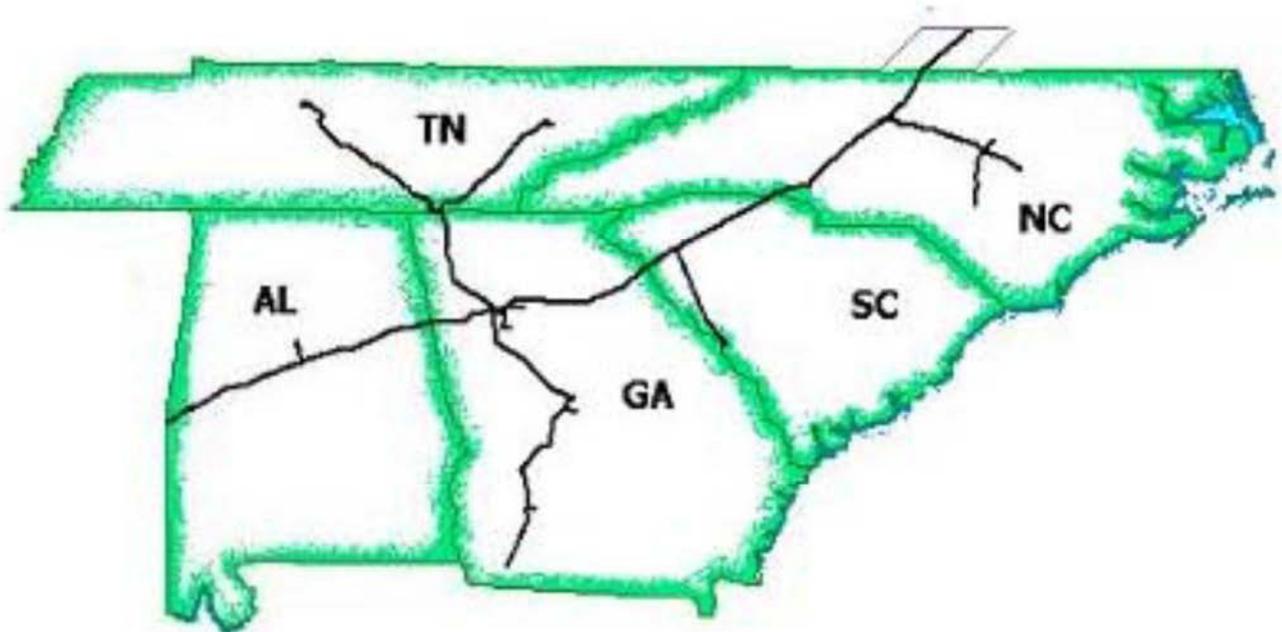




Colonial Pipeline Company  
Emergency Response Plans

## Southeast Response Zone



**Colonial Pipeline Company**  
TABLE OF CONTENTS

<b>1</b>	<b>INFORMATION SUMMARY</b>
<b>2</b>	<b>NOTIFICATION PROCEDURES</b>
<b>3</b>	<b>SPILL DETECTION / ON-SCENE SPILL MITIGATION PROCEDURES</b>
<b>4</b>	<b>RESPONSE ACTIVITIES</b>
<b>5</b>	<b>LIST OF CONTACTS</b>
<b>6</b>	<b>TRAINING PROCEDURES</b>
<b>7</b>	<b>DRILL PROCEDURES</b>
<b>8</b>	<b>RESPONSE PLAN REVIEW</b>
<b>9</b>	<b>EMERGENCY RESPONSE INFORMATION</b>

# Colonial Pipeline Company

## TABLE OF CONTENTS

### TABLE OF CONTENTS – ITEMIZED BY SECTION

#### SECTION 1 – INFORMATION SUMMARY

1.01	Purpose of Plan & Consistency with Contingency Plans .....	Generic
1.02	Information Summary .....	Local
1.03	Response Zones Overview (Response Zone maps & Line Segments) .....	Local
1.04	Significant and Substantial Harm Determination .....	Generic
1.05	Management Certification of Response Preparedness .....	Local
1.06	1.06.01 SED Worst Case Discharge – Tankage and Pipeline .....	Generic
	1.06.02 SED WCD - Scenario .....	Local
	1.06.03 SED Minimum Response Resources .....	Local

#### SECTION 2 – NOTIFICATION PROCEDURES (Refer to Section 5 for Contact Phone #s)

2.01	Notification & Mobilization Procedures .....	Generic
2.02	Communication Methods & Equipment .....	Generic
2.03	Emergency Notification Flowcharts (Internal & External by Station) .....	Local
2.04	911 Contact List .....	Local

#### SECTION 3 – SPILL DETECTION / ON-SCENE SPILL MITIGATION PROCEDURES

3.01	Leak Detection & Emergency Procedures (Form 7082) .....	Generic
------	---	---------

#### SECTION 4 – RESPONSE ACTIVITIES

4.01	Initial Response Roles & Responsibilities .....	Generic
4.02	Incident Command System & Structure – Response Zone (District) .....	Local
4.03	Incident Command System Roles & Responsibilities .....	Generic
4.03.01	ICS Responsibility Checklist – Common ICS Responsibilities .....	Generic
4.03.02	ICS Responsibility Checklist – Command Section .....	Generic
	Incident Commander/Deputy Incident Commander .....	Generic
	Safety / Security Officer .....	Generic
	Public Information Officer .....	Generic
	Government Liaison Officer .....	Generic
4.03.03	ICS Responsibility Checklist – Finance Section .....	Generic
	Finance Section Chief .....	Generic
	Claims/Insurance/ROW Unit Leader .....	Generic
4.03.04	ICS Responsibility Checklist – Operations Section .....	Generic
	Operations Section Chief .....	Generic
	Staging Area Manager .....	Generic
	Branch Director .....	Generic
	Wildlife Branch Leader .....	Generic
	Salvage/Source Control .....	Generic
	Administrative Support .....	Generic
4.03.05	ICS Responsibility Checklist – Planning Section .....	Generic
	Planning Section Chief .....	Generic

# Colonial Pipeline Company

## TABLE OF CONTENTS

	Environmental Unit Leader .....	Generic
	Field Observer .....	Generic
	Situation Unit Leader.....	Generic
	Resource Unit Leader .....	Generic
	Documentation Unit Leader.....	Generic
	NRDA Advisor.....	Generic
	GIS Trajectory Analysis Specialist.....	Generic
4.03.06	ICS Responsibility Checklist – Logistics Section .....	Generic
	Logistics Section Chief.....	Generic
	Communications Unit Leader .....	Generic
	Support / Services Branch Director .....	Generic
	Food Unit Leader .....	Generic
	Administrative Support .....	Generic
4.04	Post Emergency Response Reviews .....	Generic
4.04.01	Post Emergency Review – Significant Spill .....	Generic

### SECTION 5 – LIST OF CONTACTS

5.01	Spill Management Team Roster .....	Generic
5.02	HAZWOPER Trained Personnel .....	Generic
5.03	District Wide Employee Phone List .....	Local
5.04	Other Federal, State, and Local Agencies .....	Local
5.05	Oil Spill Response Organizations (OSRO) .....	Local
5.06	Pipeline Repair Contractors .....	Local
5.07	Environmental Contractors .....	Local
5.08	Aerial Recon Contractors .....	Local
5.09	Other Emergency Response Equipment Suppliers .....	Local
5.10	Vendor Support & Supplies .....	Local
5.11	Airports & FBO's .....	Generic
5.12	Local Terminal Managers & Adjacent Pipelines .....	Local
5.13	Local Emergency Care Facilities.....	Local
5.14	USCG Captains of the Port .....	Generic

### SECTION 6 – TRAINING

6.01	Training Courses & Requirements .....	Generic
------	---------------------------------------	---------

### SECTION 7 – EXERCISE PROCEDURES

7.01	Exercise Program .....	Generic
7.02	Exercise Documentation .....	Generic
7.02.01	Triennial Cycle Documentation .....	Generic
7.02.02	Internal Notification Exercise Documentation – Group 4 .....	Generic
7.02.03	Post Tabletop Exercise Evaluation.....	Generic
7.02.04	Equipment Deployment Exercise Evaluation.....	Generic
7.02.05	Equipment Deployment Exercise – Participants.....	Generic
7.02.06	Equipment Deployment Exercise – Equipment.....	Generic
7.02.07	Emergency Operating Procedures Exercise Evaluation .....	Generic

# Colonial Pipeline Company

## TABLE OF CONTENTS

### SECTION 8 – RESPONSE PLAN REVIEW

8.01	Response Plan Review, Update Procedures, and Accountability .....	Generic
8.02	Document Control Procedures .....	Generic

### SECTION 9 – EMERGENCY RESPONSE INFORMATION

9.01	Product Characteristics & SDS Sheets .....	Generic
9.02	Response Strategies .....	Generic
9.02.01	Air Monitoring Protocol.....	Generic
9.03	Block Valve Locations .....	Generic
9.04	Rectifier Locations .....	Local
9.05	Environmentally Sensitive Areas .....	Local
9.06	Water Intakes .....	Local

# **Colonial Pipeline Company**

## **CONSISTENCY WITH CONTINGENCY PLANS**

### **CONSISTENCY WITH THE NATIONAL CONTINGENCY PLAN**

The Emergency Response Plans submitted by Colonial Pipeline Company for each of its three response zones will be reviewed and revised periodically to maintain consistency with applicable parts of the National Contingency Plan.

### **CONSISTENCY WITH THE APPLICABLE AREA CONTINGENCY PLANS**

The Emergency Response Plans submitted by Colonial Pipeline Company for each of its three response zones will be reviewed and revised periodically to maintain consistency with the Area Contingency Plans applicable to Colonial's pipeline system.

Applicable Area Contingency Plans administered by the U.S. Coast Guard and EPA as well as their corresponding Colonial/PHMSA response zones are identified below:

# Colonial Pipeline Company

## CONSISTENCY WITH CONTINGENCY PLANS

CPC District	PHMSA Response Zone	Applicable ACP's, GRP's, & IACP's
<b>GULF COAST DISTRICT</b>	<b>801</b>	<b>One Gulf Plan</b>
		Sector Houston/Galveston
		MSU Port Arthur
		MSU Morgan City
		MSU New Orleans
		<b>EPA Region VI Regional IACP</b>
<b>SOUTHEAST DISTRICT</b>	<b>802</b>	<b>EPA Region IV</b>
		Oil & Hazardous Substances Pollution Regional and Area Contingency Plan
		<b>EPA Region III</b>
		Inland Area Committee Plan
<b>NORTHEAST DISTRICT</b>	<b>803</b>	<b>EPA Region II</b>
		<b>EPA Region III</b>
		Inland Area Committee Plan
		<b>USCG Sector Delaware Bay ACP</b>
		<b>USCG New York and New Jersey ACP</b>
		<b>USCG Upper Chesapeake ACP</b>
		<b>USCG Hampton Roads ACP</b>

# Colonial Pipeline Company

## SOUTHEAST RESPONSE ZONE

### INFORMATION SUMMARY

Name and Address of Operator:

**Colonial Pipeline Company**  
**P. O. Box 1624**  
**Alpharetta, GA 30009-9934**

### SIGNIFICANT & SUBSTANTIAL HARM

The volume of petroleum products transported by the Colonial Pipeline system (and the criteria set forth in DOT49CFR§194.103) dictate that a release of oil at any point in any line segment could cause significant and substantial harm. Therefore, all Response Zones are identified as having the potential for causing significant and substantial harm.

### DESCRIPTION OF RESPONSE ZONES

Colonial Pipeline Company has identified three response zones for its pipeline system. Currently, these response zones correspond with the three operating districts of Colonial's pipeline system. The response zones for the entire pipeline system are listed according to PHMSA zone numbers and name of the Colonial operating area, including states and counties.

### QUALIFIED INDIVIDUAL

<b>Southeast Response Zone:</b>	<b>Alternate:</b>
Angela Kolar 3925 Anderson Farm Rd Austell, Ga 30106	Darren Pruitt 7029 Albert Pick Road Suite 205 Greensboro, NC 27409
Cell Phone: (b) (6)	Office Phone: (b) (6) 06 Cell Phone: (b) (6)

The Qualified Individual (QI) will generally also serve as the Incident Commander during an emergency response. Currently, the QI for each response zone is the Director of Operations of the pipeline operational area and as such has the authority to expend company resources in response to an oil spill event. The Qualified Individuals are available on a 24-hour basis, and their contact information can be found above and in Section 5.01 of this plan. Notification of response resources is conducted under the direction of the QI, which occurs following the initial notification process detailed in Section 2.03.

### WORST CASE DISCHARGE

(b) (3), (b) (7)(F)  
(b) (3), (b) (7)(F)

# Colonial Pipeline Company

## SOUTHEAST RESPONSE ZONE

### PHMSA Response Zone 802 Colonial Response Zone: Southeast

#### South Carolina Counties

Abbeville  
Aiken  
Anderson  
Cherokee  
Edgefield  
Greenville  
Greenwood  
Laurens  
McCormick  
Spartanburg  
York

#### Tennessee Counties

Bradley  
Coffee  
Davidson  
Grundy  
Hamilton  
Knox  
Loudon  
Marion  
McMinn  
Monroe  
Rutherford

#### Alabama Counties

Bibb  
Calhoun  
Cleburne  
Green  
Hale  
Jefferson  
Saint Clair  
Shelby  
Sumter  
Talladega  
Tuscaloosa

#### Georgia Counties

Baker  
Barrow  
Bartow  
Bibb  
Carroll  
Catoosa  
Chattooga  
Clarke  
Clayton  
Cobb

Crawford  
Decatur  
DeKalb  
Dougherty  
Douglas  
Elbert  
Fayette  
Floyd  
Fulton  
Gwinnett  
Harralson  
Hart  
Henry  
Jackson  
Lamar  
Lee  
Macon  
Madison  
Mitchell  
Monroe  
Paulding  
Peach  
Richmond  
Schley  
Spalding  
Sumter  
Walker

#### North Carolina Counties

Alamance  
Cabarrus  
Chatham  
Cleveland  
Cumberland  
Davidson  
Gaston  
Guilford  
Harnett  
Johnston  
Mecklenburg  
Rockingham  
Rowan  
Wake

#### Virginia Counties

Danville  
Halifax  
Pittsylvania

# Colonial Pipeline Company

## RESPONSE ZONE 802 – SOUTHEAST DISTRICT

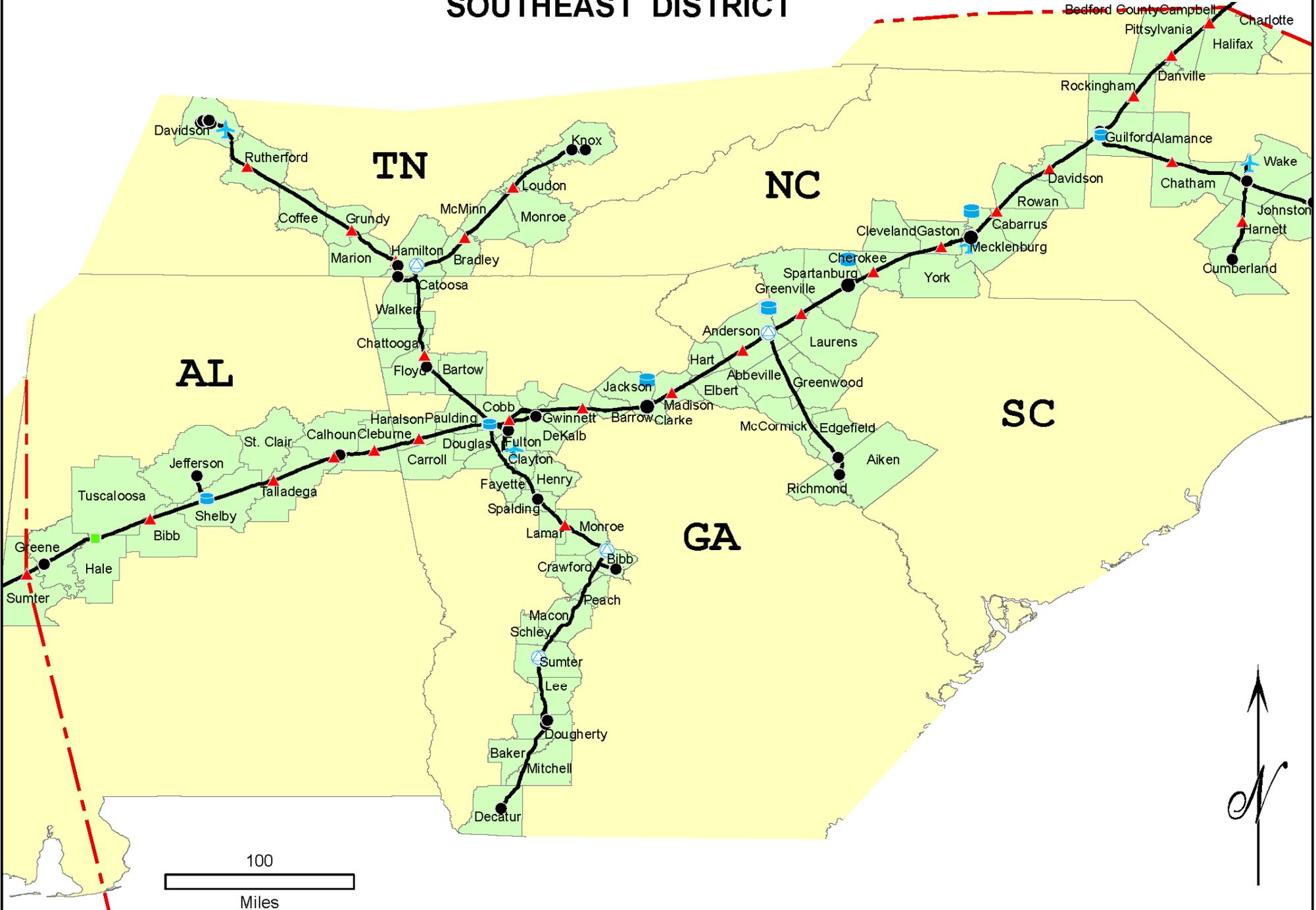
**Coverage:**  
 Epes Station to Staunton River, VA  
 Atlanta Stublines  
 Belton Stublines  
 Greensboro Stublines

Line Name	Line No.	Dia.	Miles
Epes Station to Staunton River, VA	1	36"	224.8
	1	40"	326.6
	2	36"	552.2
	3	36"	89.0
	4	32"	89.0
Pelham to Birmingham	12	16"	14.4
Atlanta to Doraville	13	8"/12"	23.7
	14	8"	9.4
	15	10"/12"	24.1
Atlanta to Hartsfield	16	8"/12"	27.2
Atlanta to Bainbridge	17	12"	253.9
	17M	6"	8.3
	17A	8"	2.2
Atlanta to Knoxville	18	10"/16"	198.4
Atlanta to Nashville	19	10"/12"	239.7
	20	8"/10"	239.3
Belton to Augusta	29	16"	74.1
Greensboro to Selma	22	16"	106.5
	23	8"	73.9
	24	8"	84.9
	24F	6"	44.5
Stand-By Lines	14S	8"/12"	1.8
	17S	8"	88.7
	18S	10"	89.8
	21	8"	76.6
	21S	8"	7.4
	23S	8"	32.6
	24S	8"	32.6



Colonial Pipeline Company

# RESPONSE ZONE 802 SOUTHEAST DISTRICT



# Colonial Pipeline Company

## STATEMENT OF SIGNIFICANT AND SUBSTANTIAL HARM

It has been determined that a pipeline rupture occurring in *any line segment of the pipeline system* could cause significant and substantial harm based on the criteria listed below.

