



Canadian-Montana Pipeline Company, Ltd
(a wholly owned subsidiary company of Northwestern Energy)

Emergency Response Plan

March 2017

Introduction

The Canadian-Montana Pipeline Company (CMPL) owns and operates one section of Natural Gas Transmission pipeline. It consists of approximately 4 miles of 16” diameter pipe, operating at maximum 975 psig. There are no other pipeline components such as compressor stations, regulating stations, etc. and the only material delivered is Transmission quality natural gas. The entire four miles is set in rural, agricultural environment with no exposure to public.

CMPL is a subsidiary of NorthWestern Energy (NWE), which supplies the employees, engineering, supervision and management of the pipeline.

The processes and procedures in this manual are very basic in nature and scope. While CMPL is available to participate in any emergency that might arise, the only applicable ER scenario addressed in this manual is the uncontrolled release of gas; thus, some elements of a formal Incident Command System are unnecessary. Given in the following material are:

- Organizational structure and chain of command
- Objectives
 - Protect life/health/safety
 - Protect property/environment
 - Conserve natural gas
- Roles and responsibilities of ER participants
 - Internal
 - External
 - Government
- Communication, documentation and notifications
 - Internal
 - External
 - Contractors
 - Landowners
 - Government
- Materials, training and other support

Table of Contents

90.110	Directions for Use of Manual	1
90.111	Emergency Preparedness and Response Policy	2
90.112	Description of Initial Responses to Incident Calls.....	2
90.113	Management of Threat Information.....	3
90.114	Definitions and Levels of Emergencies	4
90.115	Corporate and Operational Chains of Command.....	4
90.116	Internal and External Contact Lists.....	6
90.117	External Communication Information	6
90.118	General and Site Specific Emergency Response Procedures	7
90.119	Roles and Responsibilities.....	11
90.120	Site-Specific Emergency Information.....	13
90.121	Lists of Persons in Emergency Planning Zones	14
90.122	Environmental or Other Areas Requiring Special Consideration	14
90.123	Detailed Product Information.....	15
90.124	Description and Location of Response Equipment.....	19
90.125	Area Maps	23
90.126	Training Requirements	23
90.127	Role of Government Departments.....	26
90.128	Manual Updating Procedure and Schedule	27
90.129	Forms and Records	27
90.130	Manual Distribution List.....	28
	Appendix A – Emergency Procedures	29

90.110 Directions for Use of Manual

This Emergency Response Plan (ERP) was compiled and organized as described in NEB's "Expected Elements for Emergency Preparedness and Response Programs", 4/24/2002. It is organized as outlined in paragraph 3.2 and includes a checklist for use during an emergency.

The ERP's only objective is to protect life first, property second, and conserve natural gas third.

The ERP contains instructions for field supervisors, Butte supervisors, Gas Controllers and operating personnel to follow during an emergency. The purpose of the manual is to provide procedures for dealing with various types of emergencies that will provide safety for employees, customers and the public. Procedures for handling specific types of emergencies are included, as well as personnel and organization notification procedures. A checklist for use during an emergency is located in Appendix A.

This manual also contains maps, drawings and general information to assist operating personnel identify affected facilities and to locate and identify valves needed to isolate, bypass and blowdown the facility in trouble. It also contains personnel and contractor lists to help operating personnel acquire the needed personnel and equipment to handle the emergency.

This manual is to be used in conjunction with these other NorthWestern Energy resources:

Gas Transmission and Storage Operations and Maintenance Manual
NWE Safety and Health Handbook
GTS Control Room Management Manual

Appendix C is a condensed version of this manual for quick reference during an emergency. It contains

- Roles and Responsibility table
- ER Checklist
- Contact List
 - Internal
 - External
 - Contractor
- Forms
 - Communication logs
 - Meeting planner/minutes
 - Personnel logs
 - Maps and drawings

90.111 Emergency Preparedness and Response Policy

At Canadian-Montana Pipeline Company (CMPL), all levels of management, including the executive level, are part of the safety effort and support the philosophy of conducting business in a manner that protects the safety and well-being of employees, customers, the public and the environment. CMPL is committed to operating all pipeline assets in a manner that insures reliable, continuous delivery of natural gas to its customers, while maintaining public safety and the integrity of the gas pipeline system.

The executive sponsor of the ERP is the Vice President of Wholesale Operations. Overall program administration is the responsibility of the Director of Gas Transmission and Storage.

90.112 Description of Initial Responses to Incident Calls

If a call is received regarding an incident on a CMPL pipeline, the person receiving the call should record the following information:

1. The time the call was received.
2. The name of the person calling.
3. The telephone number of the person calling.
4. The address of the person calling.
5. The nature of the incident.
6. The location of the incident.
7. The time the problem was discovered.

Persons receiving emergency calls shall immediately evaluate the situation and extent of the emergency and take charge initiating the emergency response procedures. This person should immediately call Butte Gas Control (406-782-6250) to describe the emergency. Gas Control will notify one of the Butte General Office supervisors, in the following order, to take charge of responding to the emergency:

<i>EMERGENCY TELEPHONE LIST</i>		
Employee	Office Phone	Mobile
Tom Vivian	406-497-4109	406-490-6505
Marc Mallowney	406-497-2285	406-490-6504
Erik Anderson	406-497-3216	406-498-2626
Dale Schultz	406-497-3106	406-498-0283
Mike Cashell	406-497-4575	406-490-4011

The Gas Controller will do everything possible to maintain an adequate gas supply and transmission line pressures until specific instructions are

received from the supervisor coordinating the response to the emergency. The Gas Controller will also obtain reports on progress and changes in the situation from field personnel and immediately inform the supervisor in charge of the emergency. The Gas Controller will maintain a complete detailed written record of all communications received and transmitted.

90.113 Management of Threat Information

The Pipeline Research Committee International has analyzed gas pipeline incident data and classifies threats to a pipeline's integrity into nine general areas. CMPL has identified an additional threat to a pipeline's integrity – intentional property damage. This includes damaged caused by vandalism or terrorism. The threats are listed below:

- | | |
|----------------------------------|----------------------------------|
| 1. External Corrosion | 6. Equipment Failure |
| 2. Internal Corrosion | 7. Third Party Damage |
| 3. Stress Corrosion Cracking | 8. Incorrect Operations |
| 4. Manufacturing Related Defects | 9. Weather/Outside Force Related |
| 5. Construction Related Defects | 10. Intentional Property Damage |

CMPL has conducted a formal, qualitative risk assessment for the above threats. The CMPL hazard assessment has identified that the highest priority threat for the CMPL pipeline is intentional property damage, followed by weather or outside force related issues (specifically earthquake, flood or landslide) and third party damage. All other threats are classified as low impact and low probability, and are not included in this Emergency Response Plan.

The attached table takes each risk noted and assigns them probability and potential to determine the ultimate risk for the threats identified for the system.

Risk Assessment Table

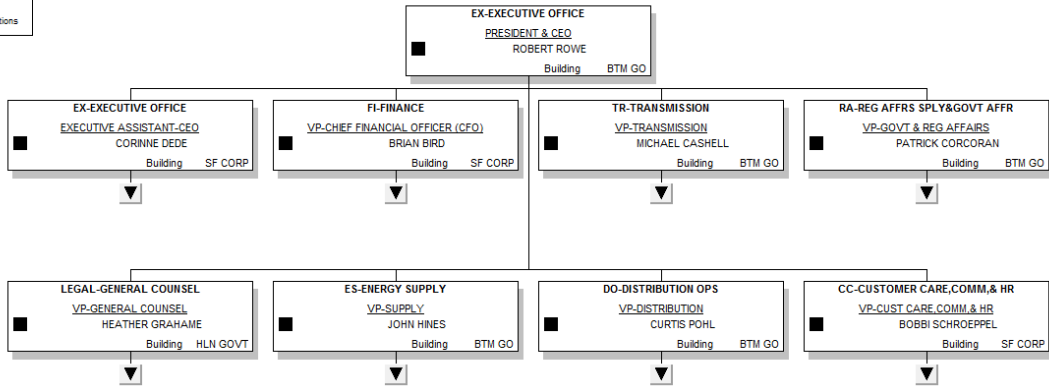
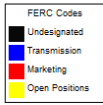
THREAT	PROBABILITY	IMPACT	NEED FOR MITIGATION	COMMENTS
1. External Corrosion	very low	high	none	Cathodic Protection (with monitoring) active
2. Internal Corrosion	very low	high	none	Transmission Quality gas, no moisture or acid gas
3. Stress Corrosion Cracking	very low	high	none	
4. Manufacturing Related Defects	very low	high	none	
5. Construction Related Defects	very low	high	none	
6. Equipment Failure	low	high	none	continuous SCADA monitoring of flows/pressures
7. Third Party Damage	mod	high	yes	member, Alberta 1-Call
8. Incorrect Operations	low	high	none	continuous SCADA monitoring of flows/pressures
9. Weather/Outside Force Related	mod	high	yes	Annual line patrol, Continuing Surveillance Continuous SCADA monitoring of flows/pressures
10. Intentional Property Damage	mod	high	yes	Annual line patrol, Continuing Surveillance Continuous SCADA monitoring of flows/pressures

90.114 Definitions and Levels of Emergencies

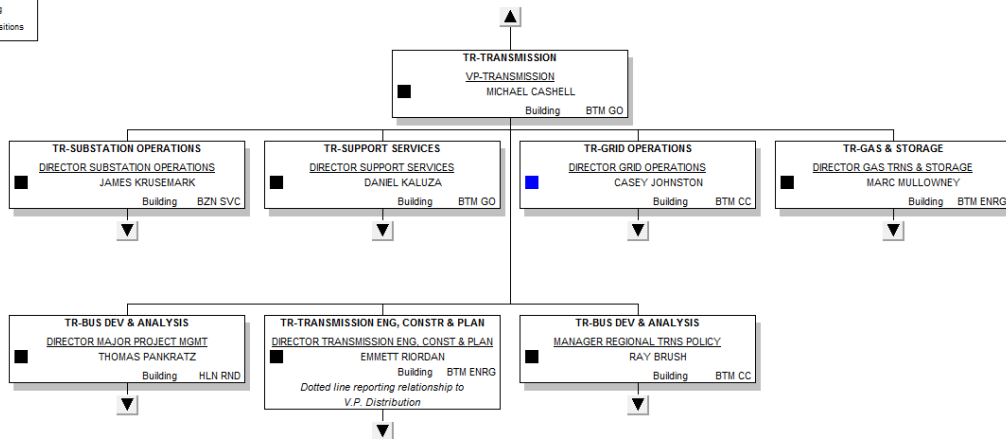
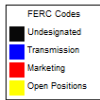
CMPL uses the following criteria for determining the level of an emergency:

