



# THE RESPONDER



Natural Gas Pipeline Information for Emergency Responders in Kinder Morgan Communities

## Integrate Pipeline Material Into Your Next Training or Safety Meeting

Though pipeline incidents are rare, it is important to make sure emergency response teams are prepared to respond quickly and efficiently if needed. Department safety and training meetings are a convenient way to share key pipeline safety and awareness information as well as response tactics on an on-going basis.

Here are a few pipeline emergency response tips to share during your next meeting:

1. Review the following recommended first steps for assessing and securing the scene of pipeline incident situation:
  - Approach with caution from an upwind location
  - Isolate and secure the area
  - Employ Incident Command System (ICS)
  - Identify hazards
  - Identify and contact pipeline operator using the emergency number listed on the nearest pipeline marker or listed in your emergency contact list
2. Review the following recommended tips for protecting people, property and the environment at the scene of a pipeline incident:
  - Establish isolation zones and set up barriers
  - Rescue and evacuate people (if needed)
  - Eliminate ignition sources
  - Stage apparatus and equipment based on atmospheric monitoring and weather conditions
  - Control fires, vapors and leaks. But do not extinguish burning fires.
  - Do not open or close valves or operate other pipeline equipment

## Improve Your Team's Readiness: Free Online Pipeline Emergency Training Resources

Emergency Responder education can be expensive and often pulls staff away from their day-to-day job. Using a variety of free, online pipeline emergency training resources, responders can now learn and practice key response skills any time, anywhere.

Here are a few free online resources to introduce to first responders in your organization:

- **Kinder Morgan's Government & Safety Officials Web Site.**

Kinder Morgan has compiled one of the most comprehensive online resources for emergency responders. By visiting [http://www.kindermorgan.com/public\\_awareness](http://www.kindermorgan.com/public_awareness), responders can obtain pipeline product Material Safety Data Sheets (MSDS), guidance for planning a table-top drill, incident response tactics and more.

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## Organizing an In-house Pipeline Emergency Table-Top Drill

Developing a capable incident response team requires training and practice. Table-top drills that emulate pipeline incidents are a quick, effective and low-cost way to practice response procedures. Often a small-scale table-top drill can be incorporated into a regular safety meeting.

To organize an in-house table-top drill, first determine the objective of the drill. Is it to identify and work through potential communication challenges or to review existing Standard Operating Procedures (SOPs) or to assure that needed equipment is in place? The incident scenario and roles assigned will be determined based on the goals of the exercise.

Once the objectives are established, review department protocols and SOPs with responders prior to beginning the exercise. Provide participants with a realistic scenario. Incorporate visual aids, equipment and gear when possible. Ask participants to read the scenario aloud, encouraging each team member to react as completely as possible to explain how he/she would respond.

The drill leader is encouraged to take detailed notes throughout the exercise. Along with the group he/she will identify key points for further discussion and review.

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**National Association of State Fire Marshals' (NASFM) Online Pipeline Emergencies.**

NASFM offers a comprehensive training system for emergency responders including free online training materials. Workbooks and train-the-trainer materials can also be ordered via their Web site. To learn more, visit <http://pipeline.mindgrabmedia.com>.

**Pipeline Association for Public Awareness (PAPA) Response Guidelines & Training Scenarios.**

PAPA provides a free online training module with realistic training scenarios and a downloadable reference booklet. To access PAPA's Training Website, visit <http://papa.mindgrabmedia.com>. To download the 2009 Pipeline Emergency Response Guidelines, visit <http://www.pipelineawareness.org/documents/pipeline-emergency-response-guidelines>

## Tips for Winning Grants for Training, Equipment & Other Resources

Training managers can supplement their training budget by applying for grants to cover the cost of training materials, training exercises such as community drills, equipment or other resources. Grant writing can be intimidating, however. If you don't have a grant writer or resources to hire one, here are a few tips to help you find and secure grants for your organization.

### Step 1: Find Grant Opportunities

Use online resources, such as [www.grant.gov](http://www.grant.gov), <http://phmsa.dot.gov/doing-biz/grants>, and <http://www.firegrantshelp.com> to find grants that meet your needs. Talk with peers in your community or at conferences about grants they have received, and identify corporate foundations and other private foundations affiliated with your community.

### Step 2: Review Proposal Requirements & Deadlines

Once a grant opportunity is identified, start work on your proposal. Make sure to thoroughly read the grant requirements and submittal deadlines. Contact the organization if you have any questions.

### Step 3: Write & Submit Your Proposal

Nearly every grant opportunity requires a proposal. A comprehensive grant proposal should include the following components: an executive proposal summary, information about the organization, a statement of need, a project description, a project budget and a proposal conclusion. For more tips on how to write a winning proposal, and to view sample grant requests, visit <http://www.firegrantshelp.com/grants-101>

After completing the proposal, ask someone to review it in its entirety, make any edits and submit your proposal. Use an online grant submittal form whenever possible. This will assure your proposal is routed to the correct person and often organizes information in a set format for easy review.

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Following the exercise, encourage participants to engage in discussion about what they learned and to voice questions or issues that came up during the exercise.

Based on the discussion and observed response, recommend procedural changes, if needed, and test during a future table-top exercise.

Kinder Morgan offers free table-top drill resources for you to use within your response agency to practice and improve your readiness. To download a drill scenario and leader guide designed specifically for emergency responders, visit [http://www.kindermorgan.com/public\\_awareness/The\\_Responder/2008-03/KM-ER-tabletop-guide.pdf](http://www.kindermorgan.com/public_awareness/The_Responder/2008-03/KM-ER-tabletop-guide.pdf).

## Training Best Practices

The Responder recently surveyed its readers about best practices their department or agency employs to prepare to respond to a pipeline incident. Here are some of their responses:

*"Regionalized hands-on training with pipeline operators."*

Training Manager,  
San Bernardino County Fire

*"Training and keeping up-to-date with all the new information that is put out"*

Sheriff,  
Scott City, Kansas

*"All members are trained to HAZMAT Tech level with several members having specialist training."*

Regional HAZMAT Response Team,  
Hays Fire Department