



**COMMITMENT**

Williams Gas Pipeline is committed to the protection of the public and the environment through the safe operation and maintenance of its pipeline systems. Williams' qualified personnel are trained in emergency response activities and regularly participate in drills and exercises reflecting various types of response levels, emergency scenarios, topographic terrain and environmental sensitivities.

Williams has committed the necessary resources to fully prepare and implement its emergency response plans and has obtained through contract the necessary private personnel and equipment to respond, to the maximum extent practicable, to a "worst case" discharge or substantial threat of such a discharge.

**COMMUNICATIONS**

Williams Gas Pipeline utilizes its 24-hour Pipeline Control Center (1-800-440-8475) as a hub of communications in emergency response situations. The Control Center has a vast catalog of resources and capabilities. On-site communications are conducted using cellular telephones, 6GigHz analog 120 channel microwave radios (in Company vehicles), portable Motorola Radios and/or land-line telephone systems from Company facilities and offices.

**INCIDENT COMMAND SYSTEM**

Williams Gas Pipeline utilizes an expandable Incident Command System. Depending upon the size and complexity of an incident, additional Company or contract personnel may be added as needed. Additional federal, state or local agencies may be integrated into the Incident Command System by utilizing a Unified Command Structure.

**SPILL RESPONSE EQUIPMENT**

Williams Gas Pipeline maintains emergency response equipment at strategically located facilities. This includes spill booms (of various types, sizes and lengths as needed in different

areas), sorbent materials, a boat, hand tools, power tools, pumps, hoses, personal protective equipment, first aid and miscellaneous supplies. Emergency response equipment is maintained at Williams Gas Pipeline's facilities in Harris, County in Texas.

**OIL SPILL CONTRACTORS**

The Certified Oil Spill Response Organization (OSRO) under contract by Williams Gas Pipeline is Phillips Service Corp. This OSRO can be relied upon for an appropriate level of response with spill response equipment and trained personnel.

For more information regarding Williams Gas Pipeline's emergency response plans and procedures, call Williams 24-hour pipeline control center at 800-440-8475 and ask for the appropriate area (county) contact.

<b>EMERGENCY CONTACT:</b>		
<b>1-800-440-8475</b>		
<b>PRODUCTS/DOT GUIDEBOOK ID#/GUIDE#:</b>		
Natural Gas	1971	115
<b>TEXAS</b>		
<b>COUNTIES OF OPERATION:</b>		
Brooks	Liberty	
Chambers	Live Oak	
DeWitt	Matagorda	
Fort Bend	Montgomery	
Goliad	Newton	
Hardin	Nueces	
Harris	Refugio	
Jackson	San Patricio	
Jasper	Victoria	
Jim Wells	Waller	
Kenedy	Wharton	
Kleberg		
<i>Changes may occur. Contact the operator to discuss their pipeline systems and areas of operation.</i>		



Emergency Response Manual for Public Officials

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Emergency Response Manual for Public Officials

**i. PURPOSE**

The purpose of this document is to provide guidance for public officials and emergency response teams when dealing with natural gas pipeline emergencies with Williams Gas Pipeline-Transco.

**1. In the Event of an Emergency**

**A. DO...**

1. Call your local Williams office at:  
**(800) 440-8475** Gas Control (Houston, TX)-24 hours/day.
2. Keep the public at a safe distance.
3. Always allow Williams officials onto the site.
4. Take precautions to prevent accidental ignition of gas if there is no *fire* (See *Section 3, Steps to Prevent Accidental Ignition*).
5. Evacuate the area if necessary.

**B. DON'T...**

1. Attempt to extinguish a natural gas fire.
2. Attempt to operate pipeline valves.
3. Use vehicles, compressors, pumps, generators, phones, or any heat or open flame devices in the surrounding areas. These items are possible ignition sources for the gas. See also *Section 3, Steps to Prevent Accidental Ignition*, of this manual.

**C. Williams will...**

1. Shut off the flow of gas.
2. Identify and assess the emergency.
3. Provide the emergency response (ER) team or officials with information to minimize damage and to control the situation.



