

INCIDENT RESPONSE CHECKLIST

Pipeline operators will concentrate on shutting down pipeline facilities. Responders should focus on protecting the public and isolating or removing ignition sources.

1) APPROACH CAUTIOUSLY FROM UPWIND, UPHILL OR UPSTREAM

- Stay clear of vapors, fumes, smoke and spills
- Do NOT park over a manhole or storm drain
- Do NOT assume that gases or vapors are harmless because of lack of a smell

2) SECURE THE SCENE

- Establish isolation zones and set up barricades

3) IDENTIFY HAZARDS

- Obtain information from persons at the scene
- Locate pipeline markers to identify: product, operator name and emergency phone number
- Refer to DOT Emergency Response Guidebook

4) ASSESS THE SITUATION

- Is there a fire, spill or leak?
- What are the weather conditions?
- What is the terrain like?
- Who and what is at risk?
- What resources (human and equipment) are required?

5) OBTAIN ASSISTANCE FROM TRAINED PERSONNEL

- Contact your organization
- Contact the pipeline operator

6) RESPOND TO PROTECT PEOPLE, PROPERTY & THE ENVIRONMENT

- Consider the safety of people first
- Eliminate ignition sources
- Rescue and evacuate people
- Employ the Incident Command System
- Control fire, vapor and/or leak

7) WORK TOGETHER WITH THE PIPELINE OPERATOR

- Coordinate valve closures with all affected parties
- Establish a Unified Command
- Cooperate with responding organizations



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LEAK, HAZARD & EMERGENCY RESPONSE INFORMATION

INDICATIONS OF A LEAK

	NATURAL GAS	PETROLEUM GAS	PETROLEUM LIQUIDS	ANHYDROUS AMMONIA	CARBON DIOXIDE	ETHANOL	HYDROGEN GAS	SOUR CRUDE OIL (H ₂ S)	SOUR GAS (H ₂ S)
SEE – liquid pooling on the ground		●				●		●	
SEE – a white vapor cloud that may look like smoke		●		●					
SEE – fire coming out of or on top of the ground	●	●					●		●
SEE – dirt blowing from a hole in the ground	●	●		●	●		●		●
SEE – a sheen on the surface of water		●	●					●	
SEE – an area of frozen ground in the summer	●	●			●		●		●
SEE – an unusual area of melted snow in the winter	●	●			●		●		●
SEE – an area of dead vegetation	●	●	●			●	●	●	●
SEE – bubbling in pools of water	●	●			●		●		●
HEAR – a loud roaring sound like a jet engine	●	●							●
HEAR – a hissing or whistling noise	●	●		●	●		●		●
SMELL – an odor like rotten eggs or a burnt match	1	1						●	●
SMELL – an odor like petroleum liquids or gasoline		●	●			●		●	
SMELL – an irritating and pungent odor				●				●	●

HAZARDS OF A RELEASE

Highly flammable and easily ignited by heat or sparks	●	●	●			●	●	●	●
Will displace oxygen and can cause asphyxiation	●	●		●	●		●		●
Vapors are heavier than air and will collect in low areas		●	●	●	●	●		●	●
Contact with skin may cause burns, injury or frostbite		●	●	●	●	●			●
Initial odor may be irritating and deaden the sense of smell								●	●
Toxic and may be fatal if inhaled or absorbed through skin				●				●	●
Vapors are extremely irritating and corrosive				●				●	●
Fire may produce irritating and/or toxic gases	●	●	●	●		●	●	●	●
Runoff may cause pollution			●	●		●		●	
Vapors may form an explosive mixture with air	●	●	●			●	●	●	●
Vapors may cause dizziness or asphyxiation without warning	1	1			●		●		
Is lighter than air and can migrate into enclosed spaces	●						●		

EMERGENCY RESPONSE

Avoid any action that may create a spark	●	●	●			●	●	●	●
Do NOT start vehicles, switch lights or hang up phones	●	●	●			●	●	●	●
Evacuate the area on foot in an upwind and/or uphill direction	●	●	●	2	2	●	●	2	2
Alert others to evacuate the area and keep people away	●	●	●	2	2	●	●	2	2
From a safe location, call 911 to report the emergency	●	●	●	●	●	●	●	●	●
Call the pipeline operator and report the event	●	●	●	●	●	●	●	●	●
Wait for emergency responders to arrive	●	●	●	●	●	●	●	●	●
Do NOT attempt to close any pipeline valves	●	●	●	●	●	●	●	●	●
Take shelter inside a building and close all windows				2	2			2	2

- Note (1)** The majority of these products are naturally odorless and only certain pipeline systems may be odorized.
- Note (2)** Sheltering in place is an alternative to evacuation when the products are toxic or the risk of fire is very low. Refer to "Evacuate vs. Shelter-in-Place Technical Guidance" provided online at bit.ly/linkhere.