

**Subject:** Natural Gas Liquids Operations and Maintenance Manual

**Document No.:** PRC1400.000

**Section 2**

**Date Revised:** 10/05/17

**Rev. 14**

**Owner:** Vice President Natural Gas Liquids

## 2. Emergency Procedures

Section 2 of the O&M Manual is dedicated to emergency procedures. This Section includes information on accident/incident reporting, notification classification and emergency response plans.

Remember, the first priority for all ONEOK personnel is to maintain the personal safety of fellow employees, emergency responders, contractors, and the public.

### 2.1 Accident/Incident Reporting

Accidents/incidents must be reported in a timely and effective manner to ensure that the investigation of the root cause begins and that the proper reports are created. Accidents/incidents may need to be reported to one of several different agencies, depending on the nature of the accident/incident, its location and the circumstances surrounding it. The reporting considered in this procedure is for notification and investigation purposes related to accidents/incident, it is not for emergency response purposes.

#### Applicability

This procedure applies to all Company personnel and specifically to those persons designated to notify or make reports as detailed in the O&M Manual.

The National Response Center (NRC) is a service operated by the U.S. Coast Guard that acts as a clearinghouse for several agencies. Calling the NRC fulfills the telephonic notification obligation required by the following agencies:

- DOT
- U.S. Coast Guard
- EPA

Notifying the NRC also meets the requirements in some areas of the Superfund Amendments and Reauthorization Act (SARA), passed in 1986 under the provisions commonly called the "Community right-to-know" provisions.

#### Code References

49 CFR 199.225(a), 195.50, 195.52, 195.54, 195.54(a), 195.55, 195.56(a), 195.58, 199.105(b)

#### References

O&M Employee Training

- ONEOK DOT Drug and Alcohol Testing Policies
- NGL Anti-Drug and Alcohol Misuse Prevention Plan

#### Documentation

Required reports following the accident/incident may include some or all of the following forms. Documentation must be retained for a minimum of three (3) years.

- DOT Drug-Alcohol Testing Supervisor Written Record (Post-Accident)
- DOT Form 7000-1
- Safety-Related Condition Report
- Hazardous Liquid Release Form (NGL0023)

#### Agency Notification

Depending on the nature and location of the accident/incident, the following agencies may need to be notified:

- U.S. Department of Transportation (DOT)

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**DOT Contact Information**

- Kansas Corporation Commission
- Oklahoma Corporation Commission
- Texas Railroad Commission

For releases in the following states, which do not operate a Part 195 pipeline safety program, notification will be made to the federal DOT:

New Mexico, Kansas, Colorado, Wyoming, Montana, North Dakota, Missouri, Nebraska, Indiana, Iowa, and Illinois.

**U.S. Department of Transportation**

Information Resources Manager  
Pipeline and Hazardous Materials Safety Administration  
PHP-10, 1200 New Jersey Avenue, SE.  
Washington, D.C. 20590

**Reportable Pipeline Accidents/ Incidents**

195.50

A “reportable” accident/incident is a release of hazardous liquids transported in a pipeline which results in any of the following:

- Explosion or fire not intentionally set by the operator.
- Death of any person.
- Personal injury necessitating hospitalization.
- Estimated property damage, including cost of clean-up and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000.
- Release of 5 gallons (19 liters) or more of hazardous liquids, **except that no report is required for a release of less than 5 barrels (0.8 cubic meters) resulting from a pipeline maintenance activity if the release:**
  - Is not otherwise reportable under this section.
  - Not one described in 49 CFR 195.52(a)(4).
  - Is confined to Company property or pipeline right-of-way and is cleaned up promptly.

**DOT Notification Types**

PHMSA identifies two types of notification, depending on the severity of the accident/incident:

1. Immediate notice and/or
2. Accident report

**Immediate Notice**

**195.52**

Immediate notice is required for an accident/incident that:

- Causes a death or a personal injury requiring hospitalization.
- Results in either a fire or explosion, not intentionally set by the operator.
- Causes estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the operator's or others' property, or both, exceeding \$50,000.
- Results in pollution of any surface water (stream, lake, etc.) or other similar body of water that violates applicable water quality standards, causes a discoloration of the surface water or upon adjoining shorelines, or deposits a sludge or emulsion beneath the water surface or upon adjoining shorelines.
- In the judgment of the operator, is a significant event, even though it does not meet the other criteria listed.