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### 2. How to Recognize a natural gas pipeline leak

Leaks from natural gas pipelines are rare, but we want you to know what to do in the unlikely event one should occur. Natural gas is a colorless, odorless, non-toxic substance. Because natural gas can't be detected on its own, pipeline companies and local utilities add a harmless odorant to help consumers identify the presence of natural gas should a leak occur. However, odorant is added only at certain places along the pipeline, so you may not always be able to detect a leak by smell.

There are several other ways to detect a leak. If you see any of the following signs on or near our pipeline right-of-way, call the number listed on the nearest pipeline marker immediately.

- . gas or petroleum odor
- . a hissing sound
- . dirt being blown into the air
- . brown patches in vegetation on or near the pipeline
- . bubbles appearing on the surface of water
- . dry spot in a moist field
- . fire apparently coming from the ground or burning above the ground
- . water being blown into the air at a pond, creek, or river.

#### A. What to do about a Leak?

1. Leave the area at once!!!! Warn others to stay away.
2. Avoid using potential ignition sources, such as motor vehicles, telephones, doorbells, electric switches or flashlights. See also Section 3, *Steps to Prevent Accidental Ignition*, of this manual.
3. Avoid direct contact with escaping vapors.
4. Never try to extinguish a fire.
5. Never try to operate pipeline valves.
6. Remain upwind at a safe distance.
7. Call Williams at the telephone number listed in this brochure or the one listed on the nearest pipeline marker.

If it is not apparent which company is involved or a number is not available, call the DIG TESS One Call System at 811 or (800) 344-8377

8. to notify all utility companies in that area.
9. Call the local fire department or 911 from a safe distance.

### 3. Steps to Prevent Accidental Ignition

1. Ensure that all personnel restrict smoking to designated areas away from hazardous



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areas.

2. Ensure that no open flames are permitted in or around areas where there is a possible leak or presence of gas.
3. Use only intrinsically safe devices or devices rated for use in hazardous locations when working in areas where there is a suspected gas leak or the potential presence of gas. (Equipment used in these hazardous areas shall be classified for use in Class I, Div. 1 locations.) This includes flashlights, portable floodlights, extension cords or any other electrically powered equipment.
4. Ensure that all necessary precautions are taken to prevent electric arcing and static electricity charges in restricted areas. Ensure proper bonding and grounding.
5. Ensure proper ventilation (i.e., keep the concentration of gas in air below 0.5%) whenever performing work that requires use of equipment that is a potential ignition source in areas where there is a presence of gas.
6. Control traffic and restrict access at a safe distance from the area.

### **4. How We Keep Our Pipeline Safe.**

Safety starts long before actual construction begins. At steel rolling mills, where pipe is fabricated, pipeline representatives carefully inspect the pipe to ensure that it is of high quality and meets both federal and industry-wide standards.

Coating systems are used to prevent corrosion of the pipeline and facilities.

During construction, pipeline representatives inspect the fabrication and construction of the pipeline. Welds linking the joints of pipeline are X-rayed to ensure their integrity.

Once the pipeline is in the ground and before it is placed into service, it is pressure-tested with water in excess of its operating pressure to verify that it can withstand high pressure. This process is called *hydrostatic testing*.

Once the line is put in the ground, covered, and placed into service, pipeline markers are posted at regular intervals to let you know there is a pipeline in the area. Williams' telephone number is posted on the markers so you can reach us anytime.

After the pipeline is installed, we install a system called cathodic protection, which prevents corrosion of the steel pipeline.

To help protect our pipelines against third-party damage, regular inspections by motor vehicles and low-flying patrol aircraft keep a watchful eye on the pipeline routes and adjacent areas.

Pipeline maintenance crews perform facility inspections, check for construction activity in the



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vicinity of the pipeline, and maintain the pipelines and their rights of way. Heavily populated areas are inspected and patrolled more frequently.

In addition, the pipelines undergo periodic maintenance inspections, including leak surveys and valve and safety device inspections.

Williams representatives are available to meet with local emergency response officials, excavation contractors, and local landowners to educate them about pipeline operation and emergency response procedures. Information is routinely distributed to provide 24-hour emergency telephone numbers and locations of our pipeline in the area.

