

## Emergency Planning Work Group- Notes of Meeting held at Tebay on 29<sup>th</sup> April 2008

### Attendance:

#### UKOPA:-

D Cullen	Shell Expro (Chairman)
L Haw	Sabic
K McIntosh	National Grid
B Dalus	Northern Gas Networks
T Taylor	Exxon
T Williams	Total UK
J Haswell	UKOPA

#### Apologies:-

T Gillard	Shell UK
M Thomson	Ineos
R Armstrong	Scotia Gas Networks

### 1 Notes and Actions of previous Meeting

It was noted that notes of the meeting held on 21<sup>st</sup> February at Tebay were not produced, as this meeting had been held to i) to review the PERO Course programme submitted to EPWG by the FSC, ii) prepare recommendations for UKOPA and iii) to prepare a report for the main UKOPA Meeting held on 28<sup>th</sup> and 29<sup>th</sup> February 2008.

EPWG review of the FSC PERO Course programme confirmed this did not meet UKOPA needs. EPWG developed a course agenda and programme, issued as document EPWG-08-007. The Report to UKOPA is now published on the UKOPA website as UKOPA/08/0010.

All actions detailed in the notes of the EPWG Meeting held on 16<sup>th</sup> January 2008 are complete.

### 2 Review and Amendment of the PERO Course Outline, cost estimates for Preparation and Delivery and Resource Proposals (ref documents EPWG-08-007 and 8)

D Cullen reported that the PERO course agenda and programme developed at the previous meeting (EPWG-08-007) had been presented to and approved by UKOPA. EPWG were actioned by UKOPA to develop a fully costed proposal (to include EPWG members costs) for the preparation of course material and course delivery.

Draft proposals were reviewed and amended – see EPWG-08-008 V2 (attached).

**United Kingdom Onshore Pipeline Operators' Association**

Material available for the development of the course has been identified, this was reviewed and agreed as:-

- Material prepared for the original PERO course
- The draft emergency response manual (available from D Cullen).

In addition, K McIntosh and T Taylor agreed to release material for the table to exercise and scenarios.

**Action K McIntosh/T Taylor**

All members agreed to look for and submit video/DVD/photographs of pipeline incidents.

**Action All**

Following discussion two options for course preparation and delivery were agreed:-

<b>Work Scope</b>	<b>Option A</b>	<b>Option B</b>
Preparation of course presentation material and notes, table top exercise and scripting of scenarios for live play simulations	M Humpries, supported by D Cullen	K Thomas EPWG support to be agreed
Delivery of course material and direction/management of table top exercises and live play simulations	M Humphries Supported by D Cullen and T Taylor	R White Supported by D Cullen and T Taylor

NB it was agreed that in addition to EPWG members attending to support delivery of the course, an EPWG member should attend to review and feedback on the course. It is assumed that EPWG members attending the course to support and review/feedback should not be charged for course attendance.

It was agreed that D Cullen would contact M Humphries to invite him to submit a cost for option A. J Haswell to prepare scope of work (attached, EPWG-08-011)

**Action D Cullen/J Haswell**

Finally, it was agreed that the timescale for the first course remains September 2008. This is to be confirmed or revised once the external resourcing option and costs have been confirmed. The target for this was agreed as mid-May. The course material will be reviewed and approved by a minimum of 4 EPWG members at two sessions (one to cover theory presentations, one to cover the exercise and scenarios) to be arranged in July 2008. Scenario development will require input from

the FSC, this will be arranged following EPWG review and approval. Review meetings will be called by D Cullen.

### **Action D Cullen**

It was agreed that when an appropriate response to the scope of work for preparation and delivery of the PERO course had been received, an expenditure approval request would be prepared and submitted to UKOPA for approval.

### **Action D Cullen/J Haswell**

## **3 PERO Competency Requirements**

The EPWG had been actioned by UKOPA to prepare competency requirements for the PERO. Draft requirements (ref EPWG-08-010) were reviewed. D Cullen requested that members provide comments/amendments to J Haswell by Friday 2<sup>nd</sup> May, J Haswell to finalise and issue to UKOPA on behalf of EPWG.

### **Action J Haswell**

## **4 Emergency Awareness DVD – Development Cost and Production Timescale**

D Cullen reported that following detailed consideration at the UKOPA meeting, UKOPA had approved the development of a UKOPA version of the emergency awareness DVD produced by a group of Scottish Operators. D Cullen had been actioned by UKOPA to confirm the original developers would agree to UKOPA use of the existing material, and to obtain costs for production of a UKOPA version of the DVD.

D Cullen confirmed that the production costs to produce a generic DVD would be £5000.00, plus a further £1000.00 to revise and customise the interactive route through the operator's actions/response. Following discussion it was agreed that a "generic" operator's response would be appropriate and should be produced, D Cullen agreed to progress this with the producer. Once this was available, any UKOPA member wanting a company specific response could obtain this directly from the producer at an individual cost of £1000.00.

It was agreed that once agreement to use the existing material had been obtained from the two original contributors who are not UKOPA members (Scottish Power and Scottish and Southern Energy) an expenditure approval request for the production of a generic UKOPA DVD, cost £6,000.00 plus contingency, would be prepared and submitted to UKOPA for approval.