Immediate notice should be made at the earliest practical moment following the discovery of a hazardous liquid release, but no later than one (1) hour from the time ONEOK confirms discovery of the release. A reportable release confirms that an applicable accident has occurred. ONEOK must revise or confirm its initial telephonic notice within 48 hours of the initial telephonic report, to the extent practicable, reporting any revisions to the estimate of product released, number of fatalities and/or injuries or any/all other significant facts known by ONEOK that are relevant to the cause of the accident or extent of the damages. If there are no changes or revisions to the initial report, ONEOK must confirm the estimates in the initial report.

The NGL manager or designee shall prepare and file an immediate notice to the **NRC ((800) 424-8802**, or electronically at <http://www.nrc.uscg.mil>) of certain events and additional report if significant new information becomes available. ONEOK shall have a written procedure for calculating an initial estimate of the amount of product released in an accident. Note: If the pipeline is under state jurisdiction, refer to the appropriate state requirements.

The report should include:

- Date and time of report;
- Name and address of Company;
- Name and phone number of person filing the report;
- Name and phone number of the person with whom you speak;
- The location of the release;
- The time and date of the release;
- Number of fatalities and personal injuries (if any); and
- Size of release (if known).

**Release Calculations  
195.52 (c)**

The ONEOK NGL manager or designee shall provide a reasonable initial estimate of the volume of product released in the event of an incident.

1. In the event of a major release; line break, rupture, punctures etc., the total volume between the two isolation valves shall be reported.
2. In the event of a minor release; pinhole leak, valve stem leak, vapor release etc., the preferred method to determine the release volume is the ONEOK NGL Event Calculation Tool. ONEOK NGL may choose to use other tools should use of the ONEOK NGL Event Calculation Tool be impractical.
3. As more accurate information is received, the ONEOK NGL manager or designee shall amend the

## Accident Reports

### 195.54(a)

reported volumes as necessary to complete the initial PHMSA 7000.1 release report.

An accident report is required for all reportable accidents on PHMSA jurisdictional pipelines. Accident reports shall be filed as soon as practical, but no later than 30 days after discovery. Reports must be submitted electronically at: <http://opsweb.phmsa.dot.gov>

Reports (except safety-related conditions reports and offshore pipeline condition reports) must be submitted electronically at: <http://opsweb.phmsa.dot.gov>

Safety-related condition reports must be submitted concurrently to the applicable state agency for an intrastate pipeline or when the state agency acts as an agent for PHMSA with respect to interstate pipelines.

Should a release occur, see the appropriate state's requirements listed below:

1. Release on pipeline regulated by **Oklahoma Corporation Commission**;
  - a. Telephonic notice shall be made at the earliest practicable moment following determination of the release (within one (1) hour) to the commission's office by calling (405) 521-2258.
2. Release that occurs on Pipeline regulated by the **Texas Railroad Commission**;
  - a. Telephonic notice shall be made at the earliest practicable moment following discovery (within two (2) hours) to the commission's emergency line at (512) 463-6788.
3. For releases in the following states, which do not operate a Part 195 pipeline safety program, notification will be made to the federal DOT:
  - New Mexico, Kansas, Colorado, Wyoming, Montana, North Dakota, Missouri, Nebraska, Iowa, Indiana and Illinois.

When changes are received or additions are made in the information reported on the original report (DOT Form 7000-1), supplemental reporting is required within 30 days.

Each operator of a hazardous liquid pipeline or pipeline facility must obtain from PHMSA an Operator Identification Number (OPID). An OPID is assigned to an operator for the pipeline or pipeline system for which the operator has primary responsibility.

