

## School Pipeline Safety Program

### Purpose and Scope

The School Pipeline Safety program is a collaborative effort involving the Pipeline Association for Public Awareness and the Danielle Dawn Smalley Foundation. The outreach efforts are intended to increase pipeline safety awareness and knowledge among school officials, focusing on the following objectives:

- Provide pipeline specific safety information to school administrators and school safety officials
- Provide general pipeline safety information to faculty members and students.
- Provide support and guidance to industry personnel communicating with schools

### Program Elements and Tier Levels

Schools may be registered at the Tier I, II or III Level. The program elements for each Tier Level are described below:

- **Tier I** program elements include: a school specific web page for ongoing communications and an annual communication in the fall with each school and the district office.
- **Tier II** program elements include: a school specific web page for ongoing communications, an annual communication in the fall with each school and the district office, a web meeting (may be a conference call incorporating various web elements) with school officials once every four-year cycle and the facilitation of a ~~web-based~~ school pipeline safety assessment.
- **Tier III** program elements include: a school specific web page for ongoing communications, an annual communication in the fall with each school and the district office, a personal visit with school officials once every four-year cycle and the facilitation of a school pipeline safety assessment.

Additional web pages for schools with multiple pipelines carrying products with different product characteristics can be created under each Tier level. The different product groups are listed in the Sign-up section. Additional web pages are also appropriate for subsidiary companies with a different company name.

### Activities

School enrollment includes: verifying school contact information, identifying pipeline company representatives, preparing school aerial maps and creating custom school web pages.

The annual mailing communications include: a cover letter, the school pipeline safety brochure, a school specific poster containing pipeline location map, and other relevant information.

School visits and web meetings involve: scheduling visits with school officials, coordinating the schedule with company field representatives, preparing materials, conducting the meeting, providing follow-up for any questions or requests resulting from the meeting, facilitating the school pipeline safety assessment ~~results~~ and documenting the activities.

## School Pipeline Safety Program

### Dues

The annual dues are: \$150 per school for Tier I, \$250 per school for Tier II, and \$450 per school for Tier III. A four-year commitment is required for each school, except schools in Tier I.

The annual dues for each additional school web page associated with a subsidiary company or other pipelines carrying different types of products (see product types below) are the same as Tier I, \$150 per year.

The annual dues for Tier III schools located within approximately 150 miles of Dallas, TX are reduced from \$450 to \$350 because the travel expenses for these schools is less. These schools will be identified as Tier III-LT in the member accounting reports.

### Sign up

The deadline for registering schools in the program is July 1. Members must provide all the information contained on the School Information Form and the pipeline location information for each school. The enrollment process will not begin until all the information for a school has been received. Please send the information to [info@schoolpipelinesafety.org](mailto:info@schoolpipelinesafety.org)

Pipeline location information should be provided in a standard GIS format suitable for creating the school aerial site map images. Member pipeline information will not be shared with outside parties and will be handled in accordance with the Confidential Member Information Policy posted on the Association web site. In lieu of providing centerline information, Members may provide individual site map images appropriate for use on the school web pages. The map image specifications are:

- Size - 960 x 520 pixels' minimum (larger images will be cropped to this size)
- 96 dpi minimum
- File format – JPEG
- Pipelines are to be shown with bright red lines heavy enough to be clearly visible
- Background - hybrid is the preferred background (including street names)
- File names should include the school name and the two-letter state abbreviation.

The different product types with different general product characteristics requiring additional web pages are:

- Natural Gas
- Petroleum Gas (includes liquefied propane, ethane, butane, etc.)
- Petroleum Liquids (includes sweet crude oil and refined products)
- Anhydrous Ammonia
- Carbon Dioxide
- Ethanol
- Hydrogen Gas
- Sour Gas (H<sub>2</sub>S)
- Sour Crude Oil (H<sub>2</sub>S)
- Liquids and Natural Gas

## **School Pipeline Safety Program**

### **Invoicing and Program Changes**

Members are requested to review their participation in the program and make any changes before January 15 of each year. If no changes are received from the member by this date, the previous year's participation will be carried forward to the current year. This includes initiating a new four-year cycle for schools that completed a four-year cycle at the end of the previous year. Members can expect to receive invoices in February or March for the schools enrolled in the current year's program.

Members may request changes to their current year's participation at any time. Depending upon the timing and the type of change, certain conditions apply. These conditions are outlined below:

#### **Changes requested prior to July 1**

- Tier Level Increases – will initiate a new four-year cycle beginning with the current year.
- School Additions – can be made if all program information is provided.
- School Deletions and Tier Level Decreases – can be made if a web meeting or personal visit has not been conducted in the current cycle. These changes may initiate a new four-year cycle beginning with the current year. If one or more years remain in the current cycle and a web meeting or personal visit has been conducted, payment of the remaining amounts needed to cover the cost of the web meeting or visit will be required. These costs are: \$300 per year for Tier III, \$200 per year for Tier III-LT and \$100 per year for Tier II.

If any of these changes result in additional program dues, members will receive a second invoice for the additional amounts. If the changes result in a credit, the credit will be applied toward future years' program dues. Member dues previously paid to the organization cannot be refunded to members. Amounts to be credited for decreasing a Tier Level or removing a school from the program will only include member dues paid in the current year and cannot be applied retroactively to include previous years of a four-year cycle.

#### **Changes requested after July 1**

Program changes are generally not accepted after July 1. The later in the year the request is submitted, the less likely it can be accomplished. Preparations for the fall mailing are in progress during this time and the second round of invoicing may have been completed. Requests received after July 1 will be reviewed on a case by case basis and invoiced accordingly.

Schools may be enrolled after July 1 if workload permits and the school information can be fully developed by September 1. This determination is at the sole discretion of the Danielle Dawn Smalley Foundation.

Schools added between September 1 and December 31 will be assigned an initial Tier year of the following year.

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### School Information Form

School Name:

City and State:

Level of Enrollment (Tier I, II, or III):

#### **Pipeline Information**

(For display on the school web page)

Pipeline Company Name:

Emergency Phone Number:

Local Information Contact Name:

Local Information Email:

Local Information Phone:

Pipeline Contents or Product Transported:

(Where multiple pipelines exist, please provide information for the most severe exposure. Also identify if products are odorized or un-odorized and if products contain high levels of H<sub>2</sub>S)

Pipeline Size (nominal OD in inches):

Pipeline Pressure:

(Provide only if product is natural gas. This information is not displayed on the web page)

Direction from Main School Building:

Approximate Distance from Main School Building (feet):

Recommended Minimum Evacuation Distance:

(Members must provide this for products containing high levels of H<sub>2</sub>S)

#### **Member Company Information**

(For invoicing)

Member Company Name:

Contact Person Name:

Contact Email:

Contact Phone: