



## Emergency Response

DOT - 49 CFR 195.402

### 1.0 PURPOSE

The purpose and objective of this emergency plan is to assure the safety of the general public and provide the basis for instructions to the appropriate personnel, and to assure that personnel who could be involved in an emergency are prepared to recognize and deal with the situation in an expeditious and safe manner. It is the policy of this Company to take the necessary actions required to safeguard employees and the public from emergency conditions.

### 2.0 TASK OVERVIEW

It is important that all employees who could be involved in an emergency are prepared to cope with the emergency in an expeditious and safe manner. It is equally important to ensure that all precautions are taken to minimize actual and potential dangers to the public, property, company personnel, customers and facilities, and to see that company personnel have the tools, materials and instructions to enable them to perform those functions necessary to meet emergencies.

Issues addressed in this document to ensure preparedness are:

- Event significance criteria
- Access to this Emergency Plan and Preparedness Manual and its supporting documents and forms
- Location of safety equipment at each site and available third party support
- Location of pipeline facilities, both Company and public, on site property or in close proximity to the site
- Location of compressor facilities, valves, first aid & fire equipment, and ESD system
- Significant Event Notification Plan
- Methods of communication among personnel and third-party support and between the company and the public
- Employee training responsibilities
- Post emergency evaluation procedures.

### 3.0 PROMPT RESPONSE

#### 3.1 **Responsibility:** Managers



## Emergency Response – 10.08

LAST REVISION DATE  
Rev 0  
February, 2017

- 3.1.1 Managers will maintain a thorough knowledge of the Emergency Plan for which they are responsible and training and/or knowledge of the Plan will be verified periodically. Emergencies may include fires, hazardous materials releases, and incidents resulting from natural hazards such as tornadoes.
- 3.1.2 In the event of an emergency, Company personnel will take prompt action to ensure that employees and the public are alerted or notified that an emergency condition exists.

Whenever possible, Company personnel will take immediate action to limit the effects of the emergency. The following objectives will be considered when developing an appropriate response:

1. Life safety
  2. Environmental protection
  3. Protection of company and public property
  4. Preventing interruption of business and public services such as highway access, water, and utilities.
- 3.1.3 While all of the above objectives are important, **life safety will always remain the first and highest priority**. It shall be the responsibility for each employee and contractor to immediately alert others that an emergency condition exists and to take whatever action is appropriate to protect life, property, and the environment. Emergency response actions taken by individuals should be within the limitations of their training, experience and physical abilities. At no time will an employee assume an unreasonable risk to deal with an emergency. An unreasonable risk exists when:
1. The task exceeds the physical abilities of the individual.
  2. The individual is not properly trained to complete the task.
  3. The individual does not have adequate experience to complete the task.
  4. The emergency responder does not have the proper protective clothing and safety equipment to complete the task.
  5. Company's procedures prohibit attempting the task.

## 4.0 RECEIVING, IDENTIFYING, CLASSIFYING NOTICES OF EVENTS

- 4.1 **Responsibility:** All employees

**Emergency Response – 10.08**LAST REVISION DATE  
Rev 0  
February, 2017

Any event on or near the pipeline facilities that endangers lives, poses a threat to property or drastically affects system operation, will be classified an emergency. All emergencies are to be reported at the earliest practicable moment to the on-site Savage Control Room.

Information furnished to the Control Room shall include the following:

- a. Name and telephone number of person calling.
- b. Time call was placed.
- c. Location and type of emergency, facility involved, injuries, fire, damage to private or Company property and service interruption.
- d. If applicable, the type and volume of material released. If the volume isn't known at the time, the information that will help System Control estimate a volume is required.

Knowledge of a possible emergency is normally received in one of the following ways:

1. A telephone call or other message from an employee or contractor.
2. A telephone call from someone outside the Company, or
3. An unexplainable loss in pressure.

Each pipeline will have an emergency telephone number, which is answered 24 hours per day by Control Room Operators and/or Supervisors trained in emergency notification procedures.

