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Gas Operations Emergency Response Plan

EMP-200

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SUBJECT

GAS OPERATIONS EMERGENCY RESPONSE PLAN

1.0 Purpose

This Emergency Response Plan (ERP) addresses the Consolidated Edison Company of New York, Inc. (CECONY) Gas Operations emergency response to all emergencies affecting the Company's gas transmission and/or gas distribution systems. This document provides planning and response guidance to all areas that have emergency operations responsibilities within Gas Operations (GO).

This Gas ERP has been written to support the emergency response guidance identified in Con Edison's Corporate Instruction CI-260-4, "*Corporate Response to Incidents and Emergencies.*" CI-260-4 establishes guidelines for determining the appropriate level of response and mobilizing the appropriate Company and external resources in a timely manner in response to any incident. It incorporates the directives of numerous corporate planning documents as well as Gas Operations procedures that have been developed. Additionally, this Gas ERP meets the requirement of *16 NYCRR – Part 255.615 Emergency Plans,* which states, "Each operator shall establish written procedures to minimize the hazard resulting from a gas pipeline emergency."

The Gas ERP and all of the referenced materials will be maintained on the company's intranet. A printed copy of the Gas ERP along with all of the referenced materials will be available in the Gas Emergency Response Center (GERC), Alternate GERC (Rye Service Area) and Gas Operations workout locations for reference in the event the network is unavailable.

2.0 Application

The Gas ERP is applicable to Gas Distribution, Gas Transmission, LNG/Hunts Point Compressor Station, and Tunnel events. These events may include, but are not limited to: fire, explosion, damage, security breach, serious gas leak, water main break, evacuation, building or street collapse, multiple service interruptions, or a loss of a gate station and/or supply incident.

The Gas ERP should be used as an overarching plan that provides emergency management direction, policy, and clarity to individual existing Gas Operations procedures and guidelines that were developed for specific purposes.

The response to emergencies involving other corporate infrastructure such as Substations, System and Transmission Operations equipment co-located with Gas Operations facilities is not covered by this plan.

3.0 Introduction

3.1 Gas ERP Format

This ERP is divided into seven (7) primary sections.

- Section 3.2 provides an introduction and overview of Gas Operations and the emergency management policies that currently govern the response to emergencies.

- Section 4.2 provides an overview of the Incident Command System and the implementation of an appropriate on-scene ICS structure.
- Section 4.4 provides insight into the roles and responsibilities of different organizations when responding to different types of events.
- Section 4.5 is a guide for response to a large scale gas outage.
- Section 4.6 provides guidelines for obtaining or providing mutual assistance.
- Section 4.7 is a process for the activation of the Gas Operations Situation Room that will support the operations of a Serious level gas incident or Full-Scale Corporate Emergency Response Center (CERC) activated event.
- Section 6.0 is a collection of procedural guides and sample field operating templates that are intended to assist the user during an incident response.

3.2 Gas Operations Overview

Gas Operations is made up of the following areas:

a. Area Gas Operations

Area Gas Operations consists of four major operating departments: Gas Construction, Distribution Services, Field Operations Support, and the Gas Emergency Response Center (GERC).

The Gas Operating areas are responsible for the safety, reliability, and integrity of the gas distribution system in The Bronx, Manhattan, Queens, and Westchester. In the 660-square-mile gas franchise area, there are over 4,300 miles of gas mains supplying over 1 million customers.

(1) *Gas Construction*

Gas Construction consists of different operating sections that perform and oversee the maintenance activities and new construction on the gas distribution system. The maintenance function is primarily leak repairs. The capital section is responsible for the expanded capital main replacement programs and new business installations throughout our territories.

(2) *Gas Distribution Services*

Gas Distribution Services is responsible for initial gas leak response/investigations, carbon monoxide complaint investigations, building fire response, and other gas-related emergencies that affect the gas distribution system. The group provides leak surveillance, rechecks, and repair follow-up investigations in addition to PSC-mandated inspections of buildings of public assembly, main valves, service regulators, submarine crossings, and gas mains on bridges and tunnels. It is also responsible for the periodic exchange of meters as required by the PSC as well as the installation and turn-on of new business meters.

(3) *Field Operations Support*

The Field Operations Support group is responsible for providing administrative support for the Gas Distribution and Gas Construction sections. Responsibilities include the scheduling and monitoring of the department's activities to ensure compliance with all federal, state and local regulations; monitoring of the department's operating budget and the correlation of financial and productivity information to improve overall work performance; and scheduling of gas leak repairs, surveillances, follow-up inspections, capital and maintenance projects, and information entry into various Corporate and Gas specific computer applications.

(4) *Gas Emergency Response Center (GERC)*

The Gas Emergency Response Center (GERC) is responsible for the safe and reliable operation of the company's gas distribution system. Activities include dispatching and directing gas crews in response to gas odor complaints and other gas system problems, and monitoring excavation activities in the vicinity of gas transmission mains and identifying/initiating contingency plans. The GERC coordinates emergency response efforts associated with incidents on the gas distribution system and implements the incident command system. GERC is responsible for notifying and receiving information from appropriate federal, state, or local agencies, including first responders, regarding gas distribution system status. The GERC maintains the Emergency Contact and Notification list for Gas Operations and first responders. The Gas Operations Situation Room may be located at the GERC during Serious or greater level Incidents. The GERC receives notifications of incoming calls from the public to the Call Center. The Call Center follows an approved protocol for fielding the calls and providing safety information while determining the nature of the incoming call. The Call Center is capable of handling up to 30,000 calls per hour.

b. Gas Engineering

(1) Distribution Engineering/Transmission Engineering

(a) Distribution Engineering /Transmission Engineering

Distribution Engineering/Transmission Engineering is responsible for distribution and transmission system planning,

reliability, and contingency planning. It provides engineering for new business services and mains, major project design and field engineering, mapping, standards, procedures, annual steel and cast iron replacement programs, including system reinforcement and encroachment replacements. It also develops isolation plans and reviews system designs to minimize the effects of isolation on customers and the makeup of the customers such as hospitals, schools, commercial, and industrial users that would be affected, the time required for available personnel to carry out isolation procedures, the time required for controlling the pressure in the isolated area by such means as venting and transferring gas to adjacent systems and the time required for available personnel to restore service to the customer.. When establishing valve locations numerous factors are considered, including the size of area to be isolated, topographic features, such as rivers, major highways and railroads and the number of valves necessary to isolate the area. Isolation plans are reviewed after incidents to ensure that all factors are continuously re-evaluated. It influences regulatory activities with respect to gas safety compliance, specifies interruption parameters, and issues gas safety and construction standards. It oversees transmission and distribution integrity management programs. It approves new materials and methods and acts as principal witness on gas capital budget and rate case operations issues. It maintains and disseminates information on key issues such as contractor damages, service availability, replacement of leak-prone pipe, and other critical system data.

i. Pressure Control

Pressure Control is responsible for the operation and maintenance of approximately 280 gas distribution regulator stations and 350 industrial regulators installed on the gas system. Activities include inspections, chart changes, pressure adjustments, repairs, capital improvements, new installations, operations, and maintenance and oversight of key transfer facilities such as metering stations, gas heaters, as well as the maintenance of all
Remote operated valves (ROVs). The Instrumentation & Controls (I&C) group installs and maintains more than 250 Data Acquisition and Supervisory Control devices that transfer data to Gas Control and GOSS. They support the gas construction areas by performing large high-pressure tapping, large main cutting and hydrostatic testing of piping, and specialized valve repairs.
Pressure control maintains the procedures for actions to be taken in the event of loss of communications with SCADA equipment.

ii. Gas Control

Gas Control operates the company's gas transmission and distribution systems and monitors interstate pipelines to maintain a safe and reliable gas system for Con Edison. Gas Control ensures gas system safety by monitoring and controlling the delivery of gas into the Con Edison service territory. It can remotely isolate impacted sections of the system in the event of a catastrophic event. Gas Control forecasts the gas distribution load, assures that adequate system pressures exist to meet customers' needs, interfaces with National Grid to maintain the New York Facilities System, operates the Hunts Point Compressor, and is responsible for dispatching supply from peak shaving facilities such as the Astoria LNG plant.

(2) *Technical Operations*

(a) Corrosion Control

Corrosion Control is responsible for all corrosion control-related engineering and testing of Con Edison's buried and submerged metallic facilities. The group complies with corrosion control regulations to ensure safe operation of facilities with minimal impact on the environment. It performs periodic tests of protected gas mains, electric feeders and structural facilities; investigates faults; and issues work orders for correction; supports new installations; designs cathodic protection systems; tests and approves new coatings and corrosion-related material; maintains corrosion standards; provides corrosion-related training; performs external corrosion direct assessments for transmission main pipeline integrity; and partners with R&D on corrosion-related projects.

(b) Gas Measurement

The Gas Measurement group is responsible for gas meter engineering at Con Edison and all gas meter testing and purchasing of meters, regulators, and correction devices for Con Edison. The group designs meter and regulator sets and maintains associated standards; coordinates meter repair and refurbishment done by vendors; performs acceptance and complaint testing of meters; administers the Gas ADAMS meter tracking system; installs and maintains remote automatic meter reading devices used to monitor interruptible/transportation customer hourly gas usage; installs, inspects and maintains electronic volume correctors; and identifies and integrates new gas measurement and pressure regulation technologies.

(c) *Leak Survey*

The Leak Survey group is responsible for performing annual leak surveys of the company's 4,300 miles of gas mains and periodic

surveys of our 380,000 services. It performs high-speed cast iron surveys during extreme weather conditions and special surveys as needed. It also conducts visual inspections of aboveground gas service piping for atmospheric corrosion.

(d) *Tunnel Maintenance*

Tunnel Maintenance is responsible for maintenance of the company's seven major utility tunnels. These tunnels provide a conduit for electric feeders, gas mains, steam mains, fuel oil lines, and fiber optic cables.

(e) *LNG Plant*

The LNG plant is responsible for the operation and maintenance of the company's LNG (liquefied natural gas) facility. The plant provides natural gas to meet extreme cold weather demand and for system contingencies. The section also is responsible for maintenance of the Hunts Point compressor station.

(3) *Gas Environmental, Health, Safety, and Training (EHS&T)*

Gas Environment Health Safety & Training Management is responsible for ensuring Gas Operations compliance with federal, state and local regulations as well as with company policies and procedures. The group disseminates pertinent EH&S compliance information to operating areas and provides EH&S field support and technical expertise. It ensures that EH&S training is current, appropriate, and meets the needs of the department by planning, scheduling, and administering training to ensure compliance with federal, state and local regulations. It responds to environmental incidents, employee and customer health-related issues and safety concerns. It coordinates labor-management committees to address EH&S issues in the field and maintains Safety & Environmental programs for Gas Operations. It maintains statistical information on injuries, collisions, and environmental releases. The group manages employee recognition programs for EH&S excellence.

(4) *Quality Assurance (QA), Gas Development Lab, Operations Support*

(a) *Quality Assurance (QA)*

QA performs reviews of operating and engineering organizations to ensure compliance with codes and Company standards and procedures to help the organizations improve continuously. QA works closely with regulators to influence regulation, and works closely with PSC staff during its audits, explaining the operation so that findings are appropriate. It performs special reviews as needed following gas incidents, and reviews contractors' workmanship issues or unusual events.

