

1.0 Introduction

1.1 Purpose and Objectives



This plan outlines the responsibilities and procedures to safeguard life and property and maintain or restore service during a natural gas emergency. A gas emergency is defined as an actual or potential hazardous escape of gas, an extreme overpressure or underpressure situation, an interruption of gas supply, or a combination of these events. This plan also may be used as an instructional aid or a resource for post-emergency investigations.

1.2 Plan Requirement



The California Public Utilities Commission's General Order 112-E requires all scheduled and emergency operations to proceed safely and in accordance with established procedures and programs. GO 112-E establishes minimum requirements of what must be contained within these procedures and programs. This plan specifies the requirements for orderly procedures and programs in accordance with GO 112-E requirements.

- Plans for routine and emergency work may consist of standard procedures
- Complex situations may require plans that are tailored to specific needs and conditions

Detailed procedures for specific emergencies or conditions will be referenced in the plan or added to the appendix by local operating departments.

1.3 Plan Format



The plan defines the required procedures that all local gas operating departments must have in place to respond to gas emergencies. These procedures are either detailed in this document, referenced, or must be added to the appendices by local operating departments. All information to be added by local departments appears in **bold type** to let the reader quickly acknowledge the requirement.

1.4 Scope of Plan

The plan applies to all Energy Delivery (ED), Gas Transmission & Distribution Maintenance and Construction departments, areas, and headquarters, and to all types and levels of gas emergencies. The policies and procedures contained in the plan will be implemented whenever response to a gas emergency is required.

1.5 Compliance with Company Emergency Plan (CEP)

TRAINING DOCUMENTATION

All employees must be trained to the appropriate level of awareness to the departments response role. Everyone should be aware of their own roles in emergencies.

The director will ensure the department emergency plan is reviewed with **all** employees at least annually and document the completion of the training in Human Resource's Learning Services Database using the code: CORP-0135.

Employee Responsibilities

Employees will ensure that their supervisors have their current telephone number to facilitate contact with them. Employees are also encouraged to maintain some personal emergency supplies at the workplace to include a change of clothing, extra socks, sturdy shoes, and some simple toilet articles such as toothpaste, toothbrush, and any medications they might need. Employees should also have a plan for contacting their immediate family and relatives in the event that they are unable to return home promptly. It is recommended that they designate an out-of-state relative that they and their family can contact to coordinate messages. As a backup plan, the Sacramento Human Resources office will staff the Employee Message Center (EMC) after a major Bay Area earthquake to serve as a connection point for employees and families. The phone numbers for the EMC are: Toll Free 1-877-MSG2PGE (1-877-674-2743); Pac Bell 1-916-923-7000 or PG&E 8-720-7000

General Emergency:

A general emergency is defined as a specific short-term emergency such as a bomb threat, fire alarm, or some other localized emergency that does not render the facility unsafe, unusable, or inaccessible. During such emergencies, employees will follow the directions of the Emergency Team Members.

The Emergency Team Members will coordinate their activities with the building maintenance group. In most cases, employees will receive instructions over a public address system (if appropriate) as to whether or not to evacuate and where to proceed. The evacuation assembly point for each facility should be in a plan.

For emergencies in the GO Complex, contact Security Control 3-3622 (973-3622).

Corporate Security is available to consult and/or respond to security issues in an emergency. To contact Corporate Security:

- Call your assigned Corporate Security Representative in your areas (see Corporate Security website)
- Call the Corporate Security office during business hours 223-6926 or after hours (415) 973-7000 and ask for the on duty Corporate Security Representative.

During Working Hours:

As outlined in the General Emergency section, employees will be expected to follow the directions of the Emergency Team Members. In most serious emergencies, the company will relocate employees to a safe location within the facility or outside the complex altogether.

In major emergencies, the company will direct employees to go home as soon as it is reasonably safe for them to do so. The Human Resources Department, along with the Corporate Security Department, will provide information on available transportation routes such as BART, ferries, bus service, as well as general freeway information. This information will be broadcast over the public address system (if appropriate) or communicated through the Emergency Team.

Although permitted to return home to check on their families, employees who are essential to the restoration of service are encouraged to remain on the job until the emergency has stabilized. If they are at home, they are encouraged to report to work as soon as practical. It is recommended that employees pre-plan child care whenever possible, to make it less traumatic for them during the emergency.

During Non-Working Hours:

If a major emergency occurs during non-working hours which renders the facility either unusable or inaccessible, department employees should remain at their homes unless otherwise assigned, and await contact from their supervisor and/or director. Those employees with emergency responsibilities are encouraged to report to work as soon as practical.