**Figure 1: Leak Call Response and Routing**

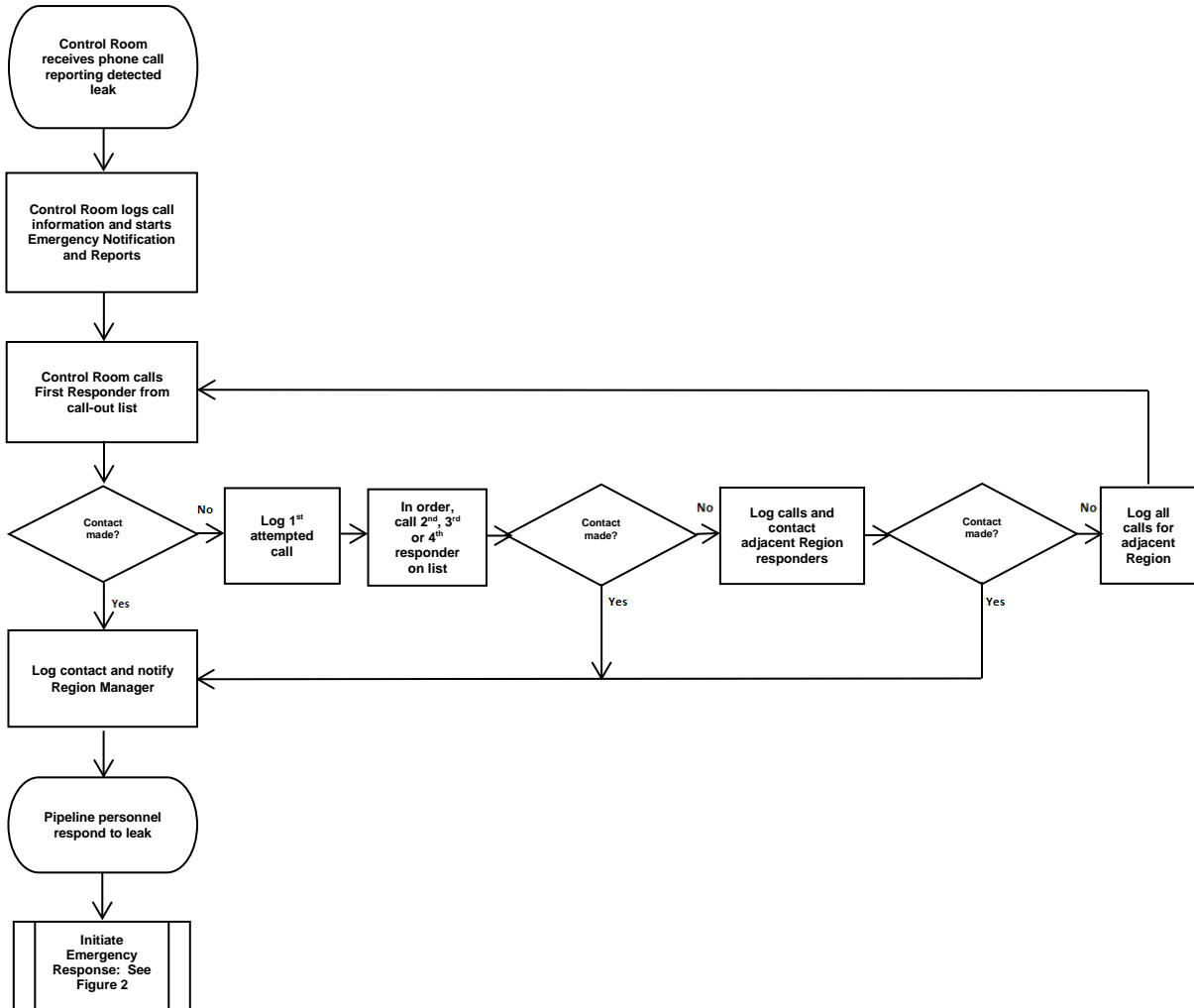
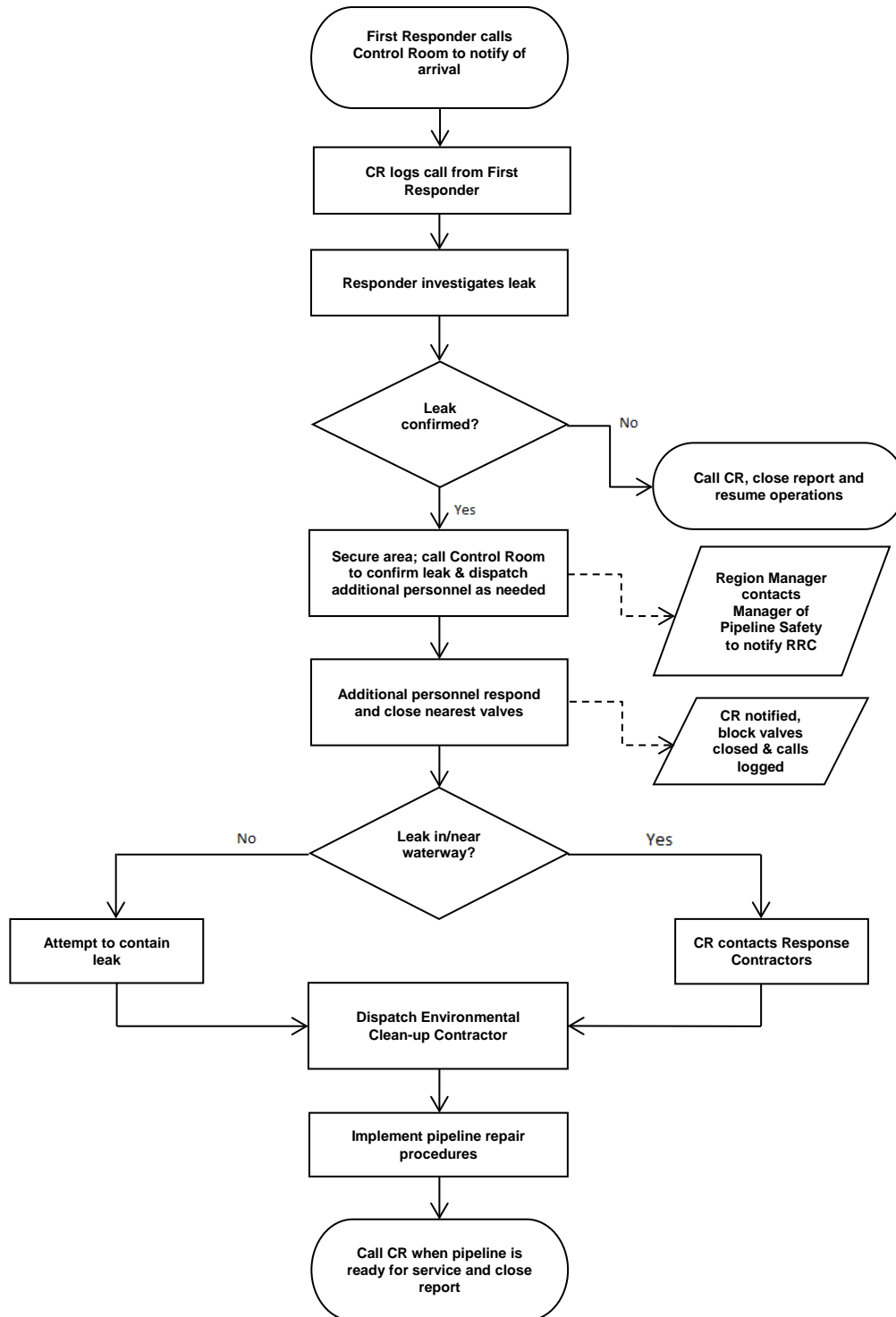


Figure 2: Emergency Response





## 5.0 PREPARATION AND READINESS

### 5.1 **Responsibility:** All employees

5.1.1 Each employee shall have access to the Emergency Response Plan (ERP). The ERP will contain the following:

- 1) Emergency telephone numbers of the following:
  - a) Employees
  - b) Public Emergency Response Personnel
  - c) Corporate Communications
- 2) Pipeline maximum operating pressures
- 3) Maintenance equipment available
- 4) Emergency pipe available
- 5) Maps

Drawings of the Pipeline shall be available in the facility office.

Company vehicles will be equipped with first aid kits, hand tools and fire extinguishers.

Desktop and handheld radios, desktop and mobile telephones shall be maintained in good working order.

Field employees shall be qualified in the operation of facility equipment and trained in emergency response procedures.

The General Manager or designee will be knowledgeable of the police and fire departments and other agencies having jurisdiction along the pipeline right-of-way.

Each employee will have access to a copy of the Emergency Response Plan. Each employee shall be familiar with this plan and what his/her role would be should the plan be implemented at any time.

Responsibility for the overall coordination of the Emergency Plan belongs to the Emergency Coordinator, to be determined as outlined in the Facility's Emergency Response Plan section 1.8 (Command Structure and Personnel). Communication will be the responsibility of the Communication Clerk, as designated by the Emergency Coordinator per ERP section 1.8. The duties of the Emergency Coordinator may be shifted to the most senior ranking team member on site or as otherwise directed by the General or Region Manager.

The General Manager will review the Emergency Plan Book once each calendar year not to exceed 15 months to comply with Company and DOT requirements. Proposed changes will be addressed.

## 6.0 LIAISON WITH PUBLIC OFFICIALS

### 6.1 **Responsibility:** Area Managers

6.1.1 This section outlines the plan for establishing and maintaining a liaison with the various emergency agencies which will respond to emergencies on the pipeline system. There are two timeframes involved, one is the long term relationship and the other is the actual "time of emergency" relationship. The ongoing liaison is to establish and plan a long term relationship that prepares for the important "time of emergency" relationship. Efficient handling of emergencies will require cooperation between Company personnel and personnel representing various public emergency agencies. It is important to share information and understand each other's capabilities prior to the time of emergency.

### 6.1.2 Public Officials and Agencies Involved

The specific agencies, fire and police, which will be involved along the pipeline must be identified. The following information will be obtained from each agency:

- Organization's name
- Type of responsibility
- Geographic area covered
- Availability in case of a pipeline emergency
- Responsibility and resources for fire, injury, control, and area evacuation problems in connection with a pipeline emergency
- Type, size and capacity of equipment and vehicles
- Procedures to facilitate prompt communications in emergencies
- Names and numbers of key individuals in the agency

Contact information will be compiled for the names and numbers of responders (See Emergency Responder section/tab of this manual).

### 6.1.3 Meetings with Agencies

Liaison activities will be made to fire, police and other appropriate public emergency response agencies having jurisdiction over sections of the pipeline. Contact will be made with each agency at least once each calendar year. Liaison activities with public emergency response agencies will be one of the following:

- Meetings in person;
- Group meetings; or
- Mail out programs.

The purpose of these meetings is to provide an opportunity to talk directly with the public emergency response agencies about the location and characteristics of our pipelines and to review first responder pipeline emergency response protocols.

#### 6.1.4 Information to Be Shared

During these contacts it is important to share information about the pipeline and acquaint the officials with the pipeline's Emergency Plan. They should know the viability of Company's personnel, equipment and materials for response to pipeline emergencies. The agencies should be provided names and phone numbers of appropriate Company employees who can be contacted at any hour.

During the initial and subsequent visits Company and agency personnel should plan how to engage in mutual assistance to minimize hazards to life and property. Consideration should be given to various situations including those where other emergency personnel, such as fire and police, may be able to respond more quickly than Company personnel. Police and fire department personnel should take action toward protection of the public by means of evacuation and building ventilation where needed, pending the arrival of Company personnel.

System information and maps should be shared for the area of fire and police agency's jurisdictions. Responder agencies should be supplied with Material Safety Data Sheets.