Level 1	Level 2	Level 3
No effects outside company property	No immediate threat outside company property, but potential exists to extend beyond property boundaries	Serious injury to the public and company personnel and ongoing threat to the public
Control of hazardous substance completed or pending	Outside services and government agencies likely to be directly involved	Uncontrolled release of hazardous substance continuing
No immediate threat to the public or company personnel	Imminent control of hazardous substance probable	Significant and ongoing environmental effects
Minimal environmental effects	Some injury or threat to the public and company personnel	Immediate and significant government agency involvement
Incident/spill handled by company personnel	Moderate environmental effects	Assistance from outside parties required
Low potential to escalate	No evacuation necessary, shelter-in-place is advisable	Effects extend beyond company property Evacuation or shelter-in-place advisable, as per Incident Command consensus
No evacuation or shelter-in-place necessary		

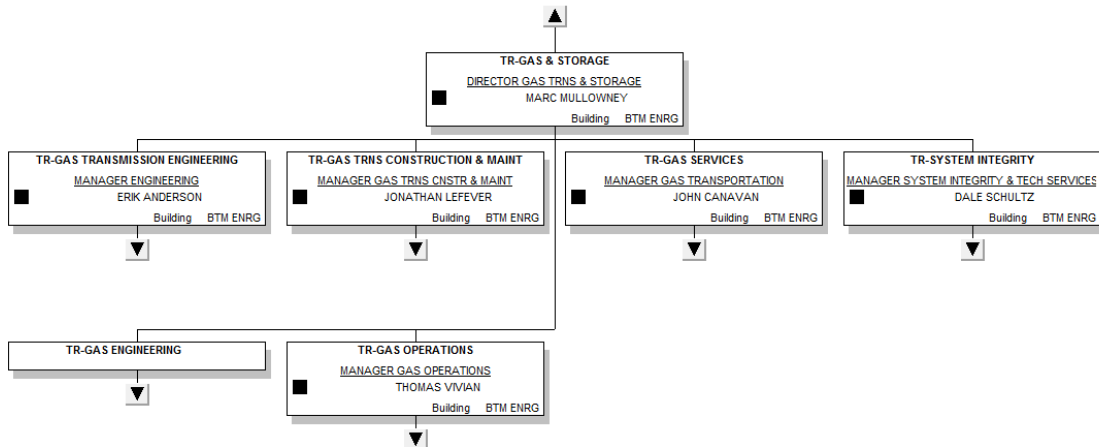
EX-EXECUTIVE OFFICE
 01/05/2016



TR-TRANSMISSION
 01/05/2016



TR-GAS & STORAGE
 03/30/2017



90.116 Internal and External Contact Lists

Internal Contact List					
Officer Group	Title	Location	Office Phone	Cell Phone	
Cashell, Mike	Vice President, Transmission	Butte	(406) 497-4575	(406) 490-4011	
Gas Transmission & Storage					
Muldowney, Marc	Director, Gas Transmission & Storage	Butte	(406) 497-2285	(406) 490-6504	
Vivian, Tom	Mgr, Gas Operations	Butte	(406) 497-4109	(406) 490-6505	
Erik Anderson	Mgr, Gas Engineering	Butte	(406) 497-3216	(406) 498-2626	
Jon LeFever	Mgr, Gas Construction	Butte	(406) 497-3219	(406) 490-0816	
Schultz, Dale	Mgr, System Integrity/Tech Svc.	Butte	(406) 497-3106	(406) 498-0283	
McKinley, Bruce	General Field Superintendent	Cut Bank	(406) 873-9303	(406) 490-2067	
Biegler, Pat	Field Engineer	Cut Bank	(406) 873-9315	(406) 229-0344	
Gas Controller	Gas Control	Butte	(406) 782-6250	na	
Corporate Communications					
Rapkoch, Claudia	Director, Corporate Communications	Butte	(406) 497-2841		
Safety Department					
O'Leary, Barry	Director-Safety, Health & Envir. Svcs.	Butte	(406) 497-2406	(406) 490-1790	
Morgan, Mike	Safety & Health Professional	Butte	(406) 497-2487	(406) 788-2186	

90.117 External Communication Information

The Temple City Star (Weekly)
 PO Box 1800
 Cardston, AB T0K 0K0
 (403) 653-4664
 The Calgary Herald
 215 16th Street SE
 PO Box 2400
 Station M
 Calgary, AB T2P 0W8
 (403) 235-7296

The Calgary Sun
 2615 – 12 Street NE
 Calgary, AB T2E 7W9
 (403) 250-4200

External Contact List			
Organization	Address	Fax	Phone
Transportation Safety Board of Canada (see web link below)	Place du Centre, 4th Floor 200 Promenade du Portage Hull, Quebec K1A 1K8	(819) 953-7876	(819) 997-7887 (hotline #)
National Energy Board (see web link below)			(403) 807-9473
Environment Canada	4999-98th Ave, Rm 200 Edmonton, AB T6B 2X3	(780) 495-2615	(780) 951-8600
Royal Canadian Mounted Police	145 Main Street Cardston, AB T0K 0K0		(403) 653-4931
Alberta Department of Transportation	Twin Atria Building 4999-98 Avenue Edmonton, Alberta T6B 2X3	(780) 466-3166	(780) 427-2731
Cardston County Emergency Services Fire & Medical Services	69 3A Avenue East Cardston, AB T0K 0K0		(403) 653-1199 (emergency line)
TransCanada	450 - 1 Street SW Calgary, AB Canada T2P 5H1	(403) 920-2200	(403) 920-2401 (dispatch office)
Alberta One Call			(800) 242-3447

NEB/TSB EVENT REPORTING LINK: <https://apps.neb-one.gc.ca/ers>

90.118 General and Site Specific Emergency Response Procedures

General Procedures

This section details response to an uncontrolled release of natural gas from the pipeline. See Roles and Responsibilities table, Appendix B of this manual.

In any emergency situation, the order of priority must be the protection of people first, property second, and the natural gas product last. If a fire exists and natural gas is the fuel source, allow the fire to burn until the source can be controlled or shut off.

Whenever the public is involved, all activities must be coordinated with civil authorities such as police, fire, or emergency response personnel. Whenever in a situation in which civil authorities are involved, the civil authority has jurisdiction over any activities that affect the general public.

Employees will refrain from making any statements to the press or others regarding the emergency. Refer all requests for information to the Director of the Corporate Communications in Butte.

Personnel sent on patrol or to operate remote valves should be sent in pairs when possible to do so, and should be provided with company keys, company radio, cellular phone, a personal gas monitor, fire extinguisher, fire-resistant coveralls, hardhat, safety glasses and flashlights. Radio checks and cell phone test calls shall be made to confirm consistent two-way availability.

In the case of any emergency on the CMPL pipeline, the Butte Gas Control office is to be notified immediately. Gas Control is manned around the clock. Gas Control can be reached at the following numbers:

Gas Control 24/7 Emergency Telephone: (406) 782-6250
Gas Control Internal Extension: (406) 497-4339 or 497-4308

Once Gas Control has been informed of the situation, the Gas Controller shall notify the Director of Gas Transmission & Storage, the Manager of Gas Operations and the Cut Bank General Field Superintendent. The Manager of Gas Operations will be responsible for taking control of the emergency response effort and for following the specific Emergency Response Procedures in this document. In the event that the Manager of Gas Operations is not available, the Manager of Construction will be responsible for the emergency response effort. Gas Control maintains a list of home phone numbers, cell numbers, pager numbers, etc. The Manager will also be responsible for notifying the NEB and TSB as applicable. Contact information and “single window” reporting link are found on page 90-22.

It is of the utmost importance that the Field Superintendent, or his representative, maintains contact with Gas Control so that the Manager of Gas Operations can efficiently coordinate efforts between the different entities in handling the emergency. Changes to Level of Emergency, up or down, shall be coordinated between Field Superintendent and the Manager of Gas Operations.

Necessary pipeline repairs may be coordinated with the following southern Alberta contractors:

Flint Energy Services (Oil Field Services, Pipeline Contractors)
1901 Highway Ave SE
Redcliff, AB T0J 2P0
(403) 548-3330

Big Country Energy Services (Oil Field Services, Pipeline Contractors)
1010 Brier Park Dr. NW
Medicine Hat, AB T1C 1Z7
(403) 529-6444

Cerpro Energy Services (Excavating, Oil Field Services)

101 26 South West Dr SW
Medicine Hat, AB T1A 8B9
(403) 580-2987

Hat Pipeline Construction
PO Box 1120
Redcliff, AB T0J 2P0
(403) 362-4331

WAV Inspection Ltd (Xray, Ultrasonics)
PO Box 595
Brooks, AB, T1R 1B5
(403) 362-2008

Emergency Instructions – Third Party Damage/Pipeline Rupture

The level of the emergency (refer to Section 90.114) dictates the level of the response. The Cut Bank General Field Superintendent shall immediately respond to the location of the emergency in order to evaluate the situation and make recommendations on how to control it.

Upon arriving at the location of the emergency, the General Field Superintendent shall assess the severity of the situation and determine the appropriate actions to be taken. A gas detector shall be used to determine the migration of gas and the extent of the hazardous concentrations of gas. People shall be immediately evacuated from the hazardous area and away from any possible hazards. Vehicular traffic shall also be diverted from any hazardous areas with the assistance of law authorities.

In the event of a Level 1 Emergency, the Manager of Gas Operations shall contact TransCanada and the Cut Bank General Field Superintendent and make them aware of the situation. The Cut Bank General Field Superintendent shall evaluate and make recommendations on how to control the situation and repair the damage. If the gas facility is at risk of failing, the level of emergency can be elevated to that of a Level 2 or 3 Emergency response.

In the event of a Level 2 or 3 Emergency, the Manager of Gas Operations shall contact TransCanada and the Cut Bank Field Superintendent and arrange for immediate closing of the appropriate isolation valves. These are located at the TransCanada meter station (owned and operated by TransCanada) and on the U.S. side of the border crossing (Valve #1 - owned and operated by Northwestern Energy/CMPL). In addition, Northwestern Energy/CMPL has a remote controlled block valve at Valve #3, approximately 27 miles south of the border at the Meriwether Road Station that can be closed by the Gas Controller.

Emergency Instructions – Weather/Outside Force Related Issues

The level of the emergency (refer to Section 90.114) dictates the level of the response. Specific types of emergencies meeting the weather/outside force related description includes flood, earthquake, and landslide. The

Cut Bank General Field Superintendent shall immediately respond to the location of the emergency in order to evaluate the situation and make recommendations on how to control it.

Upon arriving at the location of the emergency, the General Field Superintendent shall assess the severity of the situation and determine the appropriate actions to be taken. A gas detector shall be used to determine the migration of gas and the extent of the hazardous concentrations of gas. People shall be immediately evacuated from the hazardous area and away from any possible hazards. Vehicular traffic shall also be diverted from any hazardous areas with the assistance of law authorities.

In the event of a Level 1 Emergency, the Manager of Gas Operations shall contact TransCanada and the Cut Bank General Field Superintendent and make them aware of the situation. The Cut Bank General Field Superintendent shall evaluate and make recommendations on how to control the situation and repair the damage. The Superintendent shall also determine if the gas facility is at risk of failing, and if so, elevate the response to that of a Level 2 Emergency.

