



GAS PIPELINE SAFETY INFORMATION FOR SCHOOL ADMINISTRATORS AND SAFETY OFFICIALS

KEEP WITH SAFETY PLANS AND SHARE WITH STAFF.

Black Hills Energy
Emergency Number:
800-694-8989



Natural gas pipelines near your school campus

Black Hills Energy operates 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.

Your school is located near a Black Hills Energy natural gas pipeline.

The map below is representative of where our pipeline is located. This is an approximate representation. Please contact Black Hills Energy for additional details on the exact location.

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 Black Hills Energy if you have questions or need additional information.

Leak recognition

The following symptoms 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, 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. Black Hills Energy 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, a Black Hills Energy employee will inspect the pipeline before you backfill and compact the soil.

Notify Black Hills Energy 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 Black Hills Energy's emergency number immediately at **800-694-8989**.

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 Black Hills Energy at **800-694-8989**.

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 Black Hills Energy. You can view maps of all transmission pipelines in the United States through the National Pipeline Mapping System at **www.pvnpms.phmsa.dot.gov/publicviewer**.



If you suspect a pipeline leak

Help prevent a natural gas pipeline fire. If you suspect a gas leak involving our pipeline, follow your school's notification, evacuation and shelter-in-place procedures. Gas leak identification and response procedures should instruct staff to:

- **Leave the area** where you suspect a leak in an upwind direction and warn others to stay away.
- **Call 911** and Black Hills Energy from a safe place to report the leak.
- **Avoid using any device** that might create a spark near the pipeline, including electronics, cell phones, vehicles or electric switches.
- If the leak is inside a school building, open a window or door to allow gas to dissipate and leave the building. Consider turning off the gas at the appliance.
- **Do not** attempt to operate valves on transmission pipelines.



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**.
- Visit our website at **www.blackhillsenergy.com**.
- 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 **www.nena.org**.
- For the PHMSA Emergency Response Guidebook, visit **www.phmsa.dot.gov/hazmat/library/erg**.
- For the PAPA Emergency Response Guidebook, training scenarios and videos, visit **www.pipelineawareness.org**.
- For more information and learning resources, go to **www.schoolpipelinesafety.org**.



Black Hills Energy Emergency Number:

800-694-8989



P.O. Box 3151
Wichita, KS 67201-9810

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

Important numbers to have handy:

Black Hills Energy emergency number: **800-694-8989**

Public service emergency number: **911**

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

National One-Call (Call Before You Dig): **811**

Black Hills Energy Emergency Number:

800-694-8989

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