**Emergency Planning Work Group- Notes of Meeting held at Tebay on 28th June 2012**

**Attendance:**

Barry Dalus Northern Gas Networks (Chairman)

R Armstrong Scotia Gas Networks

K McIntosh National Grid

T Williams Total

J Haswell UKOPA

**Apologies**

G Pailor SABIC UK

M Durant Exxonmobil

A McCormick Shell UK

**Membership**

I Reed, Northern Gas Networks, was welcomed to the EPWG.

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

The notes and actions of the meeting held on 26th January 2012 were agreed and the actions were reviewed.

1. **PERO Course**
	1. **Feedback**

Feedback continues to be positive overall, some negative comments regarding accommodation are still being received. Negative feedback from one attendee was noted and will be followed up.

**Action R Armstrong**

* 1. **Requirements for Future Courses**

P Jones provided the following update:-

Courses organised for March and May were completed successfully with full attendance. The course originally scheduled for July was cancelled due to lack of support. The course scheduled for 28th/29th November is full, subject to confirmation of two attendees. Nine out of 12 provisional bookings have been made for the course to be held in March 2013, dates are required for this course.

* 1. **Costs**

Current costs of £1050.00 per delegate are agreed until end of March 2013. B Dalus is to arrange a meeting with M Winder of the FSC to negotiate a two year contract for courses required in the period April 2013 – March 2015.

**Action B Dalus**

1. **EPWG Planned Activities and Expenditure Profile**

B Dalus reported that the draft EPWG Expenditure Profile (circulated with agenda) has been agreed in principle by the UKOPA MC, subject to submission of an expenditure approval request. The costs and activities included are:-

Costs for support of PERO course :-

Emergency response awareness DVDs

Admin support for bookings and registration (P Jones)

Update of PERO course material (estimate for T Taylor and D Cullen)

Total £8250.00

Costs for emergency response workshop (proposed by G Pailor)

Support for organisation (N Barker)

Presentation and facilitation (T Taylor, D Cullen)

Total £3500.00

**3.1 Update of PERO Course Material**

Following feedback from attendees it is proposed that the incident examples and exercise scenarios should be reviewed and any required update actioned. J Haswell is to contact T Taylor and D Cullen for advice and a proposal to do this.

**Action J Haswell.**

**3.2 Emergency Procedures Workshop**

Following discussions it was agreed the costs for organisation of the workshop should be increased to allow 4 days for support, and G Pailor be requested to lead a separate meeting to develop the scope and format for the workshop, which will be targeted for Q1 2013.

J Haswell is to prepare the expenditure approval request and to contact G Pailor to progress the workshop.

**Action J Haswell**

K McIntosh agreed to make arrangements to hold the workshop in the lecture room at PMC Ambergate following the meeting to discuss requirements and arrangements.

**Action K McIntosh**

1. **EPWG Documents**

**4.1 Feedback on MAHP Emergency Plan Document**

 K McIntosh reported that National Grid had received feedback from LAEPs noting that the term “RESTRICTED” in the MAHP Emergency Plan template document footer is problematic for documents to be prepared with open status. This point was noted, and it is agreed the word is to changed to lower case, the document up revved and reloaded on the website

**Action J Haswell**

**4.2 Communication with Emergency Planners**

 J Haswell reported that LAEP contact details used by National Grid had been provided by K McIntosh, and Scottish and Southern Strategic Coordinating Group contacts had been provided by R Armstrong. The list of LAEP contacts provided by K McIntosh has been circulated to UKOPA members to add any additional contacts. B Dalus agreed to send a signed letter informing LAEPs of the UKOPA documents available on the website to J Haswell for circulation to all LAEPs. The same letter will also be set to the Strategic Coordinating Group contacts.

 **Action B Dalus/J Haswell**

1. **Emergency Response**

**5.1 Availability of Materials and Equipment and Emergency Response Service Providers**

The existing list of emergency materials and spares available on the members section of the website was considered. It was agreed that a useful update of this would be a list of emergency response service providers, the type of service which they provide (eg repair, environmental clean-up etc), the equipment help for immediate deployment in the event of an incident, response service and contact details etc. This information is to be collated and placed o the UKOPA website for use by members. J Haswell to progress update of information.

