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Emergency Response Plan¹

Dunbar Compressor Station

Scope and Description

The above mentioned facility is a natural gas gathering and compression station where odorized natural gas is gathered from the Windsor Gas Pipeline and NY Loop and subsequently filtered, compressed, dehydrated, measured, and transported via pipeline to the Millennium Transmission Pipeline

86 Patterson Rd
 Windsor, NY 13865
 Lat: 42.117016, Long: -75.71627
 Broome County NY

Area Office Phone Number: 570-996-4000
SSH Local 24 hr Dispatch: 570-996-4878
Area Office Address: 310 SR 29 North
 Tunkhannock, PA 18657
Revision Number: 6
Revision Date: 10/11/2017
Last Review Date: 10/11/2017

¹ Refer to [6.04-ADM-003 - Plans Required of Facilities-Pipelines](#) and address all items in the “Required in Plan” portion in your ERP.

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1.0 GENERAL

1.1 Overview

An Emergency Response is a response effort by Company employees or designated responders (fire departments, paramedics, police, etc.) to an Emergency Event.

An Emergency Event is an unexpected event, which, if not responded to immediately, has the potential to cause large-scale injury to humans and/or damage to the environment or property. An Emergency Event may include, but is not limited to:

- Uncontrolled Fire,
- Underground storage cavern subsidence or collapse,
- Gas detected inside or near a building,
- Extreme weather conditions (flooding, blizzard, hurricane, tornado),
- Explosions (accidental or intentional, as in a bombing),
- Pipeline or equipment (vessels, etc.) rupture or serious leak,
- Releases of hazardous chemicals (accidental or intentional),
- Similar significant events

The nature of an Emergency Event will dictate the level of response and emergency actions necessary. Protection of human life and safety pre-empts the protection of the environment or property.

Incidents *not* considered an Emergency Event include:

- Incidental releases of hazardous substances where no potential safety or health hazards exists, and where the substance can be absorbed, neutralized, or otherwise controlled by trained personnel in the immediate release area.
- Small, quickly contained (incipient stage) fires
- Other minor incidental events where there are no potential safety or health hazards.

Post-Emergency Response includes activities performed after the immediate threat of an emergency is stabilized or eliminated. Activities such as repairs, decontamination, and cleanup of the site are considered post-Emergency Response. These are not considered a part of the Emergency Response, so long as there is no further emergency condition or immediate threat of an emergency condition.

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2.0 RECOGNITION, REPORTING AND NOTIFICATION

2.1 Recognition, Reporting and Notification²

2.1.1 Upon recognition of an Emergency Event, authorized persons must activate local alarms and/or warning devices.

2.1.1.1 2.1.1.1 Manually activate local alarm system.

2.1.1.2 **Dial 911**

2.1.1.3 Security Operations Center (SOC) **(855-945-5762)**.

2.1.2 Summon Emergency Response Agencies (ERAs) in order listed in [Table 2.1.2](#).

TABLE 2.1.2 - EMERGENCY RESPONSE AGENCIES - TELEPHONE NUMBERS

Agency or Individual	Telephone Number
National Response Center	202-267-2675
Department of Environmental Conservation	1-800-457-7362
Williams Gas Control	1 (918) 573-7407
Police/Fire/EMS	911
NY Public Service Commission	
Business Hours	(518) 474-5453
<i>After Hours Call in Order:</i> Jeremy Kemak	(670) 692-4464
Paul Smura	(315) 515-8459
William Koch	(315) 243-5104
Kimberly Guzzo	(315) 252-6285
Brett Mahan	(315) 655-4281
Robert Jucha	(518) 461-7304
William Wade	(518) 269-2714
Kevin Speicher	(315) 391-3794
Broome County	
Broome County Emergency Management	607-778-1911

2.1.3 Notify Pipeline Control **(800-635-7400)**.

² The activities of 2.1.1 through 2.1.3 may occur simultaneously, depending on the exigency of the situation.

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2.1.4 Follow [11.05.00.01 – Incident Notification and Reporting](#).

2.1.5 Notify the Required Contacts (Area Manager, Supervisor, etc.) in order listed in [Table 2.1.4](#). Notify Additional Contacts listed in [Table 2.1.4](#) as needed to ensure an adequate response.