#### 6.1.5 Receiving, Identifying and Classifying Events

A non-Company caller will be advised:

- a. To evacuate all persons from the immediate area if leaking gas is involved;
- b. Not to turn lights on or off, not to start vehicles to avoid creating an ignition source;
- c. Not to attempt to extinguish fires; and
- d. That Company personnel will arrive soon in order to bring the emergency under control.

The Emergency Coordinator will investigate if the reported event should be classified as an emergency.

#### 6.1.6 Emergency Response

The Emergency Coordinator in charge in the area of the emergency will direct all other employees in the actions to be taken, first for the protection of life and then for the protection of property. The Emergency Coordinator will move as quickly as possible to call out necessary additional personnel, equipment, or materials for the handling of the emergency.

## 7.0 LEVELS OF EMERGENCY RESPONSE

### 7.1 **Responsibility:** General Manager

- 7.1.1 This section defines three levels of incident classification, the levels of training and expertise required, and general levels of incident command to mitigate emergencies.

The majority of incidents that may occur will originate and terminate on Company property and can be resolved with minimum Company resources. Incidents such as first aid cases or small leaks are examples. In some unusual cases, the emergency situation may go beyond the Company's capabilities and require outside assistance from local fire or police agencies.

In rare cases, the emergency situation may go beyond even the capabilities of local government and require specialized assistance. Such assistance should require a corporate level response from the Company, as well as state or federal agencies to bring the situation under control.

This Emergency Plan provides a three-tiered approach to managing varying levels of emergencies regardless of the incident type. It builds on Company's existing resources and allows for an expanding command and control system from a routine problem to a worst case scenario.

This Emergency Plan also recognizes that Company resources may be called upon to resolve an emergency situation which did not originate on Company property or directly involve Company operations. These types of situations could include natural hazards such as a hurricane or tornado. In these situations, the Company can function as a member of the emergency response community through the leadership of emergency management agencies at the county or state level.

This Emergency Plan defines three levels of emergencies based on the severity and type of problem, and the area potentially impacted. Classifying the level of incident is important because it determines:

- Which Company personnel or local residents will be alerted about the emergency.
- Which emergency message will be transmitted to local emergency response agencies.
- Which Company personnel and Public Safety agencies will be alerted and notified to respond to the emergency.
- What public protective actions will be implemented by the Company and local authorities.

- What predetermined duties and responsibilities will be performed by Company personnel under the Incident Command System.
- What role certain Company personnel will play in the Incident Command System and how they will interface with public emergency response agencies.

#### 7.1.2 Levels of Company's Emergency Incident Classifications

##### 1. Level One Incident:

**Minimal** danger to life, property, and the environment. The problem is limited to the immediate work area or above ground site. There is no risk to the public.

##### 2. Level Two Incident:

**Moderate** danger to life and property. The problem may be limited to Company property for now, but does have the potential for migrating off-site. The incident cannot be resolved without outside assistance from local emergency response agencies. The Incident Command System will be implemented.

##### 3. Level Three Incident:

**Extreme** danger to life, property, and the environment. The problem goes beyond Company property and threatens an area within 1,000 feet almost immediately. The public may be affected within 60 minutes. The incident cannot be resolved with Company and local government resources. A multi-agency response may be required. The Corporate Crisis Management Plan will be implemented.

#### 7.1.3 Vapor Detected Inside or Near a Building

Hydrocarbon vapors can migrate from the location of a leak to areas off the right-of-way. This migration is facilitated by the presence of an impermeable barrier near the surface above the pipeline. Such barriers could be concrete or other paving, or rock near the surface. Therefore, it is important to respond quickly to any reports of vapors inside or near a building.

The responsibility for detection and notification must rest with the first employee aware that an emergency or potential emergency exists. If notice is received of vapor detected inside or near a building near a hydrocarbon pipeline operated by the Company, System Control should ensure that emergency agencies have been notified and call on personnel to assist in any evacuation that the emergency organizations deems necessary.