(b) Gas Development Lab

The Gas Development Lab performs acceptance testing for new materials and methods. It includes autopsies of failed materials, emergency field repairs on plastic mains, unusual plastic tapping, internal camera inspection, and inspection and maintenance of Company and contractor fusion equipment. It provides support for gas R&D projects as needed.

(c) Operations Support

The Operations Support group supports the Gas Area's computer technology needs, including hardware and software development and maintenance. It identifies, develops and implements efficient data collection methods, timely analysis, and reporting tools.

3.3 Emergency Management Response and Coordination

The Con Edison corporate emergency management vision and the commitment to "The Way We Work" is the foundation for managing and coordinating all responses to incidents involving Gas Operations. Key objectives include:

- Communicate with customers and other stakeholders with timely and accurate information using voice, internet, media, and other appropriate methods; and
- Conduct and facilitate an After Action Review (AAR) of every Serious and Full Scale incident. This will include a detailed critique of the response, mitigation and restoration and the adherence to ICS as well as the plans, procedures and policies of Gas Operations.
- Improve continuously.

4.0 COMPLIANCE REQUIREMENTS

4.1 Primary Response Goals and Priorities

During incidents that impact Gas Operations, the safety of responders and the general public, and the protection of Company equipment is the responsibility of all personnel. To ensure the safest and most prudent operation to an evolving event, response operations will be dictated by the following principles:

- Ensure the safety of responders and the public;
- Ensure the protection of property and the environment;
- Maximize protection of sensitive areas/customers;
- Restore Gas Operations business and provide recovery from the incident;
- Keep stakeholders and public informed of response activities;

- Manage a coordinated response effort;
- Minimize economic impacts;
- Provide the necessary resources to meet all the needs for the incident, including ordering resources through appropriate procurement authorities;
- Maintain the capability to expand all functions under the Incident Management System in order to meet any size of emergency; and
- Maintain current contracts with the business community, and other vendors who can supply resources and commodities during an emergency.

4.2 Incident Command System

a. Overview

Corporate Instruction 260-4 describes the Incident Command System, whose principles are used to manage any incident or emergency and the ICS organizational structure, including the role of the Incident Commander (IC).

CI-260-4 identifies four event classifications that are utilized to help determine the scope of an incident and to help determine the appropriate level of response. The four levels of event classification include:

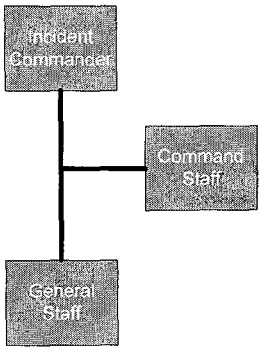
(1) *Routine Level* – An incident that is managed by the responsible operating organization, usually using local assigned crews.

(2) *Upgraded Level* – An incident that may require more than one response crew and management assistance is requested for more than routine guidance.

(3) *Serious Level* – An incident that involves a regional response of assigned crews diverted to the incident scene with corporate support as needed. There may be a need for support from outside the Company (commonly referred to as mutual aid) at this level.

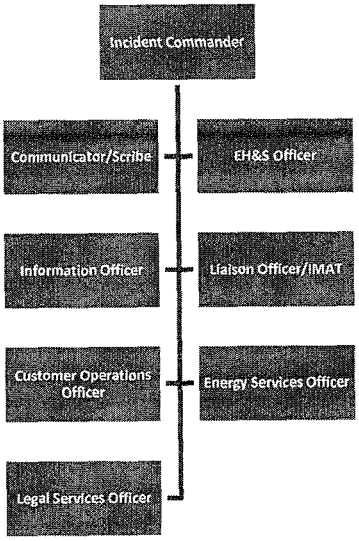
(4) *Full-Scale Level* – An incident that involves widespread need for Company forces in one or multiple service areas, and which could include support from outside the Company.

The ICS organization is built around five major functions that are applied to any incident whether large or small. The ICS affords the ability to fill only those parts of the organization that are required to respond to the event or incident. The Incident Command System establishes lines of supervisory authority and formal reporting relationships. It maintains a reasonable span of control in each section of the operation. The following are descriptions of the functional elements of the Command Staff and the four sections reporting to the IC.



b. Command Staff Positions

The Incident Command Staff consists of the IC, EH&S Officer, Information Officer, Liaison Officer, Customer Operations Officer, Energy Services Officer, Legal Officer, and a Communicator.



Key to Incident Command is Span of Control. Normal Span of Control is 3 to 7 personnel with 5 being optimum. Span of Control is risk based; as the size of the event changes the Command Staff can expand or contract as needed. The Command Staff positions utilize assistants for exceeding the span of control while the General Staff uses deputies for the same purpose.

(1) *Incident Commander (IC)*

(a) Concept of Operations

The IC is responsible for the strategic management and overall coordination of response efforts for the Company. For incidents in which the Incident Command Post (ICP) is on scene, the first arriving appropriately ICS trained employee will assume command and will put on a white hat and wear identification showing his/her name. If more than one qualified individual is at a location, the most experienced individual in the commodity affected shall be the IC. The White Hat is a designated symbol to outside agencies as the person-in-charge of the incident similar to the FDNY.

(b) Organization

Incidents occurring within the operating area of CFS will have an IC assigned from CFS. Command and General Staff assignments will be filled by representatives from the affected CFS section.

The ICS will be used as the sole incident management system during emergency response events. This will help ensure that communication both within the Company, and externally, is clear, effective, and timely. The IC is responsible for developing and implementing an appropriate ICS structure for all emergency responses.

The initial IC shall be the trained and authorized to assume the role of IC. A non-HAZWOPER qualified IC may utilize a HAZWOPER qualified Operations Section Chief during Haz-Mat incidents.

The IC authority includes the Authority of the President and Chief Operating Officer of CECONY to temporarily allocate resources to contain the emergency condition.

(c) Workflow

The IC shall classify the level of the incident and determine the size and scope of the incident command structure required to respond to the incident.

The IC shall request Company representatives (emergency duty roster may be used) as required, who shall report to him/her upon arrival. The IC, by way of the Communicator, shall keep the appropriate Control Room, CFS office, SSO Shift Manager, and CIG informed of ongoing operations. Information provided should include the IC's name and the incident classification level and location of the ICP.
During Serious or Full-Scale level incidents that progress to a CERC activation, the on-scene IC will transition to the role of on-scene Operations Chief (OC). Incident command authority may be transferred to the highest ranking and appropriately trained CFS representative in the CERC. This duty may be delegated to a lower title at the discretion of management.

(2) *Environmental, Health & Safety Officer (EH&S)*

(a) Concept of Operation

The EH&S Officer is responsible for monitoring and assessing environmental concerns, safety hazards or unsafe conditions, and for developing measures for ensuring personnel safety. The Company EH&S Officer will correct unsafe acts or conditions through the regular line of authority, although the EH&S Officer may exercise emergency authority to prevent or stop unsafe acts when immediate action is required. The EH&S Officer maintains awareness of active and developing situations, ensures the Site Safety and Health Plan is prepared and implemented, and includes safety messages in the Incident Action Plan (IAP). The EH&S Officer is responsible for conducting initial briefings for incoming outside agencies' personnel on the hazards, PPE requirements, etc.

(b) Organization

The EH&S Officer position is normally filled by CFS EH&S or a member of the Corporate Environmental Response Team, but may be assumed by other trained EH&S personnel at the discretion of the IC.

(c) Workflow

Environmental, health, and safety information is routed through the ETR Desk located in the Energy Control Center. The Senior Specialist assigned to the desk keeps the EH&S Officer informed of all safety and environmental incidents. The on-scene EH&S Officer will assume the following responsibilities:

- Personnel safety
- Scene safety
- Conducting or coordinating air monitoring
- Insure adequate leak and spill controls are in place
- Spill sampling
- Cleanup oversight
- Contractor coordination

(3) *Information Officer*

(a) Concept of Operation

The Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. This position is responsible for compiling information relative to communications with the public and media, or with other organizations that need information concerning the incident.

(b) Organization

The Information Officer is typically a representative of the Public Affairs department. Public Affairs has overall responsibility for communicating emergency recovery information to external, and sometimes internal, stakeholders such as:

- The New York City Office of the Mayor
- County Executives of Westchester, Rockland, and Orange Counties as well as the neighboring counties in New Jersey, Pennsylvania, Connecticut, and Long Island
- Various federal, state, county, and local representatives
- Con Edison's corporate Media Relations 24-hour duty officer
- Service area vice presidents and other operating areas, as required

(c) Work Flow

The Information Officer will deliver press releases that provide information on the Company's response for dealing with CFS incidents. During the restoration efforts, press releases will be issued to coincide with local news cycles, or as needed. Information prepared and disseminated may include as appropriate: overall claims information, and locations for "on-site" media briefings. Media communications may include some or all of the following:

- Live broadcasts on radio stations and cable TV
- Periodic press releases
- Overall estimated restoration time
- Press conferences at headquarters or other appropriate field locations

(4) *Liaison Officer*

(a) Concept of Operations

The Liaison Officer (LO) is a member of the Command Staff responsible for coordinating activities with representatives from cooperating agencies. Incidents that are multi-jurisdictional, or involve several agencies, may require the establishment of a Company LO position on the Command Staff.

(b) Organization

The LO is the point of contact for the assisting and cooperating agency representatives, and stakeholder groups. This position is normally filled by Emergency Management staff.

(c) Work Flow

The LO will establish and maintain communication with the New York City Office of Emergency Management (NYC OEM), the Westchester County Department of Emergency Services, the Orange County Division of Emergency Management, and the Rockland County Office of Fire and Emergency Services during incidents that have a large or extended impact on each respective service area.

(5) *Customer Operations Officer*

(a) Concept of Operations

The Customer Operations Officer for the Company is a member of the Command Staff responsible for the coordination of Customer

Operations resources and providing assistance and information to customers adversely impacted by a Company event in accordance with CI-490-2, "Customer Care Emergency Response Plan."

(b) Organization

These positions are normally filled by Customer Service staff.

(c) Work Flow

Customer Operations Officer will provide telephone or on-site support as needed. This determination may be made after Customer Operations Officer makes initial contact with the affected customers.

(6) *Energy Services Officer*

(a) Concept of Operations

The Energy Services Officer for the Company is a member of the Command Staff responsible for the coordination of Energy Services resources and providing assistance and information to large and sensitive customers adversely impacted by a Company event. In addition, the Energy Services Officer provides informational updates to the Vice President, Engineering and Planning.

(b) Organization

This position is filled by Energy Services personnel.

(c) Work Flow

Energy Services personnel will work in conjunction with CFS to maintain communication with impacted customers.

(7) *Legal Services Officer*

(a) Concept of Operations

The Legal Officer is a member of the Command Staff and is responsible for legal compliance and regulatory actions, private property damage claims, communications with the New York State Public Service Commission (NYSPSC), and other (non-environmental) regulatory agencies, as may be necessary.

