

# Kittitas County

## EMERGENCY RESPONSE PLAN

### TABLE OF CONTENTS

#### **Kittitas**

Users guide.....	2
How it will be served .....	3
Regular business hours.....	3
After hours .....	3

#### **PSE Staff**

Who reside in and around Kittitas.....	3,4
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#### **Facilities**

Driving directions.....	4
Kittitas base.....	5,6,7
Maps of Distribution and supply system .....	7

#### **Roles and Responsibilities**

Service providers .....	7
Mutual aid agreement.....	7,8
Williams Pipeline.....	8

#### **Material / tool List**

Weld Equipment .....	8
Emergency Trailer.....	8
Tool Room .....	9
Backhoe .....	9

*Pagination on redacted version may differ from original due to redaction and font change.*

# Users Guide

## **Dispatch**

PSE Staff .....	3,4
Facilities .....	4,5,6
Material / tool List.....	8,9
Maps of Distribution and supply system .....	7
Roles and responsibility of Service Providers.....	7
Agreement between PSE/City of Ellensburg .....	7,8

## **First Responders**

PSE Staff .....	3,4
Facilities .....	4,5,6
Material / tool List.....	8,9
Maps of Distribution and supply system .....	7
Roles and responsibility of Service Providers.....	7
Agreement between PSE/City of Ellensburg .....	7,8

## **CFS**

PSE Staff .....	3,4
Facilities .....	4,5,6
Maps of Distribution and supply system .....	7
Material / tool List.....	8,9
Roles and responsibility of Service Providers.....	7

## **Gas Control**

PSE Staff .....	3,4
Facilities .....	4,5,6
Material / tool List.....	8,9
Maps of Distribution and supply system .....	7

# Emergency Response Plan

## Kittitas - GAS

### How Kittitas is served

#### Regular business hours:

During regular business hours we will utilize employees who are working in Kittitas. This could include Gas First Response personnel or SC&P.

#### After Hours:

Outside of normal business hours we will first contact the Gas First Response employees who live in Kittitas. Two of these employees are expected to provide 24 hour 7 days per week coverage on an alternating week basis. If one of the four resident employees is not going to be available, we will move a First Responder from the west side of the mountains. If none of these people are available, use the normal callout procedure, calling the closest person(s) to the emergency.

#### What to do if the pass is closed and support is needed:

The primary link between the Kittitas service territory and the rest of the company is I-90. If inclement weather has the pass closed and support personnel or material are required from the West side, call the System Manager at *TELEPHONE NUMBERS REDACTED* to make arrangements for aerial transport to Ellensburg.

### PSE gas staff who reside in/near Kittitas

Name	Home	Cell	Pager	Nextel	Addr	Job
					REDACTED, Ellensburg	CFS Tech
		REDACTED			REDACTED, Ellensburg	Fitter
					REDACTED, Ellensburg	PI Inspector
					REDACTED, Cle Elum	PI Inspector
					REDACTED, Selah	Supervisor

- These personnel have received basic training on regulator station operations and using the main line valves to control the 16" high pressure main.

**PSE support Staff in Kittitas –**  
 Knowledge of area and keys to facilities

Name	Home	Cell	Pager	Nextel	Addr	Job
					Ellensburg	Op Clerk
	REDACTED				Ellensburg	CSR1/Admin
	REDACTED				Kittitas	CSR1
	REDACTED				Cle Elum	Meter Reader
					Ellensburg	Comm Rel MGR
					Ellensburg	MLM/MCP
					Ellensburg	NCCR

*NAMES REDACTED* all carry current flagging cards, as do the electric servicemen *NAMES REDACTED* noted below.

PSE Electric servicemen in Kittitas

	Dispatch	After hours	Sys Mgr	Addr	Job
				Cle Elum	Serviceman
	REDACTED			Ellensburg	Serviceman
	REDACTED			Cle Elum (part time)	Serviceman

**Facilities**

Puget Sound Energy’s Kittitas Base is located just Off I-90 at Exit 101 West of Ellensburg.