#### 7.1.4 Procedures for Leaks, Ruptures, Fires, Explosions

Leaks can be either suspected or confirmed. Suspected leaks are those that are indicated by SCADA or other control instrumentation, but not confirmed by tests

or sighting. Confirmed leaks are those that have been visually sighted or checked by tests. Following are procedures to be taken if: (a) a leak is suspected, and (b) once it is confirmed.

#### 7.1.5 Suspected Leak

If a suspected or possible leak is identified, the following isolation method should be followed:

1. The pipeline should be shut down following the Liquid Operating and Maintenance Manual.
2. The line should be allowed to stabilize. Then the remotely operable valves, if equipped, should be closed.
3. Monitor the various line sections for any sign of a drop in pressure. If pressure decreases in a specific section indicating a leak, personnel should be deployed.

#### 7.1.6 Confirmed Leaks, Ruptures, Fires, Explosions

1. If there is a confirmed leak, rupture, fire or explosion that is either reported by an outside party or detected by an employee, the employee should immediately:
  - a. Notify Control Room.
  - b. Close or operate valves to isolate the emergency.
  - c. Make an evaluation on what actions to take to most expeditiously protect people and property from hazard and take action immediately.
  - d. Notify and cooperate with all local public emergency response teams, including police and fire departments, if necessary.
  - e. Give first aid if needed and evacuate people from area if necessary.
  - f. Extinguish open flames, eliminate ignition sources, and prohibit smoking.
  - g. Dispatch repair crews, materials, and equipment necessary for repairs.
  - h. Re-route traffic if necessary.
  - i. Check surrounding buildings with leak detectors for the presence of vapors.
  - j. Make estimate of time required to make repairs and restore service and report to Control Room.
  - k. Keep Control Room advised on status at emergency site.
2. The Emergency Coordinator on the site of the emergency shall furnish the Control Room the following (Control Room will furnish General Manager or designee with the following information as received from field personnel):

- a. The nature of the emergency;
  - b. What valve or valves were closed;
  - c. The best possible location by mile pole or stationing if possible, if not, by reference to highways, railroads, rivers, business establishments or otherwise;
  - d. Persons injured (if any);
  - e. Whether any fire at the site;
  - f. General description of the area and best access route;
  - g. Approximate major materials required to make repairs or replacement;
  - h. The type of equipment required to make the repairs.
3. Once the General Manager or designee has been notified they will:
- a. Determine from the Control Room or the employee the current status of the emergency.
  - b. Take the necessary steps or give the appropriate orders to be sure the area affected is isolated, and that appropriate equipment is shut down so as to minimize any potential release and/or controlling a release in progress. For this purpose, refer to the pipeline maps.
  - c. Secure the area for investigation if appropriate.
  - d. Report and manage the situation affecting third party pipelines delivering or receiving product from/to the Company as soon as practical.
  - e. Notify appropriate outside emergency agencies or additional personnel if necessary.
  - f. Call out personnel as required and designate a representative at the leak site, and notify the next level of management if required.
  - g. Evaluate information received and communicate with emergency agencies.
  - h. Notify the Manager of Safety, Health, Environment and Quality.  
(Notification to Regulatory Agencies must be made in a timely manner.)
  - i. Ensure complete and correct documentation of the incident.

#### 7.1.7 Protection of Public

Protection of the public is the primary concern during the initial stages of an emergency. This can be accomplished by:

- Isolation and containment
- Evacuation

Upon determining that a leak has occurred and if the extent of the gas cloud is sufficient to be potentially hazardous in the area, the following precautions should be taken with the assistance of local authorities:

- a. All people immediately down wind and down slope should be moved to a safe location.
- b. Oxygen/LEL analyzers should be used to define hazardous areas.
- c. Railroad trains and vehicular traffic entering the area should be stopped at a safe distance.

Depending on population density, the aid of law enforcement or civil defense agencies may be required for the above evacuation efforts.