TABLE 2.1.4 - REQUIRED CONTACTS (INTERNAL)				
NAME	TITLE	WORK #	MOBILE #	HOME #
Ray Stiffler	Operations Manager	570-996-4092	505-215-9746	505-215-9746
Ken Smith	North Team Supervisor	607-624-7051	607-624-7051	607-624-7051
ADDITIONAL CONTACTS (INTERNAL)				
NAME	TITLE	WORK #	MOBILE #	HOME #
Dale Ann Buchanan	EHS Specialist – Environmental	570-319-1801	570-205-9065	570-868-2050
Katie Kamp	EHS Specialist – Safety	570-996-4068	570-266-0820	570-266-0820
Kathi Smurkoski	EHS Supervisor	570-996-4085	570-407-1353	570-407-1353
Evan Brandt	EHS Specialist – Safety	570-996-4022	570-362-8646	570-362-8646
Mike Atchie	Communications Specialist	(570) 209-4357	(570) 209-4357	(570) 209-4357

2.1.7 In accordance with [11.05.00.01 – Incident Notification and Reporting](#) procedure, report **onshore** releases and spills to **(855- 945- 5762)**.

2.1.8 In accordance with [11.05.00.01 – Incident Notification and Reporting](#) procedure, report **offshore** releases and spills to O’Brien’s Oil Pollution Services (OOPS) at **(985-781-0804)**, Williams Environmental Specialist and the DOT Compliance Specialist.

3.0 RESPONSE ACTIONS

3.1 Evacuation

3.1.1 If personnel are onsite when an Emergency Event occurs, they should evacuate to a pre-determined point upwind, uphill and updrift.

3.1.2 When the evacuation is complete, account for all personnel before proceeding.

3.1.2.1 Utilize the Facility Sign in Sheet

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NOTE

Some employees may delay evacuation until critical functions have been performed such as closing valves, etc. However, these functions do not take precedence over an employee's safety. If an employee feels he or she is in danger, they should evacuate immediately.

3.2 Operator Qualification – Covered Tasks

Any activity that has been determined to be a covered task must be performed by a qualified individual during emergency situations. Span of Control may be used during these emergencies.

3.3 Shut-Downs or Pressure Reductions

3.3.1 Perform emergency shutdown, pressure reduction and/or venting of the affected asset (pipelines and pipeline systems, plants, pump and compressor stations, etc.) necessary to minimize hazards to life or property.

3.3.1.1 If this ERP covers a DOT jurisdictional pipeline controlled by Pipeline Control, Pipeline Controllers will follow all appropriate Pipeline Control Site / Segment Specific Procedures necessary to minimize hazards to life or property.

If this ERP does not cover a DOT jurisdictional pipeline operated by Pipeline control; list the steps to accomplish 3.3.1 or refer to and link to your site-specific procedures.

3.4 Response (From a Remote Site)

3.4.1 First Responders (Company personnel who arrive at the Emergency Event site first) should observe and evaluate the general conditions before taking further action.

3.4.2 Offensive mitigation actions may not be attempted until ICS is established.

3.5 Isolate and Deny Access or Entry

3.5.1 In conjunction with Emergency Response Agencies, isolate the scene of the Emergency Event. The following actions may be taken:

3.5.1.1 Establish perimeter controls to keep persons out of any potentially hazardous areas

3.5.1.2 Reroute traffic around the area

3.5.1.3 Identify and remove ignition sources (e.g. - pilot lights, engines, motors, etc.)

3.5.1.4 Identify and contact railroads, roadways, shipping lanes, flight paths, utilities, etc. which may need closed or shut down due to the event.

3.6 Establish Incident Command (ICS)

3.6.1 Establish the Incident Command System (ICS) and appoint a Safety Officer.

3.6.1.1 ICS positions beyond these two required positions should match

the complexity of the situation.

3.6.1.2 The entire Incident Command structure is shown in [Attachment C](#).

3.6.2 Establish the **Hot (Red)**, **Warm (Yellow)** and **Cold (Green)** zones. The North American Emergency Response Guidebook (NAERG) should be used initially to establish the boundary between red and green zones. Then, use air monitoring equipment and incident command judgment to refine the size and shape of the red zone. A warm (yellow) zone should also be established in the area of no gas detection between the red and green zones as a buffer between the red and green zones. Decontamination should be set up in the Warm zone.

3.6.3 Establish reliable communication methods between individuals who will play an active role in the response.

3.6.3.1 An alternate means of communications may need to be available.

3.6.3.2 Communication systems of the police, fire departments or highway patrol should be used **only** if communications cannot be established and maintained with Company equipment.