Pipeline Diameters comprising the line segments.

Volumes transported.

Products transported through the pipeline system:

gasoline  
kerosene  
fuel oil  
jet fuels  
transmix

Subpart B, 49 CFR §194.103

It is important to note that because any line segment could result in a high volume release with the potential for substantial harm, Colonial has contracted with a sufficient number of OSRO's with the capability of responding along the pipeline system within the Tier 1 time frame. Information related to Colonial's contracted OSRO's can be found in Sections 5.05.

# Colonial Pipeline Company

*America's Energy Lifeline*

ANGELA KOLAR  
Southeast District Director, Operations

PHONE: 770-861-4267

## CERTIFICATION OF RESPONSE PREPAREDNESS

Colonial Pipeline Company hereby certifies to the U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) that it has identified, and ensured by contract, or other means approved by PHMSA, the availability of private personnel and equipment to respond, in the maximum extent practicable to a worst case discharge or a substantial threat of such a discharge.

Colonial Pipeline Company

Date: 1-6-16

Angela Kolar  
Angela Kolar  
Southeast District Director, Operations

This Certification of Response Preparedness was acknowledged before me by Angela Kolar on behalf of said Corporation.

TERRI L. ARNOLD  
NOTARY PUBLIC  
PAULDING COUNTY, GEORGIA  
MY COMM. EXPIRES  
07/23/2016

1-6-16  
Date

Terri L. Arnold  
Notary

(Seal)

7-23-16  
My Commission Expires

# Colonial Pipeline Company

America's Energy Lifeline

Scott A. Dooley	PHONE: (678) 762-2438
Contracts Manager	FAX: (770) 754-8290

## **CERTIFICATION OF RESPONSE RESOURCES**

Colonial Pipeline Company hereby certifies to the U.S Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA) that it has identified, and ensured by contract, or other means approved by PHMSA, the availability of private personnel and equipment to respond, in the maximum extent practicable to a worst case discharge or a substantial threat of such a discharge.

This includes contracts with Oil Spill Removal Organizations (OSROs) in each of the operating Districts. More information on Colonial's OSRO, please refer to ERP Section 5.05.00 Oil Spill Removal Organizations – OSROs. For certification purposes for this plan, pertinent information includes:

### **Region 801 (Gulf Coast District-GCD)**

Contractor	Contract #	Last Update
OIL MOP,LLC	107-07	08/01/08
AMERICAN POLLUTION CONTROL CORP	101-07	10/01/10
ENVIRONMENTAL SAFETY & HEALTH CONSULTING SERVICES INC	51-08	10/01/10
UNITED STATES ENVIRONMENTAL SERVICES LLC	95-07	10/01/10
MARINE SPILL RESPONSE CORPORATION (MSRC)	06-10	08/15/14

### **Region 802 (Southeast District-SED)**

Contractor	Contract #	Last Update
MARINE SPILL RESPONSE CORPORATION (MSRC)	06-10	08/15/14
HEPACO LLC	111-07	10/20/12
MARION ENVIRONMENTAL INC	11-11	07/01/11
SWS ENVIRONMENTAL SERVICES	29-14	03/23/15
UNITED STATES ENVIRONMENTAL SERVICES LLC	95-07	10/01/10
W.E.L., INC .	112-07	12/01/07
CLEAN HARBORS ENVIRONMENTAL SERVICES CO, INC	74-07	10/01/10

### **Region 803 (Northeast District-NED)**

Contractor	Contract #	Last Update
MARINE SPILL RESPONSE CORPORATION (MSRC)	06-10	08/15/14
TRIUMVIRATE ENVIRONMENTAL INC	114-07	12/14/12
CLEAN HARBORS ENVIRONMENTAL SERVICES CO, INC	74-07	10/01/10
W.E.L., INC .	112-07	12/01/07
HEPACO LLC	111-07	10/20/12
MILLER ENVIRONMENTAL GROUP INC	115-07	01/12/16

# Colonial Pipeline Company

## WORST CASE DISCHARGE

### SOUTHEAST RESPONSE ZONE

#### PHMSA Response Zone 802

#### OVERVIEW

This section presents the Worst Case Discharge (WCD) for Colonial's Southeast Response Zone providing the methodology used to arrive at the volume, including calculations. The WCD for both system tankage and pipeline scenarios are provided below.

#### WORST CASE DISCHARGE – TANKAGE

The WCD from Colonial tankage is calculated based on the capacity of the single largest tank within a single secondary containment system adjusted for the capacity of the secondary containment system. The largest capacity tankage in Colonial's Southeast Response Zone is summarized in Table 1 below.

Table 1

Largest Volume Tank Location(s):	Tank No.	Capacity (barrels)	70% Credit (See below)	Worst Case Discharge Volume
(b) (3), (b) (7)(F)	(b) (3), (b) (7)(F)	(b) (3), (b) (7)(F)		

In accordance with 49CFR 194.105(b)(4), operators may claim prevention credits for breakout tank secondary containment and other specific spill prevention measures. The maximum allowable percentage (credit) is 75 percent. Following these criteria, Colonial is entitled to claim a 70 percent credit on the WCD as outlined in Table 2.

Table 2

Prevention Measure	Standard	Credit (percent)
Secondary containment > 100 %	NFPA 30	50% (claimed)
Built / repaired to API standards	API STD 620/650/653	10% (claimed)
Overfill protection standards	API RP 2350	5% (claimed)
Testing / cathodic protection	API STD 620/650/653	5% (claimed)
Tertiary containment / drainage / treatment	NFPA 30	5% (not claimed)
Maximum allowable credit		75%
<b>Total claimed credit</b>		<b>70%</b>

# Colonial Pipeline Company

## WORST CASE DISCHARGE

### WORST CASE DISCHARGE – PIPELINE

#### Location

STATE: Georgia  
COUNTY: (b) (7)(F), (b) (3)  
LINE NUMBER: (b) (7)(F), (b) (3)  
LOCATIONS NUMBER: (b) (7)(F), (b) (3)  
ALIGNMENT MAP NUMBER: (b) (7)(F), (b) (3)  
USGS MAP NUMBER: (b) (7)(F), (b) (3)  
UPSTREAM ISOLATION LOCATION: (b) (7)(F), (b) (3)  
LEAK STATION NUMBER: (b) (7)(F), (b) (3)  
DOWNSTREAM ISOLATION LOCATION: (b) (7)(F), (b) (3)

APPROXIMATE PHYSICAL LOCATION: (b) (7)(F), (b) (3)

#### Construction / Operating Parameters

PIPE DIAMETER: (b) (3), (b) (7)(F)  
WALL THICKNESS: (b) (3), (b) (7)(F)  
MAXIMUM FLOW RATE: (b) (3), (b) (7)(F)  
VOLUME/FOOT: (b) (3), (b) (7)(F)  
CONTRIBUTING FOOTAGE: (b) (3), (b) (7)(F)

Colonial uses a proprietary Pipeline Simulation Software to calculate the WCD along the pipeline system. The model calculates the total discharge ( $V_t$ ) at any given location along the pipeline following a line rupture accounting for the dynamic discharge ( $V_d$ ) before the line segment is operationally isolated, the static or gravity drain ( $V_s$ ), and the pipeline elevation profile.

Dynamic discharge is the total fluid outflow at the rupture before the pipeline is shut down and the line segment containing the rupture is operationally isolated. During this period, the pipeline flow rate could be much higher than its normal operating flow rate depending on the relative location of the rupture to the adjacent pumping stations. This transient flow rate, however, cannot exceed the maximum capacity of pump units upstream of the rupture due to the limitation of horsepower installed and to the characteristic of turbo machinery. Based on these parameters, an estimate of the dynamic discharge can be made by assuming the maximum capacity of the pumps being operated prior to the rupture, as the discharge flow rate for the period between rupture occurrence and pipeline shutdown.

Static drain discharge is considered to be the total fluid outflow at the rupture location due to the difference of elevations between the rupture and other high points on the pipeline except that isolated by either elevation or remote-controlled valves. The fluid momentum and the siphoning effect, for practical purposes, can be ignored.

The WCD for pipeline segments can be expressed as:

$$V_t = V_d + \Sigma V_s$$

Where:

$V_t$  = total WCD volume, in barrels

$V_d$  = dynamic discharge volume, in barrels

$V_s$  = static discharge volume, comprised of the gravity drain from both upstream and downstream segments based on the elevation profile, in barrels

# Colonial Pipeline Company

## WORST CASE DISCHARGE

### Assumptions:

Scenario is a guillotine rupture (100% volume - out);  
Following a line rupture, the pipeline segment that contains the rupture will be remotely shut down and isolated within three (3) minutes;  
For the dynamic discharge calculation, the discharge flow rate will be the flow rate that the immediate upstream pump station is capable of; and  
Except for the installed check valves and remotely controlled block valves, no further segment isolation is assumed by closing the manual isolation valves.

The dynamic discharge component ( $V_d$ ) is determined by multiplying the timeframe to operationally isolate the line segment by the design throughput:

$$V_d = (b) (3), (b) (7)(F)$$
$$V_d = (b) (3),$$

The static/gravity discharge component ( $V_s$ ) is the gravity drain volume from both upstream and downstream segments based on the elevation profile in the Pipeline Simulation Software. The volume excludes that which is isolated by either elevation or remote-controlled valves

$$V_s = (b)$$
$$V_s = (b) (3), (b) (7)(F)$$
$$V_s = (b) (3), (b) (7)(F)$$

Therefore:

$$\text{Total WCD } (V_t) = V_d + V_s$$
$$V_t = (b) (3), (b) (7)(F)$$
$$V_t = (b) (3), (b) (7)(F)$$

Based on these calculations, the maximum calculated WCD from the pipeline for the Southeast Response Zone is (b) (3), (b) (7)(F)

### HISTORICAL DISCHARGE COMPARISON

A review of historical releases from the Colonial system shows that the largest release volume in the Southeast Response Zone was 22,800 bbl which does not exceed either of the WCD estimates for the tankage or pipeline scenarios.

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

(b) (3), (b) (7)(F)

### PURPOSE

This section provides a discussion of the worst case discharge scenario developed for the Southeast District and describes the actions that Colonial Pipeline Company would undertake in response to a spill of this magnitude. The worst case discharge is from (b) (3), (b) (7)(F) located at the southwest corner of the distillate storage area.

### OBJECTIVE

The objective of assessing the worst case discharge is to develop a plan to respond to the threat of an oil discharge and to contain, recover, and mitigate within the shortest feasible time. Developing the capability to prevent or mitigate adverse effects on natural resources, environmentally sensitive areas, municipal, industrial and other services is implied.

#### A. Worst Case Discharge Response Scenario

##### Scenario Development

A worst-case discharge scenario involving breakout (b) (3), (b) (7)(F)

(b) (3), (b) (7)(F) is chosen for its proximity to an area where drainage away from the facility's retention lakes is possible. (b) (3), (b) (7)(F) is surrounded by an earthen secondary containment dike common to one other tank. This dike has an average depth of twelve feet (12 ft.) and has more than sufficient capacity to contain the entire contents of the tank.

This scenario assumes a brittle fracture type failure similar to the Ashland Oil spill at Florette, PA on January 2, 1988. Statistics from the Ashland incident indicate that approximately 18% of the total volume spilled escaped secondary containment into the Monongahela River. For planning purposes and this scenario, it is assumed that (b) (3), (b) (7)(F) of distillate product (fuel oil or kerosene) will breach the dike and escape the secondary containment around (b) (3), (b) (7)(F)

The (b) (3), (b) (7)(F) has a series of catch basins, pipes, and ditches designed to divert watershed runoff and spills to the lakes. The facility features two lakes in a valley between the two breakout tank clusters. The lakes are designed with underflow outlets. Product flowing into the lakes will float on the surface of the water and will have to accumulate to a height of more than 24" above high water mark before it will overflow across the dike and escape these containments.

It is assumed that the spilled volume (b) (3), (b) (7)(F) that escapes from the tank dike would initially flow overland in a westerly direction, bypass the on-site lake, and enter a small stream at the lake effluent that flows to the south.

##### Time of Year/Weather

This scenario takes place in the month of January. This month is chosen because it is when the ambient temperatures occur most frequently which are likely to allow a brittle fracture to occur. The scenario begins at dusk.

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

Scenario weather calls for a wet weather (steady rain) with temperatures in the mid-30's. The rain will facilitate the down gradient movement of the product.

### Topography, Drainage, and Resources at Risk

**Topography:** The topography of the area in the tank farm is graded generally flat within the breakout tanks containment area. (b) (3), (b) (7)(F) is located at the southern-most point of Colonial's storage facility. The area proximate to the tank in question is bordered by Colonial's property to the west and (b) (3), (b) (7)(F) to the south. The area between the tank farm and (b) (3), (b) (7)(F) is part of Colonial's facility and is wooded, with heavy underbrush, undeveloped land. The areas south of (b) (3), (b) (7)(F) have several industrial developments, community parks, and some residential areas. Land is relatively level bisected by a wooded stream valley that is 20 to 30 feet lower than the adjacent developed areas.

**Drainage:** For the purpose of this exercise, it is assumed that product would splash over the containment dike towards the west, flow overland in a down gradient, westerly direction for approximately .20 miles and then continue in a southerly direction for .20 miles, leaving Colonial's property via a small, slow flowing stream that crosses under (b) (3), (b) (7)(F). This stream is a tributary of (b) (3), (b) (7)(F). The released product will continue in a southerly flow within the creek for .60 miles to the crossing of (b) (3), (b) (7)(F). At this crossing, the advance of the product will be hindered by two man-made lakes that block the stream channel at both sides of (b) (3), (b) (7)(F). The southern-most lake is .25 miles upstream of the confluence with (b) (3), (b) (7)(F). After the confluence with (b) (3), (b) (7)(F) the drainage basin continues for approximately 1.1 miles to the crossing of (b) (3), (b) (7)(F).

From this point, (b) (3), (b) (7)(F) continues in a southerly direction for approximately 1.3 miles to the confluence with (b) (3), (b) (7)(F). The channel is bordered by (b) (3), (b) (7)(F) to the west and some residential developments to the east. The northern-most point of (b) (3), (b) (7)(F) is approximately 4.0 miles down gradient of (b) (3), (b) (7)(F).

For purposes of this exercise, it is assumed that the balance of the product that does not escape Colonial's facility will be collected by the tank dikes, catch basins, and drainage pipes and retained within the tank farm.

**Resources At Risk:** Public and response worker safety would be the top priority concern for any spill scenario. Colonial would quickly establish communications with the appropriate local emergency responders in the area of the tank farm. The purpose of this communication would be to coordinate Colonial's response to this specific incident with these agencies to best utilize available resources to protect the general public as the spill event progresses. Specific actions will be discussed further under "countermeasures" below.

After leaving Colonial's property and crossing under (b) (3), (b) (7)(F), the tributary of (b) (3), (b) (7)(F) continues in a southerly direction through industrially-developed areas for 2.25 miles to the intersection with (b) (3), (b) (7)(F). From this crossing southward and including (b) (3), (b) (7)(F) the areas to the (b) (3), (b) (7)(F) and Golf Course, and residential developments to the east.

As indicated in Section 9.06 of this Manual, (b) (3), (b) (7)(F)

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

(b) (3), (b) (7)(F)

There are no historical landmarks immediately threatened by this scenario.

### **B. Initial Incident Command Issues and Organization**

The local Operations Manager would act as the Colonial OSC (On-Scene Commander) until relieved by either the Director of Operations or the Corporate Response Team. Federal, state, and local agencies would assist and provide input to the spill effort. Information that could be provided would include locations of rare and endangered species, historic sites, drinking water and industrial water intakes, and other environmentally sensitive areas. Unless otherwise indicated by the Federal OSC, Colonial would follow the Colonial ICS for (b) (3), (b) (7)(F) and the Southeast District. In addition to personnel responding from the Southeast District, personnel would be immediately mobilized from throughout the Colonial system.

Upon arrival onsite, Colonial would also work closely with officials from the EPA Region IV and the North Carolina Department of Environment and Natural Resources (NCDENR). As a first course of action, a joint review of Colonial's response maps will re-identify natural resources, industrial, and residential developments threatened by the spill and which countermeasures would prove most effective in protecting these resources. This activity includes protection, if possible, of endangered species, wildlife areas, and public recreation areas. The U.S. Fish and Wildlife Service office can provide information regarding known endangered species in the vicinity.

For a tank failure occurring as described above, it would be clear from the outset that a prompt response from the entire area emergency response team would be appropriate. Response personnel from the Gulf Coast District, the Northeast District, and the Atlanta Response Team would be mobilized. This would result in an initial compliment of approximately 30-40 Colonial personnel onsite within the first five hours of the response with an additional 5-10 support personnel mobilized from the Corporate Headquarters. This compliment would be fully qualified to fulfill the various functions identified in the incident Command System in Section 4 of this Manual. Colonial would also make back up and relief personnel available from other districts for a spill of this magnitude. Colonial contracted OSRO's would be mobilized as necessary.

### **Issues Confronting Local IC:**

Lack of precise volumes released from tank, volumes retained within dikes, and retention pond.

Weather.

Not all facility personnel will be immediately available.

### **C. Countermeasures**

#### **Notification**

Upon discovery of the release by operations personnel at (b) (3), (b) (7)(F) the notification of Colonial personnel, contract responders, and governmental agencies would proceed in accordance with Section 2 of this Manual. This would include immediately activating the Colonial Emergency Response Plan and designating an IC to mobilize sufficient resources and coordinate with governmental agencies including the Federal On-Scene Coordinator (FOSC).

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

### **Strategies**

Decisions that must be made are:

Evaluate the actions that have been taken within an ICS structure and ensure that all work is completed in a safe manner considering fire and explosion hazards associated with fuel oil and the current weather conditions.

Determine Colonial resource needs and availability within the Southeast District, the adjacent Gulf Coast and Northeast Districts, and Atlanta office personnel. Mobilize these resources in a timely manner to fulfill the 12 and 24 hour planning cycles.

Locate additional areas for containment/recovering and protection besides those noted on Colonial response maps (SLD-1-11 and SLD-1-7).

Determine the number of additional spill response personnel needed for oversight, cleanup, containment, and countermeasures.

Determine how much equipment will be necessary for containment, countermeasures, and cleanup actions.

Decide who will provide the additional equipment.

Prioritize response efforts for environmentally sensitive areas.

### **Contractors**

As part of the initial Notification Procedure, key area contractors would be notified within the first hour of the response. For the given scenario a number of spill response contractors and tanker truck contractors would be mobilized and asked to send trained personnel and equipment to the closest staging location in anticipation of a spill clean-up operation. Using the “35-mph” rule for response contractors and allowing an additional hour for equipment loading, it is estimated that most these resources would arrive within two to six hours of discovery.

The following Oil Spill Response Contractors and other responders would be mobilized (response time):

Marine Spill Response Corp. (MSRC) – multiple locations (2 - 12 hrs.)

Hepaco, Inc. – Raleigh, NC (3 hrs.)

Clean Harbors Environmental – North Carolina (3 hrs.)

The following Preventative Maintenance Contractors would be mobilized to assist in response and recovery efforts and pipeline repair:

ED Wallace Construction – Charlotte NC (3.5 hrs.)

Central Virginia Maintenance – Buckingham, VA (4 hrs.)