(b) Organization

This position is unique to Con Edison and is not incorporated in traditional ICS. This position is filled by Legal Department staff, including claims and investigative personnel.

(c) Work Flow

The Legal Department will dispatch personnel to the scene of incidents that involve injuries to the public, or when there is damage to private property.

(8) *Communicator/Scribe*

(a) Concept of Operations

The Communicator/Scribe is responsible for formal communications, both internal and external, at the ICP. This position is typically filled only at the field command post and is not at the CERC. The Communicator works closely with the IC to gather work status information, and establishes a formal communication pathway with the SSO Shift Manager, the various Control Centers, and the CERC during Full-Scale level activations. The Communicator presents information to outside agencies at the scene, and also records and logs all major actions for current and future reference.

(b) Organization

The Communicator /Scribe will be assigned by the impacted business unit. They will work as part of the Command Staff and answer directly to the IC.

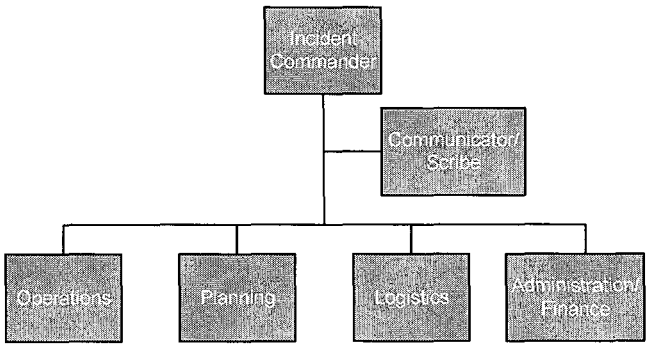
(c) Work Flow

The Communicator/Scribe will respond to all incidents that have a formal ICS structure established. Responsibilities include:

- Establish contact with the SSO Shift Manager, or appropriate Control Room
- Establish contact with CIG and provide updates as appropriate
- Maintain detailed log of all actions performed at incident
- Maintain log of all personnel arriving and leaving the incident
- Act as information conduit for internal organizations requesting incident information

c. General Staff Positions (Section Chiefs)

The General Staff positions consist of the section chiefs of Operations, Planning, Logistics, and Administration/Finance.



(1) *Operations Section Chief*

(a) Concept of Operations

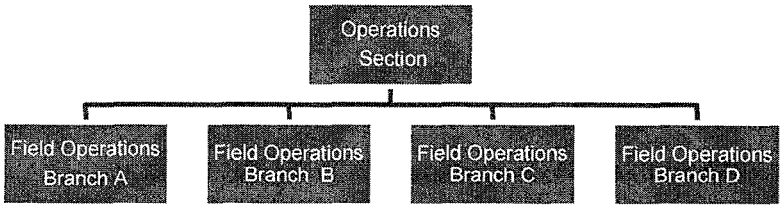
The Operations Section Chief, who is an appropriately trained individual from the responsible operating department, directs all activities of the Operations Section as well as assesses the

resources and assistance required. The Operations Section Chief is generally based at the ICP and is responsible for managing the tactical response to the incident.

(b) Organization

The Operations Section is responsible for the damage assessment, repair, and restoration of the CFS system during and after an incident. Damage assessment crews will be deployed to locations as needed. Dependent upon the incident category, Company resources may be deployed to assist other operating areas with appropriate field supervision, clerks, and planners that will be incorporated into the existing operations.

The field supervisor(s) or Operations Section Branch Directors report to the Operations Section Chief and are located at the emergency site(s). The number and type of field supervisors is determined based on the size, magnitude, and disciplines of the affected facilities and areas, and the number of separate operations involved with the incident.



(c) Work Flow

The Operations Section is responsible to promptly repair damage to the CFS system. The Operations Section follows the direction of the IC in the development of repair and restoration operations and priorities and will require pre-approval from the IC before any repair and restoration work commences.

During the response to an incident, the Operations Section is responsible for, but not limited to, the following actions:

- The repair and restoration of CFS system components
- Hazardous materials abatement
- The clean-up associated with an incident

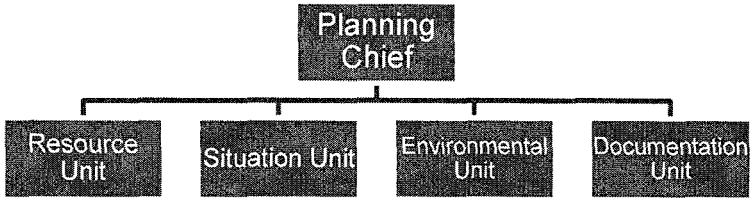
(2) *Planning Section Chief*

(a) Concept of Operations

The Planning Section Chief is an appropriately trained individual from the responsible operating department (for oil spills or hazardous substance releases this person could be a representative from Environment, Health, and Safety). Planning Section operations can be directed from the ICP or the emergency site, depending upon the incident, but is generally located at the ICP.

(b) Organization

Planning Section personnel are trained employees consisting of: CFS Operations Planners, and CFS Operations Managers.



(c) Work Flow

The Planning Section Chief will direct the operations of the Planning Section in the development of the Incident Action Plan (IAP) for the next operational period. The Planning Section will document the status of the response effort and projected requirements. They will maintain the status of all resources involved in the incident providing engineering and technical support (such as resources at risk, resource damage assessments, alternative cleanup techniques, etc.). Additionally they are responsible for:

- Determining the need for outside contractors to assist in mitigation and restoration efforts
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the IAP
- Collect and process information about the incident
- Provide analysis of problems and develops solutions that are then communicated to Operations
- Request Damage Assessment to obtain visual inspection of specified locations
- Plan timely transition back to normal operation at the end of the incident

(3) *Logistics Section Chief*

(a) Concept of Operations

The Logistics Section (LS) provides the logistical and field support required to enable Operations personnel to concentrate on restoration of service.

Routine and Upgraded incidents/events are managed by the affected facility or affected operating organization, coordinating requests directly with CFS.

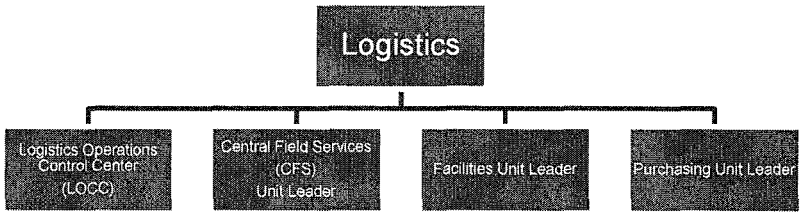
Central Field Services may be mobilized to augment local/regional organizations for Serious and Full-Scale incidents/events to effectively support the restoration efforts.

During Serious and Full-Scale incidents/events the Logistics Operations Control Center (LOCC) is staffed and is responsible for managing the overall logistical response effort and activities reporting directly to the Logistics Section Chief (LSC) at the CERC.

During non-CERC incidents/events the LSC works out of the LOCC and coordinates support requirements with the affected operating region. The CFS Emergency Operations Section manages and staffs the LOCC which is located in Building 97 in the Astoria Complex, Queens, NY.

(b) Organization

The LSC is an individual from the corporate support organization, with broad knowledge of the Company's support resources and activities. The LS is staffed with personnel from Facilities including Security Services, CFS, and Purchasing with other personnel assigned as required to provide appropriate functional support.



c) Work Flow

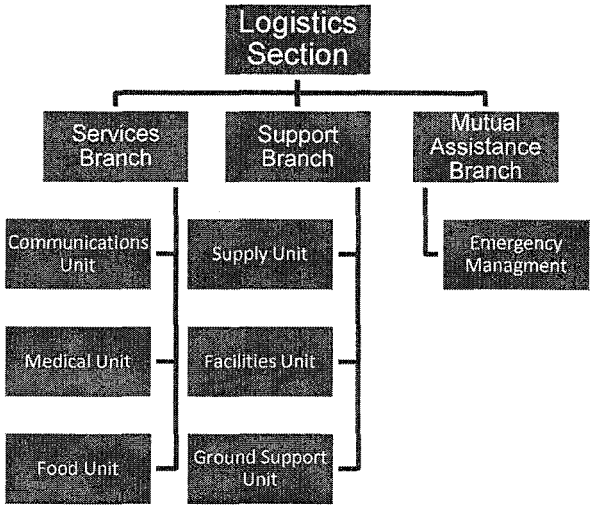
Upon notification that an emergency response has been declared, the LS will mobilize to the level based upon the declaring organization's stated requirements. All logistical support, material supply, and transportation-related needs will be coordinated through the LSC. Additional logistical personnel will be assigned staffing positions based upon the declared incident level by both the local organization and the corporate logistics organization. All on-scene related needs may be coordinated through the local facilities management group or the CFS Operations Planning Section. During Serious and Full-Scale incidents all facility-related needs will be coordinated through the Facilities Unit Leader at the CERC/LOCC.

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, material, and vehicles if necessary in support of the incident. The Logistics Section Chief participates in the development and implementation of the Incident Action Plan and activates and supervises the Branches and Units within the Logistics Section. The Logistics Chief oversees and directs the activities of the Services Branch, Support Branch, and the Mutual Assistance Branch.

- Service Branch Director: The Service Branch Chief, when activated, is under the supervision of the Logistics Section Chief, and is responsible for the management of all service activities at the incident. The Branch Director supervises the operations of the Communications, Medical, and Food Units.
- Support Branch Director: The Support Branch Chief, when activated, is under the direction of the Logistics Section Chief, and is responsible for development and implementation of logistics plans in support of the Incident Action Plan. The

Support Branch Director supervises the operations of the Supply, Facilities, and Ground Support Units.

- Mutual Assistance Branch: The purpose of the Mutual Assistance Branch Chief is to coordinate the Emergency Management Assistance Compact, Statewide Mutual Assistance Agreement, and Requests for Federal Assistance, to insure resources are obtained, transported, and utilized under these agreements when needed/requested.



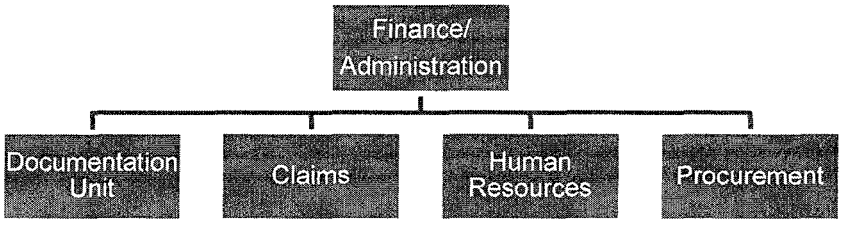
(4) *Finance/Administration Section Chief*

(a) Concept of Operations

The Finance/Administration Section Chief, a member of the General Staff, is responsible for all financial and cost analysis aspects of the incident, and for supervising members of the Finance/Administration Section. This Section is generally based at the ICP.

(b) Organization

The Finance/Administration Section is staffed by personnel from Human Resources, the Claims departments along with Treasury and Controller managers and their staff to perform cost analysis and to conduct internal reporting. They provide financial and cost analysis for the incident, including claims, and contract administration. They are responsible for the procurement of non-stock materials and outside services as needed. During restoration operations, the Finance and Administration Section is responsible for investigating and processing all claims associated with the incident.



