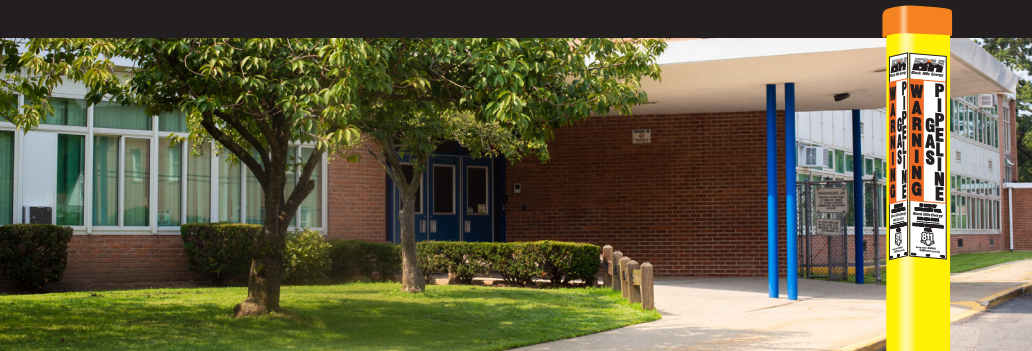


# NATURAL GAS PIPELINE SAFETY INFORMATION FOR SCHOOL ADMINISTRATORS AND SAFETY OFFICIALS



Keep with safety plans and share with staff.

Black Hills Energy  
**888-890-5554**

Si necesita esta información en español, por favor comuníquese con nuestro centro de llamadas al:  
**888-890-5554**



## NATURAL GAS PIPELINES NEAR YOUR SCHOOL CAMPUS

We operate natural gas pipelines in your community, including on or near your school campus. Our distribution lines are located throughout neighborhoods and connect to appliances in homes and businesses. Our gathering pipelines transport gas from production sites to processing facilities and connect to higher-pressure transmission pipelines that carry gas from one part of the state to another. Pipeline markers and gas meters identify the general location of our underground pipelines. Markers include our name, emergency number, and product transported.

## KEEP WITH SAFETY PLANS AND PROCEDURES

Pipelines are the safest way to move natural gas to your school campus and the surrounding area. Serious pipeline emergencies are rare, but if they occur, they require immediate and coordinated action to protect students, staff, and school property. Ensure that your staff and students are prepared to recognize, report, and respond to a natural gas pipeline leak by using the information in this safety handout to:

- Familiarize students and staff, including bus drivers and maintenance personnel, with the general location of nearby pipelines and above-ground pipeline facilities.
- Communicate information regarding the signs of a gas leak and your school's response procedures to students and staff. Conduct a practice drill if possible.
- Locate pipeline marker signs on or near school property and incorporate information from these markers into your safety plan, including the operator's emergency contact number.
- Require maintenance personnel and contractors to call 811 at least two working days before digging on school property.
- Identify evacuation routes, alternate bus routes and student pick-up/drop-off locations that avoid using the pipeline rights-of-way during a pipeline emergency.
- Discuss evacuation distances and weather considerations with district safety officials and local emergency responders when reviewing evacuation and shelter-in-place procedures.

We encourage you to review the information in this safety handout with school staff and district safety personnel. Contact us if you have questions or need additional information.

## LEAK RECOGNITION

The following signs are representative of a leak, but this shouldn't be considered a complete list.



### What you may see

- Unexplained areas of dead vegetation where the surrounding area is green.
- A meter dial that continues to move after all natural gas appliances and equipment have been shut off.
- Blowing dirt, bubbling or standing water near a pipeline.



### What you may smell

- In all urban and most rural settings, natural gas utilities add an odorant to the gas. Most people compare the odor to the smell of rotten eggs or another peculiar odor. Regardless, most people agree that it's not a pleasant smell. Some may not be able to smell the odor, either because of a diminished sense of smell or loss of smell due to or in certain rare circumstances, odor fade can occur.