In the event of a Level 2 or 3 Emergency, the Manager of Gas Operations shall contact TransCanada and the Cut Bank Field Superintendent and arrange for immediate closing of the appropriate isolation valves. These are located at the TransCanada meter station (owned and operated by TransCanada) and on the US side of the border crossing (Valve #1 - owned and operated by Northwestern Energy/CMPL). In addition, Northwestern Energy/CMPL has a remote controlled block valve at Valve #3, approximately 27 miles south of the border at the Meriwether Road Station that can be closed by the Gas Controller.

Emergency Instructions – Intentional Property Damage

The level of the emergency (refer to Section 90.114) dictates the level of the response. Specific types of emergencies meeting the intentional property damage description include vandalism and terrorism. The Cut Bank General Field Superintendent shall immediately respond to the location of the emergency in order to evaluate the situation and make recommendations on how to control it.

Upon arriving at the location of the emergency, the General Field Superintendent shall assess the severity of the situation and determine the appropriate actions to be taken. A gas detector shall be used to determine the migration of gas and the extent of the hazardous concentrations of gas. People shall be immediately evacuated from the hazardous area and away

from any possible hazards. Vehicular traffic shall also be diverted from any hazardous areas with the assistance of law authorities.

In the event of a Level 1 Emergency, the Manager of Gas Operations shall contact TransCanada and the Cut Bank General Field Superintendent and make them aware of the situation. The Cut Bank General Field Superintendent shall evaluate and make recommendations on how to control the situation and repair the damage. If the gas facility is at risk of failing, the level of emergency can be elevated to that of a Level 2 or 3 Emergency response.

In the event of a Level 2 or 3 Emergency, the Manager of Gas Operations shall contact TransCanada and the Cut Bank Field Superintendent and arrange for immediate closing of the appropriate isolation valves. These are located at the TransCanada meter station (owned and operated by TransCanada) and on the US side of the border crossing (Valve #1 - owned and operated by Northwestern Energy/CMPL). In addition, Northwestern Energy/CMPL has a remote controlled block valve at Valve #3, approximately 27 miles south of the border at the Meriwether Road Station that can be closed by the Gas Controller.

See also Appendix 2 for response to specific hazards

90.119 Roles and Responsibilities—(see also Organization Structure, p 90-4)

This section defines chain of command and span of control in responding to an emergency.

Gas Controller – employees who either receive calls directly from the customer and/or dispatch orders to the appropriate responding personnel, and are trained to document all appropriate information. Once Gas Control has been informed of the situation, the Gas Controller shall notify the Director of Gas Transmission & Storage, the Manager of Gas Operations, the Manager of Engineering & Construction, and the Cut Bank General Field Superintendent.

Manager of Gas Operations - will be responsible for taking control of the emergency response effort and for following the specific Emergency Response Procedures in this document. The Manager of Gas Operations shall also coordinate all required notifications to governmental or other agencies (see Section 90-22). Disaster/emergency services, law enforcement and/or fire officials shall be contacted if assistance is needed from them. All emergency incidences, as defined under NEB OPR-99

shall be reported by telephone to TSB Occurrence Hot Line at (819) 997-7887. After the emergency, employee activities in responding to the emergency shall be reviewed. The response time of personnel shall be evaluated to make sure that the response was timely.

First Responder Operations Level – individuals who respond to releases or potential releases of hazardous substances as part of the initial response for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and prevent exposures. For the CMPL pipeline, the first responders will normally be the Cut Bank General Field Superintendent or the Cut Bank Field Engineer. Duties include:

- Recognizing an emergency and initiating a response by calling Gas Control and supervisory personnel.
- Staying at the site, alerting people to keep out of danger of the gas until the police and response teams arrive. They shall stay out of the gas atmosphere and not attempt to shut off the gas by entering a hazardous atmosphere.

Hazardous Materials Technician – individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level in that they may approach the point of release in order to plug, patch, or otherwise stop the release of a hazardous substance. For the CMPL pipeline, the hazardous materials technicians will normally be Cut Bank Operations personnel.

On-Scene Incident Commander – the first employee on site who has received incident command training shall assume the duties of the incident commander until relieved by someone with more training or higher authority. For the CMPL pipeline, the on-scene incident commander will normally be the Cut Bank General Field Superintendent or the Cut Bank Field Engineer.

Other agencies, organizations, departments

1. Government agencies—see 90.128 for detailed description
 - a. NEB—observe/verify response effort, including clean-up and remediation
 - b. TSB—incident investigation/site management
 - c. Environment Canada—spill control
2. Law enforcement/Fire/Medical/Disaster Coordinator
 - a. Traffic control
 - b. Evacuation
 - c. Fire prevention/response

90.120 Site-Specific Emergency Information

Incident command operations are primarily conducted out of the Systems Operations and Control Center (SOCC) in Butte. The SOCC has radio and telephone availability as well as real time SCADA monitoring of the CMPL system. The SOCC is the physical location where Butte supervisory personnel will manage emergency planning and response and coordinate with outside parties.

In the event of an emergency, it may be necessary to contact public officials such as the disaster coordinator, fire and police departments and medical providers to help control the emergency and to protect people by evacuating them and/or keeping them away from a hazardous situation. To help in coordinating efforts with public officials, the On-Scene Incident Commander shall be responsible for contacting the appropriate officials, using contact information given in 90.116 and 90.117. The Manager, Gas Operations will be available at the SOCC to assist the Incident Commander with this task. The information to be gathered shall include the following:

- Services that they can provide in a gas facility emergency, such as crowd control, evacuation, diverting traffic, fire control, etc...
- Best procedure for prompt communication to officials in an emergency.
- Availability to assist in case of a gas facility emergency, such as personnel and equipment that can be committed to the emergency.
- Type, size and capacity of equipment.

The Incident Commander, in conjunction with leadership of other responding agencies, shall downgrade or deactivate the Emergency Response once the situation has been resolved.

To help authorities in dealing with gas facility emergencies, the following information shall be given to all public authorities that may have to deal with an emergency:

- Names and telephone numbers of operating personnel who can be contacted at any hour of the day.
- Instructions on how to handle gas emergencies if they should arrive at the site of the emergency prior to operating personnel. Such instructions should include, but are not limited to, the following:
 - Diverting traffic around a hazardous area.

- Evacuation of people from the area.
- Informing landowners
 - See Appendix B-6 for Landowner Contact information
 - House-to-house contact is preferred method landowner contact
 - Level of response (none, shelter-in-place, evacuation) to be established by Level of Emergency as determined by Incident Command. See 90.114
 - Landowner contact and transmittal of applicable information to be directed by Incident Command/On-site
- Prevention of accidental ignition.
- Preventing fires from spreading, but not putting out a gas fire.

90.121 Lists of Persons in Emergency Planning Zones

The following employees, and their phone numbers, will be available for mobilization at the SOCC for emergency response:

EMERGENCY TELEPHONE LIST		
Employee	Office Phone	Mobile
Tom Vivian	406-497-4109	406-490-6505
Marc Mullowney	406-497-2285	406-490-6504
Erik Anderson	406-497-3216	406-498-2626
Dale Schultz	406-497-3106	406-498-0283
Mike Cashell	406-497-4575	406-490-4011

90.122 Environmental or Other Areas Requiring Special Consideration

CMPL has identified two areas that require special consideration. The location where the CMPL pipeline crosses Alberta Highway 2 is of interest because of the increased probability of danger to the public. The location of this crossing is immediately adjacent to the TransCanada meter station in the NW ¼, Section 12, Township 1, Range 26, W4M (west of 4th Meridian).

The location where the CMPL pipeline crosses the St. Mary River is of interest because of the environmental consequences that may exist should an emergency occur. The location of this river crossing is in the SW ¼, Section 5, Township 1, Range 25, W4M (west of 4th Meridian).

90.123 Detailed Product Information

Pipe Diameter = 16”
 Maximum Allowable Operating Pressure = 975 psig

The following information is furnished subject to the disclaimer on the bottom of this form



NorthWestern Energy Company	
Material Safety Data Sheet	
Product Name	Natural Gas
MSDS Number	NG001
Issue Date	01-24-06

Section 1 – Chemical Product And Company Information

Product Name: Natural Gas	Manufacturer/Distributor: NorthWestern Energy 40 East Broadway Butte, MT 59701
Synonyms: Gas plant natural gas Natural gas – dry	Emergency Phone Number: 1-406-782-6250
Chemical Family: Natural Gas Chemical Formula: Mixture Product Code: None	MSDS Information: 1-406-497-2418 MSDS Revision Date: 01-24-06
Information Supplied By: Randy Nicholls, Certified Industrial Hygienist	

Section 2 – Composition/Information On Ingredients

Product Information:
 Natural gas – dry (CAS #68410-63-9) is a complex combination of hydrocarbons (predominantly C1 through C4) separated from natural gas. Consists primarily of methane and ethane.

<u>Components</u>	<u>Percent Range</u>	<u>CAS Number</u>
Methane	70.00 to 99.00	74-82-8
Ethane	1.00 to 12.00	74-84-0
Carbon Dioxide	0.50 to 5.00	124-38-9
Nitrogen	0.10 to 18.00	772737-9
Propane	0.10 to 8.00	74-98-6
t-Butyl Mercaptan	Trace	75-66-1

	Limit	Type	Source
Natural gas (product)	None established – considered a simple asphyxiant by ACGIH		

Methane	None established – considered a simple asphyxiant by ACGIH		
Ethane	None established – considered a simple asphyxiant by ACGIH		
Carbon dioxide	5000 ppm	8 hr TWA	ACGIH
	30000 ppm	STEL	ACGIH
	10000 ppm	8 hr TWA	OSHA
	30000 ppm	STEL	OSHA
Nitrogen	None established – considered a simple asphyxiant by ACGIH		
Propane	2500 ppm	8 hr TWA	ACGIH
	1000 ppm	8 hr TWA	OSHA
Mercaptan	Not applicable in trace quantities		

Section 3 – Hazards Identification

Emergency Overview

Natural gas – dry is a colorless gas under pressure scented with a foul smelling odorant. Natural gas – dry is extremely flammable and explosive. Keep away from heat, sparks, and open flames. At high concentrations, this product is a simple asphyxiant, which displaces oxygen from the breathing atmosphere.

OSHA Warning Label
Danger!

Extremely Flammable

Gas Under Pressure

Potential Health Effects

- ✘ Eye: Natural gas is generally non-irritating to eyes. Pressurized gas can cause mechanical injury to the eye.
- ✘ Skin: Natural gas is generally non-irritating to skin.
- ✘ Inhalation: Natural gas acts as an anesthetic at high concentrations, producing dizziness, headache, incoordination, and narcosis; extremely high concentrations can cause asphyxiation by exclusion of oxygen.
- ✘ Ingestion: Ingestion is not likely.
- ✘ Carcinogen Listing: No data available.
- ✘ Medical Conditions Aggravated By Exposure: No data available.