3.7 Identify Hazardous Materials

3.7.1 The identity of most, if not all, hazardous materials spilled or released during an Emergency Event involving Company assets is typically easy to ascertain due to the hazardous materials' properties (e.g. – natural gas, crude oil, condensate, etc.). Utilize SDS(s) or the NAERG to identify risks associated with spilled or released hazardous materials. SDS(s) are online at [MSDS Online](#), are available by calling MSDS Online at **888-362-7416** and/or may be attached to this Plan in [Attachment B](#).

3.8 Personal Protective Equipment (PPE)

3.8.1 Select PPE appropriate to the situation, taking into account such variables as the properties of any spilled hazardous materials and hazards introduced by the response and by reviewing the appropriate SDS(s) for the levels of protection. SDS(s) are online at [MSDS Online](#), are available by calling MSDS Online at **888-362-7416** and/or may be attached to this Plan in [Attachment B](#).

3.9 Site Control

3.9.1 Identify and initiate appropriate confinement and/or control methods based upon the nature of the incident. This may require the use of Company and third party resources. The location and nature of available Company owned and third party provided equipment, tools, materials, manpower and other resources are listed in [Table 3.8.1](#).


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TABLE 3.8.1 – AVAILABLE RESOURCES	
RESOURCE	LOCATION
Company Owned Resources	
MSDSonline.com	888-362-7416
Fire Extinguishers	Main Office Compressor Building (distributed) Field (distributed)
First Aid Kit	Main Office Assigned to each Technician
Spill Response Kits	Outside of Compressor Building
Portable Multigas Detectors	Main Office Assigned to each Technician
AED	Main Office
Portable Radios	Assigned to each Technician
Third Party Resources	
Resource Environmental Management	570-406-1459 (mobile) 570-278-8392 (office) 877-747-6699 (toll free)
Environmental Products and Services	800-577-4557
NY One Call	1-800-962-7962

3.10 Protective Actions

- 3.10.1 Identify and employ appropriate evacuation measures and/or shelter-in-place options for persons affected or displaced by the event.

3.11 Repairs and Mitigating Actions

- 3.11.1 If offensive mitigating actions are conducted, they must be in a brief written plan that is developed and communicated to the entire repair or offensive group through a field briefing.
- 3.11.2 Consider the preservation and protection of evidence, samples, failed

components, etc. in any repair plans.

- 3.11.3 The Incident Commander will ensure significant pieces of evidence (samples, failed components, etc.) are appropriately identified, labeled, photographed, collected, catalogued and preserved.

4.0 POST EMERGENCY ACTIVITIES

4.1 Restoration of Service

- 4.1.1 Follow the appropriate [Site-Specific Operating and Maintenance Procedures](#) and [Pipeline Control Procedures](#) when restoring service and returning to normal operations.

4.2 Decontamination

- 4.2.1 The Incident Commander will establish and provide decontamination. When required, decontamination should be established in the **Warm (Yellow)** zone.

4.3 Termination

- 4.3.1 The termination phase is important for the safe, effective and legally sound conclusion of Emergency Event operations. The termination phase begins after the immediate threat of the Emergency Event has been stabilized or eliminated (usually at the time repairs begin).
- 4.3.2 Termination may include equipment status evaluation, personnel debriefings and/or personnel assignments for post-incident critique, etc.
- 4.3.3 A debriefing with any third party responder must be held before their release.

4.4 Disposal

- 4.4.1 The Incident Commander will ensure appropriate disposal of all recovered materials and contaminated soils. Enlist the support of the area Environmental Specialist.

4.5 Medical

- 4.5.1 Report all injuries and exposures in accordance with [5.05-ADM-002 - Accident Reporting](#).
- 4.5.2 Only those individuals that have been properly trained and have demonstrated capability can provide First Aid and CPR.
- 4.5.3 Any treatment beyond First Aid or CPR will be performed by trained medical professionals.

