Department:	Operations	Date Approved:	01-17-2019
Approved by:	Tim Rhodes	Date Effective:	06-17-2019
Revision Number:	2		

Purpose

This procedure establishes the training requirements for responding to emergencies involving natural gas.

Scope

This procedure applies to the training requirements for UGI employees responding to the following emergencies: gas reported inside or near a building, fire or explosion near or involving gas pipelines, and natural disasters that could affect gas facilities. Training and Education for Public Officials and Emergency Responders are covered in UGI's Public Awareness Program and are not part of this procedure.

Responsibilities

A. UGI first responders are responsible for understanding the basics of Incident Command System (ICS) and being able to support local emergency responders.

B. Training is responsible for providing gas leak investigation training and qualification for UGI personnel.

C. Director Safety and Training is responsible for reviewing and approving this procedure.

Equipment

Equipment will vary based on location and the skills being trained, but typically will involve classrooms and areas to conduct mock drills.

Operator Qualifications and Training

Persons conducting training must be knowledgeable in the subject matter being presented. Knowledge can be demonstrated by Operator Qualification, training or education certifications, or applicable experience.

References

A. Federal Regulations

49 CFR § 192.615 Emergency Plan

Procedures

1.0   Requirement for UGI First Responders and Duty Supervisors

Persons who may be dispatched to investigate a gas emergency shall receive the following training and/or Operator Qualifications:

    1.1   Investigating Leak/Odor Complaints

        1.1.1   Persons shall be qualified in OQ Task 27 Investigating Leak/Odor Complaints.
        1.1.2   Training shall include simulations, scenarios, and/or drills.
        1.1.3   Training is required every calendar year.

    1.2   Incident Command Training

        1.2.1   ICS Recognition & Awareness for Natural Gas Emergencies module

            A.   Course is a facilitated video.
            B.   Training is required every calendar year.

    1.3   Fire Training

        1.3.1   The course should consist of fire extinguisher training using live fire or a suitable simulation.
        1.3.2   Course may be conducted by UGI personnel or an outside agency.
        1.3.3   Training is required every 2 calendar years.

2.0   Requirement for Senior Supervisors, Operations Directors and Managers

Senior Supervisors, Operations Directors and Managers who may respond to a gas emergency shall receive the following training or certification:

    2.1   Incident Command Training

        2.1.1   ICS Recognition & Awareness for Natural Gas Emergencies module

            A.   Course is a facilitated video.
            B.   Training is required every calendar year. Initial training shall be completed within six months of moving into job position.

        2.1.2   FEMA ICS 100 Introduction to the Incident Command Systems (Task 1033)

            A.   Course is available on line.
            B.   Initial training shall be completed by 9/30/2018 or within six months of moving into job position.

        2.1.3   FEMA ICS 200 for Single Resources and Initial Action Incidents

            A.   Course is available on line.
            B.   Initial training shall be completed by 9/30/2018 or within six months of moving into job position.

    2.2   Fire Training

        2.2.1   The course should consist of fire extinguisher training using live fire or a suitable simulation.
        2.2.2   Course may be conducted by UGI personnel or an outside agency.

2.2.3   Training is required every 2 calendar years. Initial training shall be completed by 9/30/2018 or within six months of moving into job position.

3.0   FEMA ICS 100 and ICS 200 Certification

To perform FEMA ICS 100 and 200 certifications, you must register and acquire an SID number that allows you to test on several FEMA sites. The following web sites shall be used for the indicated functions.

3.1   FEMA SID (Student Identification) Number

    3.1.1   To register and receive credit for completing these certifications, you must first obtain a Student Identification (SID) number.

    3.1.2   Go to https://cdp.dhs.gov/femasid/ and acquire an SID number that allows you to test on several Government Agency sites, FEMA in this case.

    3.1.3   You may also log in to the system using your previously-obtained credentials, or recover your SID if necessary using the links provided on that web page.

3.2   ICS 100 Certification - Go to https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c which takes you to the ICS 100 module to begin the review process.

3.3   ICS 200 Certification - Go to https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b which takes you to the ICS 200 module to begin the review process.

3.4   Once started, each module review can be stopped and restarted at any time at your convenience. There is a test at the end of each module that must be completed once started, so allow sufficient time to fully complete the test.

3.5   Once the module review is completed, enter the test section. You will be prompted for your previously acquired SID number. Enter that information into the space provided and proceed with the test.

3.6   Once the test is completed and submitted, you will receive your results, 75% is required to pass and receive a certificate.

3.7   Once the test has been completed with a score of at least 75% and receive your certificate, e-mail a copy to the OQ Administrator in the Technical Training department.

4.0   Emergency Simulations

4.1   The Director of Operations Support is responsible for implementing emergency simulation or drills.

4.2   Possible emergency scenarios may include one of the following general categories:

    4.2.1   Shutdown or loss of a major feed.

    4.2.2   Shutdown or loss of a district regulator station.

    4.2.3   Shutdown or loss of a large section of a distribution system because of natural forces.

    4.2.4   Major line break within distribution network.

4.3   The simulation will consist of the actual step-by-step response to the emergency following the Emergency Manual as much as practical.

4.4   A post-review of the simulation should be conducted, and recommendations for changes submitted to the Vice President Engineering and Operations Support.

5.0 Training Effectiveness

5.1 Activities to determine if emergency training is effective include the following:

5.1.1 Perform pre- and/or post-training testing.

5.1.2 Feedback received during training.

5.1.3 Review of emergency response action by Safety and Compliance Inspectors.

5.1.4 Following incidents and major emergencies, the employee activities shall be reviewed to see if procedures were followed as part of the Incident Investigation (see EP 9.1 Incident Investigation).

5.2 If the activities indicate that training may not be effective (such as repetitive errors), the findings shall be relayed to the Training Department.

Record Keeping Requirements

All training records shall be entered into the CERC Plus database. It is the responsibility of the person conducting the training to ensure that the CERC Plus data is updated.

Revision Log

Revision Number 2:   Date Approved:

Section	Description and Reason for the Change
1.2	Removed section 1.2.2 which required FEMA ICS 100 Introduction to the Incident Command Systems for UGI First Responders and Duty Supervisors since the ICS Recognition & Awareness for Natural Gas Emergencies module covers the material in FEMA ICS 100.
2.1.2 & 2.1.3	Removed requirement for 2 year requalification for FEMA ICS 100 & ICS 200.

Revision Number 1:   Date Approved: 12-08-2017

Section	Description and Reason for the Change
All	The entire Emergency Manual is being updated and put into a new format. The revisions listed below are significant changes from the prior GOM 60.50.150 Emergency Training Requirements.
Multiple	Added training requirements for ICS training