Section 4 – First Aid Measures

First Aid:

- ✘ Eye: Call a physician if symptoms or irritation occur.
- ✘ Skin: Call a physician if symptoms or irritation occur.
- ✘ Inhalation: Move person to fresh air if not breathing or if no heartbeat, give artificial respiration or cardiopulmonary resuscitation (CPR). Immediately call a physician.
- ✘ Ingestion: Ingestion is not likely. If swallowed, immediately call a physician.
- ✘ Notes to physician: Treat symptomatically.

Section 5 – Fire Fighting Measures

Flammable Properties:

- * Flash Point: -218 degrees Centigrade
- * Autoignition Temperature: 527 degrees Centigrade
- * Lower Explosive Limit (LEL): 3.2% volume in air
- * Upper Explosive Limit (UEL): 14.0 % volume in air

Fire and Explosion Hazards:

- * This product has been determined to be a flammable gas and should be handled accordingly. For additional fire related information, see NFPA 30 or North American Response Guide 115.

Extinguishing Media:

- * Class B fire extinguishing media such as carbon dioxide or dry chemical can be used for small fires. Fire fighting should be attempted only by those who are adequately trained and equipped with proper protective equipment.

Special Fire Fighting Instructions:

- * Stop the flow of gas and allow fire to burn out. Extinguishing the flame before shutting off the supply can cause the formation of explosive mixtures. In some cases, it may be preferred to allow the flame to continue to burn. Keep the surrounding area cool with water spray and prevent further ignition of combustible material.

Section 6 – Accidental Release Measures

Keep public away. Shut off source, if possible to do so without hazard. Advise local and state emergency services agencies, if appropriate.

Section 7 – Handling and Storage

Product should be handled and stored in accordance with industry accepted practices. Comply with all applicable OSHA, NFPA, and consistent local safety requirements. Use appropriate grounding and bonding practices. Store in properly closed containers that are appropriately labeled. Do not expose to heat, open flames, strong oxidizers, or other sources of ignition. Avoid repeated and prolonged skin contact. Exercise good personal hygiene including removal of soiled clothing and prompt washing with soap and water.

Section 8 – Exposure Control/Personal Protection

Engineering Controls

- * Local or general exhaust required if used in an enclosed area in order to keep concentrations below the lower explosive limit.

Respiratory Protection:

- * Use atmosphere supplying respirators in the event of oxygen deficiency, when material produces vapors that exceed permissible limits or excessive vapors are generated. Observe respirator protection factor criteria cited in the latest edition of ANSI Z88.2. Self-contained breathing apparatus should be used for fire fighting.

Skin Protection:

- * No data available.

Eye Protection:

- * Goggles or faceshield may be needed when handling pressurized gases.

Other Protective Equipment:

- * Use explosion proof equipment.; static free clothing; non-sparking tools.

Section 9 – Physical and Chemical Properties

Appearance/General Information: Colorless, odorless, and tasteless gas. Gas has no odor detection level unless mercaptan odorant has been added. Gas is less dense than air. Burns with a pale, faintly luminous flame. Soluble in alcohol, ether, hydrocarbon, and other organic solvents. Packed as a gas under pressure. Sudden release of pressure or leakage may result in generation of a large volume of highly flammable/explosive gas.

Physical State: Compressed gas Vapor Pressure (kPa): Not applicable Vapor Density (air = 1): 0.55 to 0.62 Specific Gravity (H2O = 1): 0.37 to 0.50 as liquid Water Solubility: 0.6 ml in 1 g ethyl alcohol at 20 °C	Boiling Point Range: -161.4 to -41.7 °C Freezing/Melting Point Range: -182.6 °C Volatile Component (% Vol): 100% pH: Not applicable Odor (with mercaptan): Rotten egg smell.
---	--

Section 10 – Stability and Reactivity

- * Stability: The material is stable at 21.1°C, 760 MM pressure.
- * Conditions to avoid: Sources of heat and/or ignition.
- * Hazardous decomposition products: Carbon monoxide, carbon dioxide.
- * Incompatible materials: Strong oxidizers (e.g. chlorine), mineral acids.
- * Hazardous polymerization: Will not occur.
- * Conditions to avoid: Product is considered stable under normal handling conditions.

Section 11 – Toxicological Information

At extremely high concentrations and excessive exposure conditions, components of natural gas may produce cardiac sensitization.

Section 12 – Ecological Information

Most components of natural gas are lighter than air and should dissipate rapidly in unconfined areas.

Section 13 – Disposal Considerations

Preferred method of disposal is burning as a vapor in a properly designed flare. Special care must be taken to ensure complete dissipation of gas below the lower explosive limit.

Section 14 – Transportation Information

Per DOT 49 CFR 172.101

- * Proper shipping name: Natural gas, compressed
- * DOT classification (Hazard Class): 2.1
- * DOT identification number: UN 1971
- * Label: Flammable Gas

Section 15 – Regulatory Information

EPA Regulations

- * RCRA 40 CFR: Not listed.
- * CERCLA 40 CFR: Not listed.
- * SARA 40 CFR 372.65: Not listed.
- * SARA EHS 40 CFR 355: Not listed.
- * TSCA: Listed.

Section 16 – Other Information

NFPA Classification		HMIS Classification		Hazard Rating	
Health	1	Health	1	0	Least
Fire	4	Fire	4	1	Slight
Reactivity	1	Reactivity	1	2	Moderate

Other	-	Other	-	3	High
				4	Extreme

Disclaimer

This information relates only to the specific material designated and may not be valid for such material used in combination with any other materials or in any process. Such information is, to the best of NorthWestern Energy's knowledge and belief, accurate and reliable as of the date indicated. However, no representation, warranty or guarantee is made as to its accuracy, reliability, or completeness. It is the user's responsibility to satisfy himself as to the suitability and completeness of such information for his own particular use.

90.124 Description and Location of Response Equipment

All Emergency Response Equipment will be maintained per the manufacturer's recommendations and intervals or by NorthWestern requirements, whichever is shorter.

EMERGENCY EQUIPMENT LIST - BREATHING APPARATUS

<u>Area</u>	<u>Quantity</u>	<u>Storage Location</u>
Cut Bank	4 Survivair SCBA	Emergency Trailer at ML #1
Dry Creek	4 Survivair SCBA	Rescue Trailer at Dry Creek
Shelby	4 Survivair SCBA	Telstad Compressor Station
West Line	4 Survivair SCBA	Rescue Trailer at Deer Lodge

EMERGENCY EQUIPMENT LIST - RESCUE TRAILER INVENTORY

WEST LINE RESCUE TRAILER			
<u>Qty</u>	<u>Item</u>	<u>Qty</u>	<u>Item</u>
1	Set Wheel Chocks	2	Barricades With Lights
4	S.C.B.A. Units	2	Orange Vests
4	Spare S.C.B.A. Bottles	1	Role Orange Fencing
2	Man-Rated Brake Winches	1	Homelite Generator (2500 Watt)
1	Universal Winch Mount	1	3.5 Gallon Hantavirus Sprayer
1	Snatch Block	1	Spare Tire
4	Body Harnesses	6	Orange Flags
4	Retrieval Slings	1	Role "Danger" Ribbon
1	Seat Harness	1	Role "Caution" Ribbon
	300' Rope	1	Box Foam Ear Plugs
4	Stainless Carabiners	1	Box Respirator Wipes

1	Fire Extinguisher	1	Role Paper Towel
1	Fire Blanket	6	Dust Masks
7	Pairs Nomex Gloves	6	Rubber Gloves
6	Nomex Hoods	1	Box Safety Glasses
4	Hard Hats	4	Disposable Coveralls
2	Utility Work Ahead Traffic Signs 2	Roles	Duct Tape
2	Hand Stop-Slow Traffic Signs	6	Roles Black Tape
6	Traffic Cones	2	Flashlights

WEST LINE RESCUE TRAILER:

First Aid Material

1	Small Splint
1	Medium Splint
1	Large Splint
1	Disposable Cervical Collar
1	Emergency Oxygen With Regulator
1	Blood Pressure Cup With Stethoscope
2	Body Fluid Barrier Kits
1	"Construction Site" First Aid Kit
1	"First Responder" First Aid Kit
1	Welder Eye Care Kit
1	Poison Antidote Kit

Construction Kit

KIT #F-7005	1 bx. Triple Antibiotic Oint. (20)	KIT #F-7005-1
2 rls. 3" Clean Wrap Gauze	1 bx. First Aid Cream (20/bx.)	1 btl. Saline for Irrigation 70 ml.
1 rl. 1" x 10 Yd. Adhesive Tape	2 btl. Eye Wash 1/2 oz.	1 Bloodstopper Bandage
1 bx. 5/8" x 2 1/2" Kid Bandages (50)	1 bx. 2 x 2 Sterile Gauze Pads (10)	2 Eye Wash 1 oz.
1 bx. 3/4" x 3 Bandages (50)	1 bx. 3 x 3 Sterile Gauze Pads (10)	1 Aloe Vera Gel 4 oz.
1 bx. 1 x 3 Bandages (100)	1 bx. 2 x 3 Ster. NonAdherent Pads (10)	1 Saline Dressing Pack 8" x 4"
1 bx. Knuckle Bandages (40)	1 bx. 3 x 4 Ster. NonAdherent Pads (10)	1 5 x 9 Xerofoam Gauze
1 bx. Fingertip Bandages (40)	2 pr. Latex Gloves	6 4 x 4 Gauze Pads
1 bx. 2 x 4 Bandages (25)	3 Povidone Iodine Swabsticks	1 Eye See Instrument
4 Sterile Eye Pads	1 4 1/2" Bandage Scissors	1 Eye Cup
1 Triangular Bandage	1 3 1/2" Splinter Forceps	1 Paramedic Shears 7 1/2"
1 Instant Ice Pack	1 CPR Microshield	
1 3" Athletic Wrap	1 Non Aspirin Tabs 2/pkg (50)	
1 bx. Antiseptic Wipes (20)	1 First Aid Pamphlet	

WEST LINE RESCUE TRAILER:

First Responder Kit

1	#6519	MULTI TRAUMA DRESSING, 10" X 30"
1	#0148	PEN LIGHT
1	#0147	EMERGENCY DISPOSABLE BLANKET
1	#6520	ABD PAD 5" X 9"
1	#0149	BITE STICK
1	#10-9	PARAMEDIC SHEARS
1	#9500	ICE PACK, (SMALL)
1	#2501	PLASTIC STRIPS, 1" X 3", 100/BOX
1	#6511	GAUZE PAD, 4" X 4", 10/BOX
1	#7504	ELASTIC BANDAGE, (ACE TYPE), 3" X 5 YDS.
1	#0146	STERILE BURN SHEET
1	#1351	AMMONIA INHALANTS,10/BOX
1	#0145	SALINE SOLUTION, 500/ML
1	#6521	KERLIX, 4 1/2" X 147"
1	#6517	CONFORMING GAUZE BANDAGE, (KLING), 3" X 5 YDS.
1	#7501	ADHESIVE TAPE, 1" X 5 YDS.
1	#7502	TRI-CUT TAPE
1	#1352	TRIANGULAR BANDAGE
1	#1373	EYE PAD, 4/BOX
1	#3518	FIRST RESPONDER BAG
1	#1348	TINCTURE OF GREEN SOAP WIPES, 10/BOX
1	#1361	BURN OINTMENT, 12/BOX
1	#0140	ECONOMY CRP MASK w/ONE WAY VALVE
1	#2510	ELASTIC LARGE PATCH, 2" X 3", 25/BOX
1	#1364	PRESSURE POINT COMPRESS
1	#10-6	FIRST AID GUIDE

The Manager of Gas Operations is responsible for making all required notifications, both internally and externally, when an emergency exists on the CMPL pipeline. The extent of the notifications depends on the level of emergency that exists.

