authority informed as to status of the emergency and advise when the emergency has been brought under control and when service has been fully restored.

Appropriate fire, police, and other public officials shall be kept current concerning leakage and emergency procedures.

REPORTING/NOTIFICATION

1. Complete documentation in accordance with Operation and Maintenance Manual.
2. The location and meter numbers, (and address if available), of any meter left off, must be written down and turned in to the SCUD dispatcher.

RELATED PROCEDURES

EMER001 – Inside Gas Leak Investigation
EMER003 – Blowing Gas Investigation
EMER004 – Outside Gas Leak Investigation
EMER005 – Driving Emergency Traffic
MAINT015 – Leak Grading Criteria
CONST001 – Valve Operation - Below Ground
CONST002 – Valve Operation - Above Ground



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CONST004 – Purging with Gas, Air, or Inert Gas