(c) Work Flow

The Finance/Administration Chief will direct the operations of the Finance/Administration in the development of the Incident Action Plan (IAP). The Finance/Administration Section will: document the status of the response effort and projected requirements; ensure reports and forms are complete, accurate, and timely; provide financial summary information on current incident operations; and ensure all personnel and equipment time records are complete and have been submitted appropriately. Consider demobilization early enough during the incident so that an adequate demobilization plan is in place prior to the actual need to release resources. Ensure all financial documents initiated at the incident are properly prepared and completed.

4.3 Emergency Response Roles and Responsibilities

Responding to emergencies is the responsibility of all members of Gas Operations. All operating groups within Gas Operations may have emergency response operations assigned to them during a gas system emergency. Response operations may be required regardless of the level of event classification. Emergency assignments are not limited to current Gas Operations employees. They may include employees previously trained in Gas Operations.

a. Incident Classification and Response

The response to incidents within Gas Operations is the primary responsibility of the operational unit in which the incident occurs. Individual operational units are responsible for mobilizing resources to respond to all incidents. These resources include the Emergency Response Group (Part of GERC) and other sections of Gas Operations. CI-260-4 identifies four event classifications that are utilized to determine the scope of an incident and the appropriate level of response.

b. Notifications

Proper notification of events will ensure that all groups are made aware of events that may require some type of emergency response.

All Incident notifications and internal communications will be made through the Gas Emergency Response Center (GERC). Communication between the GERC and the on-scene command post will be coordinated through the Communicator working for the Incident Commander. In the event of any Serious or Full-Scale level incidents the GERC shall notify CFS as soon as practical to ensure that logistical resources can be coordinated and quickly deployed.

CIG is responsible for making all corporate-wide notifications as per established Computerized Notification System (CNS) scenarios as well as making all notifications to appropriate off -site organizations as dictated by the incident and

established procedures. CNS notifications are incident specific and will include an incident classification if an ICS structure has been established.

c. CERC Activation

Upon the declaration of a Full-Scale event, a corporate decision may be made to activate the Corporate Emergency Response Center (CERC). (The CERC may be activated preemptively for impending weather events) The CERC will be staffed by appropriately trained senior management and support personnel from all operating organizations.

(1) Gas Operations Situation Room

Upon the declaration of CERC activation, or other Serious or Full-Scale Incidents, Gas Operations will open the Gas Operations Situation Room located in the GERC conference room, in Building 21A at Van Nest.

As needed, the following organizations will send a representative to the Gas Operations Situation Room:

- GDS
- Gas Construction
- Gas Engineering
- Gas Control

See Section 4.7 for Gas Operations Situation Room Activation procedure.

4.4 Gas Operations Roles and Responsibilities

a. Gas Distribution Event, Incident Classification and Response

During incidents that impact Gas Operations, the safety of responders and the general public and the protection of Company equipment is the responsibility of all personnel. A gas distribution event is one that occurs as a result of a problem on the gas distribution system (i.e. operates at less than 125 psig). Gas distribution events are classified as per CI-260-4 and may include fire, explosion, damage, serious gas leak, water main break, evacuation, building or street collapse, and multiple service interruptions.

(1) Gas Emergency Response Center (GERC) and Gas Operations Situation Room

The Gas Emergency Response Center is responsible for assigning necessary personnel, providing support to site personnel as needed (e.g. M&S plate information, valve information, logistics support, and mutual assistance requests), making required notifications, updating the Gas Incident Management System, etc. The GERC will initiate E2MIS as appropriate and prepare the Gas Operations Situation Room.

(a) *Emergency Response Group (ERG)*

The Emergency Response Group (ERG) is responsible for implementation and set-up of an Incident Command Structure, including the establishment of a formal Incident Command Post. The group will act as the initial Communicator/Scribe until relieved by appropriately trained personnel. Additionally, it will liaison with municipal public safety agencies until the arrival of representatives from Emergency Management.

(b) *Multiple Resource Response Event (MuRRE)*

The GERC will initiate a multiple resource response event (Code MuRRE) for events that require an escalated leak response. The response includes assistance from additional company resources and the local fire department as outlined in Gas Specification G-11845, "Gas Emergency Liaison, Training and Response with External Public Safety Agencies."

(2) *Gas Distribution Services (GDS)*

Gas Distribution Services is responsible for initial incident response, incident classification, establishing an ICS structure, make-safe actions (e.g. manning/ operating valve(s), evacuating buildings, venting buildings and sub-surface structures), and updating the GERC. GDS will request additional field personnel as required.

(3) *Gas Construction*

Gas Construction is responsible for initial incident response, incident classification, establishing an ICS structure, make-safe actions (e.g. manning/ operating valve(s), evacuating buildings, venting buildings and sub-surface structures), and updating the GERC. Gas Construction will support GDS, by performing actions such as excavating to perform service and /or main isolations, excavating "fire banks," pumping of water from mains, etc.

(4) Gas Engineering

Gas Engineering is responsible for supporting the GERC, GDS and Gas Construction as needed. Gas Engineering will provide necessary maps/ layouts, customer information, isolation/restoration plans, and technical support.

(5) Gas Environmental, Health, Safety, and Training (EHS&T)

Gas EHS&T will assume the role of Safety Officer and is responsible for monitoring and assessing environmental concerns, safety hazards, or unsafe conditions and for developing measures for ensuring personal safety. The EH&S Officer will correct unsafe acts or conditions through the regular line of authority unless immediate action is required. EH&S Officer will ensure a site safety and health plan is prepared and implemented when required.

Operating areas are responsible for ensuring that all site-specific Emergency Response Plan training (SAF8114) is completed as mandated by the requirements of the facility. When required, EHS&T will assist as directed by the Incident Commander or his/her designee to ensure employees have the proper training required for the tasks they will need to perform.

(6) Gas Control

Gas Control is responsible for communicating with the Energy Control Center (ECC) in a distribution event. Gas Control may dispatch Pressure Control and GDS to assist in making adjustments to distribution regulator stations and isolating sections of the distribution system. The Gas System Operator (GSO) remotely monitors and controls the gas distribution system. In a distribution event, Gas Control is responsible for implementing Gas Specifications G-4905, "Guidelines for Major Contingencies on the Gas System" and G-4530, "Limiting Gas Use and Load Shedding During a Supply Curtailment or Emergency", declaring a local gas system emergency, monitoring distribution system pressures, and adjusting regulator station pressures.

(7) Emergency Management

Emergency Management is responsible for working with the ERG on the implementation of an ICS structure. The group will assist the IC with the development of an Incident Action Plan (IAP) and act as the liaison between Company responders and local public safety agencies and municipal government officials.

(8) Central Field Services (CFS)

Central Field Services will serve as the Logistics Section Chief on Serious and Full-Scale Incidents. CFS will ensure emergency logistical support, control and coordination is accomplished by augmenting operating organizations. The following are activities and functions managed and coordinated by CFS:

- Coordination of food/catering for crews when directed, including the use of company facility cafeterias when required to support the incident
- Provision of materials such as barriers, fences, guards, checkpoints, etc. to ensure
- security of company facilities and assets
- Verification and maintenance of inventory of pre-defined emergency restoration supplies (i.e., gas pipe and fittings)
- Periodic review of inventory or as needed to schedule additional vendor and field deliveries
- Monitoring Materials Management System (MMS) to order or re-order stock materials as required
- Establish administration and mobilization of vendor contracts for recovery related supplies and services (examples include on site fueling for diesel trucks, bus rental, portable sanitary facilities, and janitorial services)
- Organize trucking operations to move materials, supplies and provide courier services
- Dispatch and manage the Mobile Command Center (MCC) vehicles when required
- Oversee the establishment and operation of assembly and staging areas

(9) Energy Services

The Energy Services Officer has primary responsibility to mobilize resources that will maintain contact with hospitals and nursing homes and large commercial and/or industrial customers in the event of a serious electric emergency incident. Energy Services personnel interface with customers, either in person or by telephone.

(10) Customer Operations/Outreach

Customer operations will be notified for the coordination of Customer Operations resources and providing assistance and information to customers adversely impacted by the event in accordance with Customer Service Procedure CSP 2-0-1, "Corporate Event Customer Response Plan," and Corporate Instruction CI-490-2, "Customer Care Emergency Response Plan."

b. Gas Transmission Event, Incident Classification and Response

During incidents that impact Gas Operations, the safety of responders and the general public and the protection of Company equipment is the responsibility of all personnel. A gas transmission event is one that occurs as a result of a problem on the gas transmission system (i.e. operates at greater than or equal to 125 psig). Gas transmission events are classified as per CI-260-4 and may include fire, explosion, damage, serious gas leak, water main break, and evacuation, building or street collapse, multiple service interruptions.

(1) Gas Emergency Response Center (GERC) and Gas Operations Situation Room

The Gas Emergency Response Center is responsible for assigning necessary personnel, providing support to site personnel as needed (e.g. M&S plate information, valve information, logistics support, and mutual assistance requests), making required notifications, updating the Gas Incident Management System, etc. The GERC also initiates E2MIS as appropriate and prepare the Gas Situation Room.

(a) *Emergency Response Group (ERG)*

The Emergency Response Group (ERG) is responsible for the initiation and set-up of an Incident Command Structure, including the establishment of a formal Incident Command Post. The group will act as the initial Communicator/Scribe until relieved by appropriately trained personnel. Additionally, it will liaison with municipal public safety agencies until the arrival of representatives from Emergency Management.

(b) *Multiple Resource Response Event (MuRRE)*

A multiple resource response event (Code MuRRE) will be initiated for events that require an escalated response. The response includes assistance from additional company resources, and the local fire department as outlined in Gas Specification G-11845.

(2) *Gas Distribution Services (GDS)*

Gas Distribution Services may be responsible for initial incident response, incident classification, establishing an ICS structure, make-safe actions (e.g. manning/ operating valve(s),evacuating buildings, venting buildings and sub-surface structures), updating the ERC, etc. GDS will request additional field personnel as required.

(3) *Gas Construction*

Gas Construction may be responsible for initial incident response, incident classification, establishing an ICS structure, make-safe actions (e.g. manning/ operating valve(s), evacuating buildings, venting buildings and sub-surface structures), updating the GERC, etc. Gas Construction will support GDS by performing actions such as excavating to perform service and/or main isolations.

(4) *Gas Engineering*

Gas Engineering is responsible for supporting Gas Control, the GERC, GDS and Gas Construction as needed. Gas Engineering will provide necessary maps, customer information, isolation/restoration plans, and technical support.

(5) *Gas Environmental, Health, Safety, and Training (EHS&T)*

Gas EHS&T assumes the role of the onsite safety officer as needed and addresses environmental issues. The EH&S Officer is responsible for monitoring and assessing environmental concerns, safety hazards, or unsafe conditions and for developing measures for ensuring personal safety. The EH&S Officer will correct unsafe acts or conditions through the regular line of authority unless immediate action is required. The EH&S Officer will ensure a site safety and health plan is prepared and implemented when required.