### What you may hear

- Listen for a hissing, roaring, whistling or bubbling sound from the ground.





## EMERGENCY RESPONSE PLANNING AND COORDINATION

Pipeline emergencies require immediate and coordinated response between school personnel, pipeline operators, and local emergency responders. Initially, school officials will be focused on notifications and executing evacuation or shelter-in-place procedures. Local first responders will initially focus on securing the area, assessing the scene, and responding to immediate medical and safety needs. Our personnel on-site and at our control center will restrict the flow of gas and take additional actions to minimize the impact of the emergency and to protect students, staff, and the public. School and public safety personnel should not attempt to operate valves on transmission pipelines. Contact us for more information about our emergency response plan.

## PROCEDURES FOR SAFE DIGGING NEAR PIPELINES

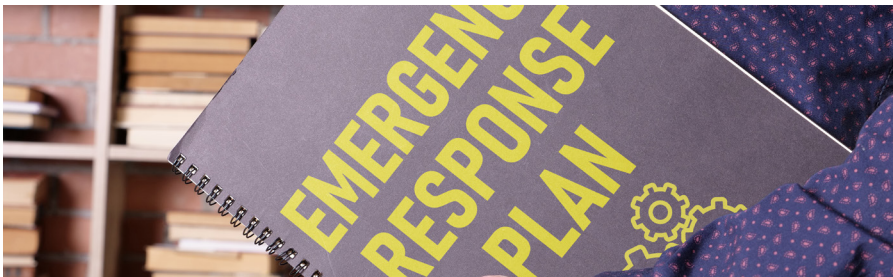
Excavation activity can damage pipelines. School maintenance staff and contractors should always call 811 at least two working days before digging on school property to request that pipelines and other underground utility lines are located and marked.

## PRE-MARK THE AREA AND WAIT FOR OPERATORS TO MARK LINES

Identify the excavation area for line locators by pre-marking or white-lining using white marking paint. We typically mark the location of our pipelines within two working days.

## DIG WITH CARE AND BACKFILL PROPERLY

Once lines are marked, dig with care using appropriate hand and vacuum digging tools near pipelines. Backhoes, augers, and other mechanical equipment should not be used to expose underground lines. Do not remove the flags, stakes, or paint marks until you have finished digging. If you expose the pipeline, one of our employees will inspect the pipeline before you backfill and compact the soil.



## NOTIFY US REGARDING DAMAGE OR LEAKS

Neighbors like you can help us maintain a safe, secure and reliable pipeline system. If you observe any unusual or suspicious activity near our pipeline facilities, please call our emergency number immediately at **888-890-5554**.

If you dent, scrape, or hit our pipeline while digging, or suspect a pipeline leak, immediately leave the area and warn others to stay away. From a safe location, **call 911** and our emergency line at **888-890-5554**.

Do not operate mechanical equipment in an area where you suspect a leak.

## PIPELINE MAPPING SYSTEM

Your school may also be located near pipelines that are not operated by us. You can view maps of all transmission pipelines in the United States through the National Pipeline Mapping System at [pvnpm.phmsa.dot.gov/PublicViewer](http://pvnpm.phmsa.dot.gov/PublicViewer).





## RESPONSE TO A PIPELINE LEAK

**Immediately evacuate everyone from the building or area.** Leave the door open as you leave and warn others to stay away. After everyone is safely away, use a cell phone to call **911** and our emergency number at **888-890-5554**. Emergency personnel will let you know when it's safe to return.

**Don't do anything that could cause a spark.**

- Never touch a phone.
- Never use a cell phone anywhere near the suspected leak.
- Never touch a light switch or other electronic device.
- Never open or close a window.
- Never start an engine or drive a vehicle.
- Don't strike a match or lighter.
- Don't attempt to fix or adjust any gas line or related equipment.

A suspected gas leak will be investigated, free of charge, 24/7.