### **Action D Cullen/J Haswell**

## **5 CAPEPLG**

K McIntosh reported on the recent CAPEPLG meeting under the following items.

## 5.1 HSE Review of PSR

K McIntosh tabled a briefing on the review of PSR provided to CAPEPLG by HSE. He reported that HSE contact responsible for the review, Rosie Whitbread, intends to use work carried out by the Working Group on Pipelines, and has invited input from UKOPA. In particular, HSE intends to consider the value of testing vs the cost burden on industry for this.

It was agreed that D Cullen should contact R Whitbread to request a meeting to discuss the review of PSR and possible amendments in the next 2 – 3 weeks. J Haswell to arrange. It was agreed that the meeting date would be circulated so that any member able to attend could arrange to do so. K McIntosh stated that due to the scale of the impact on the company, NG would wish to attend.

**Action D Cullen/J Haswell**

It was agreed that the HSE briefing note on the review of PSR should be sent by the EPWG to the UKOPA Secretary for circulation to all members.

**Action J Haswell**

## 5.2 HSE Review of COMAH

K McIntosh reported that HSE have actioned a revision of COMAH regulations to harmonise classification,. This will affect mainly sites handling toxic substances. In addition consideration is being given to removing the requirement for the MAPP, and the value of the safety report is being queried. The work is being led by the Process Safety Leadership Group (PSLG), which has been established to ensure lessons from the Buncefield incident are learnt by developing good practice guidance for sites storing bulk hazardous liquids and other COMAH sites. Two working groups looking at emergency arrangements are being set up; PSGL – WG5 Emergency Arrangements Group i) Core and ii) COMAH. A UKOPA representative for the COMAH group has been requested.

Membership of the PSLG – WG5 Emergency Arrangements COMAH group was discussed. It was agreed that the as the main interest was sites with bulk liquid (tank) storage, the invitation for membership should be referred to Peter Davis, UKOPA member of the PSLG, for advice and possible nomination of a representative from BPA. J Haswell to write to P Davis on behalf of EPWG, and to inform the group Chairman ( D Pascoe, HSE) of UKOPA's response.

**Action J Haswell**

## 5.3 Fire and Rescue Response to Oil Spills

K McIntosh reported that D Hanlon, Oxforshire Fire Service, was looking to set up a Working Group with Industry to approve draft procedures on how the F&RS would respond to oil spills. The key issue is that operator control rooms are unlikely to be located in the same region as the accident, so requiring cross area co-ordination of Fire Services management and personnel and operator personnel. LK McIntosh proposed that D Hanlon be invited to attend a future meeting with EPWG to discuss proposals. This was agreed; D Hanlon to be invited to next full meeting of EPWG following discussions with HSE regarding the review of PSR.

## 6 Review of actions from Previous Meetings Actions

The status of actions from previous EPWG meeting was reviewed and is summarised in the Appendix to these notes.

## 7 Current EPWG Actions

<b>EPWG Action Summary 29<sup>th</sup> April 2008</b>				
<b>No</b>	<b>Action</b>	<b>Date raised</b>	<b>By</b>	<b>Progress</b>
<b>1</b>	Provide emergency exercise material for PERO table top exercise and live play scenarios	<b>29/04 /08</b>	<b>K Mc &amp; TT</b>	
<b>2</b>	Provide video/DVD/Photographs of pipeline incidents for use in PERO course	<b>29/04 /08</b>	<b>EPWG</b>	
<b>3</b>	M Humphries to be contacted re preparation and deliver of PERO course, and cost to be obtained for scope of work agreed by EPWH 29.04.08	<b>29/04 /08</b>	<b>DC &amp; JH</b>	
<b>4</b>	Call EPWG review meetings (4 members required) to review and approve material for PERO course	<b>29/04 /08</b>	<b>DC</b>	
<b>5</b>	Prepare expenditure approval request for development and delivery of PERO course and submit to UKOPA on behalf of EPWG	<b>29/04 /08</b>	<b>JH</b>	
<b>6</b>	Issue PERO Competency requirements approved by EPWG to UKOPA	<b>29/04 /08</b>	<b>JH</b>	

<b>EPWG Action Summary 29<sup>th</sup> April 2008</b>				
<b>No</b>	<b>Action</b>	<b>Date raised</b>	<b>By</b>	<b>Progress</b>
<b>7</b>	Develop generic operator interactive response route and prepare and submit expenditure approval for development of UKOPA Emergency Awareness DVD	<b>29/04/08</b>	<b>DC &amp; JH</b>	
<b>8</b>	Contact R Whitbread HSE to arrange meeting to discuss UKOPA input to review of PSR	<b>29/04/08</b>	<b>DC &amp; JH</b>	
<b>9</b>	Forward HSE Briefing Note on review of PSR to UKOPA Secretary for circulation on behalf of EPWG	<b>29/04/08</b>	<b>JH</b>	
<b>10</b>	Contact P Davis for advice on UKOPA involvement in PSLG WG 5 Emergency Arrangements - COMAH	<b>29/04/08</b>	<b>JH</b>	

## **8 Date of Next Meeting**

The next meeting is to be arranged to discuss the review and amendment of PSR with R Whitbread, HSE, if possible before the end of May.