L.E. Bell Construction – Heflin, AL (11 hrs)

This action could provide at least 200 HAZWOPER trained personnel as labor for the response operation, as well as boom, skimmers, earth moving equipment, pipeline repair equipment, and other appropriate

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

equipment for response operations.

### **Governmental Agencies**

In accordance with the initial Notification Procedure of this Manual, the following Federal and State Agencies would be notified within one hour of discovery:

National Response Center  
EPA Region IV  
NC DENR  
NC State Police and Local Fire Department  
North Carolina Emergency Response Commission  
Guilford County Local Emergency Planning Committee

As the response progressed and additional information as to the specific location of the emergency was discovered and/or reporting requirements were met, the following agencies would be directly contacted:

U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA)

Subsequent communications between specific Colonial response team members and these agencies would flow freely on an individual basis as is necessary.

### **D. Isolation**

The affected tank would be isolated by Colonial's operations personnel by closing the manifold valve to (b) (3), (b) (7)(F) after residual product remaining in the tank has been transferred to another tank. This action would minimize the volume of additional product that could be released into the environment. This action would isolate the tank and residual product to the greatest extent possible.

An immediate assessment will be conducted to determine if an explosive atmosphere exists within the facility. The spill site location is a considerable distance away from occupied buildings and the access road for (b) (3), (b) (7)(F). In addition, the direction of spill travel is away from the facility and distillate products have a relatively high flash point of ignition. Therefore, for the purpose of this scenario, it is assumed that the entrance road to the facility will remain open, and it would be unlikely that evacuation of the facility would be necessary.

### **E. Site Assessment**

Upon arrival at the area affected by the release, the first action by Colonial's Emergency Response Team (employees and contractors) would be to assess the magnitude of the emergency in order to prioritize subsequent response actions and allocate available resources accordingly.

Colonial employees or contractors would immediately begin monitoring explosive and oxygen concentrations in the atmosphere upwind and close to the spill site (if possible considering worker safety) to establish appropriate hazard zones in accordance with OSHA regulations. As the leading edge of the spill progressed away from the initial site towards the tributary of (b) (3), (b) (7)(F), further air monitoring would be required at all points where there would be a potential for public contact with the spill. Access to these areas would be controlled accordingly.

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

Spread of the spill off Colonial property would be towards the south into the tributary of (b) (3), (b) (7)(F) (b) (3), (b) (7)(F). It is reasonable to assume that a significant portion of the spilled volume would not escape secondary containment and that a significant volume would be contained within the tank dike. Due to the nature of the tank failure, and for the purposes of this exercise, it is assumed that a significant amount of product (b) (3), (b) (7)(F) would actually spill into this tributary. It is very difficult to accurately estimate what quantities of product would escape containment and flow away from the facility.

It is difficult to estimate the amount or speed at which the released product would migrate downstream. The crossings under (b) (3), (b) (7)(F) and the two lakes constructed on the tributary, upstream of the confluence, would retain a significant amount of the product and would facilitate the deployment of equipment and containment activities.

For purposes of this scenario, it is assumed that the leading edge of the spill would reach (b) (3), (b) (7)(F) (b) (3), (b) (7)(F) (.4 miles down gradient of the tank) within five minutes of the release.

The creek is a small, low gradient waterway with an estimated average channel velocity of approximately one mile per hour or less. Due to the volume of the released product and the size of the stream, it is assumed that the initial velocity of product within the stream would be much higher than one mile per hour. The following landmarks have been identified downstream of the release entry point:

Approximate distance downstream from (b) (3), (b) (7)(F)	Minutes:	Item:
0.4	5 min	<b>(b) (3), (b) (7)(F)</b>
1.0	20 min	
1.3	140 min	
1.6	160 min	
2.7	220 min	
4.0	300 min	
5.0	540 min	
6.0	780 min	

For the purposes of this discussion, it is assumed that assessment would begin approximately 20 minutes after the release occurred.

Initial site assessment would reveal that:

A large volume of product was pooled on the ground inside the dike for (b) (3), (b) (7)(F).

A significant volume of fuel oil has migrated into the adjacent dike to the north.

A large amount of fuel oil has escaped the dike area and flowed overland into the small stream at a point downstream of the lake. The leading edge of the released product has left the facility and reached the (b) (3), (b) (7)(F).

An initial high priority activity would be to discuss with local emergency response agencies the need for immediate closing of (b) (3), (b) (7)(F) and the potential for evacuation of businesses and residents downstream to (b) (3), (b) (7)(F) Colonial

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

emergency responders will begin initial assessment/reconnaissance of the area and the information gathered will be used to assess the need for evacuation of industries and residences along the (b) (3), (b) (7)(F). Reconnaissance will be conducted by foot, vehicle, and helicopter (during daylight hours). It is anticipated that local law enforcement and fire department personnel would implement evacuations and road closures as deemed necessary.

Because the purpose of this exercise is to discuss a scenario where a large volume spill occurs, and a fire event would reduce the total volume of spilled product, it is assumed for the purposes of this discussion that no accidental ignition of the spill occurs.

Concurrent with actions to ensure the immediate safety of the general public, efforts would begin to stem the spread of the release and to minimize the release volume. Response resources would be positioned and deployed at previously identified containment and recovery points. In addition, reconnaissance personnel would locate additional containment and recovery points based upon actual conditions and communicate these locations to Planning.

Containment/Recovery sites would be established at the lake downstream of (b) (3), (b) (7)(F) at the head of (b) (3), (b) (7)(F), and at the (b) (3), (b) (7)(F). Protective booms would be deployed around the (b) (3), (b) (7)(F) and other sensitive areas on (b) (3), (b) (7)(F).

In conjunction with these activities, Colonial emergency responders would begin monitoring hazardous atmosphere levels (particularly explosive atmosphere) at the spill site to establish an appropriate hazard zone. Air monitoring would be required at all points where public contact with the spill was likely and where deployment of resources would be necessary. Access to these areas would be controlled accordingly.

### F. Containment and Collection

Several factors would hamper efforts to collect and contain released product during the early stages of this release. The combined effects of continuing rain, darkness, and higher flow conditions in the creek would make spill reconnaissance, assessment of suitable collection points, and deployment of equipment hazardous and difficult. Further, historical cases of pipeline releases under similar conditions has shown that: 1) as the release travels downstream, the product tends to become agitated by the floodwaters to the point where it is indistinguishable from floodwaters heavy with sediments, and 2) the deployment of boom across even a moderate-sized stream during flood conditions is often only marginally effective in trapping product due to splash-over and underflow caused by swift currents. Spill barges and deployment boats would possibly be used for recovery efforts in the (b) (3), (b) (7)(F).

Product will enter the tributary of (b) (3), (b) (7)(F) along the east bank and immediately be transported downstream towards (b) (3), (b) (7)(F). This area is part of Colonial's property. (b) (3), (b) (7)(F) and the two culverts under it will help impede the flow of the product. The product will cross the road and continue through the heavily vegetated channel and will enter the man-made lake north of (b) (3), (b) (7)(F). The lakes at both sides of this crossing are accessible. Since the flow at this point is slower, shore-to-shore boom placement, the blocking of the spillways, and product containment activities can be conducted without the need to improve equipment access to these areas.

Harbor boom would be deployed in this area. Deployment would be accomplished by utilizing small watercraft and shoreline personnel. Maintenance and adjustments will be conducted as necessary. Skimmers would also be utilized at this location along with direct recovery vacuum equipment and

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

pumping equipment.

Frac tanks would be set up to serve as oil water separators. The tanks could be used to provide “float time collection” prior to a sufficient number of tanker trucks arriving and during the ongoing shuttling of tankers throughout the first 90% of recovery efforts. Additionally, these tanks could be used to maximize recovery efforts in the first few hours by the use of high-volume non-specific recovery pumps. The tanks will allow large volumes of water to be removed from recovered oil common to the use of these non-specific pumps.

Approximately .25 miles downstream of the second man-made lake south of (b) (3), (b) (7)(F), is the confluence with (b) (3), (b) (7)(F). From this point to the crossing with (b) (3), (b) (7)(F) and downstream to the head of (b) (3), (b) (7)(F) the stream is narrow and the flow velocity is estimated at one mile per hour or less.

At the upper end of (b) (3), (b) (7)(F) provides access to a large cleared area that will facilitate the establishment of a containment/recovery site utilizing multiple strands of boom deployed across the creek, skimmers, vacuum recovery, pumping equipment, and frac tanks for temporary storage. The site is accessible to tanker trucks which would be employed to transport recovered product from the frac tanks back to storage at (b) (3), (b) (7)(F).

Downstream on (b) (3), (b) (7)(F), skimming barges with product recovery storage capacity would be used to recover product that escapes the containment booming at the (b) (3), (b) (7)(F).

An additional containment/recovery site would be established at the (b) (3), (b) (7)(F) bridge crossing of (b) (3), (b) (7)(F). Truck access appears reasonable and is assumed to be readily useable both from deployment and recovery efforts with no immediate improvements required. Multiple strands of boom would be deployed upstream and downstream of the bridge. Frac tanks, skimmers, vacuum recovery, and pumping equipment would also be deployed at the site.

As containment actions are being implemented, it will become necessary to evaluate on-going logistics for maintaining control of the plume, sustaining recovery actions underway, and implementing contingency measures to limit future exposure or release.

Maintaining control of a plume involves careful consideration of oil collection rates and determining if such collection rates are exceeding recovery rates. Adjustments in increasing recovery equipment is the first priority. However, it is possible that timeline projections may prove that additional deployment of equipment would need to take place.

Sustaining recovery actions involves having a place to store recovered oil in a location or locations of sufficient volume to keep up with recovery. (b) (3), (b) (7)(F) would have adequate capacity for this operation. In addition, temporary storage tanks (frac) could be mobilized as required.

Also important to sustaining recovery is personnel rotation and adequate lighting. Generally, 30% of the work force should be sent back after the first six hours in order to preserve recovery rates on a 24 hour basis. No more than 16 hours should be worked by any member of the Response Team. This is especially important for the managers who are involved in logistics and coordinating response activities. Adequate turn over meetings and supervisory overlap times are critical in maintaining recovery rates.

Contingency measures include installing shoreline protection boom to prevent the accumulation of oil in inaccessible areas and to mitigate the spread of further contamination in low-lying areas which pose

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

difficulties for the implementation of recovery efforts. All water intakes for commercial and industrial use should also have boom protection. Marinas, docks, landings, etc., all represent a significant secondary risk to increasing cleanup effort and should be protected.

Extensive efforts would be made to identify several locations where the release could be contained and collected, using the available resources identified above. Due to the health hazards associated with distillate products, containment efforts would initially be focused at downstream locations prior to the arrival of the leading edge of the product.

Information should continue to be gathered throughout the incident for operational purposes. This information would be utilized in developing the 12 and 24 hour plans. Some of this information might include:

Status of countermeasures completed by Colonial's OSROs and support personnel.

Amount of cleanup and containment equipment on scene.

Amount of additional equipment needed and where it will be obtained.

Prioritize environmentally sensitive areas for protective measures.

Safety.

Volume of product recovered at each collection point.

Potential NRDA impacts/data needs.

Problems that could be encountered include:

Unsafe working conditions due to hydrocarbon hazards and weather conditions.

Flooded waterways.

Miscommunications.

Spill volume is not accurate due to inability to immediately determine the amount of fuel oil released from the tank and the volume contained within the tank dikes and retention pond.

Weather information is not accurate.

Health Considerations.

Contractor and Agency access to the facility, recovery points, and areas along the watercourses.

Cleanup operations should involve all local, state, and federal agencies, the State and Federal Fish and Wildlife Agencies, and technical expertise should be solicited from USCG Strike Team.

Methods of containment, countermeasures, and cleanup:

Mobilize personnel, vacuum trucks, frac tanks, skimmers, booms, boats, absorbents, temporary storage,

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

light towers, aircraft/surface surveillance, and debris disposal.

Deployments at (b) (3), (b) (7)(F). Locate additional areas for containment and recovery.

Deploy boom to protect critical areas and recovery equipment as per reconnaissance input.

Establish unified incident command center at (b) (3), (b) (7)(F)

Safely recover and contain fuel oil at collection and recovery points recognizing health and other safety hazards.

Clean stream and riverbanks as necessary/appropriate.

Coordinate disposal and monitor sites.

Collection of oil-laden debris.

### G. Resources

Equipment: In the initial stages of the response, equipment would be obtained from Colonial contracted OSROs resources staged within the Southeast District and pipeline maintenance contractors. These resources would be deployed for containment measures at (b) (3), (b) (7)(F) and (b) (3), (b) (7)(F).

At the same time, selected Colonial and contractor resources would be mobilized to secure downstream water intakes.

Containment booms would be used for containment of escaped petroleum, as well as protection of ecologically sensitive areas including local water intakes for drinking water treatment plants.

Resources would report to the staging area identified by the incident command center for given assignments. All responders should have some type of communication and proper identification. They will be given a safety briefing and logged in on a deployment board. Once communication is established, each team will be dispatched to predetermined locations(s) with general deployment instructions and instructed to check in upon arrival with a situation report.

The following represents an approximate list of Colonial and response contractor personnel and equipment that could be employed on this spill:

HAZWOPER trained supervisory and technician level personnel.

Vacuum trucks.

Containment booms.

Boom deployment boats.

Miscellaneous air monitoring equipment, e.g., OVMs, OVA, CGIs, etc.

Absorbent booms, pads, and sweep as needed.

Tanker trucks.

Barge-mounted modular skimmers.

Drum, weir, and other light oil style skimmers.

Diaphragm pumps and air compressors.

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

High volume 4” – 6” pumps.

Colonial would obtain the following equipment on an as-needed basis:

Additional vacuum trucks.

Frac tanks.

Skimming equipment.

Earth-moving equipment on an as-needed basis, i.e., excavators, bulldozers, etc.

Personnel – All personnel listed in the Southeast District Emergency Response Plan would be mobilized. Additional personnel would be mobilized from the adjacent Gulf Coast District, Northeast District, and Atlanta Office.

### **H. Resource and Procurement**

Contracted OSRO's will provide a significant portion of primary response equipment utilized in the response effort.

Response time for all resources:

Colonial personnel on scene for containment would take action immediately. District response personnel and OSROs would be onsite within 2 to 12 hours.

Other District response teams, additional main office personnel and contractors.

Northeast District (Response Zone 804) including tanker trucks and USCG-approved OSROs and contract personnel: 6 to 18 hours.

Gulf Coast District (Response Zone 801) including tanker trucks, USCG-approved OSROs and contract personnel: 24 hours.

NCDENR response team: 3 hours.

USCG Strike Team: 6 hours.

In summary, sufficient contracted USCG-approved OSROs and trained Colonial response personnel for a sustained response will arrive on site within the required tiered response times.

### **Potential Shortfalls**

Underestimation of surface water flow impact and weather effect rendering boom deployment and skimmer operations ineffective.

Short-term shortage of HAZWOPER trained personnel.

Potential vapor and health hazards preventing effective recovery of fuel oil.

### **Minimum Cleanup Time**

One week for free product recovery.

# Colonial Pipeline Company

## WORST CASE DISCHARGE – SCENARIO

Four to six weeks for stream and riverbank/critical areas.

Seven to twelve weeks for final cleanup.

Greater than eight weeks for NRDA related activities.

### **I. Site Discontinuation**

Criteria for terminating the cleanup operation will vary for each incident. Consultation between the agencies involved or affected in the specific area is required prior to cleanup termination.

In general, response operations to contain, recover, and mitigate would continue until both Colonial and the various appropriate governmental agencies were satisfied that further actions were unnecessary.

# **Colonial Pipeline Company**

## **MINIMUM RESPONSE RESOURCES**

This section includes information on resources needed to respond to a release of product or an emergency.

Included are the resources available from within the District, Oil Spill Response Organizations (OSROS), other contractors, equipment, and vendors.

The Project Leader is responsible to ensure that the OSROS included in the plan meet the U.S. Coast Guard qualification requirements and that the contact name, address, and phone numbers are correct. This information will be reviewed on an annual basis. In addition, any non-U.S. Coast Guard approved OSRO (non-OSRO) will be required to provide the Project Leader with semiannual certifications that their spill response equipment is properly maintained. The Project Leader will retain these certifications.

# Colonial Pipeline Company

## MINIMUM RESPONSE RESOURCES

Minimum Resources for the Worst Case Discharge (b) (3), (b) (7)(F)							
Worst Case Discharge: (b) (3), (b) (7)(F)		(b) (7)(F), (b) (3)					
This is a Low Volume Area							
Resource	Quantity Needed	Quantity Available By Source			Quantity Available on Site by Time		
		OSROs	Colonial	Others	Tier 1	Tier 2	Tier 3
Boom - 12" skirt	8000'	8,000'			8,000'		
Boom - protective booming 6-12" skirt	10,000'	10,000'			10,000		
Absorbent Boom	15,000'	15,000'			5,000	15,000'	
Skimmers – drum or floating weir, 20 – 100 gpm	30	30			30		
Diaphragm pumps 2-inch/3-inch	50	50			50		
Centrifugal pumps 4-6-inch	10	10			10		
Frac tank - 20,000 gal	30	30			15	30	
Personnel to deploy/manage equipment	315	200	40	75	150	315	
Tanker Trucks	50			50	25	50	
Vac Trucks	10	10			10		
Skimmer barges	2	2				2	
Boats 16-25 foot 25 HP min	10	10			10		
Boom - 12" skirt	8000'	8,000'			8,000'		
Specified Tier Times							
On-scene arrival times:							
	<b>High volume areas</b>	<b>Low volume areas</b>					
Tier 1	6 hrs	12 hrs					
Tier 2	30 hrs	36 hrs					
Tier 3	54 hrs	60 hrs					

# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

Should an emergency occur, it becomes the responsibility of the employee who first becomes aware of an emergency that is responsible for obtaining pertinent information and initiating the notifications as indicated on the "Emergency Notification Flowchart" found in Section 2.03 of this plan. The employee should continue to follow the notification flowchart until a supervisor or manager relieves them of that responsibility.

### DEFINITION OF AN EMERGENCY

An emergency is an event that requires immediate response to mitigate the problem or conduct subsequent investigations. An emergency may involve:

Injuries to an employee, contractor, or the general public.  
Significant property damage.  
Spilled product, a fire, or explosion.  
Local media attention.  
Required notification of local, state, and/or federal regulatory agencies.

### INFORMATION TO COLLECT

It is important to obtain pertinent information regarding the emergency. The Initial Spill Information Report contained in Section 3.01 of this plan should be used to collect and document the desired initial information. Field operators who receive pertinent spill related information may also document such information in the narrative log.

### TIME DESIGNATION

Any time designation established during verbal communications, emails, text messages, documentation, etc. refers to local time for the location of the incident. This should be clearly noted in all documentation (i.e., 1:34 pm local time).

### INITIAL NOTIFICATION PROCEDURES

#### Agency Notifications

It is imperative that timely and proper agency notifications are made. This includes notification of local police and fire departments. Personnel responsible for making the required agency notifications are identified in the Emergency Notification Flow Chart. An explanation of notification requirements of Federal, State, and Local agencies in the event of a petroleum release and/or emergency is located in Corporate Procedure 30. A list of other Federal, State, and Local agencies that may be of assistance is located in Section 5.04 of this plan.

#### Immediate NRC Notification

Immediate notification to the National Response Center (NRC) is required for certain circumstances in accordance with 49CFR 195.52(a). These circumstances are if the event:

Caused a death or a personal injury requiring hospitalization;  
Resulted in either a fire or explosion not intentionally set by the operator;

# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

Caused estimated property damage, including cost of cleanup and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000;

Resulted in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines; or

In the judgment of the operator was significant even though it did not meet the criteria of any other paragraph of this section.

