**Emergency Planning Work Group- Notes of Meeting held at Tebay on 26th January 2012**

**Attendance:**

Barry Dalus Northern Gas Networks (Chairman)

R Armstrong Scotia Gas Networks

K McIntosh National Grid

G Pailor SABIC UK

T Williams Total

A McCormick Shell UK

J Anstee de Mas Exxonmobil

M Durant Exxonmobil

J Haswell UKOPA

Note:- J Anstee de Mas introduced M Durant as the new Exxonmobil representative. B Dalus thanked Jon for his work for the group, and welcomed Martin to the group.

1. **Notes and Actions of Previous Meeting**

The notes of the meeting held on 20th September 2011 were reviewed, agreed and the actions were updated.

1. **PERO Course**
   1. Requirements for Future Courses

The PERO course scheduled for 12th/13th March 2012 is fully booked, and there is a current list of 11 further places required. It was agreed to ask P Jones to write out to UKOPA members requesting numbers for PERO courses in 2012, and drawing attention to the need for update training for those who have previously attended the course.

**Action J Haswell**

B Dalus stated that he will contact the newly appointed commercial manager of the FSC, Mark Winder, to request a further two course dates with the option for a third in 2012, and to negotiate the cost of future courses.

**Action B Dalus**

* 1. Changes at the FSC

K McIntosh reported that the FSC is undergoing of 30% reduction in staff, and may be sold off to operate as a commercial organisation. It was agreed that the FSC currently offers the best facilities for emergency response training, and UKOPA would continue to use the FSC as acceptable arrangements are agreed.

2.3 Feedback

B Dalus reported that feedback from recent courses continues to be very positive, all scores being 5/6.

2.4 Future Courses

B Dalus reported that following the discussion on succession planning, T Taylor and D Cullen had confirmed they were committed to supporting the course for the foreseeable future.

The need to update the course material and format was considered. It was agreed that B Dalus would ask T Taylor and D Cullen for input regarding i) updating the course material to include details of more recent incidents (eg San Bruno, 2009, SNAM 2012), ii) revising the emergency exercises and iii) include fire demonstrations on the fire ground. In addition it was agreed that EPWG would continue to request UKOPA secretariat support for the administration and management of the PERO courses.

**Action B Dalus**

1. **UKOPA Website**

EPWG input to the new UKOPA website is complete. B Dalus agreed to lobby the UKOPA MC for the updated website to go live. The letter to LAEPs advising of the availability of EPWG documents on the preparation of emergency plans and carrying out pipeline emergency plan tests will be issued as soon as the new website is available.

**Action B Dalus**

The contact list for LA EPUs was considered. K McIntosh agreed to supply the contact list used by National Grid UKT and UKD. P Jones will be asked to issue this to all UKOPA members to review and add any further contacts.

**Action K McIntosh**

1. **National Environmental Strategy Group**

The National Environmental Strategy Group (NESG) is meeting on 9th February; T Williams will attend for UKOPA.

B Dalus had arranged for a request from the group Chairman, Bruce McGlashan, for input into the development of an equipment sharing scheme for non-gas operators. The  FRS are keen to explore how they can  work with 3rd parties, to better use the equipment/FRS capability and link this to other responders capabilities/equipment e.g. other Government Agencies, Operators etc. EPWG supports this initiative. T Williams will provide this feedback to the NESG, and request details of further information which can be circulated to UKOPA.

**Action T Williams**

The availability of information relating to emergency spares, and the wider issue of the emergency response services used by operators were discussed. It was noted that operators are not generally in a position to make their emergency spares and equipment available to 3rd parties. It was agreed that relevant information should be included on the UKOPA website. It was agreed that the EPWG should review relevant information previously obtained, and request information on the service providers used by UKOPA members, and any memoranda or understanding in place with other organisation (eg water industry) for support in the event of an incident. J Haswell to organise a request to UKOPA members via P Jones, and to obtain and circulate previous information:-

1. Presentation on services by the Pipelines Maintenance Centre, Ambergate
2. List of emergency equipment held by UKOPA members.