4.6 Documentation

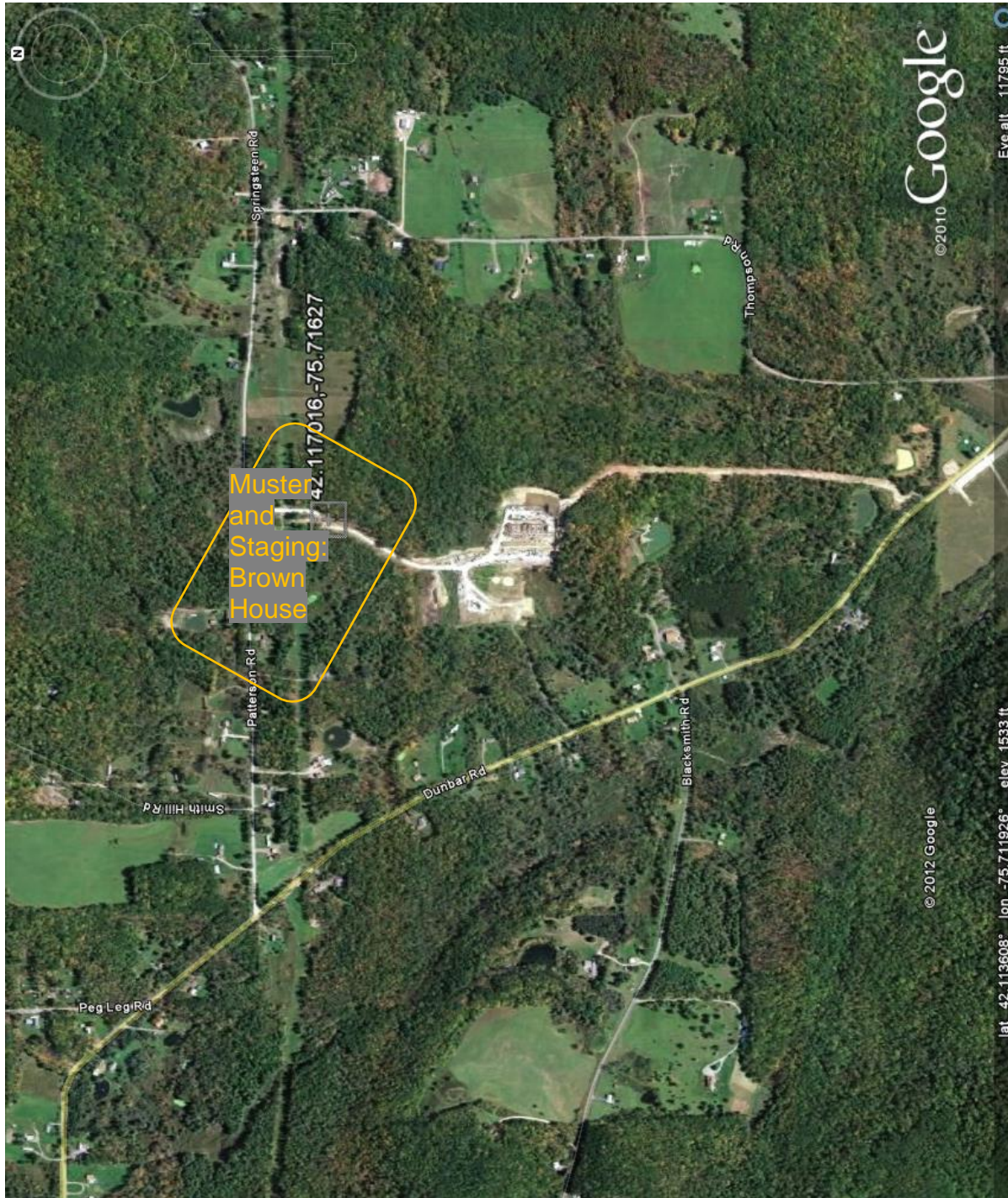
- 4.6.1 The Incident Commander will ensure all necessary documentation is gathered, organized and submitted to the Safety Representative.

4.7 Critique

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- 4.7.1 The Incident Commander, in conjunction with the Safety Representative, will schedule a critique of the Emergency Response and inform affected personnel. Document the critique on [02-OPR-1638 - Emergency Response or Drill](#).

ATTACHMENT A
MAPS AND DRAWINGS



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ATTACHMENT B

MSDS

(Attach appropriate MSDSs here)