#### 7.1.8 Natural Disasters

Natural disasters may endanger the pipeline by causing leaks or ruptures. Precautions should be taken to mitigate the potential of leaks or ruptures if damage is suspected from some type of natural disaster. The General Manager or designee has the authority to suspend operations pending inspections for potential damage, if deemed appropriate.

The procedures outlined above for a suspected or confirmed leak would apply for any damage that may be inflicted on the pipeline by a natural disaster.

In the case of natural disasters, preventative measures up to shutting the pipeline down may be considered.

#### 7.1.9 Precautions and Hazards

Contractors and other people assisting in an emergency are not necessarily aware of the characteristics of liquid crude oil, hydrocarbon vapors, and hydrocarbon vapors mixed with air. They must be cautioned that vapors:

- can be invisible
- can be odorless
- have components that are heavier than air
- may flow to and collect in lower areas
- are most hazardous in calm weather
- and, may ignite if exposed to an ignition source

#### 7.1.10 Communications

Local emergency personnel will be kept aware of the status of the emergency. Local Company personnel will establish and maintain communications. In the event assistance is needed, Company personnel will contact local emergency officials.

**Emergency Response – 10.08**LAST REVISION DATE  
Rev 0  
February, 2017

The Control Room Operator shall be in continuous communication by telephone or radio with personnel at the scene of the emergency. During an emergency when direct radio and telephone communications may not be possible, a messenger relay will be set up to relay information to the Control Room and appropriate public safety agency as necessary.

**7.1.11 Emergency Plan Checklist**

1. The operation will maintain a current listing of appropriate public officials including fire, law enforcement emergency contractors and hospitals within their area of jurisdiction. The operation shall also maintain a list of Company employees and their contact information. The lists will be kept with the operation's Emergency Response Plan.

<b>Company Type</b>	<b>Company Name</b>	<b>Contact Number</b>
Law Enforcement	ND Williams Co. Sheriff	911 or (701) 577-7700
Law Enforcement	ND Highway Patrol	911 or (701) 774-4360
Law Enforcement	FBI, Fargo ND	(701) 223-4875
Medical - Hospital	Williston Medical Center	(701) 774-7400
Medical - Ambulance	Williston Ambulance	(701) 572-3400
Spill Response	National Response Center	(800) 424-8802
Spill Response	ABS Environmental	(701) 838-4558
Railroad	BNSF Emergency Hotline	(800) 832-5452
Excavation	Graham & Sons	(701) 580-2792
Excavation	JMAC	(701) 774-8511
Hydrovac	Shale Oilfield Services	(701) 572-6100
Hydrovac	Adler Hot Oil	(701) 875-4902
Hydrovac	Badger	(855) 746-5384
Hydrovac	ABS Environmental	(701) 838-4558
Electrical	R & J	(701) 572-0835
Electrical	Sax Electric	(701) 7748938
Welding	Ames Manufacturing	(701) 572-1968
Welding	Blackburn	(866) 321-5358
General Contractor	Pro-Pipe	(406) 626-5633

2. The following maintenance equipment list shall be kept at the Region Office. The Emergency Response Plan will list the specific response contractor's

names and phone numbers where additional equipment will be readily available:

- a. Autos and trucks
  - b. Approved hand tools
  - c. Leak detectors
  - d. Pipe locators
  - e. Probe bars
  - f. Leak Clamp
  - g. First aid supplies
3. Emergency pipe shall be kept on racks at selected sites throughout Company's properties to be available during emergencies. The pipe will be strategically located as to pipe size, wall thickness and grade. This pipe shall be pre-tested with records for test pressure, wall thickness, yield, and length. The pipe shall be inspected periodically and necessary maintenance performed to ensure serviceability of the pipe. A listing of pipe and other materials for use in an emergency such as valves, fittings, leak clamps, etc. available in that geographic region.
  4. Current maps showing Company facilities in the area shall be kept in Emergency Plan Books.

## **8.0 DOCUMENTATION**

Documentation of the initial report of the emergency will be made by the Emergency Coordinator in the Savage Services S7i computer system.

Corporate Communications will document all media contact and when possible obtain all print or electronic coverage of emergency situation.