### **INTERNAL NOTIFICATIONS & ACTIVATION OF SPILL MANAGEMENT TEAM(S)**

The “Emergency Notification Flowchart” posted at each Colonial facility contains emergency telephone numbers for key personnel to initially notify. It is the responsibility of the Incident Commander or his/her designee to decide whether or not to mobilize the District Spill Management Team and/or Spill Management Team. The Spill Management Team is activated for significant spills or emergencies. A roster listing the members of the Spill Management Team is contained in Section 5.01 of this plan.

For significant events, the Incident Commander should discuss with the Crisis Management Team Leader the potential need to alert the Crisis Management Team. The Crisis Management Team Leader decides if the Crisis Management Team is to be activated.

### **Group Notification System**

Personnel with emergency response roles are activated using a group notification system. The following two Group Notifications are used:

Group 4: Notifies Spill Management Team and other key personnel for significant spills/emergencies.

Group 8: Notifies District personnel with emergency response responsibilities.

The groups are initially notified using a simultaneous combination of:

Text messaging to cell phones.

Emails to PCs.

Phone calls to cell phones and office phones.

Messaging to the MIR3 phone application.

Group 4 notifications are issued by the Control Center (at least initially). Group 8 notifications are normally originated by district personnel. Initial group notifications may be short in content due to limited information being available at the time. They primarily serve as an alert. Follow-up group notifications should be made within an hour of the first alert to provide additional direction or the possibility of a stand-down.

**Group 4** and **Group 8** responders are to follow the instructions contained in the text message. Responders with designated ICS positions are to connect with their section or unit leader for specific instructions on where and when to report. Section and unit leaders will assemble their staffs.

### **INSTRUCTIONS FOR SENDING GROUP NOTIFICATIONS**

# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

Group notifications are sent using MIR3 Notification System using the following steps:

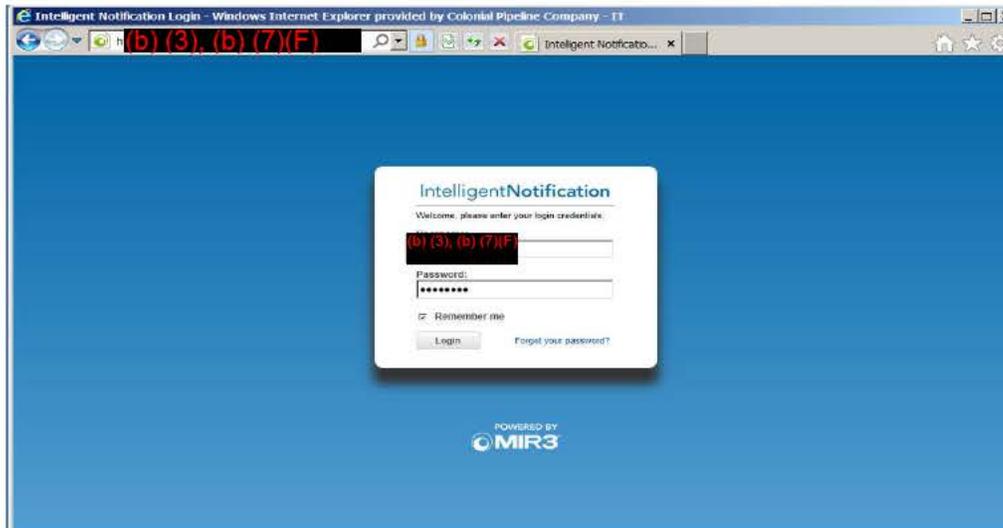
Go to the MIR3 Website and log in.

(b) (7)(F), (b) (3)

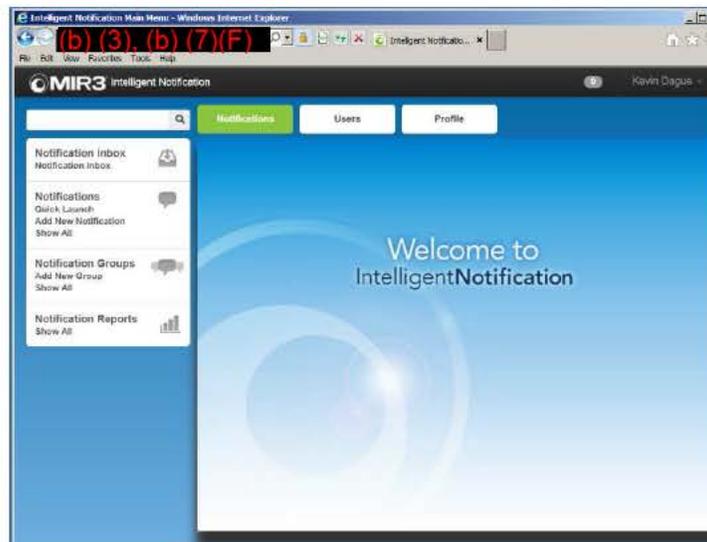
**Login ID:** Your Colonial email address with a "." instead of the "@"

Example: Login: (b) (7)(F), (b) (3) (use dot colpipe dot com)

**Default Password:** (b) (7)(F), (b) (3) This should be changed later using the web portal.



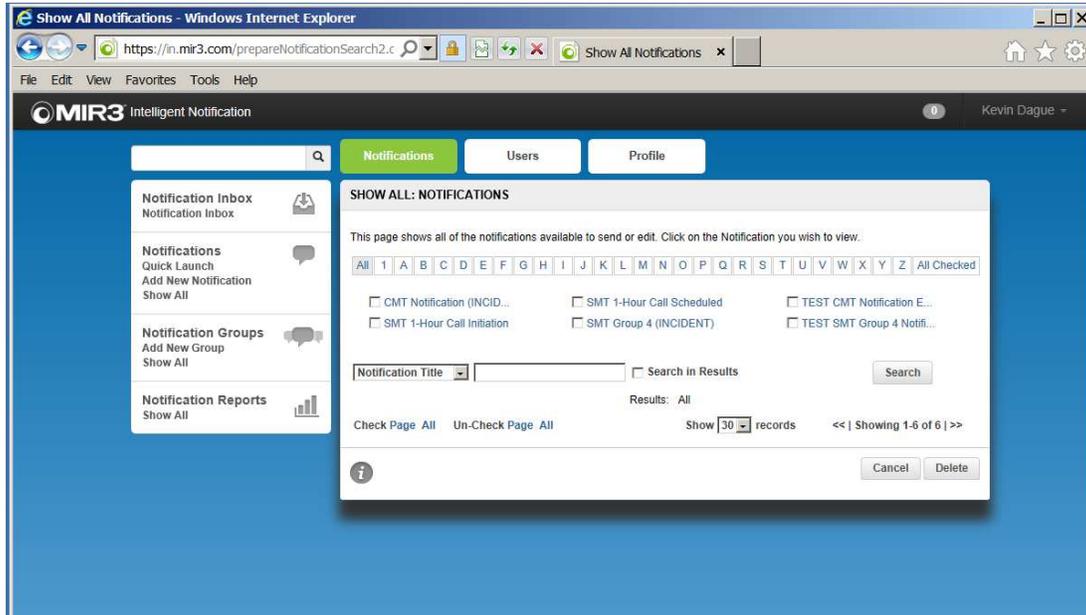
The initial Screen will be in the horizontal **NOTIFICATIONS** Tab as a default. Click the **Show All** option along the left margin.



Select the appropriate NOTIFICATION TEMPLATE from the list shown. Only the templates you have access to will be listed.

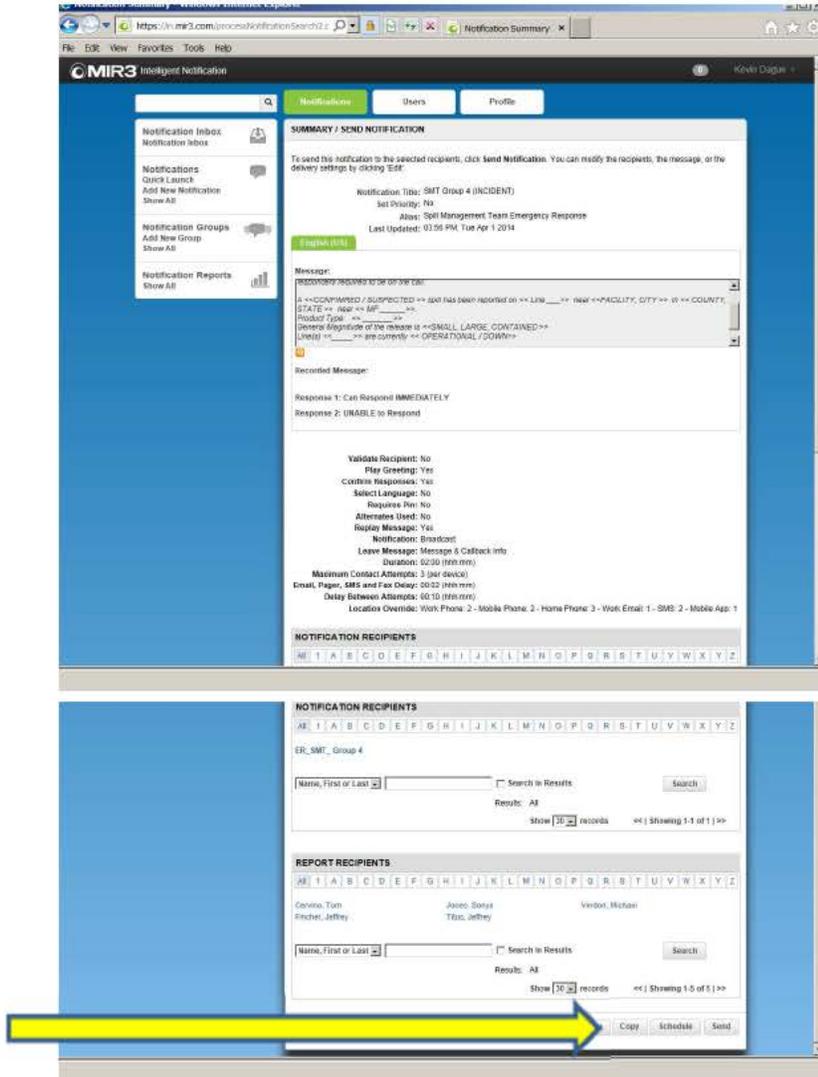
# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES



# Colonial Pipeline Company NOTIFICATION & MOBILIZATION PROCEDURES

Select the **COPY** tab in the bottom right of the page (you may need to scroll).



Rename the notification in the **NEW TITLE** window so you do not overwrite the existing template.



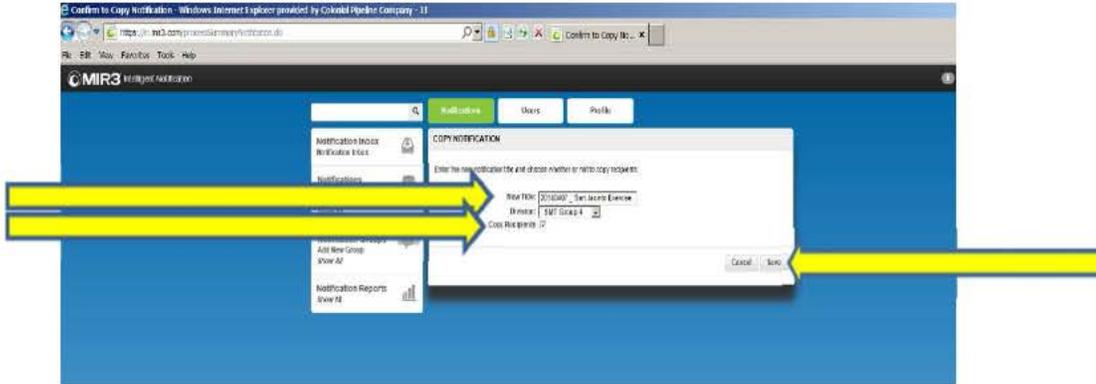
# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

Use the following nomenclature to rename the notification title as shown below:

**Date (YR MO DA) \_ Incident/Drill Location**

Example: 20140407 \_ San Jacinto Exercise



Select the Appropriate Division from list in the drop down Box:

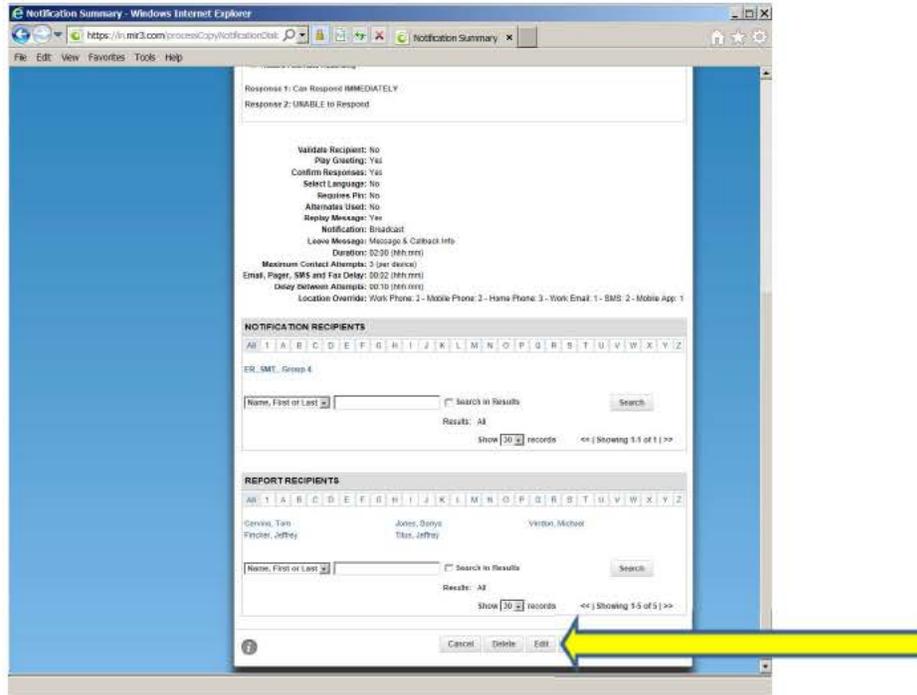
- SMT Group 4
- CMT
- Gulf Coast District
- Southeast District
- Northeast District

Then select the **SAVE** tab in the lower right corner of the screen

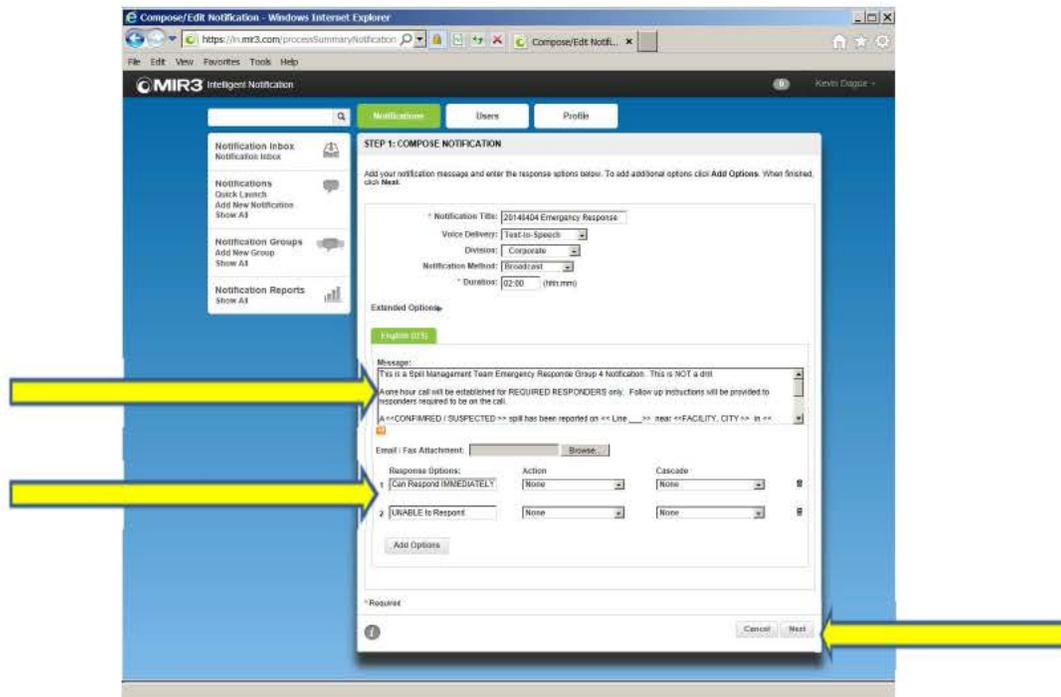
# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

Select **EDIT** tab in the lower right corner of the notification you just saved (will be in your active screen).



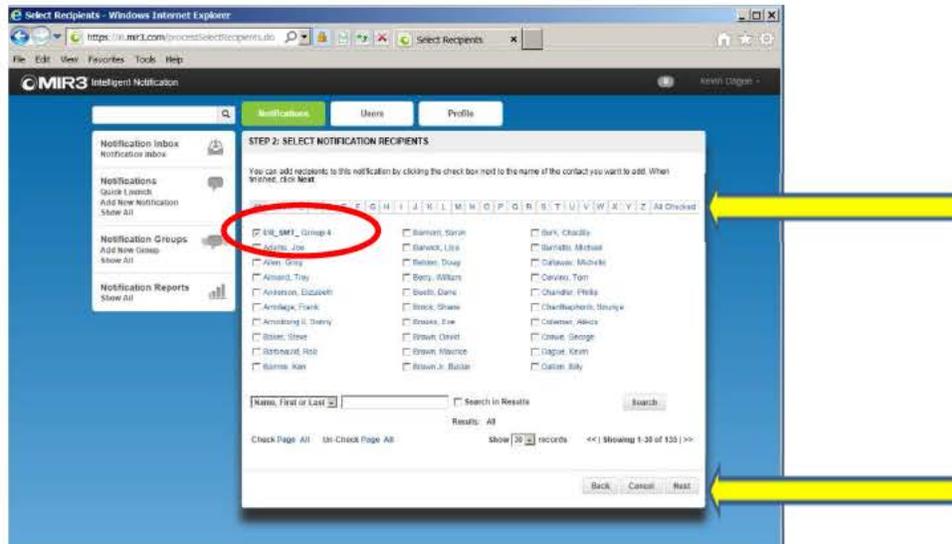
Use the template language in the **Message Window**, providing specific incident information where indicated by “<<\_\_\_\_>>”. You can also edit/add/remove the **Response Options** where shown, but this is not necessary. Then select the **NEXT** tab.