Internal Notifications

In the event of a Level 1 Emergency, notify the Director of Gas Transmission & Storage and the Manager of Engineering & Construction, at a minimum. Others may need to be notified depending upon the particulars of the emergency.

If a Level 2 or 3 Emergency exists, notify those individuals listed in Section 90.116 of this plan.

External Notifications

Pipeline incidents, as defined in NEB OPR-99, shall be reported by telephone to the TSB Occurrence Hot Line (819) 997-7887. An incident means an occurrence that results in:

1. the death of, serious injury to, or missing person(s)
2. a significant adverse effect on the environment
3. an unintended fire or explosion
4. an unintended or uncontained release of LVP hydrocarbons in excess of 1 m³
5. an unintended or uncontrolled release of HVP hydrocarbons (e.g. rupture)
6. the operation of a pipeline beyond its design limits as determined under CSA Z662 or CSA Z276, or any operating limits imposed by the NEB.

The National Energy Board (NEB) and the Transportation Safety Board of Canada (TSB) have agreed to single-window reporting of such items. Arrangements have been made for the TSB to receive the reports on behalf of both agencies. Preliminary and detailed incident reports should be directed to the TSB at the address indicated below:

Transportation Safety Board of Canada
Place du centre, 4th Floor
200 Promenade, du Portage
Hull, Quebec
K1A, 1K8

Phone: (819) 997-7887
Facsimile: (819) 953-7876

Email: Roger.Hornsey@tsb.gc.ca or Larry.Gales@tsb.gc.ca

The Board has developed a web-based on-line reporting system (OERS) that companies are required to report events under the regulations administered by the Board. The OERS guides the reporter through the reporting process, and

asks for all the required information. The reporting is completed in two stages. The preliminary report which should be completed immediately and contains the basic information regarding the event, and the final report, which provides the fulsome information surrounding the event.

The OERS site can be found at the following link:

<https://apps.neb-one.gc.ca/ers>

90.125 Area Maps

Please reference the following CMPL drawings and maps for the 16” pipeline (included as Appendix B to this Emergency Response Plan):

- Canadian –Montana Pipeline Area Map
Drawing A-12822-1
- 16” Carway-Cut Bank Line (Canadian Section)
Drawing O-12346-0
- 16” Carway-Cut Bank Line (U.S. Section)
Drawing O-12346-0A
- Canadian-Montana Pipeline Company Gas Pipeline Right-of-Way
Drawing C-3840-001 and -002

90.126 Training Requirements

Northwestern Energy employees – all personnel that may be required to implement the Emergency Response Plan, either in part or in total, shall be familiar with its contents. In addition, each supervisor over a responsible area shall ensure training is provided to gas employees on the knowledge and skills required to successfully handle emergency situations in a variety of weather conditions and scenarios. Emphasis shall be given to instructions on protecting life first, then property. All employees who will be involved in emergency response will receive prior training to the degree necessary to perform their duties. An employee will not be requested to perform any task involved with an emergency response unless he/she has received the necessary training, and that training has been refreshed appropriately.

Call Center/dispatcher/scheduler – shall to be trained to receive calls from customers, document at least the information required on the following tutorials and dispatch appropriate personnel to respond to the emergency:

- Odor Call – Gas (inside or outside)
- Odor Call – Carbon Monoxide

- Gas Line Dig-in
- Explosion or Fire

First responder operations level – shall receive at least eight hours of training or have sufficient experience to objectively demonstrate competency in the following areas:

- An understanding of hazardous substances and the risks associated with them in an incident.
- An understanding of the potential outcomes associated with an emergency created when hazardous substances are present.
- The ability to recognize the presence of hazardous substances in an emergency (requires a working knowledge of the calibration, operation, and limitations of combustible gas monitors).
- The ability to identify the hazardous substance.
- Knowledge of basic hazard and risk assessment techniques (with the use of a combustible gas monitor, the employee can assess the concentration of gas and establish safe boundaries for worker and public safety).
- Knowledge of the selection and use of required personal protective equipment provided to first responder operational level (including fire resistant clothing, safety glasses, hardhat, work boots, and traffic vests where necessary).
- An understanding of basic hazardous material terms (includes those terms relevant to natural gas and propane – flash point, specific gravity, LEL and UEL).
- An understanding of how to perform basic control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available within their unit.
- An understanding of the relevant standard operating procedures and termination procedures.

Hazardous materials technicians – shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas:

- Knowledge of how to implement the emergency response plan.

- Knowledge of the classification, identification, and verification of known and unknown materials by using field survey instruments and equipment. Includes responding to emergencies involving hazardous substances other than natural gas (e.g. a tanker with unknown substances releasing a substance near a gas gate/border station).
- Knowledge of and able to function within an assigned role in the Incident Command System. Includes taking control of an incident and fulfilling the role of the Incident Commander until someone with more training or higher authority relieves the person. Also is able to serve with the Incident Command system as the expert on natural gas when part of a larger response.
- Knowledge of the selection and use of specialized chemical personal protective equipment provided to hazardous materials technicians (in addition to the personal protective clothing provided to the first responder operations level) – fire resistant gloves and hoods, self-contained breathing apparatuses, and rescue harnesses. Includes the donning of proper PPE to enter a hazardous atmosphere to shut off the flow of natural gas.
- Understanding of hazard and risk assessment techniques.
- Ability to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available within the unit. Includes the knowledge and skill to establish and perform rescue operations.
- Understanding of termination procedures.
- Understanding of basic chemical and toxicological terminology and behavior.

On-scene incident commander – shall receive at least 24 hours of training equal to the hazardous materials technician level and in addition have competency in the following areas:

- Knowledge of and ability to implement the incident command system.
- Knowledge of and ability to implement the emergency response plan and system.
- Knowledge and understanding of the hazards and risks associated with personnel working in specialized PPE such as SCBAs.

- Knowledge of local and state emergency response plans.
- Knowledge and understanding of the importance of decontamination procedures.
- Refer to Attachment A - “Checklist for On-Scene Incident Commanders”.

Refresher training – employees who are trained in accordance with this section shall receive annual refresher training of sufficient content and duration to maintain their competencies, or shall demonstrate competency in those areas at least yearly.

Record keeping – the Safety, Health, and Environmental Services Department maintains certification and refresher training records. When training is provided that is intended to be used as refresher training, a copy of the documentation shall be sent to the Safety, Health, and Environmental Services Department. At a minimum, the training record shall contain the following information:

- The location and date of the training session.
- A description of the subject matter.
- A list of all persons attending the training.
- Name of instructor(s).

90.127 Role of Government Departments

The National Energy Board (NEB) is an independent federal agency established in 1959 by the Parliament of Canada to regulate international and interprovincial aspects of the oil, gas and electric utility industries. The purpose of the NEB is to promote safety, environmental protection and economic efficiency in the Canadian public interest within the mandate set by Parliament in the regulation of pipelines, energy development and trade. The NEB is accountable to Parliament through the Minister of Natural Resources Canada.

The Transportation Safety Board (TSB) is the agency of the Government of Canada responsible for maintaining transportation safety in Canada. The agency investigates accidents and makes safety recommendations in several modes of transport, including aviation, rail, marine and pipelines.

Environment Canada is the department of the Government of Canada with responsibility for coordinating environmental policies and programs as well as preserving and enhancing the natural environment and renewable resources. (a) the preservation and enhancement of the quality of the natural environment, including water, air and soil quality; (b) renewable

resources, including migratory birds and other non-domestic flora and fauna; (c) water; (d) meteorology; (e) the enforcement of any rules or regulations made by the International Joint Commission; and (f) the coordination of the policies and programs of the Government of Canada respecting the preservation and enhancement of the quality of the natural environment.

90.128 Manual Updating Procedure and Schedule

The Manager of Gas Operations shall be responsible for reviewing and updating this Emergency Response Plan on an annual basis or more frequently as necessary. The update procedure shall consist of:

1. Reviewing contact lists, personnel, organization information
2. Reviewing specific procedures, processes,
3. Reviewing applicable codes, regulations, etc. for up-to-date revisions

90.129 Forms and Records

The On-Scene Incident Commander shall complete the following forms whenever the CMPL pipeline is exposed or maintenance is performed on it. These forms are available on the Northwestern Energy Intranet site.

Form 3505 New Construction/Maintenance Form
Form 0267 Pipeline Inspection Report

In addition, all records relating to any emergency shall be kept in the Butte Engineering File Room indefinitely. Certain other records are necessary to be retained for various lengths of time. Please reference NEB Onshore Pipeline Regulations, Part 10 Record Retention, and CSA Z-662-03, for details.

90.130 Manual Distribution List

CMPL Emergency Response Plan Distribution List	
<u>Holder of Plan</u>	<u># Copies</u>
National Energy Board	1 digital, 1 paper
Mike Cashell , VP of Transmission	1
Tom Vivian , Manager of Gas Operations	1
Bruce McKinley , Cut Bank General Field Superintendent	1

Appendix A – Emergency Procedures

PERSONNEL RESPONDING TO AN EMERGENCY

The personnel responding shall have as a minimum, the following equipment:

1. A vehicle equipped with a two-way radio and a cellular phone.
2. A combustible gas indicator or other instrument capable of detecting the presence of natural gas at a concentration of at least one-tenth of the lower explosive limit.
3. Wrenches of sufficient size and variety that can be used to shut off any gas valve that may be at the site.
4. Personal protective equipment including Nomex fire retardant coveralls, gloves, a hard hat, and a flashlight.
5. Keys necessary to gain access to locked Company facilities that may require access during an emergency.
6. A self-contained breathing apparatus, if the responder is qualified to use, in the event personnel may have to enter an oxygen-depleted atmosphere.
7. Fire extinguisher.

CONTACTING AUTHORITIES

The disaster and emergency services and/or law enforcement agencies, fire officials, and the Highway Patrol shall be contacted if assistance is needed to do the following:

1. Keep pedestrians away from the facility and/or evacuate people from the area.
2. Divert traffic.
3. Prevent fire from spreading to other structures.
4. Prevent fire from spreading to vegetation.

