



FITZGERALD UTILITIES

P.O. Box 667 • Fitzgerald, GA 31750 • 229-426-5400 • Fax 229-426-5443

To: Public and Emergency Officials

From: Tom Calhoun, Gas Superintendent

Date: April 25, 2019

Re: Liaison Booklet 2019

In our continued efforts to enhance public awareness and provide contact information to all emergency and public officials, we have attached our Liaison Booklet for 2018.

Please share this information with command staff and anyone who may benefit from this valuable information in the case of a gas emergency. Please have each personnel fill out the Appendix W-2 as verification of receipt of this information. It is very important for our files.

We have also attached a copy of a short power point presentation with some very good information to emergency personnel. If you would like for that presentation to be emailed, please let us know.

Thank you in advance for helping us keep our community safe!

Tom Calhoun
Gas Superintendent

Fitzgerald Utilities
P.O. Box 667
Fitzgerald, GA 31750
Office: (229) 426-5400
Cell: (229) 325-4115
tcalhoun@fitzutilities.com



Fitzgerald Utilities Natural Gas

Liaison with Public Officials and Emergency Response Personnel

2019

Introduction/Purpose:

The Purpose of this plan is to minimize the hazards resulting from a gas pipeline emergency.

The objective of these written procedures is to ensure that those personnel who could be involved in an emergency are prepared to recognize and deal with an emergency situation as identified in this manual in a safe and expeditious manner.

This manual shall be reviewed and updated at intervals not exceeding 15 months, but at least once each calendar year. During this review, particular attention should be paid to ensuring that contact information is current and relevant to this manual. Contact information is included in the following appendices:

- **Appendix C-1** – this appendix contains contact information for:
 - Emergency Responders (Fire, Police, etc.)
 - Local Public Officials (Mayor, Council, etc.)
 - Local News Media, Other Misc. Contacts (i.e. Contractors, Consultants, R/R, Interstate Pipelines, etc.)
- **Appendix C-3** – this appendix contains contact information for:
 - **Fitzgerald Utilities's** emergency contact information (i.e. Supt. other company personnel deemed necessary for the response of emergencies listed in this manual)
- **Appendix C-4** – this appendix contains contact information for:
 - Georgia Public Service Commission (GPSC)
 - Current GPSC contact information is located at:
http://www.psc.state.ga.us/facilitiesprotect/fp_pipesafe/fp_pipesafe.asp

Parts of this manual may be maintained in coordination with local emergency response personnel such as fire and police departments with response jurisdiction as well as other entities in or near the pipeline rights-of-way (i.e. other utilities, highway authorities, railroads) that may need to respond to a pipeline emergency.

Where possible, this manual also includes instructions for emergency response personnel to interface with the Incident Command System (ICS) which is typically used by emergency responders.

It must also be recognized that no emergency manual can address all contingencies, that there is no substitute for sound judgment of the situation by the person(s) involved, and that the safety and the **well-being of the public must always be given top priority**. It is therefore imperative that those personnel with the responsibility of responding to or handling an emergency be familiar with and receives training in the content of this manual.

Liaison with Public Officials and Emergency Response Organizations in the Vicinity of the Fitzgerald Utilities Pipeline (Reference - §192.615(c)(1)(2)(3)(4))

§192.615(c) requires that an Operator establish and maintain liaison with appropriate fire, police, and other public officials. For the purpose of this Plan, the key facets of this statement are broken down to better clarify how liaison is established and how it is maintained.

- 1) Definition of Liaison
 - a. According to Merriam-Webster's Collegiate Dictionary, Eleventh Edition, "liaison" is communication for establishing and maintaining mutual understanding and cooperation, or an interrelationship
 - b. When used in the context of this Plan, liaison is considered to be an on-going communication process; documentation to support that liaison has been established and is being maintained may be accomplished using the following methods: rather than an event.
 - i. Email Communication
 - ii. Appendix W2 of this Plan
 - iii. Sign-in Sheets from Group Meetings
 - iv. Record(s) of Individual Meetings
 - v. Telephone Logs
 - vi. The Applicable form within County Wide Safety Plans, if a party to such a plan
- 2) Establishment of Liaison
 - a. This is accomplished by identifying the applicable fire, police, and other public officials along with key personnel within these organizations with which liaison is to be conducted and conducting the initial communication and exchange of information described elsewhere in this Plan.
 - b. Once identified, the name of the organizations and key personnel within those organizations are added to ***Appendices C*** of this manual. These appendices contain several pages; the appendices associated with this section relate to Emergency Responders and Public Officials.
- 3) Maintaining Liaison
 - a. Liaison may be maintained through any or all of the various methods listed below. At a minimum, maintaining liaison entails that ***Fitzgerald Utilities*** ensures that the names of organizations and key personnel listed in ***Appendices C*** are reviewed for accuracy and updated as needed during the annual review of the Emergency Manual. The list below is not all-inclusive; other methods of maintaining liaison can be utilized without being listed herein:
 - i. Group Meeting – Consists of a scheduled meeting with Emergency Responders/Public Officials for the purpose of ensuring that liaison requirements are met.
 - ii. Individual Meeting – Consists of meeting Emergency Responders/Public Officials one on one for the purpose of ensuring that liaison requirements are met
 - iii. During Public Awareness Communications – Consists of dissemination of the required Public Awareness messaging along with the applicable liaison