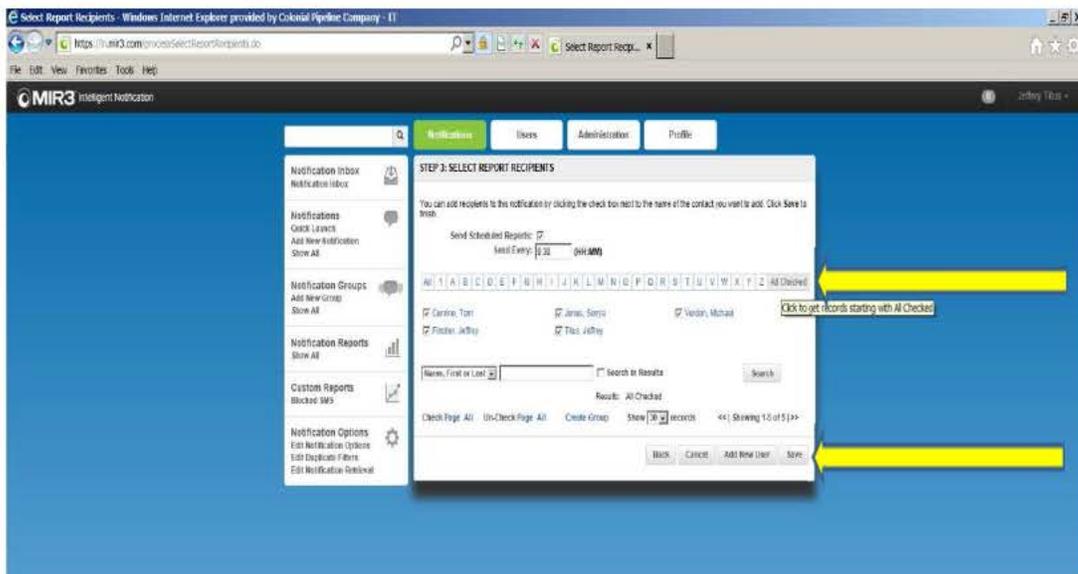
# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

Ensure the proper group to be notified has been selected (select the **All Checked** tab to view). All the templates have the appropriate group pre-selected so this should be a check step. Additional responders can be added in this window if needed. Select the **NEXT** tab to advance.



Ensure the proper individuals to receive notification reports have been selected (select the **All Checked** tab to view). All the templates have the appropriate report recipients pre-selected so this should be a check step. Additional report recipients can be added in this window if needed. Select the **SAVE** tab to complete editing the notification.



Select the **SEND** Tab in the lower right corner. A window will follow asking you to confirm sending the notification. Select yes and the notification will be sent out.

### Message Content

# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

The initial message should provide the following information (if available):

Indication of whether the release is suspected or confirmed.  
General magnitude of release (no volume estimate should be included).  
Type of product involved.  
Affected pipeline(s) and location of nearest city/airport.

Note that there is a limit in the number of characters that can be included per text message. It may require multiple text messages to convey the required information.

Follow-up notifications may be used to provide more information as it becomes available, such as command post and staging locations.

### **ALTERNATE NOTIFICATION METHOD FOR GROUP NOTIFICATIONS**

In the event the MIR3 notification platform is unavailable for sending the Group Notification(s) as stated above, notification will be made by using the ICS phone tree. This phone tree follows the ICS structure outlined in Section 4.02.

The process of beginning this type of notification begins with the Incident Commander contacting the Documentation Unit Leader. The Documentation Unit Leader will then contact each identified Section Chief. The Documentation Unit Leader will confirm with the Incident Commander that all Section Chiefs have been notified.

After each Section Chief is contacted by the Documentation Unit Leader, it is the responsibility of the Section Chief to initiate the notification process in their line of command by contacting the first individual listed in their line of command on the ICS. The last individual in the line of command will contact their section chief to notify them the line of communication has been completed.

**NOTE:** If at any time during the notification process, an individual is unreachable, the person attempting to make contact, should skip this individual and contact the next individual in the IC structure in order to continue the notification process. The person who is responsible for contacting the unreachable individual should continue to make contact until successful or contact the Section Chief for guidance as to continue attempting notification or select another individual to fill the role.

If the Spill Management Team is to be notified, the Incident Commander will contact the CCOM on duty. The CCOM will coordinate contacting each Spill Management Team Member individually.

Communication via the phone tree can be made by either text messaging or calling each individual. If text message is the chosen means for the notification, the recipient of the text notification shall confirm receipt of the text message to the sender (Please note that if text messaging is chosen, text messages are limited to 100 characters and it may take several text messages to communicate the required information).

It is the responsibility of the individuals identified in the IC structure to maintain current contact information for the individual(s) they are responsible for contacting.

### **NOTIFICATION DOCUMENTATION**

# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

All agency notifications must be documented. The time and date of such notifications shall be entered onto the Break and Leak Report (Form 3014) prepared for the spill. The Control Center typically notifies the National Response Center (NRC) when such notifications are necessary. This notification is normally made via the internet. A copy of the completed document shall be kept on file.

Records should be kept of internal notifications. Field operators may document initial notifications made per the Emergency Notification Flow Chart into the narrative log. The date/time that Group 4 and/or 8 notifications are sent, the content of the messages, and a listing of availability of responders are to be documented.

### **SPILL MANAGEMENT TEAM MOBILIZATION**

It is important to note that the Group 4/Group 8 notification is an alert mechanism. Individual Spill Management Team Section and Unit Leaders will assess incident needs, priorities, and resource availability within their respective functional teams. They will determine and communicate to their team: 1) who should deploy to the command post; 2) who should deploy to the hotel (for night shift duties), and 3) who is to be placed on standby.

Within one hour of the initial group notification, a conference call should be initiated by the Day Shift Planning Section (Chief or Deputy) and led by the Incident Commander with participation by select District and Spill Management Team members. Announcement of the time of the call, conference telephone number, and conference code information will be made via a separate notification. The conference call should last no longer than 20-30 minutes.

### **Participants**

All Group 4 Spill Management Team Incident Commanders  
Local Operations Manager  
Day shift Safety Officer  
Day shift Public Information Officer  
Day shift and local Liaison Officers  
Day shift Section Chiefs (Operations, Planning, Logistics, and Finance)  
Adjacent district Operations Chief (nearest to spill location)  
Initial (local) Planning Section Chief  
Day shift Resource Unit Leader  
District Documentation Unit Leader

### **Agenda**

Roll call, ground rules.  
General magnitude of the spill and current state of the response.  
Initial action plan.  
Identification of any significant gaps of concern.  
Confirmation that immediate external resources (OSROs and critical consultants) have been mobilized.  
Confirmation that required agency notifications have been made.  
Location of incident command post and staging.  
Identify Incident Management Team Command Staff and Section Chief positions and ETAs. Confirm Command Staff and Section Chiefs are assembling their organizations (DAY and NIGHT). Identify

# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

significant personnel gaps. Set the shift schedule for the next work period and the time for the next work period to begin.

Determine if expedited travel (via charter service) is required for critical positions.

Set the expectation for staggered deployment (if needed) to ensure immediate outreach and integration with responding agencies, public information, and other functional areas.

### **Conference Call Notes**

Following the call, the Documentation Unit Leader will send a text message to the Group 4 and affected district Group 8 distributions alerting them to an upcoming email containing the notes from the conference call. After emailing the notes, they will be uploaded to the emergency response SharePoint site and/or entered into the Incident Event Log in the IAP software.

### **IMMEDIATE MOBILIZATION FOR CERTAIN RESPONDERS**

Certain non-district resources are considered time critical and shall immediately prepare to mobilize to the spill site upon receiving a Group 4 notification (except such notifications that are clearly prefaced as "for informational purposes only"). These time critical resources are:

Public Information Officer  
Government Liaison  
ICS Consultant Team (The Response Group)  
3<sup>rd</sup> Party Monitoring Contractor Team

The Planning Section Chief is responsible for confirming immediate mobilization of the ICS Consultant. The Finance Section Chief is responsible for confirming immediate mobilization of the 3<sup>rd</sup> Party Monitoring Contractor.

During the 1<sup>st</sup> hour conference call, the Incident Commander may elect to cancel the mobilization of these resources.

### **RESPONDER MOBILIZATION AND TRANSPORTATION**

Personnel assigned to the incident command post are to report to the command post. All other personnel are to initially report to staging.

Responders are to arrange for their own transportation to the site. If air travel is required, assistance in making reservations is available from Colonial's corporate travel agent:

Normal Business Hours:  
678-762-2425 (in-house) or 404-591-7120  
Toll Free: 800-878-2677 (Age of Travel)

After Hours:  
855-512-7952

# Colonial Pipeline Company

## NOTIFICATION & MOBILIZATION PROCEDURES

On-line (Concur):

<https://www.concursolutions.com/travelhome.asp>

### **Expedited Mobilization via Charter Air Service**

Depending on the specific incident needs, situation, and priorities, the Incident Commander will determine if expedited mobilization for critical positions will occur using charter air service. Once activated, the Logistics Section will coordinate with the Planning Section Chief (or designee) to coordinate the positions to be filled.

Below are the priority positions that would be considered for expedited mobilization from Atlanta.

### **Atlanta Area/PDK**

Planning Section Chief  
Deputy Planning Section Chief  
Liaison Officers  
Public Information Officers  
Environmental Unit Leader  
Safety Officer  
GIS Specialist  
Operations Staff

In addition, "milk runs" may be made for other select positions from along the pipeline system (IC, OSC, DOCL, SITL) depending on location of the incident relative to where these resources are located at the time of the incident.

For example, a **South to North** flight may originate from the Houston/Beaumont, TX area with potential stops in Baton Rouge and Collins/Hattiesburg, MS. Similarly, a **North to South** flight may originate in the Philadelphia, PA area with potential stops in Richmond, VA and Greensboro, NC.

Should chartered air travel be warranted, contact information for such services in the Atlanta area is provided in Section 5.11 of this plan.

# **Colonial Pipeline Company**

## **COMMUNICATION METHODS & EQUIPMENT**

### **EMERGENCY NOTIFICATION EQUIPMENT AND METHODS**

Colonial uses computers, traditional phones, blackberries, cell phones, and/or pagers as emergency notification equipment. Notifications are sent via text messaging, email, voice calls, and/or pagers as explained in Section 2.01 of this plan.

### **TIME DESIGNATION**

Any time designation established during verbal communications, emails, text messages, documentation, etc. refers to local time for the location of the incident.

### **SHAREPOINT**

A SharePoint site has been established for use during an incident response. The site provides a resource for sharing information about the incident with the appropriate response personnel. Upon notification of an emergency response, the Environmental Coordinator will begin to post relevant information (i.e. location of IC, Staging, manage security levels, etc.). Incident responders will have access to the site for posting relevant information.

The designated SharePoint site can be accessed by first going to the Emergency Response Plan site. Next, go to the quick launch toolbar on the left hand side of the screen then click on the name of the incident.

### **EMERGENCY VOICE AND COMPUTER COMMUNICATIONS EQUIPMENT**

Colonial has available the following telephone communications equipment that can be used while responding to an emergency:

Traditional Public Switched Telephone Network (PSTN) land lines.  
Cell phones including AT&T/Cingular, Sprint NexTel and Verizon (depending on area code).  
Cellular data cards.  
NexTel Two-Way Off-Network 5-mile Radio Phones.  
Satellite Phones.  
Dispatch voice circuits.

### **EMERGENCY COMMUNICATIONS EQUIPMENT LOCATIONS**

Traditional land lines where available.  
Over 600 cell phones are distributed throughout the company.  
Over 200 cellular data cards distributed throughout the company.  
Over 100 NexTel two-way radio phones are distributed throughout the company.  
Over 30 satellite phones are strategically distributed across the pipeline including one for most tank farms, one for each Director of Operations, several in the IT ER kit, and others in key locations.  
Dispatch voice circuits are used for pipeline operators and could be used for ER if needed.

### **IT EMERGENCY RESPONSE KIT**

The Communications Leader maintains an ER kit which includes satellite phones and accessories.

### **EMERGENCY USE COMMUNICATIONS PROGRAMS**

# Colonial Pipeline Company

## COMMUNICATION METHODS & EQUIPMENT

The National Communications System (NCS) offers a range of National Security and Emergency Preparedness (NS/EP) communications services that support qualifying federal, state, local, and tribal government, industry, and non-profit organization personnel in performing their NS/EP missions. These services ensure a high probability of call completions in both wireline and wireless portions of the PSTN during emergency situations when there is extreme network congestion.

### **Government Emergency Telecommunications Service (GETS)**

GETS provides emergency access and priority processing in the local and long distance segments of the public switched wireline network. Colonial received numerous GETS identification cards. IT maintains an updated list of Colonial responders with GETS cards.

GETS should only be used while performing duty in a NS/EP role during an emergency after experiencing call congestion or blockage. From a touch-touch or cell phone, GETS is accessed by dialing 1-710-627-4387. When you hear the tone, enter your 12 digit PIN. Listen for the prompt and then enter the 10 digit destination number. From an Iridium satellite phone dial 00-1-710-627-4387 and press send. When you hear the tone, enter your 12 digit PIN. Listen for the prompt and then enter the 10 digit destination number.

Note that GETS calls cannot be made to toll free phone numbers. GETS user assistance is available 24 hours a day at 800-818-4387 or 703-818-4387.

### **Wireless Priority Service (WPS)**

WPS provides priority cellular network access that works complimentary to GETS to ensure a high probability of call completions in both the wireless portions of the PSTN. IT has implemented WPS for many cell phones and will continue to review and optimize the list of active WPS cell phones.

WPS is activated by dialing \*272 prior to the destination number. If a cell phone is set up with WPS and you receive an "all circuits are busy" response, you can dial \*272 code plus the phone number you wish to connect with to get priority service for your call.

### **Telecommunications Service Priority (TSP)**

TSP provides service vendors with a Federal Communications Commission (FCC) mandate for prioritizing service requests by identifying those data and voice services critical to NS/EP. This priority only applies during the restoration of specific existing Colonial network services such as most of Colonial's AT&T Frame Relay wide area network and some voice circuits.

## **IRIDIUM SATELLITE PHONE PROCEDURES**

The Iridium satellite telephones operate through a network of 66 low-earth orbiting (LEO), cross-linked satellites. The Iridium network is the largest commercial satellite constellation in the world. Colonial's Iridium satellite phone network is a combination of docked, hard-wired installations at key pipeline locations, and hand-carry units for emergency response use. The docked satellite phones are also wireless/portable and can be taken anywhere (similar to the hand carry units). All Colonial satellite phones are compatible with U.S. Department of Homeland Security's WPS and can be used with your Colonial issued GETS card.

The Iridium satellite phones are simple to use:

# **Colonial Pipeline Company**

## **COMMUNICATION METHODS & EQUIPMENT**

You must be outside, with an unobstructed view of the sky (unless you are using a docking station or other exterior antenna configuration).

Turn the unit on; raise the integrated swivel antenna; the unit will register with the Iridium network.

Wait until you see a signal strength of at least three bars.

Dial your number; 001+ Area Code + Number; (Note: The 001 prefix is required for hand-carry units; it is NOT required if the unit is docked in a hard-wired configuration! Once a unit is docked, only standard, 10-digit dialing is required.)

# Colonial Pipeline Company

## COMMUNICATION METHODS & EQUIPMENT

### Satellite Phone Numbers, Locations, and Custodians

No.	Toll Free	Location	Custodian	Dock	Dist.
01	866-396-3638	Houston	Dean Chance	X	GCD
02	866-396-3642	Hebert	Robert Frank	X	GCD
03	866-396-3643	Lake Charles	Tim Poole	X	GCD
04	866-396-3645	Baton Rouge	Bobby Blouin	X	GCD
05	866-615-8245	Collins	Doyle Batte	X	GCD
06	866-396-3651	Gulf Coast District Office	Marie Tinsley	X	GCD
07	866-211-1332	Collins Tank Farm	Ann Brashier - Lott		GCD
08	866-755-1542	Gulf Coast Project Leader	Barry Conkle		GCD
09	866-396-3649	Moundville	Troy Gibbons	X	SED
10	866-396-3650	Pelham	Troy Gibbons	X	SED
11	866-396-0851	Atlanta	Eric Cornett	X	SED
12	866-396-0853	Belton	Andy Martin	X	SED
13	866-396-0857	Charlotte	Andy Martin	X	SED
14	866-396-0858	Greensboro	Noel Sheffield	X	SED
15	866-396-0859	Southeast District Office	Val Harlow	X	SED
16	866-435-6959	Director of Operations (Paste)	Angela Kolar		SED
17	866-213-8988	Atlanta Junction	Val Harlow		SED
18	866-396-0714	Mitchell	Clint Hamby	X	NED
19	866-623-2813	Mitchell	Clint Hamby		NED
20	866-396-0715	Richmond	Sean McFadden	X	NED
21	866-396-0716	Fairfax	Brandon La	X	NED
22	866-396-0717	Dorsey	Willie Heater	X	NED
23	866-396-0718	Woodbury	Eric Johnson	X	NED
24	866-396-0719	Linden	Matt Kane	X	NED
25	866-615-8246	Northeast District Office	Eric Johnson	X	NED
26	866-396-0721	Director of Operations (Northeast)	Gerald Beck		NED
27	866-396-0865	Norfolk	Terry Sullivan		NED
28	866-396-5923	Manager, Process Safety/ER	Jeff Titus		OFF
29	866-396-5924	Emergency Response Kit	Mari Mardre		OFF
30	866-272-8076	Emergency Response Kit	Mari Mardre		OFF
31	866-441-9022	Emergency Response Kit	Mari Mardre		OFF
32	866-615-8243	Emergency Response Kit	Mari Mardre		OFF
33	866-615-8244	Sanctuary Park	Ray Reese/Security		OFF
34	866-615-8244	Collins	Doyle Batte		GCD
36	866-396-0720	Emergency Response Kit	Mari Mardre		OFF
37	866-438-1215	Emergency Response Kit	Mari Mardre		OFF

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Albany Junction**  
West Oakridge Drive, Albany, GA 31717

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

Albany Police Dept.	229-431-2100	Albany Fire Dept.	229-431-3266
Albany Police Chief	229-431-3277	Albany Fire Chief	229-431-3269
Albany EMA Director	229-431-2155	Albany Civil Defense	229-431-2155
Dougherty County Police Chief	229-430-6600	Dougherty County Sheriff	229-431-3259
Georgia State Patrol	229-430-6585	911 Non-Emergency Dougherty County	229-431-2132
Dougherty County EMS	229-439-7011		

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)  
\* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b> <b>* Jeff Titus</b> Work: 678-762-2231 Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b> Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b> <b>Cellular: (b) (6)</b> * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b> Work: 336-617-3235 Cellular: (b) (6) Home: (b) (6) * Initiates Group 8 Notification</p>
--	--

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Americus Delivery Facility**  
 Plains Road, Americus, GA 31709  
 229-924-3351

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Americus Police Dept.	229-924-3677	Americus Fire Dept.	229-924-1385
Montezuma Police Chief	478-472-6260	Montezuma Fire Chief	478-472-6223
Marshallville Police Chief	478-967-2232	Marshallville Fire Chief	478-967-2232
Sumter County Fire Chief	229-924-6603	Sumter County Sheriff	229-928-4623
Georgia State Patrol, Post 10	229-931-2397	Sumter County EMA Dir.	229-928-4595
Schley County Sheriff	229-937-2101	Sumter County EMA Dir. Nigel Poole Cell	(b) (6)
Lee County Fire Chief	229-759-6090	Schley County EMA Dir.	229-937-2101
Lee County EMA Director	229-759-6023	Schley County Fire Chief	229-937-9093
Macon County Sheriff's Office	478-472-6447	Peach Cty Emer. Mgmt.	478-825-3687
911 Non-Emergency (Macon/Schley/Sumter)	229-937-9011	Lee County Sheriff	229-759-3327
Macon County EMA	478-472-3575	Oglethorpe Fire Dept	478-957-5820

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>                  * <b>Jeff Titus</b>                  Work: 678-762-2231                  Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>                  Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>                  Cellular: (b) (6)                  * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Step</b> (b) (6)                  Work: 336-617-3235 Cellular: (b) (6)                  Home: (b) (6)                  * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Anderson Station**  
245 Chris De Lane, Starr, SC  
864-226-3608

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill  $\geq$  5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Anderson Dispatch Fire, EMS, Police	911 or 864-260-4444	Anderson County Emergency Services	864-260-4646
		Deputy Chief Taylor Jones	

**THIRD: Notify Operations Manager \* Mike Cutting** Work: 864-332-8105 Cell: (b) (6)  
Home: (b) (6) \* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
\* Jeff Titus

Work: 678-762-2231  
Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

# See Section 5.01 for Contact Numbers

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Steph**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Apex Delivery Facility**  
 2200 Ten Ten Rd, Apex, NC 27539  
 919-362-8260

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Police	(911) or 919-362-8661	Fire Chief of Apex	(911) or 919-362-4001
		Keith McGee	919-249-1030
Wake County Emergency Management	919-856-6480	Apex EMS	919-363-1577
Josh Creighton Director	919-856-6485	Apex Police	(911) or 919-362-8661
EMS John Olsen	919-856-6022	NC Highway Patrol	24-Hr 1-800-622-7956
Staff Duty Pager	24-Hr 919-647-2020	Wake Co. Local Hwy. Patrol	919-733-4400
Wake County Sheriff	919-856-6900	Office	
Donnie Harrison		Hazmat Regional Response	919-431-1390
Wake County LEPC Chairperson	919-856-6900	Sta. #27	

**THIRD: Notify Operation Manager \* Don Gardner** Work: 336-931-6027 Cell: (b) (6)  
 \* Initiates Group 8 Notification  
 Associate Operations Manager: Brian Smith Wk: 336-931-6077 Cell: (b) (6) Hm: (b) (6)

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.



# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Atlanta Junction**  
 3925 Anderson Farm Road, Austell, GA  
 770-948-8700

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Cobb County Police Dept.	770-499-3900	Cobb County Sheriff	770-499-4600
Cobb County Fire Dept.	770-499-3911	Cobb County Emer Mgmt. Agency	770-499-4567
Cobb County Police Chief	770-499-3904	Paulding County Sheriff (Emergency)	770-443-3010
Paulding Cty. Sheriff (Non-Emergency)	770-445-2117	Paulding Cty. Fire	770-222-1160
Bartow County Sheriff	770-382-5050	Paulding County EMA	770-222-1160
Bartow EMA	770-387-5089	Bartow County Fire Dept.	770-387-5151
Austell Police	770-944-4331	Austell Fire Chief	770-944-4323
Powder Springs Police	770-943-1616	Dobbins AFB Fire/EMS	678-655-4840

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Bainbridge Delivery Facility**  
 1907 East Shotwell Road, Bainbridge, GA 39819  
 229-246-4900

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Bainbridge Police Dept.	229-248-2038	Bainbridge Fire Dept.	229-248-2032
Bainbridge Emer. Mgmt. Agency	229-248-2038	Decatur County Sheriff	229-248-3044
Decatur County Fire Chief	229-248-3012	Decatur County EMA Dir.	229-248-3012
Georgia State Patrol	229-758-2651	Mitchell County Sheriff	229-336-2030
Camilla Fire Dept.	229-336-2206	Mitchell Cty. Emer. Mgmt. Dir.	229-336-2072
Baker County Sheriff	229-734-3002	Baker Cty. Emergency Mgmt. Director	229-734-3000
Baker County Sheriff Cell	(b) (6)	Pelham Fire Dept.	229-294-6012
911 Non-Emergency Decatur County	229-248-3853	911 Non-Emergency Mitchell County	229-336-2007
911 Non-Emergency Baker County	229-734-3002	Mt. Pleasant Volunteer Fire Dept.	229-246-7559

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell (b) (6)  
 Home (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Belton Junction**  
 1916 Camelot Forest, Belton, SC  
 864-332-8113

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

<b>SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.</b>			
If necessary, request the nearest staffed location to assist in making the notifications below:			
Belton Police Dept.	864-338-8448	Anderson County Fire, EMS, Police	864-260-4444
Belton Fire Dept.	864-338-7048	Abbeville County Sheriff, Fire, EMS, Police	864-366-5677
Belton Emer Medical Services	864-338-7555	Abbeville Fire Dept.	864-366-6444
Greenville City Fire Dept. Dispatch	864-271-5333	Anderson Emergency Preparedness Chief Taylor Jones	864-260-4646
Greenville County Fire, EMS, Police	864-271-5210		

**THIRD: Notify Operations Manager \* Mike Cutting** Work: 864-332-8105 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>  <b>Cellular: (b) (6)</b>          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	--

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Birmingham Delivery Facility**  
 2468 Rainbow Avenue S.W. Birmingham, AL 35211  
 205-923-9665

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Birmingham Police – South Precinct	205-254-2793	Birmingham Fire Dept. –Station #25	205-250-7575
Birmingham Police – North Precinct	205-254-2860	Jefferson County Sheriff's Department	205-325-1450
Jefferson County EMA	205-254-2039		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Boligee Delivery Facility**  
 1049 County Road 80, Boligee, AL 35443  
 Line 1 – 205-336-8157    Line 2 – 205-336-8240

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Boligee Police	205-336-8531	Green County Sheriff's Department	205-372-3242
Boligee Fire Department	205-336-8575		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Step</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Bremen Station**  
 3921 Bush Mill Road, Bremen, GA 30110  
 770-537-3821

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Bremen Police Dept.	770-537-4441	Haralson County Sheriff	770-646-2011
Bremen Fire Dept.	770-537-5788	Haralson County Fire Dept.	770-646-2036 ext.11
Carroll County Sheriff	770-830-5888	Carroll County Fire	770-830-5880
Carroll County Emer. Mgmt. Dir.	770-830-5882	Tallapoosa Police	770-574-7211
Tallapoosa Fire	770-574-7211	Carrollton Police	770-834-4451
Carrollton Fire	770-832-3456	Villa Rica Police	770-459-5149
Temple Police	770-562-3151	Temple Fire	770-562-4412
Hiram Police	770-943-3087	Hiram Fire	770-445-3473
911 Non-Emergency Carroll County	770-830-5911	Paulding Fire Dept.	770-222-1160
911 Non-Emergency Haralson County	770-646-0077/1500	Haralson EMA	770-646-2036
Georgia State Police	770-459-3661		

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.



# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Chattahoochee Delivery Facility**  
 3120 Parrott Avenue, NW, Atlanta, GA 30318  
 404-794-3768

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Fulton County Police Dept.	404-730-5700	Atlanta Police Dept.	404-614-6544
Fulton County Fire Dept.	404-612-5700	Atlanta Fire Dept.	404-546-7000
	404-612-5714	Atlanta Fire Dept.	
Atlanta/Fulton County Emer. Mgmt. Dir.	404-931-2020	Atlanta Fire Dept. Captain Gardner cell	(b) (6)
Atlanta Fire Chief Allan Burton – cell	(b) (6)	Union City Fire Dept.	770-964-133
		Fulton County Sheriff	404-730-5100
Georgia State Patrol – Troope	404-430-8472		

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell (b) (6)  
 Home (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Chattanooga Delivery Facility**  
 4231 Jersey Pike, Chattanooga, TN 37416  
 423-892-6122

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Chattanooga Police Dept.	423-698-2525	Chattanooga Chief of Police	423-643-5000
		Bobby Dodd	
Chattanooga Fire Dept.	423-266-2753	Hamilton County Sheriffs Dept.	423-622-0022
Hamilton County Fire Dept.	423-622-7777		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Ste</b> (b) (6)          Work: 336-617-3235          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	--

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Chattanooga Junction**  
391 Scruggs Road, Ringgold, GA 30736  
706-891-9622; 706-891-9509

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

To reach all Fire and Police Departments within Catoosa County including Fort Oglethorpe and Ringgold 706-935-2323	Catoosa County Fire Dept.	706-935-2323
	Fort Oglethorpe Police Dept.	706-866-2512
	Ringgold Police Dept.	706-935-3066

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
\* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
\* **Jeff Titus**

Work: 678-762-2231  
Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**  
Cellular: (b) (6)

**Director of Operations \* Angela Kolar**  
Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**  
Work: 336-617-3235 Cellular: (b) (6)  
Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Coalmont Station**  
 156 Company Farm Road, Coalmont, TN 37313  
 931-592-9333

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Grundy County Sheriffs Dept.	931-692-3466	Grundy County Fire Dept.	931-924-2077
Grundy County Emer. Mgmt. Agency	931-924-2077	Marion County Sheriff's Dept.	423-942-2525
Marion County, Fire and Police Dispatcher	423-837-7554	Marion County EMA	423-837-7554
Tennessee Highway Patrol	615-741-2060	Coffee County Sheriff (Dispatch)	931-728-9555
Coffee County Fire Dept.	931-728-9555	Coffee County EMA	931-723-5105
Manchester Police Dept.	931-728-2991		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Dacula Station**  
 End of Pipeline Road, Dacula, GA  
 770-963-3149

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Gwinnett County Police Dept.	770-513-5000	Gwinnett County Fire Dept. Chief	770-518-4801
Gwinnett County Sheriff	770-822-3140	Gwinnett County Police Chief	770-513-5000
Gwinnett Fire & Emer. Svcs	770-518-4820	Gwinnett County Emer. Mgmt. Agency	770-513-5654
Barrow County Fire Dept.	770-307-2987	Gwinnett EMA – Primary EOC 800 Hi Hope Rd, Lawrenceville, GA 30043	
Barrow County Sheriff	770-307-3084	Gwinnett EMA – Secondary EOC/Shoal Creek Filter Plant 1755 Buford Dam Rd, Buford, GA 3518	
	770-307-3080	911 Non-Emergency Barrow County	770-307-3122
Barrow County EMA	770-307-2987		
Lawrenceville Police Dept.	770-963-2443		
911 Non-Emergency Gwinnett County	770-513-5911		

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)  
 Home: 8 (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Danielsville Station**  
End of Colonial Drive, Danielsville, GA  
706-795-2103

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**

If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Hart County Fire, EMS, Police	911 or 706-376-3930	Madison County Fire, EMS, Police	706-795-2300
Madison Forest Fire	706-795-2177	Elbert County Fire Chief	706-283-0911
Elbert County Sheriff	706-283-2420		

**THIRD: Notify Operations Manager \* Mike Cutting** Work: 864-332-8105 Cell: (b) (6)

Home: (b) (6) \* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
\* **Jeff Titus**

Work: 678-762-2231  
Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Doraville Delivery Facility**  
 2794 Woodwin Road, Doraville, GA  
 770-451-3808

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Doraville Police Dept.	770-455-1000	Dekalb County Police	678-406-7929
Dekalb County Fire Dept.	678-406-7737	Dekalb County Sheriff	404-298-8100
Dekalb County Fire Chief	404-294-2033	Doraville Police Chief	770-455-1000
Dekalb County Emer. Mgmt. Agency	404-270-0413	911 Non-Emergency Dekalb County	678-937-2852
Dunwoody Police Dept.	678-382-6919		

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>        Work: 678-762-2231        Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>        Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>        Cellular (b) (6)        * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>        Work: 336-617-3235 Cellular: (b) (6)        Home: (b) (6)        * Initiates Group 8 Notification</p>
---	--

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**East Nashville Delivery Facility**  
720 South 2nd Street, Nashville, TN 37213  
615-256-7342

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

Nashville Police Dept.	615-862-8600	Nashville Fire Dept.	615-862-5421
Metro Nashville EMA	615-862-8530	Davidson County Rescue Squad	615-226-0462
Metro Fire Chief (Business Hrs.Only)	615-862-5424	Tennessee Highway Patrol -Nashville	615-741-3181
Nashville Airport Emer.Safety & Security	615-275-1703		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
\* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right.  
In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
\* **Jeff Titus**

Work: 678-762-2231  
Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**  
Cellular: (b) (6)

**Director of Operations \* Angela Kolar**  
Cellular: (b) (6)  
\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**  
Work: 336-617-3235 Cellular: (b) (6)  
Home: (b) (6)  
\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Fayetteville Delivery Facility**  
 992 ½ Shaw Mill Rd., Fayetteville, NC 28303  
 910-488-6545

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Police	(911) or 910-486-1334	Fort Bragg Andrew Moore	910-907-2419
Chief of Police – Harold Medlock	910-433-1819	Cumberland Co. Emergency Mgt	910-321-6736
Cumberland County Sheriff	910-677-5400	Randy Beeman (Director) After hours	910-483-5467
Non-Emergency	910-323-1500	Gene Booth (Officer)	910-678-7641
EMS	919-609-5600	Cell	(b) (6)
NC Highway Patrol 24-Hr	800-334-7411	Cumberland County LEPC	910-321-6736
Cumberland Co. Local Hwy. Patrol	910-486-1334	Phillip McCorquodale Chairperson	910-818-6884
County Fire Marshall	(911) or 910-486-1334	Cell	(b) (6)
		Wk	910-323-9600
		Hm	(b) (6)

**THIRD: Notify Operations Manager \* Don Gardner** Work: 336-931-6027 Cell: (b) (6)  
 \* Initiates Group 8 Notification  
 Associate Operations Manager: Brian Smith Wk: 336-931-6077 Cell: (b) (6) Hm: (b) (6)

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
 \* **Jeff Titus**  
 Work: 678-762-2231  
 Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**  
 Cellular: (b) (6)

**Director of Operations \* Angela Kolar**  
 Cellular: (b) (6)  
 \* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**  
 Work: 336-617-3235 Cellular: (b) (6)  
 Home: (b) (6)  
 \* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Gaffney Station

842 Old Racetrack Road, Gaffney, SC 29340  
864-489-9444

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**

If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

City of Gaffney Police	(911) or 864-489-8115	Gaffney Fire Dept. Station 10	911 or 864-487-8516
Cherokee County 911 (24hr)	864-487-2747		
Gaffney Sheriff's Office	864-489-4723		
Director Rick Peterson	864-761-6189		

**THIRD: Notify Operations Manager \* Mike Cutting** Work: 864-332-8105 Cell: (b) (6)

Home: (b) (6) \* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**

\* **Jeff Titus**

Work: 678-762-2231

Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

# See Section 5.01 for Contact Numbers

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Gastonia Station**  
 3175 Union Rd, Gastonia, NC 28052  
 704-864-0146

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

NC Highway Patrol	(911) or 800-572-8765	Gaston County Sheriff	704-866-3161
Gaston County Emergency Mgt	704-866-3350	Gastonia, NC Fire	704-866-6806
Director Tommy Almond	704-862-6240	Police	704-866-6864
		Belmont, NC Fire Dept	704-825-2771
		Police	704-825-3792

**THIRD: Notify Operations Manager \* Mike Cutting** Work: 864-332-8105 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cell: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Greensboro Junction

411 Gallimore Dairy Road, Greensboro, NC 27409  
336-292-0922

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

Police	(911) or 336-373-2222	Fire Chief	(911) or 336-373-2356
Guilford County LEPC Glenn Clapp	336-883-3543	Fire Marshal Chief Kevin Pettigrew	336-373-2032
Emergency Management Services	336-641-6597	Fire Chief Nugent	336-430-6007
Don Campbell			
Guilford Metro Communications	336-373-2222	City of Greensboro Water Resources	
		Steven Drew (Director)	336-373-7893
		Barry Parsons (Manager)	336-373-7643

**THIRD: Notify Operations Manager \* Don Gardner** Work: 336-931-6027 Cell: (b) (6)

\* Initiates Group 8 Notification

Associate Operations Manager: Brian Smith Wk: 336-931-6077 Cell: (b) (6) Hm: (b) (6)

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
\* **Jeff Titus**  
Work: 678-762-2231  
Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**  
Cellular: (b) (6)

**Director of Operations \* Angela Kolar**  
Cellular: (b) (6)  
\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**  
Work: 336-617-3235 Cellular: (b) (6)  
Home: (b) (6)  
\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Griffin Delivery Facility**  
 East McIntosh Road, Griffin, GA 30223  
 770-227-3230

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Griffin Police Dept.	770-229-6450	Griffin Fire Dept.	770-229-6415
Fayette County Sheriff	770-461-6353	Fayette Cnty Fire & Emergency Svcs.	770-305-5414
Fayette Emer. Mgmt.	770-305-5172	Henry County Sheriff	770-288-7123
Henry County Police Chief	770-288-8215	Henry Cty. Fire Chief	770-288-6600
Henry Cty. Emer. Mgmt. Dir.	770-288-7870	Spalding County Sheriff	770-467-4282
Spalding Cty. Fire Chief	770-228-2129	Spalding Cty. Emer. Mgmt. Dir.	770-228-2129
Georgia State Patrol	770-229-3411	911 Non-Emergency Fayette County	770-461-4357
		911 Non-Emergency Spalding County	770-229-9911
		911 Non-Emergency Henry County	770-957-9121

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>                  * <b>Jeff Titus</b>                  Work: 678-762-2231                  Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>                  Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>                  Cellular: (b) (6)                  * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>                  Work: 336-617-3235 Cellular: (b) (6)                  Home: (b) (6)                  * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Hartsfield Delivery Facility 30320

Airport Service Road, Atlanta, GA

404-767-4175

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**

If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Fulton County Police Dept.	404-613-5711	College Park Police	404-761-3131
Fulton County Fire Dept.	404-612-5700	College Park Fire Dept.	404-766-8248
City of Atlanta Police	404-546-6900	Atlanta Fire Dept.	404-546-7000
Clayton County Police	770-477-3747	Clayton County Sheriff	770-477-3517
Clayton County Fire Chief	770-473-7833	Clayton Cty. Emer. Mgmt. Dir.	770-477-3798
East Point Police Chief	404-765-1104	East Point Fire Chief	404-559-6401
Hapeville Fire Chief	404-766-4399	Hapeville Police Chief	404-669-2150
Forest Park Fire Chief	404-608-2372	Forest Park Police Chief	404-366-4141
911 Non-Emergency Clayton County	770-411-3550	Atlanta Fire Chief Allan Burton - cell	(b) (6)
911 Non-Emergency Fulton County	404-730-7911	Atlanta Fire Captain Jerome Martin – cell	(b) (6)
City of Atlanta Call Center	404-614-6544	Atlanta Fire Asst. Chief Rod Smith – cell	(b) (6)
		Airport Division – Chief Baker	404-379-6269

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)

Home: (b) (6) \* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**

\* **Jeff Titus**

Work: 678-762-2231

Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Heflin Station

6182 Highway 46 Heflin, AL 36264  
256-463-2252

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

Heflin Police Dept.	256-463-2291	Heflin Fire Dept.	256-463-8911
Cleburne County Sheriff Dept.	256-463-8911	Cleburne County EMA	256-463-7130
Cleburne County Emer. Mgmt.Dir.	256-463-7130	Cleburne County EMA Warning Point	256-463-8911

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell (b) (6)  
\* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b> <b>* Jeff Titus</b> Work: 678-762-2231 Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b> Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b> Cellular: (b) (6) * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b> Work: 336-617-3235 Cellular: (b) (6) Home: (b) (6) * Initiates Group 8 Notification</p>
--	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Helena Junction**  
 5701 Highway 52, Helena, AL 35080  
 205-663-1728