To obtain an OPID or a change to an OPID, an operator must complete an OPID Assignment Request - DOT Form PHMSA F 100.1 - through the National Registry of Pipeline and LNG Operators in accordance with 49 CFR 195.58. **ONEOK NGL Pipeline OPID is: 32109**

## National Pipeline Mapping System

### 195.61

Each operator of a hazardous liquid pipeline facility must provide the following geospatial data to PHMSA for that facility:

1. Geospatial data, attributes, metadata and transmittal letter appropriate for use in the National Pipeline Mapping System. Acceptable formats and additional information are specified in the NPMS Operator Standards manual available at [www.npms.phmsa.dot.gov](http://www.npms.phmsa.dot.gov) or by contacting the PHMSA Geographic Information Systems Manager at (202) 366-4595.
2. The name of and address for the operator.
3. The name and contact information of a pipeline company employee, to be displayed on a public Web site, who will serve as a contact for questions from the general public about the operator's NPMS data.

This information must be submitted each year, on or before June 15, representing assets as of December 31 of the previous year. If no changes have occurred since the previous year's submission, the operator must refer to the information provided in the NPMS Operator Standards manual available at:

<http://www.npms.phmsa.dot.gov> or contact the PHMSA Geographic Information Systems Manager at (202)

## Registry of Pipeline and LNG Operators

### 195.64

366-4595.

ONEOK NGL Pipeline must validate information associated with the assigned OPID through the National Registry of Pipeline and LNG Operators at <http://opsweb.phmsa.dot.gov> and correct that information as necessary.

ONEOK NGL Pipeline must notify PHMSA electronically through the National Registry of Pipeline and LNG Operators at <http://opsweb.phmsa.dot.gov> of certain events.

ONEOK NGL Pipeline must notify PHMSA of any of the following events no later than **60 days before** the event occurs:

- Construction or any planned rehabilitation, replacement, modification, upgrade, up rate, or update of a facility, other than a section of line pipe, that costs \$10 million or more. If 60-day notice is not feasible because of an emergency, an operator must notify PHMSA as soon as practicable.
- Construction of ten (10) or more miles of a new or replacement of hazardous liquid pipeline or construction of a new pipeline facility.
- Reversal of product flow direction when the reversal is expected to last more than 30 days.
- *Notification is not required for pipeline systems already designed for bi-directional flow.*
- A pipeline converted for service under 49 CFR 195.5, or a change in commodity as reported on the annual report as required by 49 CFR 195.49.

#### State Notifications:

##### Oklahoma

ONEOK shall notify the Oklahoma Corporation Commission (OCC) prior to the construction of a new pipeline, or a relocation or replacement of a pipeline greater than one (1) mile, subject to the jurisdiction of the OCC, by completing and filing Form 5001 with the OCC seven (7) calendar days prior to commencement of construction. In the event of an emergency, telephonic notice of emergency construction, followed by the mailing of Form 5001 within five (5) work days from the date of the telephonic notice, is required.

##### Texas

ONEOK shall notify the Railroad Commission of Texas (RRC) prior to the construction of any pipeline greater than one (1) mile in length. Notice to the RRC is required thirty (30) days prior to the commencement of construction. Such notice shall be given by utilizing Form PS-48.

ONEOK NGL Pipeline must notify PHMSA of any of the following events not later than 60 days after the event occurs:

- A change in the primary entity responsible (i.e., the entity with an assigned OPID) for managing or administering a safety program required by this part covering pipeline facilities operated under multiple OPIDs.
- A change in the name of the operator.
- A change in the entity (e.g., company, municipality) responsible for operating an existing pipeline, pipeline segment, or pipeline facility.
- The acquisition or divestiture of 50 or more miles of pipeline or pipeline system subject to this part.
- The acquisition or divestiture of an existing pipeline facility subject to this part.

ONEOK NGL Pipeline must use the OPID issued by PHMSA for all reporting requirements covered under this subchapter and for submissions to the National Pipeline Mapping System.