If an unintentional release of natural gas has been caused by demolition, excavation, tunneling or construction:

1. **Confirm that the 911 emergency telephone number has been called.**

- 2. Verify the owner or operator of the damaged facility has been contacted.**

EMERGENCY PROCEDURE FOR GAS ODOR CALLS

In the event that an odor call is received from the public or another employee, the following questions shall be asked to evaluate the seriousness of the situation:

1. How long has the odor been present?
2. Is the odor throughout the room or building, or confined to one area?
3. Can you hear gas blowing or escaping?
4. Is there any excavation occurring nearby?

If, from the inquiry of the odor call, a natural gas explosion may be imminent, give the caller the following instructions:

1. Do not turn off or on any switches or lights.
2. Do not hang up the phone.
3. Get everyone out and stay out.
4. Tell the person that help will be sent.

If the source of the gas odor is reported to be outside, the following instructions shall be given:

1. Close windows and doors to prevent infiltration of gas into the building.
2. Stay away from the area.

After giving the instructions to the caller, the following actions shall be taken:

1. Division personnel shall be immediately contacted if the call comes from an area where Division personnel can respond. The proper way to accomplish this is by calling the Northwestern Energy Call Center at 1-888-467-2427.

2. If the call comes from a production or transmission area where Division personnel are unavailable, a field supervisor in the area shall be contacted.

If Division personnel are unable to respond, a gas field supervisor and/or gas field employee experienced in handling gas and gas facilities shall respond.

Upon arrival at the location of a suspected gas leak, the person responding will contact the occupants

CAUTION: Do not ring the doorbell, **knock**.

The person responding to the gas odor call shall do the following:

1. Determine where the gas leak or source of odor is coming from.
2. Follow the "Gas Detected Inside a Building" or "Gas Detected Near a Building" procedures listed below, whichever is applicable.

GAS DETECTED INSIDE A BUILDING

When a gas leak is found inside a building, it shall be identified as to the location and classified as to the degree of hazard. Where it is suspected or found that a large volume or high concentration of combustible gas exists inside a building, the employee shall take the following action.

1. After putting on Nomex coveralls, clear the room, building or area of all occupants. Check the LEL and oxygen levels to verify both are in a safe range before proceeding. The building will be monitored with a gas detector to be sure a hazardous concentration of gas does not develop. If a gas concentration is found that exceeds 10% of LEL, the work will stop and personnel shall immediately leave the hazardous atmosphere until the gas concentration is lowered.
2. Turn off the gas supply.
3. Ventilate by opening windows and doors.
4. Call for assistance from the electric serviceman to disconnect the power at the pole or alley. Do not remove the electric meter or turn any breakers or switches even if located on the outside.
5. Use every practical means to eliminate sources of ignition. Take precautions to prevent smoking, striking matches, operating electrical devices, opening furnace doors, etc.

6. After the building has been ventilated, it shall be checked with a gas detector to be sure there are no hazardous levels of gas present before entering the building to repair the leak.
7. Locate the source of the leak and repair it.
8. After the leak is repaired, turn the service back on and re-inspect the premises for additional leaks.
9. Light all pilot lights so there are no pilots leaking gas into the building.

GAS DETECTED NEAR A BUILDING

When gas is detected near a building, the following steps shall be taken by the person responding:

1. Put on Nomex coveralls.
2. Eliminate possible sources of ignition and keep bystanders away.
3. Thoroughly check the inside of the building for the presence of gas. The entrance point of the gas line into the building and the entrance points of sewer and water lines and around cracks or openings in the foundation shall be carefully checked with a gas detector. If gas is found in a hazardous concentration, the instructions given for "Gas Detected Inside A Building" shall be followed. If gas in small quantities is detected inside a building, the building atmosphere must be continually monitored to detect a continuing buildup that may become hazardous.
4. Thoroughly check surrounding buildings, both inside and outside for migration of gas from the suspected leak. Again, if gas is found in hazardous amounts, the instructions for "Gas Detected Inside A Building" shall be followed. If gas in small quantities is detected inside a building, the building atmosphere must be continually monitored to detect a continuing buildup that may become hazardous.
5. Using a gas detection instrument, attempt to pinpoint and determine the size of the area where gas is present and the source of the leak. Consider the possibility that there may be more than one leak, especially if there has been physical damage to the facilities.
6. Prior to repairing or excavating (in the case of underground piping), the area shall be thoroughly inspected with a gas detector to ensure that the area has been adequately ventilated and no hazardous levels of gas exist.
7. Repair the leak(s). If needed, call for assistance to help repair the leak(s). The area shall be monitored with a gas detector to ensure a hazardous

- concentration of gas does not develop during the repair. If a gas concentration is found that exceeds 10% of LEL, the repair shall stop and personnel shall immediately leave the hazardous atmosphere until the gas concentration is lowered.
8. After the leak is repaired, return all services to normal that have been interrupted ensuring to purge all lines that may have air in them.
 9. Re-inspect the premises for additional leaks and ensure all pilot lights are lit so there are no pilots blowing gas into a building.

EMERGENCY PROCEDURE FOR GAS DETECTED INSIDE A GAS FACILITY BUILDING

To handle the situation of gas in a building, an area supervisor and/or an employee experienced in handling gas and gas facilities and is familiar with the facility, shall investigate.

ACTION TO BE TAKEN

Upon arriving at the location, the site shall immediately be inspected to determine the extent and degree of hazard by using a gas detector. If it is found that a hazardous level of gas does exist in the building, the following actions shall be taken:

1. If the building is in an area where pedestrians or vehicular traffic may be present, pedestrians shall be evacuated from the area and if necessary, traffic rerouted with assistance of law enforcement authorities.
2. Eliminate sources of ignition. Take precautions to prevent smoking, striking matches, operating electrical devices, etc. Also, keep motor vehicles out of the area. Refer to the appropriate parts of the Operating & Maintenance Manual for additional guidance in preventing accidental ignition.
 - Tab No. 5, Part 192.751 for compressor stations.
 - Tab No. 6, Part 192.751 for meter and regulator stations.

- If the main power disconnect is outside, out of the hazardous area such as on the pole, then the power shall be shut off. If the main disconnect is on the building or is located in a possible hazardous area, call for an electric serviceman to disconnect the power at the pole.
3. Determine the source of the leak(s) and shut off the supply to the leak(s) by isolating and bypassing the appropriate part of the facility. To do this, use the bypass procedure and associated drawing to determine how to bypass the facility. If a bypass procedure is not available for the facility, use the drawings in the Emergency Book or Plot Schematic Book to determine which valves to

- operate to isolate, and bypass the facility. All pipelines entering the facility including fuel gas lines shall be shut off.
4. The building shall be ventilated by opening the windows and doors to clear the building of gas.
 5. After the building has been ventilated, it shall be checked with a gas detector to ensure there are no hazardous levels of gas present.
 6. Repair the leak. If needed, use the applicable Operating & Maintenance Manual repair procedure. Depending on type of facility encountered, refer to Tabs 3, 5, or 6, Part 192.751 "Prevention of Accidental Ignition", for guidance in preventing accidental ignition during repairs. The building will be monitored with a gas detector to ensure a hazardous concentration of gas does not develop during the repair. If a gas concentration is found that exceeds 10 % of LED, the repair shall stop and personnel shall leave the hazardous atmosphere until the gas concentration is lowered.
 7. After the repair has been made, the facility shall be put back into service by purging the affected piping using the purging procedure located in Tab 2, Part 192.629 of the Operating & Maintenance Manual.
 8. After the facility has been put back into service, the building shall be inspected to ensure there are no additional leaks.

EMERGENCY PROCEDURE FOR GAS DETECTED NEAR A GAS FACILITY BUILDING

To handle the situation of gas near a building, an area supervisor and/or an employee experienced in handling gas and gas facilities who is familiar with the facility, shall be sent to investigate.

ACTION TO BE TAKEN

Upon arriving at the location, the site shall immediately be inspected to determine the extent of the area affected and degree of hazard by using a gas detector. If gas is detected, the following shall be performed:

1. If the site is in an area where pedestrians or vehicular traffic may be present, pedestrians shall be evacuated and traffic diverted with assistance of law enforcement authorities.
2. Eliminate sources of ignition. Take precautions to prevent smoking, striking matches, operating electrical devices, etc. Also, keep motor vehicles out of the area. Refer to the following parts of the Operating & Maintenance Manual for additional guidance in preventing accidental ignition.

- Tab No. 3, Part 192.751 for pipelines.
- Tab No. 5, Part 192.751 for compressor stations.
- Tab No. 6, Part 192.751 for meter and regulator stations.

If the main power disconnect is outside, out of the hazardous area where gas has not migrated such as on the pole, the power shall be shut off. If the main disconnect is on the building or is located in a possible hazardous area, call for an electric serviceman to disconnect the power at the pole.

3. The building shall be thoroughly checked for gas. If it is found that a hazardous level of gas does exist in the building, the instructions given for "Gas Detected in a Gas Facility Building" shall be followed. If small quantities of gas are detected, the building shall be monitored to detect a buildup of a hazardous concentration of gas.
4. Thoroughly check surrounding buildings for gas inside and outside. If a hazardous concentration of gas is detected inside any building, the instructions given for "Gas Detected in a Gas Facility Building" shall be followed. If gas is detected in small quantities in the building, the building shall be monitored to detect a buildup of a hazardous concentration of gas.
5. Determine the source of the leak(s) and shut off the supply to the leak(s) by isolating and bypassing the appropriate part of the facility. To do this, use the bypass procedure and associated drawing to determine how to bypass the facility. If a bypass procedure is not available for the facility, use the drawings in the Emergency Book or Plot Schematic Book to determine which valves to operate to isolate, and bypass the section with the leak.
6. Prior to repairing or excavating (in the case of underground piping), the area shall be thoroughly inspected with a gas detector to ensure the area has been adequately ventilated and no hazardous levels of gas exist.
7. Repair the leak(s). If needed, use the applicable Operating & Maintenance Manual repair procedure. Refer to the following parts of the Operating & Maintenance Manual for preventing accidental ignition during repairs.
 - Tab No. 3, Part 192.751 for pipelines.
 - Tab No. 5, Part 192.751 for compressor stations.
 - Tab No. 6, Part 192.751 for meter and regulator stations.

The area shall be monitored with a gas detector to ensure a hazardous concentration of gas does not develop during the repair. If a gas concentration is found that exceeds 10% of LEL, the repair shall stop and personnel shall leave the hazardous atmosphere until the gas concentration is lowered. If underground piping is involved, refer to Northwestern Energy's "Safety and Health Handbook" for safe trenching and shoring practices.

8. After the repair has been made, the facility shall be put back into service by purging the affected piping using the purging procedure located in Tab 2, Part 192.629 of the Operating & Maintenance Manual.
9. After the facility has been put back into service, the area shall be inspected to ensure there are no additional leaks.