Operating areas are responsible for ensuring that all site-specific Emergency Response Plan training (SAF8114) is completed as mandated by the requirements of the facility. When required, EHS&T will assist, as directed by the Incident Commander or his/her designee, to ensure employees have the proper training required for the tasks they will need to perform.

(6) *Gas Control*

Gas Control is responsible for communicating with the interstate pipelines, New York Facilities member companies, and the Energy Control Center (ECC) in a transmission event. Gas Control may dispatch Pressure Control and GDS to assist in making adjustments to regulator stations and isolating sections of the transmission system. The Gas System Operator (GSO) remotely monitors and controls the gas transmission system, operates gate stations, ROVs, and regulators. The GSO directs field operations by executing Gas Transmission Contingency Cases. The GSO is responsible for implementing Gas Specifications G-4905, "Guidelines for Major Contingencies on the Gas System," and G-4530, "Limiting Gas Use and Load Shedding During Supply Curtailment or Emergency," and

declaring a gas system emergency, adjusting station pressures, issuing orders to electric and steam generators to reduce gas usage, curtailing interruptible customers, and dispatching Astoria LNG to ensure adequate gas supplies to maintain the integrity of the gas system. The GSO will serve as the IC for a loss of gas supply transmission event. Pressure Control may be dispatched as required.

(7) *Emergency Management*

Emergency Management is responsible for working with the ERG in the implementation of an ICS structure. The group will assist the IC with the development of an Incident Action Plan (IAP) and act as the liaison between company responders and local public safety agencies and municipal government officials.

c. LNG/Hunts Point Compressor Station Event, Incident Classification and Response

An LNG and HP Compressor event is classified as per CI-260-4 and addressed per facility specific Emergency Response Plans. The LNG Plant Manager, Engineer, Superintendent, and Supervisors are all trained to the Incident Commander Level and thus can fill any role in the ICS structure. These site-specific ERPs are on file with Gas Control and the GERC.

(1) Gas Emergency Response Center (GERC)

The GERC is responsible for making required notifications, updating the Gas Incident Management System, etc. The GERC also initiates E2MIS, as appropriate and prepares the Gas Operations Situation Room.

(a) Emergency Response Group (ERG)

The Emergency Response Group (ERG) assists in the initiation and set-up of an Incident Command Structure, including the establishment of a formal Incident Command Post. The group will act as the initial Communicator/Scribe until relieved by appropriately trained personnel. Additionally, it will liaison with municipal public safety agencies until the arrival of representatives from Emergency Management.

(2) Gas Distribution Services (GDS)

The IC may require Gas Distribution Services to assist plant personnel in monitoring atmospheres for gas or manning and/or operating plant gas valves. Specifically for the Hunts Point (HP) compressor station, GDS also will serve as first responder to an HP-related event until LNG staff can be made available to respond to the facility.

(3) Gas Construction

Gas Construction may be required to support plant operations, as needed. This includes monitoring atmospheres for gas, manning of valves, and excavating to perform repairs.

(4) Gas Engineering

Gas Engineering will provide technical assistance as required.

(5) Gas Environmental, Health, Safety, and Training (EHS&T)

Gas EHS&T assumes the role of the on-site safety officer as needed and addresses environmental issues. The EH&S Officer is responsible for monitoring and assessing environmental concerns, safety hazards, or unsafe conditions, and for developing measures for ensuring personal safety. The EH&S Officer will correct unsafe acts or conditions through the regular line of authority unless immediate action is required. The EH&S Officer will ensure a site safety and health plan is prepared and implemented when required.

Operating areas are responsible for ensuring that all site-specific Emergency Response Plan training (SAF8114) is completed as mandated by the requirements of the facility. When required, EHS&T will assist as directed by the Incident Commander or his/her designee to ensure employees have the proper training required for the tasks they will need to perform.

(6) Gas Control

Gas Control is responsible for the dispatch of LNG or the HP compressor as part of the gas supply portfolio as required to meet gas load. This type of dispatch is deemed normal operation and thus is not covered under this plan. The dispatch of LNG or HP compressor to mitigate a loss of supply or to address a contingency on an interstate pipeline or transmission pipeline is potentially an emergency and covered by this plan. Gas Control has ultimate dispatch responsibility for the LNG plant and HP compressor, and as such, is the primary notification link for operational issues that impact both of these facilities. Pressure Control may be dispatched as required.

(7) *Emergency Management*

Emergency Management is responsible for working with the ERG on the implementation of an ICS structure. The group will assist the IC with the development of an Incident Action Plan (IAP) and act as the liaison between company responders and local public safety agencies and municipal government officials.

(8) *LNG Security Incidents*

The LNG plant is regulated by 49CFR, Part 193, which prescribes security requirements. The LNG Plant has a specific Security Plan in compliance with the regulations. Any security-related incidents pertaining to the LNG Plant will be handled per that plan. In addition, a site security plan (SSP) for the LNG Plant has been developed and submitted to the Department of Homeland Security to comply with the Chemical Facility Anti-Terrorism Standards (CFATS) regulations. This CFATS filing outlines the security measures in effect for the facility.

Security incidents will be reported as follows:

- The person who first becomes aware of a security threat or breach (this includes any perimeter access alarms received at the Company's Security Operations Center (SOC)) will report directly and immediately to the Control Room in the fastest means possible.
- The LNG will make notifications to 911 for public safety assistance.
- The GERC will notify CIG and Corporate Security.

(9) *Central Field Services (CFS)*

Central Field Services may serve as the Logistics Section Chief on Serious and Full-Scale Incidents. CFS will ensure emergency logistical support, control and coordination is accomplished by augmenting operating organizations. The following are activities and functions managed and coordinated by CFS:

- Coordination of food/catering for crews when directed, including the use of company facility cafeterias when required to support the incident
- Provision of materials such as barriers, fences, guards, checkpoints, etc. to ensure
- security of company facilities and assets
- Verification and maintenance of inventory of pre-defined emergency restoration supplies (e.g. gas pipe and fittings)
- Periodic review of inventory or as needed to schedule additional vendor and field deliveries

- Monitoring Materials Management System (MMS) to order or re-order stock materials as required
- Establish administration and mobilization of vendor contracts for recovery related supplies and services (examples include on site fueling for diesel trucks, bus rental, portable sanitary facilities, and janitorial services)
- Organize trucking operations to move materials, supplies and provide courier services
- Dispatch and manage the Mobile Command Center (MCC) vehicles when required
- Oversee the establishment and operation of assembly and staging areas

(10) Energy Services

The Energy Services Officer has primary responsibility to mobilize resources that will maintain contact with hospitals and nursing homes and large commercial and/or industrial customers in the event of a serious electric emergency incident. Energy Services personnel will interface with will customers, either in person or by telephone.

(11) Customer Operations/Outreach

Customer operations will be notified for the coordination of Customer Operations resources and providing assistance and information to customers adversely impacted by the event in accordance with Customer Service Procedure CSP 2-0-1, "Corporate Event Customer Response Plan," and Corporate Instruction CI-490-2, "Customer Care Emergency Response Plan."

d. Tunnel Event Incident Classification and Response

Tunnel incidents are classified as per CI 260-4, and the response is incident specific as per each individual ERP for a given tunnel. The GERC and Gas Control each have a copy of each ERP for all seven Tunnels. Tunnel Maintenance will follow the ICS structure and assign at minimum an Incident Commander and Communicator to each event. The Tunnel Maintenance Planner and Engineer will act as the Planning Section, and Tunnel Maintenance Supervisors will act as Operations Chiefs. Gas EH&S or ERG will act as Communicators, depending on the level of the event.

(1) Gas Emergency Response Center (GERC)

The Gas Emergency Response Center is responsible for assigning necessary personnel, providing support to site personnel as needed (e.g. M&S plate information, valve

information, logistics support, and mutual assistance requests), making required notifications, updating the Gas Incident Management System, etc. The GERC also initiates E2MIS as appropriate and prepare the Gas Operations Situation Room.

(a) Emergency Response Group (ERG)

The Emergency Response Group (ERG) is responsible for the initiation and set-up of an Incident Command Structure, including the establishment of a formal Incident Command Post. The group will act as the initial Communicator/Scribe until relieved by appropriately trained personnel. Additionally, it will liaison with municipal public safety agencies until the arrival of representatives from Emergency Management.

(2) *Gas Distribution Services (GDS)*

GDS will be mobilized through the GERC as requested by the Incident Commander. GDS may be responsible for make-safe actions (e.g. leak investigation/classification and manning/ operating valve(s)). GDS will request additional field personnel as required.

(3) Gas Construction

Gas Construction will be mobilized through the GERC as requested by the Incident Commander. Gas Construction may be responsible for make-safe actions (e.g. manning/ operating valve(s) and excavating to perform main isolations).

(4) Gas Engineering

The support of Gas Engineering will be requested through Tunnel Maintenance for all appropriate isolation and blow-down procedures. Gas Engineering may provide necessary maps, isolation plans, and other technical assistance as required.

(5) Gas Environmental, Health, Safety and Training (EHS&T)

Gas EHS&T assumes the role of the on-site safety officer as needed and address environmental issues. The EH&S Officer is responsible for monitoring and assessing environmental concerns, safety hazards, or unsafe conditions and for developing measures for ensuring personal safety. The EH&S Officer will correct unsafe acts or conditions through the regular line of authority unless immediate action is required. The EH&S Officer will ensure a site safety and health plan is prepared and implemented when required.

Operating areas are responsible for ensuring that all site-specific Emergency Response Plan training (SAF8114) is completed as mandated by the requirements of the facility. When required, EHS&T will assist as directed by the Incident Commander or his designee to ensure employees have the proper training required for the tasks they will need to perform.

(6) Gas Control

Gas Control is the primary contact for Tunnel Maintenance in all events. Gas Control has the responsibility of making all appropriate notifications under its roles and responsibilities, including notifying the GERC that a tunnel event has occurred. Gas Control notifies Pressure Control if gas is involved. (See Appendix B in appropriate ERP for tunnel). Additionally, Gas Control is responsible for notifications to Steam and Electric System Operators for reported problems on Steam and Electric infrastructure in the tunnels.

(7) Emergency Management

Emergency Management is responsible for working with the ERG on the implementation of an ICS structure. The group will assist the IC with the development of an Incident Action Plan (IAP) and act as the liaison between Company responders and local public safety agencies and municipal government officials.

