

## The Lease Pumper's Handbook

### Chapter 2 Transportation, Communications, and Lease Maintenance

#### Section B

#### ROUTINE AND EMERGENCY COMMUNICATIONS

One of the interesting aspects of work as a lease pumper is that the job is seldom the same from day to day. Depending on the level of production, the status of the equipment, the requirements of the maintenance schedule, and numerous other factors, different tasks will be required today than were required yesterday. Tasks that are repeated from the previous day may be done in a different way, performed to a different degree, or accomplished on other equipment or at a different site. The lease pumper is also likely to encounter unexpected situations, such as a leaking pipe, an engine that has locked up, livestock in the overflow pit, or other surprise. Often performing routine tasks or dealing with emergencies will require that the lease pumper contact someone by telephone or radio.

Generally, phone books are not available on the lease site and it is unlikely that the lease pumper will be able to memorize the number of every resource who may have to be contacted, as well as one or two backups if the first choice on the list cannot be reached. So the lease pumper must have immediately at hand the information necessary to deal with these situations. Further, if the lease operator or supervisor cannot be reached for directions in dealing with a situation, the lease pumper must have some idea of what to do and what he or she does not have authority to do. This section provides tools and suggestions that will help

prepare the lease pumper to deal with emergencies.

#### **B-1. What Is an Emergency?**

Basically, an emergency is any situation that is causing an undesired result or has the potential to cause an undesired effect unless immediate corrective action is taken. When an emergency presents itself on the highway driving to or from the leases or in various situations that might arise on the lease, the lease pumper must be prepared. It is too late to ask the boss what to do in an emergency when time does not permit contacting anyone or when the required person cannot be reached. The lease pumper needs to know what to do in advance.

As an illustration, if a large hole has opened on the side of a stock tank and oil is pouring out onto the ground forming a small pond, the lease pumper should immediately begin circulating the oil out of the leaking vessel even before switching the tank. Then the lease pumper should call the office to request a vacuum truck to pick up whatever oil can be salvaged. Time is money and holding the loss to a minimum requires quick action. By planning ahead with the supervisor for this type of situation, the lease pumper will know what to do when the situation arises. By having contact information, such as the name of a vacuum truck operator, the lease pumper will have a

course of action if no one at the office can be contacted.

The list of possible lease emergencies is extensive. If electrical power to the lease has been disrupted, most of the time no one will know about the problem until the lease pumper arrives. The electrical service company may not know there is a problem until they are notified. Other emergencies may involve life-threatening situations and require contacting medical personnel. The lease pumper should have all relevant numbers available in advance of the emergency.

If the lease pumper does not have a two-way radio or mobile telephone, then the nearest phone will have to be used. It may be a farm or ranch house, a nearby town, another worker who has mobile communications, etc. This is one reason that the lease pumper should become familiar with the area around each lease and get to know people who live nearby. To be adequately prepared, the lease pumper should plan two or more response options and carry the information required to carry out all planned options.

The remainder of this section provides tools and guidelines that a lease pumper may find useful in planning routine and emergency communications.

### **B-2. Emergency Telephone Numbers.**

Page 2B-5 provides a form that lists some of the persons and agencies that the lease pumper may have to contact while on the job. The form also provides spaces for listing contact information. The lease pumper should complete a form similar to the one shown and keep it in the vehicle. If the lease pumper is working at sites spread over a large area, it may necessary to have a separate form for each of the different leases.

For example, it is not unusual for a lease pumper to work leases that are in different law enforcement jurisdictions or different fire districts. Some rural areas and small towns do not have 911 emergency service, so the lease pumper must also know whether 911 can be used at a site or if a specific telephone number must be dialed.

### **B-3. Company and Personnel Communications.**

Another list that is convenient to have is contact information for company personnel and for others who may work on the lease, such as relief personnel. Even if the lease pumper knows this information, the list should be comprehensive because when the lease pumper is off duty, ill, on vacation, or gone on a family emergency, the information may be needed by relief personnel who may not be as familiar with the company, employees, or staffing structure.

A suggested form for this information is shown on pages 2B-7 and 2B-8. However, the specific information required will vary from one operation to another, so the form may include information that is not needed for one lease pumper, while omitting information that is vital to those working a different lease. Each lease pumper should list information that may be of value on the job or to a relief person.