## ADDITIONAL INFORMATION

- To view and download maps of transmission pipelines in your area, visit the National Pipeline Mapping System at [pvnpm.phmsa.dot.gov/PublicViewer](https://pvnpm.phmsa.dot.gov/PublicViewer).
- For more information about pipelines, compressor stations, or storage facilities in your community, contact us at **888-890-5554**.
- For NENA-recommended dispatcher protocol for pipeline emergencies (Standard 56-507), visit [nena.org](https://www.nena.org).
- For the PHMSA Emergency Response Guidebook, visit [phmsa.dot.gov/hazmat/library/erg](https://www.phmsa.dot.gov/hazmat/library/erg).
- For the PAPA Emergency Response Guidebook, training scenarios and videos, visit [pipelineawareness.org](https://www.pipelineawareness.org).
- For more information and learning resources, go to [schoolpipelinesafety.org](https://www.schoolpipelinesafety.org).
- Visit our website at [blackhillsenergy.com](https://www.blackhillsenergy.com) or scan the QR code below.





P.O. Box 3151  
Wichita, KS 67201-3151

Presort Std  
U.S. Postage  
**PAID**  
Wichita, Ks  
Permit No. 504

### **Important contact information**

Universal emergency number: **911**  
City of Abbyville, Kansas emergency number: **911**  
City of Abbyville, Kansas customer service: **620-286-5643**  
National call-before-you-dig number: **811**  
Black Hills Energy: **888-890-5554**

23ABYSCH



P.O. Box 3151  
Wichita, KS 67201-3151

Presort Std  
U.S. Postage  
**PAID**  
Wichita, Ks  
Permit No. 504

### **Important contact information**

Universal emergency number: **911**  
National call-before-you-dig number: **811**  
Black Hills Energy: **888-890-5554**

23BHESCH



P.O. Box 3151  
Wichita, KS 67201-3151

Presort Std  
U.S. Postage  
**PAID**  
Wichita, Ks  
Permit No. 504

### **Important contact information**

Universal emergency number: **911**  
Haven Steel emergency number: **316-577-0557**  
Haven Steel customer service: **620-465-2573**  
National call-before-you-dig number: **811**  
Black Hills Energy: **888-890-5554**

23HVSCH



P.O. Box 3151  
Wichita, KS 67201-3151

Presort Std  
U.S. Postage  
**PAID**  
Wichita, Ks  
Permit No. 504

### **Important contact information**

Universal emergency number: **911**  
City of Argonia, Kansas emergency number: **911**  
City of Argonia, Kansas customer service: **620-435-6417**  
National call-before-you-dig number: **811**  
Black Hills Energy: **888-890-5554**

23ARGSCH



P.O. Box 3151  
Wichita, KS 67201-3151

Presort Std  
U.S. Postage  
**PAID**  
Wichita, Ks  
Permit No. 504

### **Important contact information**

Universal emergency number: **911**  
City of McLouth, Kansas emergency number: **911**  
City of McLouth, Kansas customer service: **913-796-6411**  
National call-before-you-dig number: **811**  
Black Hills Energy: **888-890-5554**

23MCSCH



P.O. Box 3151  
Wichita, KS 67201-3151

Presort Std  
U.S. Postage  
**PAID**  
Wichita, Ks  
Permit No. 504

### **Important contact information**

Universal emergency number: **911**  
City of Lebo, Kansas emergency number: **911**  
City of Lebo, Kansas customer service: **620-256-6622**  
National call-before-you-dig number: **811**  
Black Hills Energy: **888-890-5554**

23LEBSCH

P.O. Box 3151  
Wichita, KS 67201-3151



Presort Std  
U.S. Postage  
**PAID**  
Wichita, Ks  
Permit No. 504

## **Important contact information**

Universal emergency number: **911**

Monolith emergency number: **911**

Monolith customer service: **402-413-5763**

National call-before-you-dig number: **811**

Black Hills Energy: **888-890-5554**

23MONSCH