4.5 Large Scale Gas Outage Guide

This section should be used as a guide for response to a large scale gas outage resulting from a water main break, coastal storm, supply interruption, transmission or distribution incident, or any other cause.

a. Determine Extent of Outage

The extent of a large scale gas outage needs to be determined to determine staffing required and the estimated time of restoration (ETR). Methods to determine the extent of any outage may include:

- Customer calls (incoming)
- GOSS Points
- GDS crews
- GDS contractor crews
- Pressure Control crews
- Gas Construction crews
- Gas Construction contractor crews
- Other Company crews

b. Isolate Outage Area(s)

As soon as practical, the effect(s) of a gas outage should be kept to a minimum by various methods, which may include:

- Valve closures (Valves that are closed should be locked)
- Cut and cap mains
- Install stoppers in mains
- Close regulator station supplies
- Isolate buildings and verify shut-down (close and lock curb valves and/or service head valves, cut and cap service)
- Available R&D methods (e.g. Froth Pak, EZ Valve, EMSOS

c. Determine Affected Areas/Customers

As soon as practical, the affected area and number of customers should be determined in order to estimate and obtain the number of responders (including Mutual Assistance) required. Available methods to determine affected areas/customers may include the following:

- Stoner
- Area Profile System
- CIS
- BOPA lists (Data Warehouse)
- EMOPSYS (Electric)

(1) *Identify Critical & Sensitive Customers*

It is imperative that critical and sensitive customers be determined to establish priority for restoration.

(a) Critical customers

- Hospitals
- Nursing Homes
- Schools
- Daycare Centers
- Customers with gas heating (winter months) or water heating vs. cooking only
- Customers with life-sustaining equipment
- Clinics
- Sewage Treatment Plants
- Water Supply Facilities
- Homeless/Displaced Shelters
- Warming Shelters
- Polling Places (during election period)

(b) Sensitive customers

- NYCHA and Municipal Public Housing Developments
- Prisons/Jails
- Government Buildings
- Stock Exchange Buildings
- Religious Buildings
- Museums
- Hotels
- Restaurants
- Research Institutions
- Any location deemed "Critical" by NYCOEM or WCDES

Company organizations that may be involved in identifying critical and sensitive customers include:

- Gas Operations
- Customer Operations
- Public Affairs
- Energy Services
- Government Relations

d. Restoration

It is critical that the Estimated Time of Restoration (ETR) be determined as soon as practical after a large scale gas outage. Quickly determining appropriate staffing levels will facilitate the creation of the ETR. It is also important to identify customers that can take gas service to properly deploy resources.

(1) *Staffing*

Staffing should include both Company and Mutual Assistance resources. Identify any training requirements (e.g. Con Edison task specific and EH&S requirements for Mutual Assistance). Prepare work packages and staging areas so crews can hit the ground running.

(a) Company Resources

- Company gas crews and Gas Operations contractors
- Customer service gas crews
- Construction Management contractors (Operator Qualified at various levels: GDS, construction, or excavation only)
- Pressure Control crews
- Leak Survey crews
- Use of retirees for various roles

(b) Mutual Assistance (AGA, NGA, Others)

- GDS-type crews
- Gas construction-type crews
- NYCHA Plumbers
- Private Licensed Plumbers
- Building maintenance staffs

(c) Estimated Staffing Guidelines

Outage Size	Resources (# of GDS Mechanics)															
	25			50			100			500			1,000			
	Turn Off	Turn On(ers)		Turn Off	Turn On(ers)		Turn Off	Turn On(ers)		Turn Off	Turn On(ers)		Turn Off	Turn On(ers)		
	(hrs)	Private House	Apartment	(hrs)	Private House	Apartment	(hrs)	Private House	Apartment	(hrs)	Private House	Apartment	(hrs)	Private House	Apartment	
500	5	20	5	2.5	10	2.5	1.25	5	1.25	N/A	N/A	N/A	N/A	N/A	N/A	
1,000	10	40	10	5	20	5	2.5	10	2.5	N/A	N/A	N/A	N/A	N/A	N/A	
2,000	20	80	20	10	40	10	5	20	5	N/A	N/A	N/A	N/A	N/A	N/A	
3,000	30	120	30	15	60	15	7.5	30	7.5	N/A	N/A	N/A	N/A	N/A	N/A	
4,000	40	160	40	20	80	20	10	40	10	N/A	N/A	N/A	N/A	N/A	N/A	
5,000	50	200	50	25	100	25	12.5	50	12.5	N/A	N/A	N/A	N/A	N/A	N/A	
10,000	100	400	100	50	200	50	25	100	25	5	20	5	2.5	10	2.5	
20,000	200	800	200	100	400	100	50	200	50	10	40	10	5	20	5	
50,000	500	2,000	500	250	1,000	250	125	500	125	25	100	25	12.5	50	12.5	
70,000	700	2,800	700	350	1,400	350	175	700	175	35	140	35	17.5	70	17.5	
100,000	1,000	4,000	1,000	500	2,000	500	250	1,000	250	50	200	50	25	100	25	

Assumptions:

Private Home

- Turn-off— meter, service valve, curb valve.
  (Estimated 4 units/hour/mechanic)
- Turn-on— t/on c/v, integrity test, t/on HOS, regulator inspection (if present) and gas in 1-stove, 1- hwh, 1-hh, 1-dryer per building.
  (Estimated 1 units/hour/mechanic)

Apartment Building

- Turn-off— meter, riser valve (if accessible), service valve, curb valve.
  (Estimated 4 units/hour/mechanic)
- Turn-on— t/on c/v, integrity test extension service to riser valve, t/on service valve, regulator inspection (if present), integrity test riser (if present), t/on riser and gas in 1-stove per apartment.
  (Estimated 4 units/hour/mechanic)

(2) *Restoration Approach and Sequencing*

The means to restore gas may include the following:

- Break system up into smaller defined areas
- Restore supplies to transmission system
- Restore supplies to high pressure system
- Restore supplies to medium pressure system
- Restore supplies to intermediate pressure system
- Restore supplies to low pressure system

(a) Leak Survey Mains and Services

Mains and services that have gas restored must be leak surveyed and documented as soon as possible per G-8149, "Responsibility for Maintenance/Replacement of Gas Services and Also the Testing Requirements for Temporarily Disconnected Gas Services." Additional surveys may also need to be scheduled.

(b) Reintroduce Gas to Buildings

Restoration of gas to buildings must follow Gas Specifications G-11836 "Integrity Tests, Meter Turn-Ons, Meter Turn-Offs, Meter Exchanges, and Restoration of Gas Service After Repairs" and G-11875 "Procedure for Purging Gas Piping in a Building with Natural Gas After an Outage, Repair, or a New Business Turn-On."

- Close appliance valve(s)
- Close riser valve(s)
- Close meter valve(s)
- Perform integrity test(s)
- Purge and gas-in piping and equipment

e. Additional Considerations

- Communications to customers, public (Social Media – Facebook, Twitter, etc.) including expected actions. Consider language requirements for affected area(s).
- Google Public Alerts (website)
- Communication to municipal agencies & media – process for restoration (attention to New York City Human Resource Administration (NYCHRA); Westchester County Department of Social Services (WCDSS); New York City Housing Preservation and Development (NYCHPD) during heating season)
- Liaison responsibilities for municipalities
- Increased volume to call centers
- Internal communications – e.g. smart boards
- Training (Video) for employees and contractors (including Mutual Assistance)
- Operator Qualifications

- Location(s) of Command Bus(es)
- Location(s) of Customer Outreach
- Staging Areas – availability, access, parking, security
- Warming centers
- Access to building(s), apartment(s), and other part(s) supplied – Fire Department, Police Department, locksmith(s).
- Security – Police, National Guard, etc.
- Employee family assistance
- Lodging for mutual assistance crews
- Food
- Monitoring of river crestings (available on website)
- Condemnation of water-submerged gas equipment (water heaters, boilers, etc.)
- Material, Fittings and Supplies
  - Pipe
  - Valves
  - Couplings
  - Elbows
  - Appliance Control Valves
  - Nipples
  - Caps
  - Plugs
  - End Caps
  - Flex hoses
- Demobilization Plan
  - Where do customers go after the local presence is gone

4.6 Gas Operations Mutual Assistance Guide

a. Purpose

(1) This section provides guidelines for obtaining or providing assistance in maintaining or restoring gas utility service when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, sabotage, or any other occurrences where Gas Operations deem emergency assistance to be necessary or advisable.

(2) This section establishes guidelines to determine the appropriate level of response and mobilize the appropriate Company and external resources in a timely manner in response to certain Serious or Full-Scale Incidents, when Gas Operations may require mutual assistance. Gas Operations shall utilize local resources as conditions dictate. Should there be a need for further assistance; Con Edison is a member of the AGA (American Gas Association) and the NGA (Northeastern Gas Association) and may request assistance from them. Gas Operations may have occasion to call upon, or be called upon by other utility companies for emergency assistance in the form of personnel, supplies and/or equipment.

b. Scope

While it is acknowledged that the Company is not under any obligation to furnish, or continue to furnish such emergency assistance, experience

indicates that NGA and AGA member companies are willing to furnish such assistance when personnel and/or equipment are available. In the absence of a continuing formal contract between a company requesting emergency assistance ("Requesting Company") and a company willing to furnish such assistance ("Responding Company"), the AGA and NGA have agreements in place. This plan may be used in conjunction with the Corporate Coastal Storm Plan (CCSP), and the Gas Emergency Response Plan (ERP).

c. Definitions

(1) **American Gas Association (AGA)** – The AGA Mutual Assistance Program allows for the exchange of qualified gas personnel among participating companies during emergencies. The AGA may serve as the point of contact between the Requesting Company and all other members of the AGA

(2) **Central Field Services (CFS) -** Central Field Services will be responsible for managing the overall logistical response effort and coordination for accommodating the necessary support for any responding mutual assistance crews. This will include equipment, food, and lodging.

(3) **Environmental Health and Safety (EH&S)** – EH&S will be responsible for providing any necessary training for responding mutual assistance crews, including providing a safety briefing and familiarization on EH&S policies. An EH&S representative may be sent with any responding crews to other utilities.

(4) **Emergency Management** Emergency Management is responsible for working with the Gas Emergency Response Center on the requests for mutual assistance. The group will assist and act as the liaison between the company and other utilities either providing or requesting mutual assistance crews.

(5) **Gas Construction-** Gas Construction consists of different operating sections that perform and oversee the maintenance activities and new construction on the gas distribution system. The maintenance function is primarily leak repairs. The capital section is responsible for the expanded capital main replacement programs and new business installations throughout our territories.

(6) **Gas Distribution Services**- Gas Distribution Services is responsible for initial gas leak response/investigations, carbon monoxide complaint investigations, building fire response, and other gas-related emergencies that affect the gas distribution system. The group provides leak surveillance, rechecks, and repair follow-up investigations in addition to PSC-mandated inspections of buildings of public assembly, main valves, and service regulators. It is also responsible for the periodic exchange of meters as required by the PSC as well as the installation and turn-on of new business meters.

(7) **Gas Emergency Response Center (GERC)** - The GERC coordinates emergency response efforts associated with incidents on the gas distribution system and implements the incident

command system. GERC is responsible for notifying appropriate federal, state, or local agencies regarding gas distribution system status. The GERC will serve as the first point of contact for requests for mutual assistance from other companies The Gas Situation Room may be located at the GERC during Serious Incidents.

(8) **Gas Operations Situation Room** - Upon the declaration of CERC activation, or other Serious or Full-Scale Incidents, Gas Operations will open the Gas Operations Situation Room located in the GERC conference room, in Building 21A at Van Nest. See Section 6 of this Plan.