EMERGENCY PROCEDURE FOR GAS LINE RUPTURES

To handle the situation of a gas line rupture, an area supervisor and/or an employee experienced in handling gas and gas facilities shall be sent to investigate.

ACTION TO BE TAKEN

Upon arriving at the location of the gas line rupture, the following shall be performed:

1. The severity of the situation shall be determined and the appropriate action taken to protect life more than property. A gas detector shall be used to determine the migration of gas and the extent of the hazardous concentrations of gas. Pedestrians shall be immediately evacuated from the premises and out of any possible hazards. Vehicular traffic shall also be diverted from any hazardous areas with the assistance of law authorities. If buildings are nearby, check to see if they have gas in them using a gas detector. If they do, follow the instructions given in "Gas Detected in a Gas Facility Building".
2. Consult the area supervisor to determine how the gas should be shut off. Shut off the gas supply to the rupture by isolating, bypassing, and blowing down the damaged section of the line. To do this, use the drawings in the Emergency Book to determine which valves to operate to isolate, and bypass the section and reroute the gas so as not to disrupt service downstream served by the pipeline. If there are services on the section to be isolated, the customers shall be notified they will be out of gas.
3. Eliminate sources of ignition. Take precautions to prevent smoking, striking matches, operating electrical devices, etc. Also, keep motor vehicles out of the area. Refer to Tab 3, Part 192.751, "Prevention of Accidental Ignition" in the Operating & Maintenance Manual for additional guidance.
4. Prior to repairing or excavating (in the case of underground piping), the area shall be thoroughly inspected with a gas detector to ensure the area has been adequately ventilated and no hazardous levels of gas exist.
5. Repair the leak(s). If needed, use the applicable Operating & Maintenance Manual repair procedure. Refer to Tab 3, Part 192.751, "Prevention of Accidental Ignition" in the Operating & Maintenance Manual, for preventing accidental ignition during repairs. If the repair involves welding, cutting, grinding, etc., the area shall be monitored with a gas detector to make sure a

- hazardous concentration of gas does not develop during the repair. If a gas concentration is found that exceeds 10% of LEL, the repair shall stop and personnel shall leave the hazardous atmosphere until the gas concentration is lowered.
6. After the repair has been made, the facility shall be put back into service by purging the affected piping using the purging procedure located in Tab 2, Part 192.629 of the Operating & Maintenance Manual.
 7. After the facility has been put back into service, the area shall be inspected to ensure there are no additional leaks.
 8. After the repair is complete, all service lines connected to the section of line that was isolated shall be purged and returned to service, and the customers' services relit.

EMERGENCY PROCEDURE FOR FIRE INVOLVING A GAS FACILITY

To handle the situation of fire involving a gas facility, an area supervisor and/or an employee experienced in handling gas and gas facilities who is familiar with the facility, shall be sent to investigate.

ACTION TO BE TAKEN

1. Upon arriving at the location, the facility on fire shall be immediately inspected to determine the extent and degree of hazard. If the situation exists that the fire is large enough to spread to other structures or vegetation, or if it may be endangering pedestrians, the local fire department will be immediately contacted to prevent spread of the fire. Pedestrians shall be evacuated from the area and vehicular traffic diverted, if necessary. If fire officials are already at the site, the fireman in charge shall be contacted prior to taking any action since all actions shall be at his direction.

SPECIAL PRECAUTION: Under no circumstances should the fire be extinguished before the gas supply to the fire has been shut off since it is most likely that the gas will ignite or explode.

2. Determine the fuel source of the fire and shut off the supply by isolating and bypassing the appropriate part of the facility. To do this, use the bypass procedure and associated drawing to determine how to bypass the facility. If a bypass procedure is not available for the facility, use the schematics in the Emergency Book or Plot Schematic Book to determine which valves to operate to isolate, and bypass the facility.
3. Once the fire is out, the emergency shall be handled by following the applicable emergency procedure for dealing with gas leaking or gas line rupture.

4. After the repair has been made, the piping will be purged using the purging procedure located in Tab No. 2, Part 192.629 of the Operating & Maintenance Manual.
5. Once purged, the piping will be slowly pressured in increments. An initial pressure of 25 psig shall be put on the piping, then the piping inspected for any leaks. If no leaks are found, the piping shall be pressured in increments of 25% of the normal operating pressure, after each increment the piping being checked for leaks.
6. After reaching full operating pressure, the facility shall again be inspected to ensure there are no leaks.
7. All equipment such as regulators and relief valves shall be checked to ensure all are functioning correctly.

EMERGENCY PROCEDURE FOR FIRE NEAR A GAS FACILITY

To handle the situation of a fire near a gas facility, an area supervisor and/or an employee experienced in handling gas and gas facilities who is familiar with the facility, shall be sent to investigate.

ACTION TO BE TAKEN

Upon arrival at the location, the site shall be inspected to determine the extent to which the facility is threatened by the fire. If the situation exists that the fire may cause damage or cause failure, the following actions shall be taken contacting the fireman in charge since all actions shall be at his direction.

1. Use the bypass procedure and drawing or the schematic in the Emergency Book to determine which valves to operate to isolate, bypass and blow down the facility.
2. After the threat of fire has passed, the facility shall be visually inspected for any damage to piping or equipment. If there is any damage, it shall be repaired before the facility is put back into service. If there is no apparent damage, the facility shall be put back into service.
3. To put the facility back into service, it shall be first purged using the purging procedure located in Tab 2, part 192.629 of the Operating & Maintenance Manual.
4. Once purged, the piping shall be slowly pressured in increments. An initial pressure of 25 psig shall be put on the piping, then the piping inspected for any leaks. If no leaks are found, the piping shall be pressured in increments

- of 25% of the normal operating pressure, after each increment the piping being checked for leaks.
5. After reaching full operating pressure, the facility shall again be inspected to ensure there are no leaks.
 6. All equipment such as regulators and relief valves shall be checked to ensure all are functioning correctly.

EMERGENCY PROCEDURE FOR EXPLOSIONS

To handle the situation of an explosion, an area supervisor and/or an employee experienced in handling gas and gas facilities who is familiar with the facility, shall be sent to investigate.

ACTION TO BE TAKEN

Upon arriving at the location, the following shall be performed:

1. A gas detector shall be used to inspect the site and to determine the extent of the area affected and the degree of hazard. All nearby structures shall be inspected for the presence of gas. If it is found that a hazardous level of gas does exist in a building, the instructions given for "Gas Detected in a Building" shall be followed. If small quantities of gas are detected in a building, the building shall be monitored to detect a buildup of a hazardous concentration of gas.
2. Once the size of the area that has gas present is determined, any pedestrians that are in the affected area shall be immediately evacuated.
3. Eliminate sources of ignition. Take precautions to prevent smoking, striking matches, operating electrical devices, etc. Also, keep motor vehicles out of the area. Refer to the following parts of the Operating & Maintenance Manual for additional guidance in preventing accidental ignition.
 - Tab No. 5, Part 192.751 for compressor stations.
 - Tab No. 6, Part 192.751 for meter and regulator stations.

If the main power disconnect is outside, out of the hazardous area where gas has not migrated such as on the pole, the power shall be shut off. If the main disconnect is on the building or is located in a possible hazardous area, call for an electric serviceman to disconnect the power at the pole.

4. Determine the source of the leak and shut off the supply by isolating, bypassing and blowing down the appropriate part of the facility. To do this, use the bypass procedure and associated drawing to determine how to bypass the facility. If a bypass procedure is not available, then use the schematics in the Emergency Book or Plot Schematic Book to determine which valves to operate to isolate, and bypass the section with a leak.
5. Prior to repairing or excavating (in the case of underground piping), the area shall be thoroughly inspected with a gas detector to ensure the area has been adequately ventilated and no hazardous levels of gas exist. If underground piping is involved, refer to Northwestern Energy's "Safety and Health Handbook" for safe trenching and shoring practices.

6. Repair the leak. If needed, use the applicable Operating & Maintenance Manual repair procedure. Refer to the following parts of the Operating & Maintenance Manual for preventing accidental ignition during repairs:

- Tab No. 3, Part 192.751 for pipelines.
- Tab No. 5, Part 192.751 for compressor stations.
- Tab No. 6, Part 192.751 for Meter and Regulator stations.

The area shall be monitored with a gas detector to ensure a hazardous concentration of gas does not develop during the repair. If a gas concentration is found that exceeds 10% of LEL, the repair shall stop and personnel shall leave the hazardous atmosphere until the gas concentration is lowered.

7. After the repair has been made, the facility shall be put back into service by purging the affected piping using the purging procedure located in Tab 2, Part 192.629 of the Operating & Maintenance Manual.
8. After the facility has been put back into service, the area shall be inspected to ensure there are no additional leaks.

EMERGENCY PROCEDURE FOR NATURAL DISASTERS

To handle natural disasters involving gas facilities, an area supervisor and/or an employee experienced in handling gas and gas facilities who is familiar with the facility, shall be sent to investigate.

ACTION TO BE TAKEN

Follow one of the applicable procedures listed below depending on the type of disaster encountered. The Butte On-Call Supervisor and Gas Control shall be a part of the decision making process before taking any section of pipeline out of service.

FLOOD

Upon arriving at the site, report the situation to the area supervisor. Working together, it should be determined if the gas facility is at risk of being damaged or of failing due to flood. If so the following actions should be taken:

1. The facility or pipeline shall be isolated, bypassed and blown down. To do this, the bypass procedure and drawing shall be used to determine how to bypass the facility. If a bypass procedure does not exist for the facility, the schematics in the Emergency Book or Plot Schematic Book shall be used to determine what valves to operate to bypass, and isolate the facility.
2. After the threat of the flood has passed, the facility shall be visually inspected for any damage to piping or equipment. If there is any damage, it shall be repaired using the appropriate Operating & Maintenance Manual procedure

- before the facility is put back into service. If there is no apparent damage, the facility can be put back into service.
3. To put the facility back into service, it shall be first purged using the purging procedure located in Tab 2, Part 192.629 of the Operating & Maintenance Manual.
 4. Once purged, the piping shall be slowly pressured in increments. An initial pressure of 25 psig shall put on the piping, then the piping inspected for any leaks. If no leaks are found, the piping shall be pressured in increments of 25% of the normal operating pressure, after each increment the piping being checked for leaks.
 5. After reaching full operating pressure, the facility shall again be inspected to ensure there are no leaks.
 6. After repair is complete, all service lines connected to the section of the line that was isolated shall be purged and returned to service and the customers' services relit.
 7. All equipment such as regulators and relief valves shall be checked to ensure they are all functioning correctly.

EARTHQUAKE

Upon arriving at the location, the site shall be immediately inspected visually and with a gas detector for any sign of damage. If gas is detected inside or outside of facility buildings or if a fire exists at the site, the appropriate emergency procedure, i.e. "Gas in a Building", "Gas Near a Building", "Gas Line Rupture", etc., shall be used.