### **B-4. Field Support Services Telephone Numbers.**

As noted earlier in the example concerning a leak in a stock tank, maintenance of lease often requires completing tasks for which the lease pumper is not qualified or equipped. Times also arise when the lease pumper may have to buy supplies, such as engine fan belts or hardware to replace nuts and bolts that

have worked loose and become lost. These situations represent other instances in which the lease pumper will benefit from having information about how to contact the suppliers. Sometimes it is also important to know the physical addresses of suppliers so that the required items can be picked up.

A sample form for listing suppliers and support service resources is shown on pages 2B-9 and 2B-10. While the form includes a list of typical types of service providers, the exact needs of a particular lease or company may differ, so the lease pumper should modify the form so that all required resources can be listed.

#### **B-5. Lease Locations.**

Because lease sites may be located in remote areas and be hard to find, it is a good

idea for the lease pumper to carry information about how to reach a site. Obviously, this would be helpful for relief personnel or service providers who may not be familiar with how to reach the site. But the information can also be helpful to the regular lease pumper in describing alternate routes for reaching the site in the event that the normal route is closed due to road construction, weather conditions, bridges being out, etc. In describing how to reach the lease, the lease pumper should include town names, highway numbers, mile markers, distances, and descriptions of cattle guards, road divisions, highway signs, and other noticeable landmarks that will help to identify the route.

An example of a form that may be used to describe lease site locations is provided on page 2B-11.



**COMMUNICATION INFORMATION**

**Nearest Telephones:**

1. Name \_\_\_\_\_ Location \_\_\_\_\_

2. Name \_\_\_\_\_ Location \_\_\_\_\_

**Emergency Numbers**

**The National General Emergency Number**      911 or \_\_\_\_\_

State Highway Patrol. City \_\_\_\_\_

City Police.                      City \_\_\_\_\_

Fire Department.              City \_\_\_\_\_

County \_\_\_\_\_

**Ambulance and Paramedics**

Hospital, City \_\_\_\_\_

Hospital, City \_\_\_\_\_

Federal Game and Fish Department \_\_\_\_\_

State Game and Fish Department \_\_\_\_\_

Forest Department \_\_\_\_\_

Environmental Department \_\_\_\_\_

Other \_\_\_\_\_                      Other \_\_\_\_\_



**COMPANY AND PERSONNEL COMMUNICATIONS**

**Regular Lease Pumper**

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
 In case of emergency notify \_\_\_\_\_ Relationship \_\_\_\_\_  
 If unable to reach this person, call \_\_\_\_\_ Relationship \_\_\_\_\_  
 Vacation Schedule \_\_\_\_\_  
 Special Information \_\_\_\_\_

**Relief Pumper Information**

*Relief Pumper 1*

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
 In case of emergency notify \_\_\_\_\_ Relationship \_\_\_\_\_  
 If unable to reach this person, call \_\_\_\_\_ Relationship \_\_\_\_\_  
 Vacation Schedule \_\_\_\_\_  
 Special Information \_\_\_\_\_

*Relief Pumper 2*

Name \_\_\_\_\_ Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
 In case of emergency notify \_\_\_\_\_ Relationship \_\_\_\_\_  
 If unable to reach this person, call \_\_\_\_\_ Relationship \_\_\_\_\_  
 Vacation Schedule \_\_\_\_\_  
 Special Information \_\_\_\_\_

**Lease Operator Information**

Company name (Lease owner/Company) \_\_\_\_\_  
 Business mailing address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 Owner/Manager \_\_\_\_\_ Telephone \_\_\_\_\_  
 My supervisor \_\_\_\_\_ Title \_\_\_\_\_  
 Office telephone \_\_\_\_\_ Mobile \_\_\_\_\_  
 Home telephone \_\_\_\_\_

**COMPANY AND PERSONNEL COMMUNICATIONS**  
**(Continued)**

**Contract Pumper Information**

Company name \_\_\_\_\_  
Business mailing address \_\_\_\_\_  
Owner/Manager \_\_\_\_\_ Telephone \_\_\_\_\_  
My supervisor \_\_\_\_\_ Title \_\_\_\_\_  
Office telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_  
Home telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Other information**





**HOW TO REACH EACH LEASE**

Lease 1. Name \_\_\_\_\_ Location \_\_\_\_\_

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Lease 2. Name \_\_\_\_\_ Location \_\_\_\_\_

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Lease 3. Name \_\_\_\_\_ Location \_\_\_\_\_

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