**Post-Accident  
Drug and Alcohol  
Testing**

**199.225, 199.105(b)  
and 199.105(b)(2)**

Each operator shall conduct the following drug tests for the presence of a prohibited drug:

(1) As soon as possible but no later than 32 hours after an accident, an operator must drug test each surviving covered employee whose performance of a covered function either contributed to the accident or cannot be completely discounted as a contributing factor to the accident. An operator may decide not to test under this paragraph but such a decision must be based on specific information that the covered employee's performance had no role in the cause(s) or severity of the accident.

(2) If, for any reason, a test required by this section is not administered within the 32 hours following the accident, the operator must prepare and maintain a written statement documenting the reasons why the test was not promptly administered. If a test required by paragraph (b)(1) of this section is not administered within 32 hours following the accident, the operator must cease attempts to administer a drug test and must state in the record the reasons for not administering the test.

A post-accident alcohol test shall be conducted on each employee as soon as possible but no later than eight (8) hours after the accident. If the test is not completed within two (2) hours the Company will prepare and maintain a written statement documenting the reason the test was not conducted. If the test is not completed within eight (8) hours the Company shall cease attempts to do so. The Company will take all reasonable steps to obtain a breath test from an employee after an accident, but any injury should be treated first. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident, to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The affected employee will not be allowed to proceed alone to the testing site. A covered employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying the Company or Company's representative of their location if they leave the scene of the accident prior to submission to such test, may be deemed by the Company to have refused to submit to testing.

## DOT Safety-Related Condition Reporting

195.55, 195.56  
(a),(b)

Personnel performing operation and maintenance activities who discover any safety-related condition that could lead to an imminent hazard shall immediately notify their NGL manager or the NGL manager's designee.

The NGL manager or the NGL manager's designee shall, as soon as practical, but within five working days (not including Saturdays, Sundays, or federal holidays) after the day of discovery, determine if the condition is reportable using the DOT Safety-Related Condition Reportability Guidelines noted below:

If a condition is judged reportable, the NGL manager or the NGL manager's designee, as soon as practical, but no later than five (5) working days (not including Saturdays, Sundays, or federal holidays) of the discovery of the condition shall:

- Complete the Safety-Related Condition Report.
- When applicable, attach a recommended Plan of Action.
- Electronically mail or fax such reports to DOT and the appropriate state agency. The reports should state the corrective action planned and/or taken.
  - DOT contact information—Email: [InformationResoucesManager@dot.gov](mailto:InformationResoucesManager@dot.gov) Fax: (202) 366-7128

## Safety-Related Condition Reporting Guidelines

Use the following guidelines to assist in:

- Recognizing safety-related conditions.
- Determining if it is necessary to report such conditions.
- Separate conditions may be described in a single report if they are closely related.

Definitions of some safety-related conditions are listed in #1 below. Instances where safety-related conditions do not require reporting are listed in #2 below.

### 1. Definitions of Safety-Related Conditions

- a. General corrosion that has reduced the wall thickness to less than that required for the maximum operating pressure, and localized corrosion pitting to a degree where leakage might result. This determination will be made by a corrosion specialist or NGL engineer.
- b. Unintended movement or abnormal loading of a pipeline by environmental causes, such as an earthquake, landslide, hurricane, or flood that impairs its serviceability.
- c. Any material defect or physical damage that impairs the serviceability of a pipeline.
- d. Any malfunction or operating error that causes the pressure of a pipeline to rise above 110% of its maximum operating pressure.
- e. A leak in a pipeline that constitutes an emergency.
- f. Any safety-related condition that could lead to an imminent hazard and causes (either directly or indirectly by remedial action of the operator), for purposes other than abandonment, a 20% or more reduction in operating pressure or shutdown of operation of a pipeline.
- g. A verified in-line inspection report indication requiring a pressure reduction.

Note: An in-line inspection report, without verification, does not constitute a safety-related condition.

### 2. Safety-related Conditions that do not require a report

- a. A safety-related condition that exists on a pipeline more than 220 yards from any building intended for human occupancy or outdoor place of assembly.