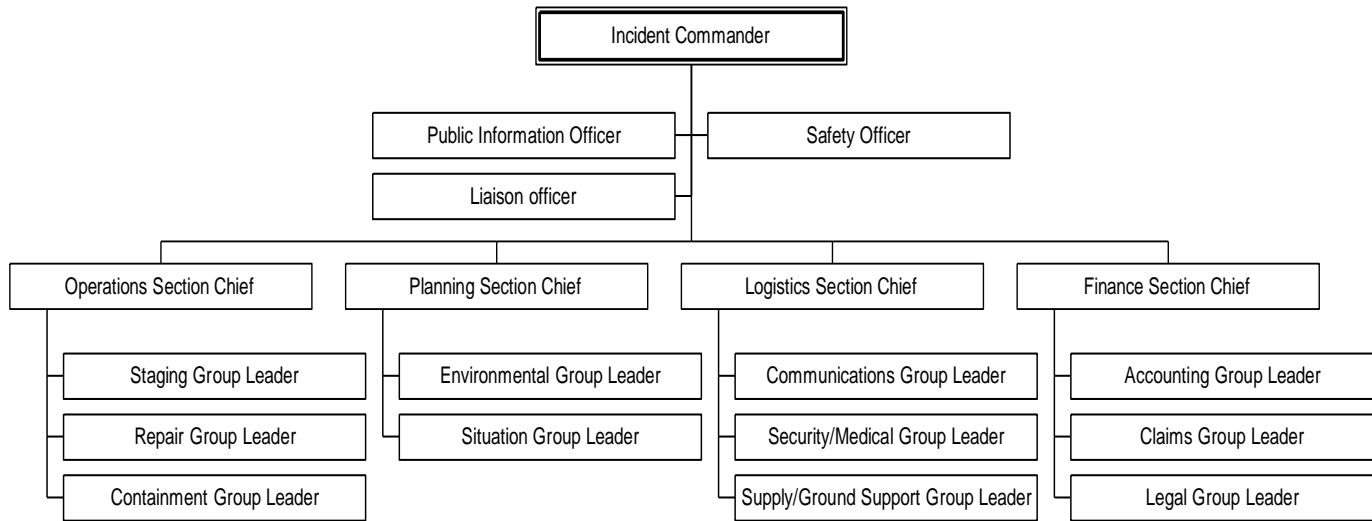
OR

**ACCESS SDS INFORMATION TELEPHONICALLY FROM MSDS ONLINE COMPANY (888-
362-7416)**

OR

WEBSITE AT [MSDS Online](#)

**ATTACHMENT C
INCIDENT COMMAND STRUCTURE**



INCIDENT COMMANDER (IC) (REQUIRED)

The Incident Commander (IC) manages all activities related to an Emergency Response. As such, the Incident Commander needs to be familiar with the contents of the Emergency Response Plan (ERP), the Spill Prevention Control and Countermeasure Plan (SPCC) and/or Oil Spill Response Plans (OSRP). The Incident Commander (IC) must also be familiar with the operation of the Incident Command System (ICS) and the Unified Command Structure (UCS).

SAFETY OFFICER (REQUIRED)

The Safety Officer is responsible for assessing and monitoring hazardous and unsafe situations at the Emergency Event site(s). The Safety Officer must enforce measures that assure the safety of the public and response personnel.

PUBLIC INFORMATION OFFICER (PIO)

The Public Information Officer (PIO) provides critical contact between the media/public and the emergency responders. The PIO is responsible for developing and releasing information about the incident to the news media, incident personnel, appropriate agencies and the public. When the response is multi-jurisdictional (involves the federal and state agencies), the PIO must coordinate gathering and releasing information with these agencies.

LIAISON OFFICER

If a Unified Command Structure is not established, a Liaison Officer is appointed as the point of contact for personnel assigned to the incident from assisting or cooperating agencies.

OPERATIONS SECTION CHIEF

The Operations Section Chief is responsible for the management of all operations applicable to the field response and site restoration activities. Operations directs field activities based on the Assessment/Action Plan

STAGING GROUP LEADER

The Staging Group Leader is responsible for managing all activities within the staging area(s). The Staging Group Leader will collect, organize, and allocate resources to the various response locations as directed by the Operations Section Chief.

REPAIR GROUP LEADER

The Repair Group Leader is responsible for supervising repairs.

CONTAINMENT GROUP LEADER

The Containment Group Leader is responsible for supervising the containment and recovery of spilled product and contaminated environmental media on land and on water.

PLANNING SECTION CHIEF

The Planning Section Chief is responsible for collecting, evaluating, and disseminating information related to the current and future activities of the response effort. The Planning Section Chief must understand the current situation; reasonably predict the future course of events; reasonably predict future resource needs; and assist in development of cleanup strategies.

The Planning Section Chief must coordinate activities with the Incident Commander (IC) and other Section Chiefs to ensure that current and future needs are

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appropriately handled.