(9) **Mutual Assistance** - The exchange of qualified gas personnel and/or equipment and resources, among different utility companies during emergencies, to assist with mitigation, repair, or restoration of the gas system.

(10) **Northeastern Gas Association (NGA)** - The Northeastern Gas Association Mutual Assistance Program allows for the exchange of qualified gas personnel among participating companies during emergencies. The NGA may serve as the point of contact between the Requesting Company and all other members of the NGA

(11) **Planning Section Chief** - The Planning Section Chief will document the status of the response effort and projected requirements. It will maintain the status of all resources involved in the incident, providing engineering and technical support and determining the need for outside contractors and/or mutual assistance crews to assist in mitigation and restoration efforts.

d. Procedure

(1) **Requests for Mutual Assistance from Con Edison-** Any calls coming in to the company for mutual assistance will be handled by the GERC. Calls for mutual assistance may come in from the NGA, AGA or directly from another utility. In the event a request for mutual assistance comes in the following steps will be taken.

(a) The GERC will coordinate with Emergency Management to determine the needs of the requesting company. This will include, tasks to be performed (Attachment A) number of personnel requested, expected duration of event, and any special conditions.
(b) The GERC will then contact the operating area managers to determine if it is possible to provide any assistance to the requesting company. The needs of the operating area will be considered and the ability to provide resources and continue to maintain normal operations will be evaluated.
(c) The operating areas will then look for volunteers to take part in the mutual assistance response. Volunteers should be provided with a list of expectations. (Attachment C)
(d) The operating areas will provide a list of volunteers, supervisors, vehicles and any other equipment to the GERC. The list will

then be provided to Emergency Management who will be responsible for tracking the resources.

(e) Emergency Management will be responsible for coordinating any other necessary requirements for providing the mutual assistance. This will include tracking hours worked and ensuring that all other requirements of the AGA/NGA mutual assistance agreements are satisfied.

(2) Requests for Mutual Assistance by Con Edison- The Incident Commander of a serious, or full scale event may determine that mutual assistance will be required to mitigate, repair or restore the Gas system to normal operations. In the event of the need for mutual assistance Emergency Management will work with the Planning Section and GERC to contact the NGA, the AGA, or utility directly to provide mutual assistance.

(a) The Gas Operations situation room will determine the needs of the company including required tasks to be performed by the requested crews, number of personnel requested expected duration of event, and any special conditions.
(b) The GERC and Emergency Management will determine whether the NGA or AGA will be used as an intermediary or if other companies will be contacted directly.
(c) A list of responding crews and supervisors will be compiled and provided to the planning section.
(d) CFS will be provided with a list of required support for responding units.
(e) EH&S will coordinate with the Learning Center to provide any necessary training and or safety briefings for the responding crews, as well as documenting required Operational Qualification cards of responding crews.
(f) Emergency Management will be responsible for tracking hours worked by responding crews.

EMERGENCY MUTUAL ASSISTANCE RESPONDING COMPANY CHECKLIST

1. Select supervisor or supervisors who will be in charge. (One supervisor for every 5 service person is suggested.

2. Instruct supervisor in charge of the duties expected of him.

3. Decide on mode of transportation, based on weather, distance, time of day and available transportation.

4. If trucks are required:
   a. Select and assign drivers
   b. Select trucks; consider need for EH&S trailer.
   c. Have trucks serviced; CFS-Transportation mechanic support in convoy
   d. Load any special tools and material if requested
   e. Provide for expenses from home base to destination
   f. Arrange departure time and notify requesting company
   g. Advise requesting company as to:
      (1) Departure time
      (2) Approximate arrival time at designated location
      (3) Name of supervisor in charge, number of persons and vehicles

5. Provide supervisor with:
   a. Name and address of requesting company
   b. Name, address and phone number of person he or she is to report to in requesting company
   c. Highway routes to travel and specific detailed information of exactly where to report
   d. Conditions of emergency, i.e., rain, snow, wind, lightning, flood, etc.
   e. Estimated duration of emergency (it is the responsibility of the requesting utility to arrange housing facilities)
   f. Equipment needed
   g. Tools required
   h. Weather . . . present and forecast

6. Provide supervisor in charge with check list of personal items required by employees, such as change of work clothes, personal toilet articles, shaving equipment, tool bag (which includes gloves, goggles, overalls, company uniform, work shoes, hard hats, etc.).

7. Provide supervisor and personnel with money/P-Card and instructions to handle required expenses.

8. Provide accurate list of names and classifications of personnel to supervisor in charge.

9. Provide supervisor with time slips, report forms and other required stationery supplies.

10. Provide crew members with I.D. cards and, if required, authorized CIVIL DEFENSE PASSES.

11. Obtain any special insurance coverage desired for duration of the emergency.

12. If crews are required, responding company will only provide individuals who are qualified under the Operator Qualification requirement 49 CFR Part 192 Subpart N.

13. Provide field communication, and spares, if needed.

EMERGENCY MUTUAL ASSISTANCE REQUESTING COMPANY CHECKLIST

1. Name and title of person calling.
2. Telephone number where you can be reached.
3. When the help is wanted and where the help is to report.
4. The name and title of person to report to.
5. Number and types of crews and customer service personnel requested. (One supervisor for every 5 service person is suggested.)
6. Type of emergency: facility failure, load curtailment, turn-off, turn-on, other.
7. Estimated duration of the emergency and extent of outage. (It is the responsibility of the requesting utility to arrange housing facilities.)
8. Work to be done on mains, services, meter set assemblies, restoring service.
9. Major equipment needed:
   a. Construction crew trucks
   b. Passenger cars
   c. Other trucks (customer service trucks, dump, regulator, pressure control)
   d. Welders
   e. Compressors, backhoes, skip loaders
10. Materials needed: i.e., pipe, valves, and service regulators.
11. Tools needed: i.e., pneumatic tools, pressure-control equipment, pipe locators, combustible gas indicators, pumps/dewatering devices, lighting equipment, etc.
12. Suggested highway routes to travel and specific, detailed instructions of where to report.
13. Specific job site requirements regarding personnel qualifications and special equipment.
14. Guide with communications capability or portable radios/cellular telephones to assist responding field supervisors.

Mutual Assistance Participant Expectations

The following document is to be reviewed with all mutual assistance participants. Section 1 should be reviewed with employees during canvassing for volunteers. Section 2 should be reviewed prior to departure and Section 3 should be reviewed upon arrival.

SECTION 1 – These points must be explained during canvass for volunteers

- Mutual assistance is the sharing of resources (people, equipment, material and supplies) amongst utilities to affect the timely restoration of gas service following storms or storm like emergencies. **Those that participate on mutual assistance trips represent the company and must act in accordance with our corporate values.**
- Expect to be away for several days and possibly several weeks. If the time away is estimated to be 28 days or more replacement crews may be considered after 14 days. Also be advised that the assignment may change to another utility or service territory as necessary.
- During emergency recovery operations **accommodations may be limited**. In some instances **accommodations could be tent or barrack style. Depending on the extent of the emergency, some accommodations may not be air conditioned or heated. You will also be sharing accommodations with coworkers.**
- Rural work areas can harbor unfamiliar insects or animals. Additionally you may be driving for extended periods, and will probably be working 16 hour shifts.
- Bring appropriate and sufficient clothing and shoes for at least a **seven day period**. Also bring appropriate footwear for use in common shower areas.
- Bring an **ample supply of your prescription medications** with you.
- Non-essential items such as jewelry and electronic devices should be left home.
- Bargaining unit employees receive a **stipend in lieu of meal allowances and are required to pay for their own personal items.** When available, employees should utilize meals provided by the host utility.

SECTION 2 – These points must be discussed before leaving the company yard

- Expect to be paid in accordance with your collective bargaining agreement.
- Employees are required to bring an adequate supply of safety and personal protective equipment including FR clothing. **Employees should ensure that their PPE and equipment dates will be valid for the duration of the trip.** A safety briefing will be conducted upon arrival at the host utility.
- Obtain an EZ-Pass & GPS device for your vehicle if not already equipped.
- Be sure that your vehicle is in good operating condition and that all required equipment, including PPE, is on-board and in working order. Be aware of signs of driver fatigue.
- If you are traveling convoy style and your vehicle develops a problem, pull off the road to a safe area. The rest of the convoy must continue. Generally, if a company transportation vehicle is in the convoy, it will be the last vehicle in the order and will pull off the road to assist you. Notify your designated mutual assistance supervisor of the breakdown.
- To avoid distraction while driving, review route maps before you begin to drive.
- Obtain contact information for the employees who will be traveling with you.

Any necessary OJTs pertaining to travel should be administered prior to leaving the yard.

SECTION 3 - These points must be covered <u>when you have reached your destination</u>

- Upon arrival a safety briefing will be conducted by the host utility. Employees must adhere to their normal safety rules. Unless mutually agreed otherwise, the host utility's switching and tagging procedures should be followed to ensure consistent and safe operation.
- Complete all paperwork, including Daily Crew Activity Reports (DCAR) just as you would if you were working in Con Edison's service area. Make a written note of all of your work locations: towns, street names, addresses, etc. Also document the following for all integrity tests and gas turn-ons:

    1. Name and employee ID number;
    2. All apartments accessed for visual checks or to close an appliance valve;
    3. Location and time of integrity test
    4. Location and time of point where pressure is relieved;
    5. Location, time, and appliances gassed in.

- Report all accidents (industrial & vehicle) to Con Edison supervision and to the host utility contacts.
- Since you will be working long hours, be sure to rest as much as possible when you're off-duty. You are expected to ready and fit for duty at the commencement of your shift.
- If you are approached by the media, be courteous and refer the inquiry to the host utility representative or crew guide and advise your supervisor.

List of OJTs that may be administered as necessary upon arrival and before starting work:

- Heat Stress
- Work in Cold Environments
- Use of Proper PPE
- Safe Driving – Driver Fatigue
- System Pressures

4.7 Gas Operations Situation Room Activation Guide

a. Purpose

To develop a process for the activation of the Gas Operations Situation Room that will support the operations of a Serious level gas incident or Full-Scale Corporate Emergency Response Center (CERC) activated event.

b. Application

This procedure is applicable to all organizations within Gas Operations.

c. Location

The Gas Emergency Response Center (GERC) conference room.

d. Notifications

(1) *GERC Operating General Supervisor (OGS):*

Upon notification of CERC activation, the GERC Operating General Supervisor (OGS) will be responsible for the following notifications:

- Additional OGS to respond to the Gas Operations Situation Room
- GERC Department Manager
- Chief Gas Engineer (Transmission and Distribution)
- Gas System Operator – Gas Control
- GDS Manager - One Manager from the least impacted region. Notifications should follow the list below until a Manager is notified and assigned
  - Manhattan
  - Bronx
  - Queens
  - Westchester

(2) *Gas Construction Manager* - One Manager from the least impacted region. Notifications should follow the list below until a Manager is notified and assigned.

- Manhattan
- Bronx
- Queens
- Westchester

(3) *GERC Department Manager:*

The GERC Department Manager is responsible for notifying senior executives from Gas Operations about Gas Operations Situation Room staffing.