- materials to Emergency Responders/Public Officials for the purpose of ensuring that liaison requirements are met
- iv. Direct Mail/Email Communications – Consists of dissemination of applicable liaison documents for the purpose of ensuring that liaison requirements are met. Additional follow-up communications may be needed to ensure that names, titles, contact information, etc. are correct for all parties
 - v. As a Part of County Wide Safety Plan (CWSP) Liaison Requirements – If a party to a CWSP, Operators are REQUIRED to establish and maintain ANNUAL liaison in accordance with the requirements of said plan – if this method is utilized, the liaison requirements of §192.615(c) are met.
- b. Guidelines for Determining When Liaison Should be Conducted – Although a specific timeframe is not mentioned in §192.615 regarding how often liaison is to be conducted, liaison should be conducted frequently enough to support that liaison is being maintained. Listed below are guidelines for determining when liaison is to be conducted. The list below is not all-inclusive; other methods of determining when liaison is to be conducted maybe utilized without being listed herein:
- i. Predetermined period; for example, annually
 - ii. When new Emergency Responder/Public Official personnel are identified and added to the appropriate section(s) of *Appendices C*, whether during annual review or upon other notice
 - iii. After any instance where *Fitzgerald Utilities* or Emergency Responders identified an issue during an emergency situation where either party did not respond in an appropriate matter
 - iv. Any instance where *Fitzgerald Utilities* personnel made an observation of Emergency Responders' actions/statements during an emergency situation that leads *Fitzgerald Utilities* to believe that Emergency Responders are not prepared to deal with a natural gas emergency
 - v. Any instance where Emergency Responder personnel made an observation of *Fitzgerald Utilities's* actions/statements during an emergency situation that leads the Emergency Responder to believe that *Fitzgerald Utilities* personnel are not prepared to deal with a natural gas emergency

- 4) Items Addressed During Liaison – As per the requirements of §192.615(c), *Fitzgerald Utilities* shall establish and maintain liaison with appropriate fire, police, and other public officials to:
- a. Learn the responsibilities and resources of each organization that may respond to a pipeline emergency;
 - b. Acquaint those Officials and Organizations with **Fitzgerald Utilities**'s ability in responding to a gas pipeline emergency by;
 - c. Identification of the types of gas pipeline emergencies of which *Fitzgerald Utilities* notifies the Officials; and
 - d. Plan how *Fitzgerald Utilities* and those officials and operators can engage in mutual assistance to minimize hazards to life and property.

Appendix S of this manual identifies in detail what is to be communicated during liaison activities of each of the categories listed in the paragraph above

Appendix W-2 Fitzgerald Utilities Acknowledgement of Liaison Meeting

Organization: _____
Name of Individual: _____
Title: _____
Fitzgerald Utilities Representative: Tom Calhoun
Title: Gas Superintendent

The purposes of this liaison meeting with agencies that responds to natural gas emergencies, as required under §192.615(c), are as follows:

1. Learn the responsibility and resources of each organization that may respond to a gas pipeline emergency;
2. Acquaint the officials with *Fitzgerald Utilities* ability in responding to a gas pipeline emergency;
3. Identify the types of gas pipeline emergencies of which *Fitzgerald Utilities* notifies the officials, and;
4. Plan how *Fitzgerald Utilities* and officials can engage in mutual assistance to minimize hazards to life and property

Furthermore, §192.616(d) requires that *Fitzgerald Utilities* educate the appropriate government organizations of the following:

1. Use of One-Call notification system prior to excavation and other damage prevention activities;
2. Possible hazards associated with unintended releases of gas from a gas pipeline facility;
3. Physical indications that such a release may have occurred;
4. Steps that should be taken for public safety in the event of a gas pipeline release; and,
5. Procedures for reporting such an event

Sections of the Emergency Manual and Public Awareness Plan utilized and presented at this meeting:

1. Liaison Letter
2. Natural Gas Characteristics, Properties, and Precautions
3. Types of Emergencies Requiring Notification to Fire, Police, and Public Officials by *Fitzgerald Utilities* and to *Fitzgerald Utilities* by Fire, Police, and Public Officials
4. Protocols for Personnel Receiving Emergency Calls
5. Checklist for Personnel Receiving Emergency Calls
6. *Fitzgerald Utilities* Emergency Contact On-Call List
7. Emergency Responders, Public Officials, and Local News Media Contact Lists

(Continued on Back)



Appendix W-2 Fitzgerald Utilities Acknowledgement of Liaison Meeting

8. *Fitzgerald Utilities* Emergency Operations Command Center Location and Communication Methods
9. Mutual Assistance with Fire, Police, and Public Officials in the Vicinity of *Fitzgerald Utilities* Pipeline
10. Government Organization Resources
11. Sample Press Releases
12. Acknowledgement of Liaison Meeting
13. General Maps (For those Counties in which *Fitzgerald Utilities* and one or more other Operators have pipeline facilities)
14. Required message(s) from *Fitzgerald Utilities* Public Awareness Program

Other Topics Discussed:

1. _____
2. _____
3. _____
4. _____

By my signature, I acknowledge that *Fitzgerald Utilities* has conducted a meeting covering the above mentioned topics

Signature: _____

Printed Name: _____

Date: _____