**Address**

*ADDRESS REDACTED*

**Map and Driving Directions to Facility**

*DIRECTIONS REDACTED.*

*MAPS REDACTED.*

### **Key Number**

*NUMBER REDACTED* fits the door and electronic gate

*NUMBER REDACTED* opens the door to the tool room

**Access Card** – unlocks all keypad readers

You will need a *NUMBER REDACTED* or **access card** to enter the facility – Note there is a Lock Box *DESCRIPTION REDACTED* that a *NUMBER REDACTED* Key will open. *DIRECTIONS REDACTED*.

### **Material**

PSE maintains a trailer at our Kittitas facility, which will be used to carry Tools and materials needed in case of a gas emergency (see Material and Tool List Available at the Facility, page 8,9).

## **Map of Distribution and Supply System**

See the following OP (Operations) maps:

*MAP NUMBERS REDACTED*

## **Roles and Responsibilities of the Service Providers and others**

PSE performs the installation of new customer construction on both residential and commercial gas services, as well as, gas system operation and maintenance. Pilchuck responds to breaks at the request of PSE Gas Dispatch.

### **Mutual Assistance Agreement City of Ellensburg:**

PSE has entered into a mutual aid agreement with the municipal natural gas utility at the City of Ellensburg. In the case of emergency they can be reached through the following numbers.

**City of Ellensburg** natural gas (daytime) *NUMBER REDACTED*

**Kittitas County 911** (dispatch after hours) *NUMBER REDACTED*

*NAME REDACTED* City of Ellensburg Gas engineer *NUMBER REDACTED*

## **Williams Pipeline:**

*NAME REDACTED* – Operations Technician

Cell *NUMBER REDACTED*

Office *NUMBER REDACTED*

Sat *NUMBER REDACTED*

## **Material and Tool List Available at the Facility**

### **Kittitas Emergency Supply Equipment**

#### **Weld Equipment**

**Oxy/acetylene** - One bottles each of oxygen and acetylene will be stored at the facility in the warehouse.

#### **Equipment store on the trailer at PSE's facility**

##### **Squeeze Tools:**

4" and 6" PE Squeeze Machines and Hydraulic pump

##### **Breathing Air:**

4 – 1 hour bottles

4 – 5 min bottles

4 – large face masks

##### **Electrofusion:**

2", 4" and 6" clamps

1 – 2500 watt generator

Electrofusion machine

##### **Leak Clamps:**

Full circle clamps - 2" by 12" long - two

Full circle clamps - 4" by 12" long - two

Full circle clamps – 6" by 12" long - one

##### **Incidental equipment:**

Wood plugs – variety of sizes

Fire Extinguisher

## **Tool Room Inventory:**

**Shoring:** - in tool room

Three 24" spreaders and pump

Four - 4 X 4' sheets of board (in PSE secured parking)

Four – 4 x 8' sheets of board (in PSE secured parking)

**Fusion:**

2" and 4" plates facer etc.

**Flagging:**

Signs and standards – Available in PSE secured parking in area next to pre-tested pipe

## **Covered Storage next to covered parking:**

Pre tested pipe 1¼", 2", 4" and 6" pipe.

Valve Keys

## **Backhoe**

PSE does not maintain a backhoe at the Kittitas facility. When a backhoe has been required one has been either rented from Potelco (who co-occupies the base) or United Rentals located in Ellensburg.

In the case of an emergency where a backhoe is required on site the following options are presented:

1. The PSE electric shift operators at *NUMBERS REDACTED* who regularly dispatch electric outage work to Potelco in Kittitas. As such, they would notify Potelco of an immediate need for a backhoe and the location for it to be delivered. If so specified, they could provide an IBEW operator as well.
2. The City of Kittitas has an operator and hoe that can be used for emergencies within the city limits of Kittitas if they can be reached and the equipment is available. They can be reached at *NUMBER REDACTED* during normal working hours. The operator's name is *NAME REDACTED*.