Finally, Williams maintains clear pipeline rights of way. A clean right of way allows easy identification of construction-related activities. Regular monitoring is imperative to prevent third-party damage.

#### **5. How To Prevent Damage to Our Pipeline Facilities.**

Maintaining a safe pipeline system requires your participation as well. Department of Transportation (DOT) statistics tell us that the single greatest cause of pipeline incidents is damage from outside forces. Most pipeline accidents occur when individuals or third-party contractors are not aware of a pipeline's location before they begin construction or excavation. It's important that we form a partnership for safety. We can work together to reduce third-party damage to the pipeline, prevent accidents, and maintain public safety.

Here is what you can do. Watch for suspicious activity and construction near the pipeline right of way. No one should conduct blasting, digging, ditching, drilling, leveling or plowing near the pipeline right of way without contacting the local one-call center at least 3 working days in advance to have underground utilities marked.

Once we're notified, Williams Gas Pipeline-Transco will locate and flag the pipeline and/or right of way and will assist you or the contractor by suggesting safety measures that should be followed while working around the pipeline.

**STOP-CALL BEFORE YOU DIG! IT'S THE LAW!**  
**DIG TESS ONE CALL SYSTEM 811 or (800) 344-8377**

#### **6. DIG TESS One Call System, Call Before You Dig!**

1. Always call DIG TESS 3 working days before you dig. Doing so will allow the



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utilities an opportunity to locate and mark their underground facilities in advance of the planned excavation. *Gas pipelines will use **yellow stakes, flagging, or paint to mark underground lines.***

2. Hand dig within the tolerance zone. Law specifies the width of the tolerance zone to be 18" from each side of the facility. The tolerance zone includes the width of the facility and the 18" measured horizontally from each side of the facility. For example, a 36" natural gas pipeline has a tolerance zone of 72".
3. DIG TESS' automated response system will notify you of the member facility owner's status on your request at the end of the 2<sup>nd</sup> working day.
4. Protect and preserve these approximate markings until they are no longer required for safe and proper excavation.
5. If the markings of facilities are destroyed or removed before excavation commences or is completed, the excavator must renotify DIG TESS and the company locator will remark the location within 2 working days of the notice.
6. Maintain a reasonable clearance between any subsurface utility facility and the cutting edge or point of powered equipment. The law requires use of due care inside 18" of the outside edge of an underground facility.
7. Marking indicates only the approximate location of buried lines. Hand dig test holes in a careful and prudent manner to determine the precise location of underground utility lines. Williams will provide an inspector when a contractor is digging within our right-of-way. *No excavation is allowed on the Williams right-of-way unless an inspector is on site.*
8. If you must expose a line, the state law requires you to protect and support the line while working on site. Ask the company locator for help and advice when you are near underground lines
9. If you haven't called the state One Call System or followed the pipeline marker instructions, damaging a natural gas interstate pipeline is a **federal offense.**

**STOP-CALL BEFORE YOU DIG! IT'S THE LAW!**  
**DIG TESS ONE CALL SYSTEM 811 or (800) 344-8377**

## 7. Pipeline Safety

Natural gas pipelines are this country's safest mode of transportation. According to statistics from the National Transportation Safety Board and the U.S. Department of Transportation's (DOT) Office of Pipeline Safety, there is greater danger associated with driving a car or traveling in an airplane than by living near a natural gas pipeline.



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The safety of interstate pipelines is regulated by DOT's Office of Pipeline Safety, which imposes a broad range of rigorous standards and inspection requirements for pipeline design; material specifications; construction standards; maintenance and testing requirements. These standards must be met long before a pipeline can be placed into service.

### **Williams Commitment to Safety**

Safety and reliability are the most important aspects of Williams' pipeline operations. Although natural gas transmission is the safest form of transportation, we understand that you may have concerns. That's why we want you to understand our commitment to protecting the public, the environment, and our natural resources by operating in a safe, reliable manner.

### **8. Emergency Contact List**

Williams operates pipelines in many Texas counties. Please contact Williams Pipeline Control (24/7) in Houston, Texas at 800-440-8475. Pipeline Control will direct you to the appropriate field contact for the area of emergency.

### **9. Location of Facilities (Maps)**