



Operations and Maintenance Procedures

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O&M Section # 18.6 & 18.8	SCUD Task
Section: Emergency	Revision Date: 5-17-17

Gas Supply Failure or Emergency

SCOPE AND PURPOSE

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

RESPONSIBILITY

The Measurement Supervisor, Technical Services & Engineering or Sr. V P of Engineering and Operations or other designee shall assure that SCUD personnel are trained in the proper response to a gas supply failure or emergency.

PERSONNEL SAFETY (Where Applicable)

Appropriate PPE (personal protection equipment) must be worn

EQUIPMENT AND MATERIALS

Valve wrench
Pipe wrench
Adjustable wrench
Lock-out/Tag-out device
CGI
Other equipment and materials as needed

OPERATOR QUALIFICATION

INSTRUCTIONS

Supplier Transmission Facilities Failure/Emergency

1. The first representative of S C U D detecting or receiving word of failure on any pipeline supplier's gas lines shall notify the Measurement Supervisor, the Technical Services & Engineering Director or the Sr. V P of Engineering & Construction, giving that person relevant information. The information shall be passed along to the pipeline gas supplier and pertinent S C U D employees.
2. S C U D shall maintain a current list of telephone numbers of the pipeline company officials who are required to be notified of such emergencies. See Appendix 1 "Contacts" in the O & M or Emergency manual for ETNG (Spectra Energy) phone numbers.
3. If the pipeline company requests assistance, S C U D will coordinate the dispatching of its gas crews to the scene.
4. S C U D shall adjust pressures, shift loads, curtail customers and take other action deemed necessary to protect customers, the system and minimize outages.
5. S C U D shall maintain communications with the pipeline company and keep updated reports until the emergency is cleared.



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SCUD Gate and District Regulator Station Facilities Failure/Emergency

1. The first S C U D representative to have knowledge of an emergency at a gate or district regulator station shall report the situation to the Measurement Supervisor, the Technical Services & Engineering Director or the Sr. V P of Engineering & Construction. If the S C U D office is the first to be notified, the information shall be relayed to responding personnel in the field and the Measurement Supervisor, the Technical Services & Engineering Director or the Sr. V P of Engineering & Construction.
2. When adequate information is available to determine that an emergency does exist, S C U D shall initiate emergency procedures.
3. The Measurement Department and/or the highest ranking, responsible S C U D employee on the scene will coordinate activities and issue instructions necessary to bring the emergency under control. Main line valves will be closed only upon proper clearance from S C U D authority, except where, in the opinion of the person in charge, the emergency is so severe that immediate shut down is imperative, in which case he may issue shut down instructions without such clearance. If he does so, he shall notify the proper S C U D authority at the earliest practical moment.
4. S C U D shall adjust pressure, shift loads, curtail customers and take other action deemed necessary to protect customers, the system and to minimize outages.
5. The on-site S C U D representative shall keep the proper S C U D authority informed of current status, take pressure and/or flow readings as needed, and advise when the emergency is under control.
6. Designated fire, police, and other public officials shall be kept abreast of current leakage and emergency procedures.
7. The Measurement Department shall respond and make needed adjustment and repairs to restore the gas system to normal pressure.
8. **If the emergency is Low Pressure/Outage:** The gas service restoration shall be done in a safe manner. Particularly, gas service shall not be restored until all interrupted services have been shut off at the meter in accordance with procedures. Care must be taken not to over pressure the system during restoration.
9. **If the emergency is Over Pressure:** Regulator stations have reliefs and/or regulators set up as worker monitor to prevent over pressurization of the system. Blowing reliefs are dispatched as a broke line and responding employees are to secure the scene and assist the Measurement department as needed.

The S C U D President or Vice-President of Operations & Engineering shall notify the DOT (Department of Transportation) and TPUC (Tennessee Public Utility Commission), when necessary, in accordance with federal and state regulations. See Incident Reporting in the Procedures Manual



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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

CONST001 – Valve Operation - Below Ground
CONST002 – Valve Operation - Above Ground
CONST004 – Purging with Gas, Air, or Inert Gas