(4). *Chief Engineer (Transmission and Distribution):*

Shall make internal notifications and assign a Manager from Gas Distribution and/or Gas Transmission Engineering as needed.

e. Roles and Responsibilities

(1) Planning Section Chief

- Responsible for overseeing and directing the operations of the Gas Operations Situation Room.
- Responsible for identifying the overall impact on Gas Operations and prioritizing repair and restoration operations.

(2) Gas Engineering Liaison

- Work with the Gas Construction and Gas Distribution Services (GDS) Liaisons in determining the impact on the distribution and transmission systems.
- Provide technical support as required.
- Responsible for assessing reported damage and developing restoration strategies that will expedite the return of gas service to customers.
- Work with the Planning Section Chief on action items to be included in the Gas Operations component of the IAP.

(3) Gas Distribution Services Liaison (GDS)

- Work with the individual gas regions to gather field reports concerning the distribution system and customer impacts.
- Work with the Planning Section Chief and Gas Engineering on action items to be included in the Gas Operations portion of the IAP.

(4) Gas Construction Liaison

- Work closely with Gas Engineering and the individual regions on determining the impact on the distribution and

transmission systems and will recommend specific mitigation and repair solutions to control the incident.
- Work with the Planning Section Chief and Gas Engineering on action items to be included in the Gas Operations component of the IAP.

(5) *Gas Control Liaison*

- Work with Gas Engineering on determining the impact on the transmission systems and will recommend specific mitigation and repair solutions to control the incident.
- Serve as the liaison for the following organizations:
  - Tunnel Maintenance
  - LNG/Compressor Station
  - Pressure Control
  - Leak Survey
  - Corrosion Control

(6) Situation Unit

- Responsible for maintaining all visual and hard copy displays within the Gas Operations Situation Room.
- Documents all messages and operational orders that are coordinated by the Gas Operations Situation Room.
- Maintain and ensure operability of all telephone, email and fax transmittal systems.
- Assist the Gas Operations Situation Room Chief with establishing and maintaining communication pathways between the Gas Operations Situation Room and the CERC.
- Responsible for inputting information into CERCDOCS as required.

(7) Administrative Assistants

- Responsible for clerical and administrative functions in the Gas Operations Situation Room.
- Work as a scribe and document all phone calls, messages and actions handled within the Gas Operations Situation Room.

5.0 Definitions

This section is currently not being utilized in this Emergency Response Plan.

6.0 References/Appendices

6.1 ***CEHSP-S24.01- Comprehensive Emergency Response Plan***
The purpose of this procedure is as follows:

- To ensure compliance with Occupational Safety and Health Administration (OSHA) regulations for emergency response set forth in 29 CFR 1910.120(q).
- To set forth required elements for department-specific or facility-specific Emergency Response Plans (ERPs) based on the potential for uncontrolled releases of hazardous substances and related emergency situations.
- To establish an organizational framework for response activities as well as procedures that will foster prompt and effective responses to incidents and emergencies involving uncontrolled releases of hazardous substances as well as potential uncontrolled releases of hazardous substances.

6.2 ***CI-260-2: Incident Reporting***
This instruction establishes the criteria for reporting incidents to the Central Information Group (CIG).

6.3 ***CI-260-4 Corporate Response to Incidents and Emergencies***
This instruction establishes the process and defines the organizational structure used to prepare for, plan, and respond to incident conditions within the Consolidated Edison Company of New York, Inc. It establishes guidelines for determining the appropriate level of response and mobilizing the appropriate company and external resources in a timely manner in response to any incident. It describes the Incident Command System (ICS) whose principles are used to manage any incident or emergency and the ICS organizational structure.

6.4 ***CI 260-5 Guide for Emergency Response to Sabotage Attempts or Terrorist Attacks on Con Edison Electric, Gas, or Steam Systems or Other Corporate Facilities***

*6.5 **ICS Forms***

- ***ICS 201 Incident Briefing Form***

  The ICS 201 Incident Briefing Form is normally used, **in the early stages of a response,** to record vital information regarding the current status of an incident, and the Company's response efforts, in order to brief the incoming Incident Commander at a shift or other change of Command. The ICS 201 Form can also serve as the written Incident Action Plan for small incidents (generally Routine or Upgraded incidents as defined in CI 260-4), and it should also be used periodically to record information shown on in the Portable Command Post, to provide a record of the Company's response efforts, since the display in the Portable Command Post is changed continually during an incident response.

- ***ICS 202 Incident Action Plan Cover and Executive Summary***

  The Incident Action Plan (IAP) should consist of a Cover Sheet, which describes the current overall incident objectives, the specific strategies established for the operational period covered by the IAP, and other important information including safety messages, medical instructions, and forecasted weather for the period covered by the IAP, and a list of attachments, which provide the details of the current status and actions planned, in support of the summary information on the Cover Sheet.

- ***ICS 203 ICS Organization Chart***

  The ICS Organization chart is used in the Situation Display in an Incident Command Post. It lists the names of key personnel in the organization – Incident Commander, Command Staff Officers, General Staff Section Chiefs, Branch Directors, Division and Group Supervisors, and Unit Leaders, and their Deputies and Assistants when appropriate. It is usually prepared by the Resources Unit in the Planning Section from the Organization List form, which is also prepared by Resources and is generally included in the IAP for the incident. The Organization Chart is sometimes also included, or used in place of the Organization List, in the IAP.

- ***ICS 204 Assignment List***

  The Assignment List(s) is normally included in an Incident Action Plan (IAP). It is used to inform Operations Section personnel of incident assignments during the specified operational period covered by the IAP. An Assignment List form is normally prepared for each Division/Group within each Branch activated in the Operations Section, or if no Branches or Division/Groups are established, the Assignment List shows the single resource, Strike Team, or Task Force tactical assignments during the specified operational period.

- ***ICS 205 Communications List***

- ***ICS 211 Employee/Contractor/Mutual Assistance Check In List***

6.6 ***CI-490-2 Customer Care Emergency Response Plan***
The purpose of this Instruction is to establish and describe guidelines for the readiness and prompt action to coordinate efforts that will provide assistance ("Customer Care") when deemed necessary by the Incident Commander (IC) to those inconvenienced by an electric, gas, or steam incident.

6.7 ***Corporate Coastal Storm Plan (CCSP)***
The Corporate Coastal Storm Plan (CCSP) of Consolidated Edison Company of New York, Inc. provides a comprehensive overview that identifies the potential effects of a severe tropical storm and/or hurricane, prepares strategies to mitigate these identified risks, and guides the subsequent corporate response to such an event. This guide focuses on ensuring public and employee safety while maintaining and restoring the integrity of our energy delivery services.

6.8 ***Gas Incident Tracking Forms (Gas Hub)***

Repository of tracking form templates to be used during a gas outage.

- Outage Tracking Spreadsheet (Samples)
- Building Information Form
- Building Tracking Sheet
- Building Riser Information Form
- Apartment Turn On – Turn Off Form
- Warning Tag Posting
- Drip Water Removal Tracking Spreadsheet
- Code MuRRE Triggers
- Customer Communications (Samples)

6.9 ***LNG Plant Emergency Response Plan***

The LNG plant maintains a site-specific ERP that is to be utilized to address site-specific events.

6.10 ***LNG Plant Security Plan***

The LNG plant is regulated by 49CFR, part 193, which prescribes security requirements. The LNG Plant has a specific Security Plan in compliance with the regulations, and thus any security-related incidents pertaining to the LNG Plant will be handled per that plan.

6.11 ***Hunts Point Compressor Station***

The Hunts Point compressor station maintains a site-specific ERP that is to be utilized to address site-specific events.

6.12 ***Con Edison Pocket IC Guide – December 2009***

6.13 ***Exercise/Drill Development and Evaluation Guide***

6.14 ***GERC Business Continuity Plan***

The GERC Business Continuity Plan details the procedures for activating and transferring Operations to the alternate location at the Rye Service Area, as well as procedures to maintain operations.

6.15 ***Gas Operations Gas Specifications*** ***(Located in Outlook Public Folders and on the Gas Hub)***

- **Volume 1 - Inspection and Maintenance**

  G-11809 "Procedure for Outside Gas Leak Reporting, Classification, Surveillance, Repair and Repair Follow-Up Inspection"

  G-11836 "Integrity Tests, Meter Turn-Ons and Turn-Offs, Planned Meter Exchanges, and Turn-On after Repairs"

  G-11837 "Procedure for the Investigation of an Inside Gas Leak or Odor Call and Issuance of a Warning Tag"

  G-11845 "Gas Emergency Liaison, Training and Response With External Public Safety Agencies"

  G-11848 "Emergency Communication"

  G-11850 "Reporting Natural Gas Incidents, Evacuations, Major Service Interruptions, Exceeded MAOP, and Carbon Monoxide Incidents"

  G-11851 "Reporting of Unscheduled Interruptions of Gas Services"

  G-11863 "Inspection and Assessment Requirements Associated With Excavation Activities Near Gas Pipelines Operating at 125 PSIG and Above"

  G-11875 "Procedure for Purging Gas Piping in a Building With Natural Gas After an Outage, Repair, or a New Business Turn-On"

  G-11876 "Dispatching Emergency and Non-Emergency Work by the Gas Emergency Response Center"

- **Volume 2 - Construction Standards**

  IP-7 "Cut-Outs and Tie-Ins of Existing Metallic Gas Mains"

  IP-9 "Requirements for Written Procedures and Contingency Plans"

  IP-40 "Cut-Outs and Tie-Ins of Existing Plastic or Plastic/Metallic Gas Mains"

  G-8005 "General Specification for the Installation of Gas Distribution Mains"

  G-8100 "General Specification for the Installation of Gas Distribution Services"

  G-8149 "Responsibility for Maintenance/Replacement of Gas Services and Also the Testing Requirements for Temporarily Disconnected Gas Services"

- **Volume 5 - System Operation**

  G-4530 "Limiting Gas Use and Load Shedding During a Supply Curtailment or Emergency"

  G-4531 "Restoring Gas Use to Normal after a Supply Curtailment or Emergency"

  G-4539 "Emergency Shutdown Procedure for Mains Operating at 125 psig or Greater"

  G-4905 "Guidelines for Major Contingencies on the Gas System"

  G-4908 "Gas Main Isolation Guidelines for Incidents"

- **Gas Operations EH&S Instruction**

  GAS0023 "Contaminated Soil at Excavations off Con Edison Property"

  GAS 0024 "Response to fires or smoking conditions where the subsurface structure has suspected levels of PCBs"

  GAS0025 "Handling Auto Seal in Gas Mains"

  GAS0027 "Procedure for Handling Gas Services Containing EPI Seal"

  GAS0028 "Rotary Meter Oil"

- **Corporate Environmental Instructions**

  GEHSI E06.07 "Gas Drip Water"

  GEHSI E06.08 "Drip Pots and Drip Pot Liquids"

  GEHSI E06.10 "Natural Gas Condensate"

  GEHSI E06.11 "Liquids and Solids from Gas Main During Main Cutout"

7.0 ADVICE & COUNSEL

The Vice President of Gas Engineering, or his/her designee, will provide advice and counsel on this procedure.