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Note: Reports are required for conditions within the right-of-way of an active railroad, paved road, street, or highway, and for conditions that occur offshore or at onshore locations where a loss of hazardous liquids could reasonably be expected to pollute any stream, river, lake, reservoir, or other body of water.

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- b. An accident that is required to be reported in accordance with 49 CFR 195.50, or that result in such an accident, before the deadline for filing the Safety-Related Condition Report.
  - c. A safety-related condition that is corrected by repair or replacement in accordance with applicable safety standards before the deadline for filing the Safety-Related Condition Report, except reports required for conditions listed in section (1)(a) above, other than localized corrosion pitting on an effectively coated and cathodically protected pipeline.
3. Adequate Information Test for Reportability
- a. Discovery of a potentially reportable condition occurs when an NGL representative has adequate information from which to conclude the probable existence of a reportable condition.
4. Training
- a. Personnel performing operation and maintenance activities shall be instructed to recognize potential safety-related conditions. (Refer to Section 6.0 - Employee Training for information about employee instruction.)

**Environmental Reporting**

For a release of any amount, contact the ONEOK NGL Environmental Representative who will determine what actions are necessary due to both state and federal environmental requirements.

## 2.2 Classifying and Notification Procedures

In an emergency situation personnel must be properly trained to function efficiently as it is extremely important to respond promptly and appropriately. The purpose of this procedure is to provide organization and instruction to personnel who must handle an emergency situation. This procedure covers all emergency situations in a general manner.

An emergency may exist if the following conditions occur:

- Fire or explosion occurring near or directly involving a pipeline facility.
- Accidental release of hazardous vapors and liquids from a pipeline.
- Operational failure causing a hazardous condition, such as a tank overflowing, relief valve failure, etc.
- Natural disasters affecting pipeline facilities, such as tornadoes, hurricanes, earthquakes, floods, etc.
- Acts of sabotage.

**Applicability**

Applies to all Company personnel

**Code References**

49 CFR 195.402(c)(4),(5), 195.402(e), 195.446

**Documentation**

Section 2.3 - Emergency Plan

**Reporting an Emergency Situation**

An emergency situation may be reported by several methods. Some of these methods are:

- As a result of routine aerial patrol.
- Report from Company personnel.
- Report from the public or public officials.
- Report from receiving or delivery facility operators.
- Report from a saboteur or prankster.
- Report from the Pipeline Control Center.

Under certain circumstances persons in the employ of the operator may be required to receive information concerning an emergency event. For this reason, employees shall be trained to take certain information. This training shall occur during emergency response training. At the time information concerning an emergency event is received, the caller shall be advised to take the necessary precautions to ensure their safety.

Emergency reports are submitted to the 24-hour Pipeline Control Center telephone numbers listed below:

- NGL Legacy/FERC  
(800) 666-9041
- ONEOK Rockies/FERC/Bakken  
(855) 348-7258
- NGL North System  
(888) 844-5658
- ONEOK Permian NGL Operating Company  
(844) 288-7240

The Pipeline Control Center is manned 24 hours a day 7 days a week. The controller receiving the report is authorized to shut down the pipeline, and immediately contact the area's primary or secondary qualified individual, if applicable. If not applicable, the controller will contact the

**Classifying Emergency Events**

**195.446 (b)(3)**

**195.402(e)**

Operations Manager or the appropriate person on-call.

If a leak report is received at the office or home of an area employee, the employee who receives the call shall take the information as completely as possible and relay the information to the controller on duty or to the area's qualified individual.

Employees should use ONEOK Online as a resource to locate contact information for Company personnel.

There are two event classes for a reported emergency:

1. Possible event
2. Confirmed event

**Possible Event**

- Reported by someone other than a Company employee and cannot be immediately confirmed according to the information known at the time.
- Indicated by a pressure or flow rate indication, but not confirmed by another source.

**Confirmed Event**

- Reported by someone other than a Company employee, but confirmed by another source, such as a pressure reading, flow indication, or another person.
- Indicated by a pressure or flow rate indication and is confirmed by another source.

