

# **NORTHERN KENTUCKY UNIVERSITY**

## **PIPELINE SAFETY AND PUBLIC AWARENESS PLAN**

### **INTRODUCTION**

The Pipeline and Hazardous Materials Safety Administration (PHMSA) and the pipeline industry are working to improve the outreach and effectiveness of operator public awareness education) programs. Part of the program involves a Pipeline Safety Awareness Program for any business operating as a Master Meter Operator. Northern Kentucky University is known as a Master Meter Operator and has a distribution system which serves several buildings on the NKU campus. This written program is meant for public distribution, and therefore, will not include information which is considered safety sensitive such as distribution maps, pipeline drawings, or valve locations.

Contractors working for the University must receive detailed pipeline information through NKU Facilities Management. The information provided in this plan is customer based and is not all encompassing. Likewise, emergency responders should use the NKU NATURAL GAS EMERGENCY RESPONSE PLAN, as needed. Copies are kept in Operations and Maintenance and also with NKU Police.

### **REGULATORY REQUIREMENTS**

Federal pipeline safety regulations require pipeline operators to conduct continuing public awareness programs to educate a wide variety of stakeholders on pipeline safety issues.

Current regulations require pipeline operators to develop and implement public awareness programs consistent with the requirements of the Pipeline Safety Improvement Act (PSIA) of 2002 and the guidance provided by the American Petroleum Institute (API) Recommended Practice (RP) 1162, "Public Awareness Programs for Pipeline Operators".

Under the regulations, operators of gas and hazardous liquid pipeline facilities must carry out continuing programs to educate the public on:

- The use of the Kentucky 811 notification system prior to excavation, and other damage prevention activities;
- The possible hazards associated with unintended releases from the pipeline;
- The physical indications that such a release may have occurred;
- What steps should be taken for public safety in the event of a pipeline release; and
- How to report such an event.

Operators must include in their programs activities to advise affected municipalities, school districts, businesses, and residents of the pipeline.

## **One-Call Notification**

The Northern Kentucky University operates under the Kentucky 811 notification system. Prior to excavation, or any land disturbing activities, contractors or NKU personnel will call Kentucky 811 for locating any underground utilities. Operators will ask you for the location of your excavation and notify the affected utility companies. The utility company will then send a professional locator to the location within a specified time frame. Once the underground lines have been marked, you will know the approximate location of your utility lines and can dig safely.

Once the utilities have been located and marked, workers will be allowed to mobilize and work according to established protocols of the work order or contract. It is highly encouraged that contractors follow the procedures set forth by Kentucky 811. Excavation equipment will not be allowed within two feet of existing pipeline during work activity.

## **EMERGENCY SITUATIONS**

Typical situations which require an emergency response to protect the public are:

- Fire or explosion caused by an ignited gas leak in a building or distribution line outside a building.
- Gas leak in a building.
- Gas leak in the distribution system outside a building.
- Gas service interruption.

Possible causes of these situations include: equipment failure, accidental disturbance during maintenance operations or construction activities; natural disasters (tornados, earthquake, etc.), civil disturbances and sabotage.

## **SUSPECTED GAS LEAKS**

During normal work hours, reports of gas leaks should be referred immediately to the Work Control Office, (859-572-5660). Work Control will dispatch the appropriate response personnel to the site of the reported leak. If needed, Operations and Maintenance will contact NKU Police at (859) 572-7777, if further action (evacuation or back-up) is needed.

After normal work hours, Campus Police at (859) 572-7777 receives all gas leak reports. They in turn notify appropriate personnel from Operations and Maintenance.

Both Campus Police and Work Control, upon receipt of a gas leak report in a building should remind the caller:

- Do not turn off any electrical switches.
- Do not use telephones in area of leak.
- Extinguish all open flames (candles, burners, etc.).
- Ventilate area if possible (increase outside air intake, increase ventilation fans).
- Evacuate the building (If necessary, based on reported severity of the leak. If in doubt, evacuate).

The first Operations and Maintenance personnel on the scene of a gas leak is the “Person in charge” of the response until a person with higher authority arrives. In the event of a gas fire he/she will relinquish operational control to fire officials. His/her duties are:

- TO TAKE ANY ACTION NECESSARY TO PROTECT LIFE AND PROPERTY FROM DANGER (IN THAT ORDER).
- Set up communications with Campus Police. If needed, request Campus Police to dispatch an individual with radio to serve as liaison.
- Coordinate the response operation.
- Make all decisions concerning: emergency valves, isolating and evacuating area, requesting campus police support, gas company support, fire department support and use of emergency equipment.

### **Reporting Requirements**

Under certain conditions, telephone reports of gas leaks must be made to the Kentucky Public Service Commission (502-564-3940 ext 416). These reports, if required, must be made within 2 hours. The senior Facilities Management member is responsible for reporting.

Conditions Requiring Reports/Agency:

- Death or Personal Injury
- Gas Igniting Unintentionally
- Property damage over \$25,000
- Unscheduled Outage for 40 or More
- Customers for 4 or More Hours
- Any other Significant Occurrence (Newsworthy)

Reporting to the Department of Transportation’s National Response Center (800-424-8802) is also required for the first three types of incidents.

### **Bi-Annual Public Awareness Requirement**

The required information that will be displayed permanently on the Safety and Emergency Management website and referred to semi-annually (spring and fall semester) in ThisWeek and through other NKU correspondence.

**Emergency Phone Numbers**

Campus Police	(859) 572-7777 or 911
Work Control Normal/After Hours	(859) 572-5660 or (859) 572-5548
Safety and Emergency Management	(859) 572-6528 or (859)572-6522
Duke Energy	

**Kentucky Public Service Commission**

During Office Hours (8am to 4:30pm)	(502) 564-3940 ext 416
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After Hours or Emergencies Kentucky Emergency Operations Center	1-800-255-2587.
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**National Response Center:**

For assistance in notifying the appropriate Federal, state, or local agency concerning any release or potential release discovered in your area, contact the National Response Center. (800) 424-8802

**PHMSA Office of Pipeline Safety:**

For additional information on emergency special permits, contact  
PHMSA's Office of Pipeline Safety. (202) 366-0568

*Questions or Comments on this document should be submitted to  
Safety and Emergency Management at [safety@nku.edu](mailto:safety@nku.edu).*