ENVIRONMENTAL GROUP LEADER

The Environmental Group Leader is responsible for ensuring that all areas impacted by a release are identified and cleaned up in accordance with Company and regulatory standards. The Environmental Group Leader supports Planning and Operations to minimize and document the environmental impact of the release. The Environmental Group Leader must plan for future site considerations such as long-term remediation and alternative response strategies in unusually sensitive areas. In a Unified Command Structure (UCS), representatives from the federal and state responding agencies will be included in this group.

SITUATION GROUP LEADER

The Situation Group Leader is responsible for the collection, evaluation, display, and dissemination of all information related to the Emergency Response effort. The Situation Group Leader must establish and maintain communications with all portions of the Incident Command and the response site in order to collect the information. The Situation Group Leader also attempts to predict spill movement/migration and identifies areas that may be impacted by the Emergency Event.

LOGISTICS SECTION CHIEF

The Logistics Section Chief is responsible for procuring facilities, services and material in support of the Emergency Response effort.

COMMUNICATIONS GROUP LEADER

The Communications Group Leader is responsible for ensuring that the Incident Command and emergency responders have reliable and effective means of communication. This may involve activation of multiple types of communications equipment and coordination among multiple responding agencies and contractors.

SECURITY/MEDICAL GROUP LEADER

The Security/Medical Group Leader is responsible for developing a plan to deal with medical emergencies, obtaining medical aid and transportation for Emergency Response personnel, and preparation of reports and records.

SUPPLY/GROUND SUPPORT GROUP LEADER

The Supply/Ground Support Group Leader is responsible for procurement and the disposition of personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing non-expendable supplies and equipment. The Supply/Ground Support Group Leader supports the following: transportation of personnel; supplies, food, equipment; and fueling, service, maintenance and repair of vehicles and equipment.

FINANCE SECTION CHIEF

The Finance Section Chief is responsible for accounting, legal, right-of-way and risk management functions that support the Emergency Response effort. In this role, the primary responsibility is supporting the Command Staff and Logistics Section matters pertaining to expenses during and following the Emergency Response. The Finance Section Chief will ensure that the cost tracking and reporting process for reimbursable and non-reimbursable insurance-related cost accounting is followed.

ACCOUNTING GROUP LEADER

The Accounting Group Leader is responsible for identifying and dispensing funding during an Emergency Response. All charges directly attributed to the incident should be accounted for in the proper charge areas.

CLAIMS GROUP LEADER

The Claims Group Leader is responsible for managing all risk management and right-of-way issues during and following an Emergency Response. It is important that all claims are investigated and handled expediently.

LEGAL GROUP LEADER

The Legal Group Leader is responsible for advising the Incident Command Staff and Section Chiefs on all matters of Legal relevance.

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System Integrity Plan Change Log

Date	Change Location	Brief Description of Change
06-14-11 (REV. 6)	Title Page	Added footnote 1 as a reminder to refer to 6.04-ADM-003 and address necessary portions of such.
	2.1	Added footnote 2 to clarify sequence of events.
	3.2.11	Added “If this ERP covers a DOT jurisdictional pipeline operated by Pipeline Control, you must list actions to be taken by Pipeline Controllers during an emergency.” Revised original to read “If this ERP does not cover a DOT jurisdictional pipeline operated by Pipeline control; list the steps to accomplish 3.2.1 or refer to and link to your site-specific procedures.” These revisions were made to clarify/require Pipeline Controllers’ actions be entered here for those DOT Jurisdictional assets which they control. (Ref. 49 CFR 192.631(f)(2), 195.446(f)(2), 192.631(b)(3) and 195.446(b)(3)).
	3.6.1 3.7.1 Attachment B	Changed the references, links and phone number from 3E Online MSDS to the new provider, MSDS Online.
	Headers and Footers	Updated revision number.
09/18/11	Document	Updated links.
6/22/12 (Rev. 7)	3.5.2	SIP Feedback # 7312363 Revised to add more detailed information regarding the steps to refine the Hot (red) zone, and the criteria for Warm (yellow) zones.
		Implementation 3 rd Quarter 2012
(REV 8) CR 490	3.2	Added in section 3.2 to ensure all covered tasks are to be performed by qualified individuals even during emergencies.
11/17/16 (REV 9) CR 1002	Throughout	Updated to be consistent with the Incident Management Program documents Implemented 11/17/2016
2/22/2017 (REV 10) CR 1253	2.13	Added new step: Notify Pipeline Control (800-635-7400) .
3/24/2017 (REV 11) CR 1333	4.5.2	Updated step to clarify only individuals that have been properly trained and have demonstrated capability can provide First Aid and CPR.