Immediately upon receiving notification of a leak or emergency event, the controller on duty, or another Company employee, shall notify their immediate supervisor or the primary or secondary qualified individual for that area.

If the controller on duty receives a leak alarm from the Pipeline Leak Detection System and the cause of the alarm is unknown and/or the volume balance in the shorter periods are consistently positive or increasing, the controller shall notify the leak detection engineer immediately.

The ONEOK Pipeline Control Room Management Plan contains procedures to identify actions the controller on duty shall take during a pipeline emergency. A Company employee shall classify the potential leak as either possible or confirmed.

Emergency calls shall be kept brief in order to begin confirmation or take emergency action. If confirmation is required, the controller on duty shall follow the steps below:

1. Check for other reports of a similar nature in a similar location.
2. Check the Pipeline Control Center monitors for signs, such as:
  - Pressure drops or abnormalities.
  - Pressure or flow rate readings lower or higher than normal.
  - An alarm from the leak detection system.
  - Activation of fire detector alarm.
  - Activation of a gas alarm (HVLs ONLY).
  - Status of motor-operated valves.
  - The unexpected shutdown of a pump.
  - Any unexplained abnormality coinciding with a reported event.
3. Dispatch the nearest employee to the reported scene.

## Notifying Others

4. Upon determination of a confirmed emergency, employees shall refer to Section 2.3 in this manual.

The primary or secondary qualified individual or appointee shall notify the appropriate agencies and establish communications with local responders. This notification shall be documented on the notification forms provided. At a minimum, the following information should be given:

- Name of the pipeline;
- Time of discharge;
- Name of the material involved;
- Location of the discharge;
- Reason for discharge;
- Estimated volume of discharge;
- Weather conditions; and
- Emergency action steps taken.

Agency notifications shall be completed as described in Section 2.1. State notification requirements vary from state-to-state, but must be addressed as soon as possible. Local authorities shall be notified as soon as possible after a release that could pose a threat to the public.

ONEOK has determined that all pipeline facilities outside of fenced property controlled by ONEOK require immediate response to prevent hazards to the public in the event of a pipeline failure or malfunction that could result in a release. An emergency response notification checklist must be maintained to document the times and sequences of events during the notification process.

When reporting a release to the agencies, it is imperative to get the name and title of the person taking the report.

## 2.3 Emergency Action Plan

Section 2.3 of the O&M Manual contains the Emergency Action Plan. The Emergency Action Plan contains multiple procedures which must be followed in the event of an emergency.

### Applicability

Applies to all Company personnel

### Code References

49 CFR 195.402(e)

The controller receiving the report is authorized to shut down the pipeline, and immediately contact the area's primary or secondary qualified individual, if applicable

### Emergency Notification Procedure

1. When an emergency condition is reported, the employee receiving the notification shall determine and record the information listed below, which will become a log that is kept throughout the entire emergency operation.
  - Time and date of the notification;
  - Name and address of the person reporting the emergency;
  - Return phone number;
  - Location of the emergency condition;
  - Description of the emergency condition;
  - Injuries and/or fatalities;
  - If there is a vapor cloud;
  - Wind direction & speed;
  - If applicable, whether the vapor cloud is moving toward populated areas or dwellings;
  - If there is water contamination;
  - Whether there are any other pipelines in the vicinity of the incident; and
  - The names of other parties that have been notified.
2. If the emergency notification is received from a source other than Company personnel, the emergency must be confirmed.
3. After the emergency is confirmed, the information obtained must be communicated to the appropriate area supervisor or designee and/or manager or designee.

### Evacuation Procedures

1. The person reporting a potential emergency shall identify the type and location of the emergency and may announce an immediate evacuation.
2. If the situation calls for an immediate evacuation, Company personnel should ensure the following actions take place:
  - Evacuate everyone to an upwind or crosswind location;
  - Do not attempt to start any vehicles in the vicinity of the leak or spill;
  - Do not drive into or near a vapor cloud; and
  - Eliminate all ignition sources.
3. Once a safe location has been reached, immediately contact the Pipeline Control Center to begin the process of contacting supervisory personnel and any applicable emergency response agencies.