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Helena Police Dept.	205-663-6499	Shelby County Sheriff's Dept.	205-669-4181
Helena Fire & Police Dept.	205-439-6918	Helena Police Chief	205-663-6499
Helena Fire Chief	205-663-5809	Birmingham Police-North Precinct	205-254-2860
Birmingham Fire Dept.	205-254-2052	Jefferson County EMA	205-254-2039
Jefferson County Sheriff	205-325-5900	Pelham Police Chief	205-620-6550
	ER# 205-325-1450	West Blocton Police Chief	205-938-7806
Pelham Fire Chief	205-620-6500	Westover Fire Chief	205-678-9117
West Blocton Fire Dept.	24 Hr #205-938-7200	Harpersville Fire Chief	205-672-7959
Vincent Police Chief	205-672-2261	Vincent Fire Chief	Office: 205-672-8070 Cell: (b) (6)
Harpersville Police Dept.	205-672-2490	24-Hr Shelby County E-911	205-439-6918
Harpersville Fire Dept.	205-672-7959		
Shelby County EMA	205-669-3999		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 6          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
--	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Hickory Grove Station

3021 Pumping Hill Rd, Nathalie, VA 24577  
434-349-3895

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

Police (911) or 434-476-3334 Halifax County LEPC Chairperson William Fitzgerald 434-349-3386  LEPC County Administrator George Nester 434-476-3300 Director of Emergency Communications Wendy Jones 434-476-1784	Fire (911) or 434-476-3334 Sheriff Fred S. Clark 434-476-3342 434-476-3399  Chief of Police Halifax Chief K. Lands 434-476-2526
---	--

**THIRD: Notify Operations Manager \* Don Gardner** Work: 336-931-6027 Cell: (b) (6)  
\* Initiates Group 8 Notification  
Associate Operations Manager: Brian Smith Wk: 336-931-6077 Cell: (b) (6) Hm: (b) (6)

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b> * <b>Jeff Titus</b> Work: 678-762-2231 Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b> Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b> Cellular: (b) (6) * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen [Redacted]</b> Work: 336-617-3235 Cellular: (b) (6) Home: (b) (6) * Initiates Group 8 Notification</p>
--	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Kannapolis Station

9301 Mooresville Road, Kannapolis, NC 28081  
704-786-1917

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**

If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Sheriff Office Cabarrus County LEPC (Coordinator – Robert Smith)	(911) or 704-920-3000 704-920-2143	Fire Marshall Office NC Environmental Dept. <b>WSACC</b> (Water Sewer Authority Cabarrus County)	(911) or 704-920-2143 704-786-1783
--	---------------------------------------	---	---------------------------------------

**THIRD: Notify Operations Manager \* Mike Cutting** Work: 864-332-8105 Cell: (b) (6)

Home: (b) (6) Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**

\* **Jeff Titus**

Work: (b) (6)  
Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Knoxville Delivery Facility**  
 5033 Middlebrook Pike, Knoxville, TN 37921  
 865-584-1817

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Knoxville Police Dispatch	865-215-7450	Knoxville Police Switchboard	865-215-7000
Knoxville Fire Dept. 24 Hr. Dispatch	865-675-0600	Knox County Rescue Squad	865-546-4821
Tennessee Highway Patrol	865-594-5793	Knox County Sheriffs Dept	865-215-2432

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Step</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Lexington Station**  
 667 Helmstettler Rd., Lexington, NC 27374  
 336-956-8824

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Police/EMS (911) or 336-249-0131 Davidson County LEPC Director Larry James (Office) 336-242-2270 (24 Hour Non-Emergency) 336-249-0131 Contact – Stephanie Briles 336-242-2270 Haz Mat – Alton Hanes 336-309-9531 Davidson County Emergency Mgt Director Larry James (Office) 336-242-2270	Fire Marshall Danny Ward (911) or 336-242-2281 Davidson County Sheriff David Grice (24 Hour Non-Emergency) 336-249-0131
--	---

**THIRD: Notify Operations Manager \* Don Gardner** Work: 336-931-6027 Cell: (b) (6)  
 \* Initiates Group 8 Notification  
 Associate Operations Manager: Brian Smith Wk: 336-931-6077 Cell: (b) (6) Hm: (b) (6)

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
 \* **Jeff Titus**  
 Work: 678-762-2231  
 Cellula (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**  
 Cellular: (b) (6)

**Director of Operations \* Angela Kolar**  
 Cellula (b) (6)  
 \* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**  
 Work: 336-617-3235 Cellular: (b) (6)  
 Home: (b) (6)  
 \* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.



# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Lookout Mountain Delivery Facility**  
 5800 St. Elmo Avenue, Flintstone, GA 37396  
 706-820-0028

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Walker County Sheriff's Dept.	706-638-1909	Fort Oglethorpe Fire Dept. Business	706-861-4194
Walker County Hazmat Team	706-375-7810		
Walker County Fire Dept.	706-539-1255		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	--

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Moccasin Bend Delivery Facility**  
811 Pineville Road, Chattanooga, TN 37405  
423-266-3287

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill  $\geq$  5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Chattanooga Police Dept.	423-698-2525	Chattanooga Fire Dept.	423-266-2753
Chattanooga Chief of Police	423-643-5111	Hamilton County Sheriffs Dept.	423-622-0022
Hamilton County Fire Dept.	423-622-7777		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
\* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**

**\* Jeff Titus**

Work: 678-762-2231

Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Moundville Station**  
 21116 County Road 21, Moundville, AL 35474  
 205-371-2233

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Greene County Sheriff's Dept.	205-372-3242	Hale County Sheriff's Dept.	334-624-9911
Moundville Police Dept.	205-371-2218	Tuscaloosa County Sheriff's Dept.	205-752-0616
Moundville Fire Dept.	334-624-9911	Hale County EMA	334-624-8160
Hale County 911	334-624-9911	Tuscaloosa City Police	205-349-2121
Tuscaloosa EMA	205-349-0150	Environmental Compliance	
Navigation Unit –Tuscaloosa	205-752-3571		
Proj. Mgr. – Tuscaloosa	205-752-3571	WLP, Mobile	800-654-5497
		Parker Towing	205-349-1677
Demopolis Lock	334-289-0645	USCG, Demopolis	334-289-0354

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Murfreesboro Station

1000 Mooreland Lane, Murfreesboro, TN 37128  
615-896-1024

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Murfreesboro Police Dept.	615-849-2670	Rutherford County Sheriff's Dept.	615-898-7770
Murfreesboro Fire Dept.	615-893-1422	ER Dispatch Desk (Fire-Police-Ambulance)	615-893-1311
Rutherford County EMA	615-898-7764		
Tennessee Highway Patrol-Nashville	615-741-3181		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
\* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**

\* **Jeff Titus**

Work: 678-762-2231

Cellular (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Nashville Airport Delivery Facility**  
 1675 McCory Creek Road, Nashville, TN 37214  
 615-871-0285

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Nashville Police Dept. 615-862-8600	Nashville Fire Dept. 615-862-5421
Metro Nashville EMA 615-862-8530	Tennessee Highway Patrol-Nashville 615-741-3181
Nashville Airport Emergency Safety & Security 615-275-1703	Davidson County Rescue Squad 615-226-0462
Metro Fire Chief ( Business Hours Only) 615-862-5424	

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Nashville Delivery Facility**  
 1455 51st Avenue North, Nashville, TN 37209  
 615-297-0787

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Nashville Police Dept. 615-862-8600	Nashville Fire Dept. 615-862-5421
Metro Nashville EMA 615-862-8530	Davidson County Rescue Squad 615-226-0462
Metro Fire Chief (Business Hrs. Only) 615-862-5424	Tennessee Highway Patrol-Nashville 615-741-3181
Nashville Airport Emer.Safety & Security 615-275-1703	

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**North Albany Delivery Facility**  
 1164 Gillionville Road, Albany, GA 31717  
 912-432-2198

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Albany Police Dept.	229-431-2100	Albany Fire Dept.	229-431-3266
Albany Police Chief	229-431-3277	Albany Fire Chief	229-431-3269
Albany EMA Director	229-431-2155	Albany Civil Defense	229-431-2155
Dougherty County Police Chief	229-430-6600	Dougherty County Sheriff	229-431-3259
Georgia State Patrol	229-430-6585	911 Non-Emergency Dougherty County	229-431-2132

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**North Augusta Delivery Facility**  
 219 Sweetwater Road, North Augusta, SC  
 803-279-8931

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

North Augusta Fire Dept.	803-637-5337	Greenwood County. SC Sheriff	864-942-8600
Richmond County GA Fire, EMS, Police	706-821-1080	McCormick County. SC Sheriff	864-465-3200
Greenwood County. SC Fire Dept.	864-942-8452	Aiken County SC Sheriff & Fire	803-648-6811
McCormick County. SC Fire & Police	864-465-3211	Aiken Regional Medical Center	803-641-5000
Edgefield County. SC Fire & Police	803-637-5337	Richmond County Health Dept.	706-721-5800
University Hospital	706-722-9011	Medical College of Georgia	706-721-0211
North Augusta Public Safety			

**THIRD: Notify Operations Manager \* Mike Cutting** Work: 864-332-8105 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**North Macon Delivery Facility**  
 5019 Forsyth Road, Macon, GA 31210  
 478-477-3551

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

<b>SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.</b>			
If necessary, request the nearest staffed location to assist in making the notifications below:			
Macon Police Dept.	478-751-7500	Macon Fire Dept. Dispatch	478-751-7300
Bibb County Sheriff	478-746-9441	Macon-Bibb County Fire Dept.	478-751-9180
Lamar County Fire Chief	770-358-5229	Lamar County Sheriff	770-358-5159
Barnesville Police Chief	770-358-1234	Lamar County Emer. Mgmt. Dir.	770-358-2477
Monroe County EMA Dir.	478-256-9506	Monroe County Sheriff	478-994-7048
Crawford County Police	478-836-3119	Crawford County Sheriff	478-836-3116
Oglethorpe Police Chief	478-472-7538	Crawford County EMA Dir.	478-550-7138
Oglethorpe Fire Chief (Home)	(b) (6)	Oglethorpe Fire Chief (shop)	478-472-6996
Oglethorpe Fire Chief (Cellular)	(b) (6)	Barnesville/Lamar County Fire Dept.	770-358-1246
Bibb/Macon Emergency Mgmt.	478-751-7214	Crawford County Fire Dept.	478-836-3766
Macon County EMA	478-472-3575	GA Dept. of Corrections Macon County	478-472-3564
911 Non-Emergency Macon/Bibb County	478-832-6300	Crawford County 24hr	478-836-3116

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell (b) (6)  
 Home: (b) (3), (b) (7)(F) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Steph</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
--	--

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Oxford Delivery Facility**  
2514 Highway 78 East, Oxford, AL 36203  
256-831-3561

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**

If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Oxford Police Dept.	256-831-3121	Calhoun County Sheriff's Dept.	256-236-6600
Oxford Fire Dept.	256-831-3125	Calhoun County EMA	256-435-0540

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)

\* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**

\* **Jeff Titus**

Work: (b) (6)  
Cellular (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Oxford Station

410 Friendship Road, Oxford, AL 36203  
256-831-2951

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**

If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Oxford Police Dept.	256-831-3121	Calhoun County Sheriff's Dept.	256-236-6600
Oxford Fire Dept.	256-831-3125	Calhoun County EMA	256-435-0540

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)

\* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**

\* **Jeff Titus**

Work: 678-762-2231

Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Pelham Junction

2999 Hwy 52 East, Pelham, AL 35124 @ Exit 242 off I-65  
205-685-6008

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

Pelham Police Dept.	205-620-6550	Shelby County Sheriffs Dept.	205-669-4181
Pelham Fire & Police Dispatch	205-620-6550	Pelham Police Chief	205-620-6550
Pelham Fire Chief	205-620-6500	Birmingham Police-North Precinct	205-254-2860
Birmingham Fire Dept.	205-250-7575	Jefferson County EMA	205-254-2039
Jefferson County Sheriff	205-325-5900	Helena Police Chief	205-663-6499
	ER# 205-325-1450	West Blocton Police Chief	205-938-7806
Helena Fire Chief	205-663-5809	24-Hr Shelby County E-911	205-439-6918
West Blocton Fire Dept.	205-938-7200	Vincent Police Chief	205-672-2261
Shelby County EMA	205-669-3999	Vincent Fire Chief	(o) 205-672-8070
Helena Fire Dept.	205-439-6918		(c) (b) (6)

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
\* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b> <b>* Jeff Titus</b> Work: 678-762-2231 Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b> Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b> Cellular: (b) (6) * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Step</b> Work: 336-617-3235 Cellular: (b) (6) Home: (b) (6) * Initiates Group 8 Notification</p>
--	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Raleigh Durham Delivery Facility**  
 1010 National Guard Dr., Raleigh, NC 27623  
 919-840-0063

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Police/ Airport Security/Fire	(911) or 919-840-2111	Fire Chief of Apex Keith McGee	919-362-4001 (911) or 919-249-1030
Wake County Emergency Management Joshua Creighton (Director)	919-856-6480 919-856-6485	NC Highway Patrol	24 Hr 1-800-662-7956
EMS John Olsen	919-856-6022	Wake Co. Local Hwy. Patrol Office	919-733-4400
Staff Duty Pager	24-Hr 919-647-2020	Wake County LEPC Keith Wilder Chairperson	919-856-6480 Cell <b>(b) (6)</b>
Wake County Sheriff Office Sheriff Donnie Harrison	24-Hr 919-856-6900 919-856-6911		24 Hr 919-856-6900

**THIRD: Notify Operations Manager \* Don Gardner** Work: 336-931-6027 Cell: **(b) (6)**  
 \* Initiates Group 8 Notification  
 Associate Operations Manager: Brian Smith Wk: 336-931-6077 Cell: **(b) (6)** Hm: **(b) (6)**

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
 \* **Jeff Titus**  
 Work: 678-762-2231  
 Cellular: **(b) (6)**

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**  
 Cellular: **(b) (6)**

**Director of Operations \* Angela Kolar**  
 Cellular: **(b) (6)**  
 \* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**  
 Work: 336-617-3235 Cellular: **(b) (6)**  
 Home: **(b) (6)**  
 \* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Reidsville Station**  
 State Road 2005, Reidsville, NC  
 336-342-3008

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Reidsville Police - 911 Chief Robert Hassell Rockingham County Emergency Management Johnny Bowles (Director) Rockingham County 911 Center After hours Rockingham County LEPC Chairman Doug Vick	336-349-1010 336-637-3300 336-634-3017 336-634-3300 336-634-3017	Reidsville Fire (911) or 336-349-1024 Fire Marshall Jay Harris Rockingham Co Fire 336-634-3300 Robert Cardwell
---	--	---

**THIRD: Notify Operations Manager \* Don Gardner** Work: 336-931-6027 Cell: (b) (6)  
 \* Initiates Group 8 Notification  
 Associate Operations Manager: Brian Smith Wk: 336-931-6077 Cell: (b) (6) Hm: (b) (6)

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
 \* **Jeff Titus**  
 Work: 678-762-2231  
 Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**  
 Cellular: (b) (6)

**Director of Operations \* Angela Kolar**  
 Cellular: (b) (6)  
 \* Initiates Group 8 Notification

**District Project Leader \* Steph**  
 Work: 336-617-3235 Cellular: (b) (6)  
 Home: (b) (6)  
 \* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Rome Delivery Facility**  
 2629 Calhoun Road, Rome, GA  
 706-295-1172

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Floyd County Police Dispatch	706-236-4541	Rome/Floyd County Fire Dept.	706-236-4500
Floyd County Sheriff	706-291-4111	City-County Fire Dept.-Fire Marshal	706-236-4510
City-County Fire Dept. Fire Chief	706-236-4501	Floyd County Emer. Mgmt. Dir.	706-236-5002
GA State Patrol - (Walker County)	706-638-5501	Chattooga County Sheriffs Dept.	706-857-3411
GA State Patrol (Floyd County)	706-295-6002	GA State Patrol (Chattooga County)	706-295-6002
Rome Police Dept	706-238-5111	911 Non-Emergency Floyd County	706-236-4543

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell (b) (6)  
 Home (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Rome Station**  
 Hwy. 140 & Old Dalton Road, Rome, GA  
 706-232-8742

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Floyd County Police Dispatch	706-235-7766	Rome/Floyd County Fire Dept.	706-236-4500
Floyd County Sheriff	706-291-4111	City-County Fire Dept.-Fire Marshal	706-236-4510
City-County Fire Dept. Fire Chief	706-236-4501	Floyd County Emer. Mgmt. Dir.	706-236-5002
GA State Patrol - (Walker County)	706-638-5501	Chattooga County Sheriffs Dept.	706-857-3411
GA State Patrol (Floyd County)	706-295-6002	GA State Patrol (Chattooga County)	706-295-6002
Rome Police Dept	706-238-5111	911 Non-Emergency Floyd County	706-236-4543

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Selma Delivery Facility**  
 2335 West Oak St, Selma, NC 27576  
 919-965-3808

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Police (911) or 919-934-9411 Non-Emergency 919-965-8189 Johnston County Emergency Mgt Kim Robertson (Director) 919-989-5050 Darrell Alford (Coordinator) Johnston County EMS (Office) 919-989-5050	County Fire Marshall (911) or 919 934-9411 Office 919-989-5050 Selma Fire Dept. Fire Chief Phillip McDaniel (911) or 919-934-9411 919-524-6579 NC Highway Patrol (24 Hr) 1-800-662-7956 Johnston Co. Local Hwy. Patrol Office 919-934-2186
---	---

**THIRD: Notify Operations Manager \* Don Gardner** Work: 336-931-6027 Cell: (b) (6)  
 \* Initiates Group 8 Notification  
 Associate Operations Manager: Brian Smith Wk: 336-931-6077 Cell: (b) (6) Hm: (b) (6)

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
 \* **Jeff Titus**  
 Work: 678-762-2231  
 Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**  
 Cellular: (b) (6)

**Director of Operations \* Angela Kolar**  
 Cellular: (b) (6)  
 \* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**  
 Work: 336-617-3235 Cellular: (b) (6)  
 Home: (b) (6)  
 \* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Signal Mountain Station

1202 Suck Creek Road, Chattanooga, TN 37405  
423-886-1803

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

Chattanooga Police Dept.	423-698-2525	Chattanooga Fire Dept.	423-266-2753
Marion County Sheriffs Dept.	423-942-2525	Marion County EMA	423-837-7554
Chattanooga Chief of Police-Bobby Dodd	423-643-5111	Hamilton County Sheriffs Dept.	423-622-0022
Hamilton County Fire Dept.	423-622-7777		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell (b) (6)  
\* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b> <b>* Jeff Titus</b> Work: 678-762-2231 Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b> Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b> Cellular: (b) (6) * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b> Work: 336-617-3235 Cellular: (b) (6) Home: (b) (6) * Initiates Group 8 Notification</p>
--	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Simpsonville Station

8 Jim Carey Way, Fountain Inn SC 29644  
864-967-7541

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

#### **FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**

If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

#### **SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Greenville County Police/Fire/EMS/Sheriff	(911) or 864-271-5210	Greenville County Emergency Management Services	864-467-2680
Simpsonville Fire Dept.	864-967-9545	Simpsonville Police Dept.	864-967-9536

#### **THIRD: Notify Operations Manager \* Mike Cutting** Work: 864-332-8105 Cell: (b) (6)

Home: (b) (6) \* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

#### **Manager, Process Safety/ Emergency Response**

\* **Jeff Titus**

Work: 678-762-2231

Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

#### **District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

#### **Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

#### **District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Smyrna Station**  
 2745 Spring Road, Smyrna, GA 30080  
 770-436-8336

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Smyrna Police Dept.	678-631-5100	Cobb County Police	770-499-3900
Smyrna Fire Dept.	770-434-6667	Cobb County Fire Department	770-499-3911
Smyrna Fire Chief	678-631-5364	Smyrna Police Chief	678-631-5099
Smyrna Emer. Mgmt	678-631-5364	Cobb County Sheriff	770-499-4600
Cobb County Dir. Of Public Safety	770-528-3800	911 Non-Emergency City of Smyrna	770-434-6666