**Action J Haswell**

1. **CAPEPLG**

K McIntosh reported that the CAPEPLG has been reinstated, and as the UKOPA representative he has received a document entitled Competent Authority Guidance for Inspectors on Emergency Arrangements for COMAH Establishments for comment. (document circulated with agenda). The document was considered to be a comprehensive and useful document for inspectors which would provide assistance to operators in preparation for inspection visits, and in addition contains material which is relevant to pipelines. K McIntosh will provide this feedback to CAPEPLG.

**Action K McIntosh**

1. **Review of Post-Exercise Reports (Standing Item)**

M Durant reported that Exonmobil had carried out an emergency exercise following an internal reorganisation. He agreed to share the findings (which related to internal arrangements) of the post exercise report at a future meeting.

**Action M Durant**

1. **AOB**

EPWG will seek to ensure UKOPA investigates and if appropriate is represented on ant government committee looking at critical national infrastructure via the Civil Contingencies Secretariat.

G Pailor proposed that EPWG should consider holding a UKOPA workshop on emergency plans and procedures (similar to the Risk Assessment Workshop held in 2011). This proposal was supported.

B Dalus noted that the update on the proposed amendments to PSR issued by HSE indicated the next review will be 2017.

R Armstrong drew the EPWG attention to the standards BS 25999 – Business Continuity, and the related document PD 25666 on exercising and testing for continuity and contingency programmes. He noted that SGN is planning to obtain accreditation to the standard BS 25999 (ISBMN no 9780580764783).

Update for UKOPA Meeting – J Haswell to prepare draft for development and presentation by B Dalus. This to include requirements for future PERO courses including refresher training, and the need for continued support for UKOPA by P Jones for course administration and management

**Action B Dalus/J Haswell**

J Anstee de Mas briefed EPWG on the recent gas incident, SNAM, Italy. He agreed to provide the information to T Taylor for use at the PERO course.

**Action J Anstee de Mas**

1. **Review of EPWG Actions**

The status of EPWG actions is summarised as follows:-

| **EPWG Action Summary 26th January 2012** | | | | |
| --- | --- | --- | --- | --- |
| **No** | **Action** | **Date raised** | **By** | **Progress – 26th January 2012** |
| **32** | Develop UKOPA guidance on pipeline accident hazard distances and exclusion zones. | **20/05/09, updated 26/01/12** | **EPWG** | Access to hazard distances developed by GLND for National Grid to be investigated.  J Haswell has requested information from GLND, and confirmed that R McConnell will develop distances for non-natural gas pipelines using a similar approach.  This action is ongoing |
| **37** | PERO Course Actions | **10/03/10**  **Updated**  **26/01/12** | **BD/JH**  **JAdM** | Negotiations with FSC relating to course costs and for 2 courses with option for third courses 2012/13 to be progressed.  Updates to course content (exercises and incident information) to be progressed.  J Anstee de Mas to provide information on the recent SNAM incident |
| **57** | Letter to LAs | **10/06/11**  **Updated 26/01/12** | **BD/JH**  **KMcI** | Letter informing LAs of Emergency Planning documents available on the UKOPA website to prepared to be issued via P Jones when updated website is available.  K McIntosh to provide details of LA EPU contacts, J Haswell extend to include contacts for all UKOPA. |
| **59** | UKOPA involvement in review of UK CNI | **20/09/11** | **BD/JH** | Consider strategy for UKOPA involvement at national level in the UK Government review of critical infrastructure.  Ongoing action |
| **60** | Review of Post Exercise Report | **26/01/12** | **MD** | Provide feedback as appropriate |
| **61** | Attend National Environmental Strategy Group | **26/01/12** | **TW** | Attend meeting and provide EPWG feedback on emergency equipment |
| **62** | CAPEPLG | **26/01/12** | **KMcI** | Attend meeting and provide EPWG feedback on Guidance to Inspectors document |

1. **Date of Next Meeting**

The date of the next meeting is Thursday 21st June at Tebay.