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Remember: The first priority of ONEOK personnel should always assume a defensive posture and maintain the personal safety of ONEOK employees, emergency responders, contractors, and the public.

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## Response to Emergency

1. After receiving notification of the emergency, the emergency supervisor will establish an emergency response team. The emergency response team is responsible for:
  - Dispatching the appropriate personnel to the emergency.
  - Notifying the business manager or designee and/or area supervisor or designee.
  - Assigning an employee to establish a central communications center.
  - Assigning an employee to gather and dispatch appropriate work equipment.
  - If conditions indicate the need, contacting law enforcement and/or public agencies for the following types of public protection:
    - Evacuating residences.
    - Halting traffic on roads and railroads in the affected area(s).
    - Any other actions deemed necessary.

When feasible the Incident Command structure should be utilized.

## Emergency First Responder Procedure

The first employee on the scene shall act as Incident Commander until relieved by the assigned Incident Commander or his/her designee. Upon arrival at the emergency location, the Incident Commander shall coordinate with the incident command members to:

1. Assess the extent of hazardous liquid and/or the coverage of the vapor cloud using:
  - Sight;
  - Explosive meter; and/or
  - Gas detection instruments, if applicable.
2. Assess the need for personal and/or public protection.
3. Establish and maintain a line of communication between the emergency location and the designated central communications center using
  - Cellular phone;
  - Mobile phone; and/or
  - Land phone.
4. Advise and coordinate with pipeline management which facility to shut down or which block valves to close in order to stop the flow of product and minimize the release and/or other hazards by:
  - Field personnel and/or
  - Use of an emergency shutdown device.
5. Coordinate with pipeline management the contact of law enforcement agencies (PSAP, Sheriff, Fire, LEPC, etc.), if the product release involves any public residence, highway, railroad, business, or public place.
6. Coordinate the actions between ONEOK personnel and outside parties (law enforcement, public agencies, media, etc.) in order to isolate, evacuate, and/or

secure the area.

7. Coordinate with business management the notification of other companies having facilities in the immediate area that may be endangered.
8. Continue as Incident Commander until relieved by the assigned Incident Commander or his or her designee.

### Medical/First Aid

Any individual trained in first aid should respond in order to comfort and render first aid to injured parties in a safe manner. Employees should utilize first aid and medical equipment in accordance with training.

### PPE/Emergency Equipment

PPE hazard assessment will be determined at the time of the incident. Current emergency equipment consists of first aid kits and fire extinguishers. Additional equipment will be furnished by emergency responders at the scene of an incident.

### Central Communications

The employees stationed at the central communications center shall assist with coordination of the necessary workforce and material, as advised by the Incident Commander.

### Public Relations

Public relations will be conducted under the direction of the area manager or the incident commander until the public information officer is assigned, if one is needed.

ONEOK personnel should be courteous at all times, as they are Company representatives with whom the public has contact. ONEOK representatives **MUST NOT** do any guessing or speculating. Rather, ONEOK representatives must state only the established facts. For their personal protection, the general public, press and other photographers are not allowed on Company property.

### Decontamination

A decontamination plan should be developed on a case by case basis and set up before any personnel or equipment may enter the "hot zone" (area where the potential for exposure to hazardous substances exist).

All personnel involved in the response and entering the hot zone shall be properly trained, equipped, and certified to meet the requirements of emergency response. The decontamination plan should:

- Determine the number and layout of decontamination stations.
- Determine the decontamination equipment needed.
- Determine the appropriate decontamination methods.
- Establish procedures to prevent contamination of clean area.
- Establish methods and procedures to minimize worker contact with contaminants during removal of personal protective clothing and equipment.
- Establish methods of disposing of clothing and equipment that are not completely decontaminated.

The decontamination plan should be revised whenever the type of personal protective clothing or equipment changes, the site conditions change, or the site hazards are reassessed based on new information.