**Action J Haswell**

**5.3 Development of Operator Guidance for Planning for Emergency Response**

The proposal by G Pailor for EPWG to consider development of a template for an “Operators Emergency Plan” (analogous a to the document produces for Local Authorities but for use by pipeline operators) as part of EPWG’s input to the UKOPA Strategy was considered, together with the following documents supplied by G Pailor for background and information:-

1. HSE Guidance on Emergency Planning for pipelines
2. HSG191 - Guidelines for emergency planning for major accidents (for COMAH sites)
3. Example of Local Authority emergency plan
4. Example of pipeline operators emergency plan template
5. Example of oil and gas emergency plan

It was agreed that a summary of the key section of the above documents should be provided for a detailed discussion lead by G Pailor at the next meeting. Also previous related documents developed by the EPWG (management of damaged pipelines and liquid spill response) are to be circulated for information.

**Action J Haswell**

1. **National Environmental Strategy Group (NESG) (Standing Item)**

T Williams provided a brief update on discussions with NESG following their meeting in February, covering

1. opportunities to share emergency equipment
2. possibilities for joint EA/UKOPA training
3. access to the EA flood warning database
4. commercial access to the EA datashare software.

T Williams agreed to prepare a briefing note for EPWG and UKOPA.

**Action T Williams**

1. **CAPEPLG (Standing Item)**

K McIntosh reported there has been no recent activity by this group.

1. **Pipeline Hazard Distances for Liquid Pipelines**

The draft report produced by R McConnell providing hazard distances for liquid pipelines was considered. This report references a National Grid document entitled Information Available to Emergency Planners and a report by Advantica entitled Calculation of Hazard Ranges Associated with Gas Transmission Pipeline, supplied by National Grid. The draft report provides thermal hazard distances for a pool fire (termed the emergency planning distance) and the maximum thermal hazard distance for a spray fire, (termed the maximum hazard distance).

The philosophy for defining pipeline hazard distances was discussed. K McIntosh stated that the National Grid document referenced is out of date, National Grid now supply only one hazard distance for each pipeline. B Dalus and R Armstrong stated the Gas Networks provide a risk based emergency planning distance and a maximum thermal hazard range. It was agreed that a consistent approach by UKOPA members should be established. It was agreed that J Haswell would summarise the basis for the calculation of hazard ranges in the Advantica Report and circulate this report for further discussion and agreement at the next meeting.

**Action J Haswell**

1. **UK Review of Critical Infrastructure**

To be retained as standing agenda item for update as appropriate.

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

No activity to report.

1. **Date of Next Meeting**

The next meeting is scheduled for Tuesday 25th September, Tebay.

1. **Review of EPWG Actions**

The status of EPWG actions is summarised as follows:-

| **EPWG Action Summary 28th June 2012** |
| --- |
| **No** | **Action** | **Date raised**  | **By** | **Progress – 28th June 2012** |
| **32** | Develop UKOPA guidance on pipeline accident hazard distances and exclusion zones. | **20/05/09, updated 26806/12** | **EPWG** | A draft report giving hazard distances for liquid pipelines by R McConnell has been received. The Advantica report presenting thermal ranges for National Grid pipelines is to be circulated, and the philosophy for defining hazard distances is to be discussed at the next meeting.This action is ongoing |
| **37** | PERO Course Actions  | **10/03/10****Updated****28/06/12** | **BD****JAdM****JH**  | Initiate negotiation of a two year contract agreement with the FSC for PERO courses between April 2013 and March 2015. Updates to course content (exercises and incident information) to be progressed.J Anstee de Mas has provided to information on the recent SNAM incident to T Taylor for inclusion in the PERO course material. Request proposal for updating PERO course material from T Taylor and D Cullen |
| **57** | Letter to LAs | **10/06/11****Updated 28/06/12** | **BD/JH****KMcI** | Finalise letter and circulate to LAEP contactsLA EPU contact details have been circulated to UKOPA members for any additional contacts.  |
| **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****updated 28.06.12** | **TW** | Prepare briefing note on areas of joint interest for EPWG/UKOPA.Ongoing action |
| **62** | CAPEPLG | **26/01/12****updated 28.06.12** | **KMcI** | No recent activity to report.Ongoing action |
| **63** | Emergency Response Workshop | **28.06.12** | **GP/JH** | Meeting to agree format, content etc to be arranged.  |
| **64** | Operators Emergency Plan | **28.06.12** | **GP/JH** | Development of operators emergency plan template documents  |
| **65** | EPWG Expenditure Approval Request | **28.06.12** | **JH** | Prepare expenditure approval request covering costs for update of PERO course material and Emergency Response Workshop |

1. **Date of Next Meeting**

The date of the next meeting is Thursday 25th September at Tebay.