STORM

Damage to gas facilities from storms such as high winds or tornadoes are usually limited to above ground facilities. Upon arriving at the location, the site shall be immediately inspected visually and with a gas detector for any signs of damage. If gas is detected inside or outside of facility buildings or if a fire exists at the site, the appropriate emergency procedure, i.e. "Gas in a Building", "Gas Near a Building", "Gas Line Rupture", etc., shall be used.

PROLONGED POWER OUTAGE

A prolonged power outage may cause overloading of gas facilities once the power is returned. To prevent equipment from being damaged due to excessive flows and to ensure services are not lost, the following measures shall be taken:

1. Determine what facilities may be affected by excessive flows of gas when the power is returned.

2. Alert operating and field personnel that additional gas may be needed and to be prepared to adjust facilities to be able to supply the gas required. To do these preparations shall include but are not limited to the following:
 - . Prepare additional compressors so they can be put on line.
 - . Change orifice plates at measuring stations for higher flows and/or bypass meters.
 - . Have personnel standby valve assemblies and regulator stations in the event the assemblies may need to be bypassed so as to reduce pressure drop across the assembly.
- 2. Alert division personnel as to what stations may be affected and to be prepared to bypass city gates to prevent overload of equipment and to maintain required distribution pressure.**

Appendix B—ER Procedures/Quick Reference

- 1. Roles and Responsibility table**
- 2. ER Checklist**
- 3. Contact Lists**
 - a. Internal**
 - b. External**
 - c. Contractor**
- 4. Meeting Planner (“Tailboard”) form**
- 5. ER Personnel Tracking form (“Roster”)**
- 6. Maps and Drawings**
- 7. Landowner Information**

App B-1: Roles and Responsibilities

Roles and Responsibilities

1st Responder

Notify Gas Controller	
Secure the site	
Establish gaseous atmosphere envelope	
Clear site of unauthorized personnel	
Transfer site mgmt to IC On Site/police/response team(s)	

Gas Control

Notify GTS Leadership	
Director, GTS	
Manager, Gas Operations	
Mgr., Engineering/Construction	
Superintendent, North Area	
Monitor Transmission system stability during AOC	
Take direction from Incident Command/GTS Leadership	

Incident Command--SOCC (GTS Leaders, Dispatch)

Determine Level of emergency (1, 2, or 3) Notify gov't agencies	
Dispatch response team, as indicated by #8	
Technician(s)	
Operate valves, under direction of IC/SOCC	
Excavation (including prep and cleanup)	
Welding/Hot Tap	
Emergency Response Trailer	
Excavation equipment	
Contractor(s)--take direction from IC/On-site	
Establish site-specific response (w/ I.C. On-site)	
Communications	
Company	
Interagency	
Corporate Communications	
Landowners/residents	

Incident Command--On-site (N Area Supt, Engr)

Establish site-specific response (w/I.C. SOCC)	
Communications/Coordinate and assist other personnel	
Company	
Media briefing (REFER QUESTIONS TO CORP COMM)	
Interagency	
Landowners/residents	
Evacuation/shelter in place--house-to-house, see Landowner table	
Prevention of Accidental Ignition	
Leak mitigation	
Clean-up	
Demobilization	

Corporate Communications

Media briefing	
----------------	--

App B-2: ER Checklist

Step	Description	Responsible party Section 90.119	Manual reference See also App. B
1	Notify Gas Controller, 406/782-6250	1st Responder	90.112,
2	Secure the site	1st Responder	90.118,
3	Establish gaseous atmosphere envelope	1st Responder	90.118,
4	Clear site of unauthorized personnel	1st Responder	90.118,
5	Transfer site management to police/response team(s)	1st Responder	90.118,
6	Notify GTS Leadership	Gas Control	90.112,
6.1	Director, GTS	Gas Control	90.116,
6.2	Manager, Gas Operations	Gas Control	90.116,
6.3	Mgr., Engineering/Construction	Gas Control	90.116,
6.4	Superintendent, North Area	Gas Control	90.116,
7	Establish Incident Command Center	GTS Leader	90.118, 90.120
7.1	ICC/Gas Control	GTS Leader	90.118,
7.2	ICC/On-site	GTS Leader	90.118,
8	Determine Level of emergency (1, 2, or 3)	ICC/On-Site	90.114, 90.118
9	Dispatch response team, as indicated by #8	ICC/Gas Control	90.118, Appendix A
9.1	Technician(s)	ICC/Gas Control	90.118,
9.2	Emergency Response Trailer	ICC/Gas Control	90.118,
9.3	Excavation equipment	ICC/Gas Control	90.118,
9.4	Contractor(s)	ICC/Gas Control	90.118,
10	Notify appropriate agencies, departments	GTS Leader	90.117,
11	Establish site-specific response	Incident Command	90.118,
11.1	Communications	Incident Command	90.118,
11.11	Company	Incident Command	90.118, and Pg 2 below
11.12	Interagency	Incident Command	90.118, and Pg 3 below
11.13	Landowners/residents (House-to-House)	Incident Command	90.118, Appendix A
11.14	Media	Corp. Communication	90.118,
11.2	Transmission System adjustments	ICC/Gas Control	90.120,
11.3	Evacuation/shelter, see Landowner table	Incident Command	90.120,
11.4	Prevention of Accidental Ignition	Incident Command	90.120,
11.5	Leak mitigation	Incident Command	90.120,
11.6	Upgrade/downgrade level of emergency as needed	Incident Command	
11.6	Clean-up	Incident Command	90.120,
11.7	Demobilization	Incident Command	90.120,
12	Post-incident review	GTS Leader	90.120,

App B-3: Contact Lists

External Contractor List

Flint Energy Services
1901 Highway Ave SE
Redcliff, AB T0J 2P0
(403) 548-3330

Hat Pipeline Construction
PO Box 1120
Redcliff, AB T0J 2P0
(403) 362-4331

WAV Inspection Ltd (Xray, Ultrasonics)
PO Box 595
Brooks, AB, T1R 1B5
(403) 362-2008

Cerpro Energy Services (Excavating, Oil Field Services)
101 26 South West Dr SW
Medicine Hat, AB T1A 8B9
(403) 580-2987

Big Country Energy Services (Oil Field Svc, Pipeline Contractors)
1010 Brier Park Dr. NW
Medicine Hat, AB T1C 1Z7
(403) 529-6444

App B-4: ER Meeting Planner (2 pages)

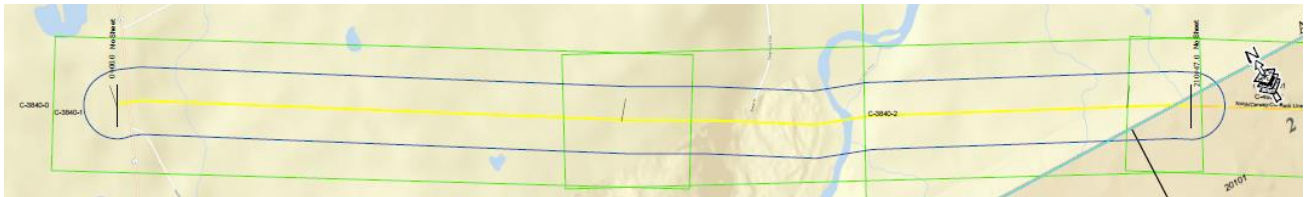
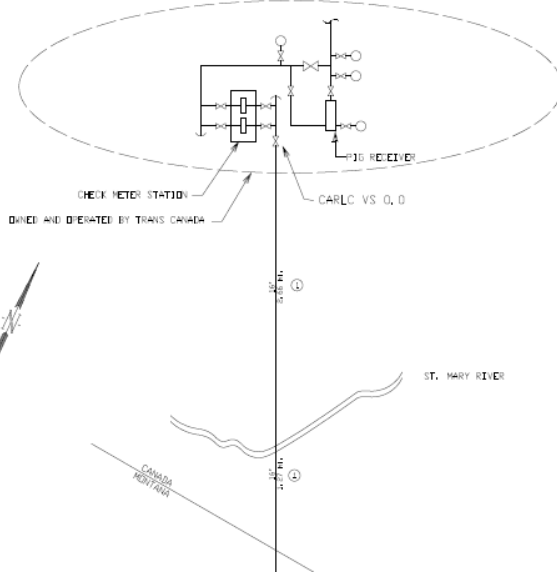
NorthWestern Energy/GTS - Emergency Response On-site Meeting Planner		
Incident Name		
Incident Commander (On-Site)		
Incident Variables		
Vehicle/Pedestrian Traffic		
Weather		
Work Area hazards		
Atmospheric Monitoring (LEL)		
Equipment Checks, Operations		
Equipment Checks, Communication		
Equipment Checks, PPE		
Other		
1		
2		
3		
4		
5		
Crew Assignments		
1st Responder		
Technicians - Operations		
Technicians - Construction		
Communications		
Site Specific Tasks/Procedures		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

App B-6: Landowner Information, Maps, Drawings

D-12346-0 SHEET 1 OF 1 Rev. No. 10 08/23/12

CARWAY - CUT BANK LINE 16" (CANADIAN SECTION)

① 48 3/4" DI. 6250' WALL INSTALLED BY 2802 4404 875 P133



Qtr	Section	Township	Range	Full Name	Tenant/Landowner	Province	Phone #
SW1/4	4	1	25W4M	Soderglen South, Inc.	Tenant	Alberta	403-553-3524
SE1/4	5	1	25W4M	Soderglen South, Inc.	Tenant	Alberta	403-553-3524
SW1/4	5	1	25W4M	Soderglen South, Inc.	Tenant	Alberta	403-553-3524
NW1/4	5	1	25W4M	Meryl and Dinah Cook	Owner	Alberta	403-653-2227
				Soderglen South, Inc.	Owner	Alberta	403-553-3524
NE1/4	6	1	25W4M	Layne and Stacey Cook	Tenant	Alberta	403-653-3254
NW1/4	6	1	25W4M	Meryl and Dinah Cook	Owner	Alberta	403-653-2227
SW1/4	7	1	25W4M	Layne and Stacey Cook	Tenant	Alberta	403-653-3254
SE1/4	12	1	26W4M	Layne and Stacey Cook	Tenant	Alberta	403-653-3254
SW1/4	12	1	26W4M	Harold and Sandra Cook	Owner	Alberta	403-653-2228
NW1/4	12	1	26W4M	c/o AB Minister of Transportation	Owner	Alberta	780-457-2731
				Shawn Cook	Owner	Alberta	403-328-3534

- Informing landowners
 - House-to-house contact is preferred method landowner contact
 - Level of response (none, shelter-in-place, evacuation) to be established by Level of Emergency as determined by Incident Command. See 90.114

Appendix C—revision list

There is a revision list that got back to 2013. This is not included in the manual, but is kept external of the manual. The revision list can be provided by contacting NorthWestern Energy.