NGL is the most likely material that would require decontamination. Decontamination would typically include removal and containerization of the contaminated material for disposal. If contaminated materials are decontaminated on site, washing with soap and water is the recommended method. For additional decontamination guidance consult the SDS for the

## **Repair Emergency Conditions**

guidance.

After responding to the emergency notification, the assigned Incident Commander will proceed to the emergency site and assume the Emergency Supervisor or designate role. After arriving at the site, the Incident Commander shall:

- Determine if the area is secured and isolated from product release.
- Assess the need for personal and/or public protection.
- Determine the safest and quickest means of repairing the failed equipment.
- Determine the required work equipment and personnel needed.
- Notify the required NGL personnel and/or DOT-approved contractor(s).
- Determine if stopple equipment is required.
- Determine what materials are required.
- Coordinate repairs with the Area Manager.

After isolating the failed equipment and determining that the emergency site is safe, the necessary repairs shall be performed according the ONEOK recommended work practices and standards.

## **Return to Normal Conditions**

After completing repairs, the Incident Commander or his or her designee shall coordinate the start-up of the pipeline with the plant operator. Field personnel should continue to observe the repaired equipment until the system returns to normal operating conditions.

The emergency site shall be returned to as near normal condition as possible. Clean up shall be performed in accordance with applicable ONEOK recommended practices and standards.

## **Post-Accident Drug and Alcohol Testing**

### **Alcohol Testing Requirements & Procedure**

1. Drug and alcohol testing must be administered to each employee whose performance either contributed to the accident/incident or cannot be completely discounted as a contributing factor to the accident/incident.
2. Drug testing (urine specimen) must be done as soon as possible, but no later than 32 hours after an accident/incident.
3. A post-accident alcohol test shall be conducted on each employee as soon as possible but no later than eight (8) hours after the accident. If the alcohol test is not completed within two (2) hours, the Company shall prepare and maintain a written statement documenting the reason the test was not conducted.

## Incident Reporting

Complete the following necessary forms and reports within 48 hours after returning to normal operating conditions and submit them to the ONEOK office:

- Notification logs (JLogger);
- Employee notes, logs, and pictures;
- Measurement and pressure information; and
- A determination if PCC actions contributed to the incident and if so, whether fatigue played a part.

Within 60 days after an accident or incident, the Area Manager (or his or her designee) shall conduct a review of the incident and the response. This review shall address the following areas documented on the approved Cause Map:

- Detection and notification;
- Initial safety procedures and damage mitigation;
- Incident scene action;
- Performance of personnel and response procedures;
- Cause of incident; and
- Follow-up action.

The Area Manager (or his or her designee) shall include in the investigation those select Company personnel involved in the incident. It may be necessary to question not only the Company personnel, but also persons from outside agencies and contracted help involved in the incident.

The Area Manager (or his or her designee) should attempt to collect all documentation associated with the incident including a signed record of initial notifications and certified copies of written follow-up reports. All of the official incident records should be kept on file at the ONEOK office.

## Training

Employees, supervisors, and managers who participate or are expected to participate in emergency response for releases of hazardous substances shall receive training which meets the requirements of 29 CFR 1910.120(q)(6) before they are permitted to engage in an actual emergency response. The level and subject matter of training shall be based on the duties and function to be performed by each responder in accordance with CFR 1910.120(q)(6)(l) through (v). Such functions may include:

- First Responder Awareness Level
- First Responder Operations Level
- Hazardous Materials Technician
- Hazardous Materials Specialist
- On-Scene Incident Commander

Each responder shall either receive annual refresher training of sufficient content and duration to maintain competency for function or shall annually demonstrate such competency.

A statement shall be made of the training or competency, and if a statement of competency is made, a record of the methodology used to demonstrate competency shall be maintained. A written certificate of training completion or competency shall be given to each responder. In addition, all employees, as required by role, will participate in an annual emergency response

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drill.

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Note: These drills will be in the form of a table-top, equipment deployment, or simulation. If the employee has responded to an actual incident, this will satisfy the requirement, provided proper documentation has been provided.

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For further information or explanation of duties covered under this plan, contact the ONEOK Area Manager.