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell: (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**South Albany Delivery Facility**  
 1605 West Oakridge Drive, Albany, GA 31717  
 229-432-1523

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Albany Police Dept.	229-431-2100	Albany Fire Dept.	229-431-3266
Albany Police Chief	229-431-3277	Albany Fire Chief	229-431-3269
Albany EMA Director	229-431-2155	Albany Civil Defense	229-431-2155
Dougherty County Police Chief	229-430-6600	Dougherty County Sheriff	229-431-3259
Georgia State Patrol	229-430-6585	911 Non-Emergency Dougherty County	229-431-2132

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell (b) (6)  
 Home: (b) (6) \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b>          Work: 336-617-3235 Cellular: (b) (6)          Home: (b) (6)          * Initiates Group 8 Notification</p>
---	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### South Macon Delivery Facility

Allen Road, Macon, GA 31206

478-788-7272

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

Macon/Bibb Fire Dept.	478-751-9180	Macon Fire Dept.	478-751-7300
Bibb County Sheriff	478-746-9441	Peach County Fire Chief	478-825-3687
Peach County Emer. Mgmt. Agency	478-825-3687	Macon County Sheriff	478-472-6447
Bibb County EMA Director	478-832-6300	Montezuma Fire & Emergency Service	478-472-6223
Fort Valley Police	478-825-3383	Fort Valley Fire Chief	478-825-5190
911 Non-Emergency Peach County	478-822-9111	Macon County EMA	478-472-3575
911 Non-Emergency Macob/Bibb County	478-832-6300	Fort Valley Dept. of Public Safety	478-825-5190
911 Non-Emergency Macob/Bibb County	478-751-7500	Fort Valley State University Campus Police	478-825-6211
Schley County EMA	222-937-2101	Schley County Fire & EMS	229-937-9093

**THIRD: Notify Operations Manager \* Robert West** Work: 770-819-3552 Cell (b) (6)  
Home (b) (6) \* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
**\* Jeff Titus**  
Work: 678-762-2231  
Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**  
Cellular: (b) (6)

**Director of Operations \* Angela Kolar**  
Cellular (b) (6)  
\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**  
Work: 336-617-3235 Cellular: (b) (6)  
Home: (b) (6)  
\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Spartanburg Delivery Facility

180 Keltner Rd., Spartanburg, SC 29302  
864-641-3602

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**

If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Highway Patrol 24 Hr – 911 County Emergency Preparedness Dept. Coordinator Doug Bryson Spartanburg Police Dept.	(911) or 864-587-4700 864-596-2222 864-595-5365 864-596-2035	Spartanburg City Fire Dept. Spartanburg Emergency Response HAZMAT	864-596-2083 803-896-4111
---	---	---	------------------------------

**THIRD: Notify Operations Manager \* Mike Cutting** Work: 864-332-8105 Cell: (b) (6)  
Home: (b) (6) \* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**  
\* **Jeff Titus**

Work: 678-762-2231  
Cellular (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### St. Ives Station

171 Logan Martin Road, Hwy 54, Alpine, AL 35014  
256-268-2623

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

St. Clair County Sheriff's Dept.	205-884-6840	St. Clair County EMA	205-884-6800
St. Clair County EMA Warning Point	205-884-6800	Talladega County Sheriff	256-362-2748
Talladega County EMA	256-761-2125		
Talladega County EMA Warning Point	256-362-4162		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
\* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b> <b>* Jeff Titus</b> Work: 678-762-2231 Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b> Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b> Cellular: (b) (6) * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b> Work: 336-617-3235 Cellular: (b) (6) Home: (b) (6) * Initiates Group 8 Notification</p>
--	---

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Sweetwater Station

10986 Old Washington Pike, Sweetwater, TN 37846  
423-337-6720

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**

If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**

If necessary, request the nearest staffed location to assist in making the notifications below:

Monroe County Police & Fire	423-442-4357	Loudon County EMA	865-986-9081
Loudon County Sheriffs Dept.	865-458-9081		

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)

\* Initiates Group 8 Notification

In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the

**Manager, Process Safety/ Emergency Response**

\* **Jeff Titus**

Work: 678-762-2231

Cellular: (b) (6)

In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.

**# See Section 5.01 for Contact Numbers**

**District Environmental Mgr \* John Wyatt**

Cellular: (b) (6)

**Director of Operations \* Angela Kolar**

Cellular: (b) (6)

\* Initiates Group 8 Notification

**District Project Leader \* Stephen Thomas**

Work: 336-617-3235 Cellular: (b) (6)

Home: (b) (6)

\* Initiates Group 8 Notification

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

**Vance Station**  
 613 Parsons Lane, West Blocton, AL 35184  
 205-938-2400

Employee Is Notified, or Discovers, that an Emergency Exists.  
 Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
 And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
 If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
 If necessary, request the nearest staffed location to assist in making the notifications below:

Bibb County Sheriff's Dept.	205-926-4683	Vance Police Dept.	205-752-0616
Vance Police Chief	205-553-8278	Vance Fire Chief	205-507-0929 or 205-553-6084
Tuscaloosa County Sheriff's Dept.	205-752-0616	Tuscaloosa County Emer. Mgmt.	205-349-0150
EMA Warning Point	205-926-3129	Bibb County EMA	205-926-3113
Bibb County Dispatch	205-938-7200 or 205-926-3129	Bibb County Service Ambulance	205-926-3129

**THIRD: Notify Operation Manager \* Troy Gibbons** Work: 205-685-6001 Cell: (b) (6)  
 \* Initiates Group 8 Notification

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b>  <b>* Jeff Titus</b>          Work: 678-762-2231          Cellular: (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b>          Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b>          Cellular: (b) (6)          * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Step</b> (b) (6)          Work: 336-617-3235 Cellular: (b) (6)          Home (b) (6)          * Initiates Group 8 Notification</p>
---	--

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## EMERGENCY NOTIFICATION FLOWCHART

### Witt Station

3381 Mount View Rd. (Hwy 745), Danville, VA 24540  
434-836-4716

Employee Is Notified, or Discovers, that an Emergency Exists.  
Employee Receiving The Notification Is To Record The Name And Phone Number Of The Individual Making The Notification  
And Complete The Leak Report and Checklist (Form 7082).

**FIRST: Notify Atlanta Controller - Voice Line – 800-926-2728 if spill ≥ 5 gal.**  
If required, District Operations initiates a Group 8 notification and/or the Atlanta Controller initiates a Group 4 notification.

**SECOND: Notify Police, Fire, and Emergency Management Agencies in Suspected Area.**  
If necessary, request the nearest staffed location to assist in making the notifications below:

Pittsylvania County LEPC Director: Jim Davis	(Office) 434-432-7921 (Cell) (b) (6)	Danville Police Dept. Chief: Philip Broadfoot	434-799-6510
Pittsylvania County Communications Center	434-432-7931	Danville Division of Emergency Mgt Director: Chief Steven Dishman	434-799-6535
Pittsylvania County Fire Marshall Steve Bowman	(Office) 434-432-7936 (Cell) (b) (6)	Danville 24Hr Non-Emergency If no answer, call First Station One	434-799-5111 434-799-5226
Pittsylvania Sheriff's Office Mike Taylor Danville Sheriff's Office Mike Mondul	434-432-7800 434-799-5135	Danville Fire Dept. Chief: David Eagle	434-799-5111

**THIRD: Notify Operations Manager \* Don Gardner** Work: 336-931-6027 Cell: (b) (6)  
\* Initiates Group 8 Notification  
Associate Operations Manager: Brian Smith Wk: 336-931-6077 Cell: (b) (6) Hm: (b) (6)

<p>In the event the Operations Manager cannot be reached immediately, contact one of the three persons listed to the right. In the event one of these people cannot be reached immediately, contact the</p> <p style="text-align: center;"><b>Manager, Process Safety/ Emergency Response</b> * <b>Jeff Titus</b> Work: 678-762-2231 Cellular (b) (6)</p> <p>In the event none of the individuals listed can be reached immediately, the person discovering the spill shall make all necessary agency notifications.</p> <p style="text-align: center;"><b># See Section 5.01 for Contact Numbers</b></p>	<p style="text-align: center;"><b>District Environmental Mgr * John Wyatt</b> Cellular: (b) (6)</p> <p style="text-align: center;"><b>Director of Operations * Angela Kolar</b> Cellular: (b) (6) * Initiates Group 8 Notification</p> <p style="text-align: center;"><b>District Project Leader * Stephen Thomas</b> Work: 336-617-3235 Cellular: (b) (6) Home (b) (6) * Initiates Group 8 Notification</p>
---	--

Further state and federal notifications will be made by the Operations Manager, Director of Operations, District Project Leader or District Environmental Project Manager following the guidelines of Corporate Procedure 30. The Director of Operations and District Environmental Manager should be consulted in every case, if possible in a timely manner, to ensure regulatory agencies are appropriately notified.

# Colonial Pipeline Company

## 911 CONTACT LIST

District	State	County	City	24 hour Number
Northeast	DC	Washington	Washington	202-373-3700, Option 1=police Option 2 = fire
Northeast	DE	New Castle	New Castle	302-571-7331
Northeast	MD	Anne Arundel	Millersville	410-987-1212
Northeast	MD	Baltimore	Towson	410-887-2222
Northeast	MD	Baltimore City	Baltimore	410-396-2677
Northeast	MD	Carroll	Westminster	410-386-2260
Northeast	MD	Cecil	Elkton	410-392-2011
Northeast	MD	Harford	Forest Hill	410-638-3400
Northeast	MD	Howard	Ellicott City	410-313-2911
Northeast	MD	Montgomery	Gaithersburg	301-279-8000
Northeast	MD	Prince George's	Largo	302-583-2200
Northeast	NJ	Burlington	Westampton	609-518-7200
Northeast	NJ	Camden	Lindenwold	856-783-4808 ext. 6200
Northeast	NJ	Gloucester	Clayton	856-589-0911
Northeast	NJ	Mercer	Lawrenceville	609-799-0110
Northeast	NJ	Essex	West Orange	973-621-4111
Northeast	NJ	Middlesex	Sayreville	732-316-7100
Northeast	NJ	Union	Westfield	908-654-9800
Northeast	NJ	Somerset	Somerville	908-526-2500
Northeast	NJ	Salem	Woodstown	856-769-1955
Northeast	NY	Richmond	Brooklyn	518-292-2200
Northeast	PA	Chester	West Chester	610-344-5100
Northeast	PA	Delaware	Media	610-565-6500
Northeast	PA	Philadelphia	Philadelphia	215-685-1170
Northeast	VA	Appomattox	Appomattox	434-352-8241
Northeast	VA	Bedford	Bedford	540-586-7827
Northeast	VA	Buckingham	Buckingham	434-969-1772
Northeast	VA	Campbell	Rustburg	434-332-9574
Northeast	VA	Charles City	Charles City	804-829-9265
Northeast	VA	Charlotte	Charlotte Court House	434-542-5131
Northeast	VA	Chesterfield	Chesterfield	804-748-1251
Northeast	VA	City of Chesapeake	Chesapeake	757-382-6161
Northeast	VA	City of Newport News	Newport News	757-247-2500
Northeast	VA	City of Portsmouth	Portsmouth	757-393-5300
Northeast	VA	City of Richmond	Richmond	804-646-5100
Northeast	VA	City of Suffolk	Suffolk	757-923-2350, then press 0
Northeast	VA	Cumberland	Cumberland	804-492-4120
Northeast	VA	Fluvanna	Palmyra	434-589-8211

# Colonial Pipeline Company

## 911 CONTACT LIST

Northeast	VA	Henrico	Henrico	804-501-5000
Northeast	VA	Isle of Wight	Isle of Wight	757-357-2151
Northeast	VA	James City	Toano	757-566-0112
Northeast	VA	Louisa	Louisa	540-967-1234
Northeast	VA	Lynchburg City	Lynchburg	434-455-4285
Northeast	VA	Orange	Orange	540-672-1234
Northeast	VA	Powhatan	Powhatan	804-598-5656
Northeast	VA	Prince Edward	Farmville	434-392-8101
Northeast	VA	Surry	Surry	757-294-5264
Northeast	VA	York	Yorktown	757-890-3621
Northeast	VA	Culpeper	Culpeper	540-727-7900
Northeast	VA	Fairfax	Fairfax	703-877-3840
Northeast	VA	Fairfax City	Fairfax	703-385-7924 City of Fairfax Police
Northeast	VA	Fauquier	Warrenton	540-347-6843
Northeast	VA	Prince William	Woodbridge	703-369-1113
Southeast	AL	Shelby	Pelham	205-439-6919
Southeast	AL	St Clair	Pell City	205-884-3333
Southeast	AL	Talladega	Talladega	256-761-2125
Southeast	AL	Tuscaloosa	Tuscaloosa	205-464-8642 County Sheriff
Southeast	GA	Catoosa	Ringgold	706-935-2323
Southeast	GA	Chattooga	Summerville	706-857-0750
Southeast	GA	Walker	Lafayette	706-638-1909
Southeast	GA	Baker	Newton	229-734-3002
Southeast	GA	Barrow	Winder	770-307-3122
Southeast	GA	Bartow	Cartersville	770-387-5195
Southeast	GA	Bibb	Macon	478-751-7500
Southeast	GA	Carroll	Carrollton	770-830-5911
Southeast	GA	Clayton	Jonesboro	770-477-3550
Southeast	GA	Cobb	Marietta	770-499-4618
Southeast	GA	Crawford	Knoxville	618-546-1515
Southeast	GA	Decatur	Bainbridge	229-248-3000
Southeast	GA	Dekalb	Tucker	404-294-2911
Southeast	GA	Dougherty	Albany	229-431-2132
Southeast	GA	Douglas	Douglasville	770-949-6408
Southeast	GA	Fayette	Fayetteville	770-461-6353
Southeast	GA	Floyd	Rome	706-236-4541
Southeast	GA	Fulton	Atlanta	404-730-7911
Southeast	GA	Fulton	Sandy Springs	404-843-6630
Southeast	GA	Gwinnett	Lawrenceville	770-513-5911
Southeast	GA	Haralson	Buchanan	770-646-1500

# Colonial Pipeline Company

## 911 CONTACT LIST

Southeast	GA	Henry	McDonough	770-957-9121	
Southeast	GA	Jackson	Jefferson	706-367-1853	
Southeast	GA	Lamar	Barnesville	770-358-5159	
Southeast	GA	Lee	Leesburg	229-854-1362	
Southeast	GA	Macon	Oglethorpe	478-472-6447	
Southeast	GA	Mitchell	Camilla	229-336-2007	
Southeast	GA	Monroe	Forsyth	478-994-7010	
Southeast	GA	Paulding	Dallas	770-505-2872	
Southeast	GA	Peach	Fort Valley	478-822-9111	
Southeast	GA	Schley	Oglethorpe	229-937-9011	
Southeast	GA	Spaulding	Griffin	770-467-4311	
Southeast	GA	Sumter	Americus	229-937-9011	
Southeast	GA	Clarke	Athens	706-546-5900	
Southeast	GA	Elbert	Elberton	706-283-2026	
Southeast	GA	Hart	Hartwell	706-376-3930	
Southeast	GA	Madison	Danielsville	706-795-2101	
Southeast	GA	Richmond	Augusta	706-821-1080	
Southeast	NC	Cabarrus	Concord	704-920-3000	
Southeast	NC	Cleveland	Shelby	704-484-4875	
Southeast	NC	Gaston	Gastonia	704-866-3300	
Southeast	NC	Mecklenburg	Charlotte	704-336-3671	704-336-5120
Southeast	NC	Rowan	Salisbury	704-216-8500	
Southeast	NC	Alamance	Graham	336-570-6777	
Southeast	NC	Chatham	Pittboro	919-542-2911	
Southeast	NC	Cumberland	Fayetteville	910-483-5467	
Southeast	NC	Davidson	Lexington	336-249-0131	
Southeast	NC	Guilford	Greensboro	336-373-4500	
Southeast	NC	Guilford	High Point	336-883-3224	
Southeast	NC	Harnett	Lillington	910-893-9111	
Southeast	NC	Johnston	Smithfield	919-934-9411	
Southeast	NC	Rockingham	Reidsville	336-634-3300	
Southeast	NC	Wake	Raleigh	919-829-1911	
Southeast	NC	Wake	Morrisville	919-840-2111	
Southeast	SC	Abbeville	Abbeville	864-366-7451	
Southeast	SC	Aiken	Aiken	803-642-1762	
Southeast	SC	Anderson	Anderson	864-260-4444	
Southeast	SC	Cherokee	Gaffney	864-487-2747	
Southeast	SC	Edgefield	Edgefield	806-637-5337	
Southeast	SC	Greenville	Greenville	864-271-5210	
Southeast	SC	Greenwood	Greenwood	864-942-7232	

# Colonial Pipeline Company

## 911 CONTACT LIST

Southeast	SC	Laurens	Laurens	864-984-2523
Southeast	SC	McCormick	McCormick	864-465-2000
Southeast	SC	Spartanburg	Spartanburg	864-596-2222
Southeast	SC	York	Rock Hill	803-329-1110
Southeast	TN	Bradley	Cleveland	423-728-7311, then press 0
Southeast	TN	Coffee	Manchester	931-728-2991
Southeast	TN	Davidson	Nashville	615-862-8530
Southeast	TN	Grundy	Tracy City	931-924-2077
Southeast	TN	Hamilton	Hixson	423-622-0022
Southeast	TN	Knox	Knoxville	865-215-1179
Southeast	TN	Loudon	Loudon	865-458-9081
Southeast	TN	Marion	Kimball	423-942-2525
Southeast	TN	McMinn	Athens	423-745-3222
Southeast	TN	Monroe	Madisonville	423-422-4357
Southeast	TN	Rutherford	Murfreesboro	615-898-7770
Southeast	VA	Danville City	Danville	434-799-5111
Southeast	VA	Halifax	Halifax	434-476-3334
Southeast	VA	Pittsylvania	Chatham	434-432-7931
Gulf Coast	AL	Sumter	Livingston	205-652-2841 (Sheriff)
Gulf Coast	LA	Acadia	Crowley	337-788-8700
Gulf Coast	LA	Calcasieu	Lake Charles	337-439-9911
Gulf Coast	LA	Jefferson Davis	Jennings	337-821-2115
Gulf Coast	LA	St Landry	Opelousas	337-948-9277
Gulf Coast	LA	East Baton Rouge	Baton Rouge	225-383-4425
Gulf Coast	LA	East Feliciana	Clinton	225-683-5459
Gulf Coast	LA	Pointe Coupee	Morganza	225-694-3737
Gulf Coast	LA	West Feliciana	St. Francisville	225-784-3136
Gulf Coast	LA	St Helena	Greensburg	225-222-4413
Gulf Coast	LA	St Tammany	Covington	985-898-2338 (Sheriff)
Gulf Coast	LA	Plaquemines	Belle Chasse	504-297-5600
Gulf Coast	LA	St Bernard	Chalmette	504-271-2501 (Sheriff)
Gulf Coast	MS	Amite	Liberty	601-657-8057
Gulf Coast	MS	Clarke	Quitman	601-776-3960
Gulf Coast	MS	Covington	Collins	601-765-8281
Gulf Coast	MS	Hancock	Kiln	228-255-9191
Gulf Coast	MS	Jasper	Bay Springs	601-764-2588 Jasper Co. Sheriff 911
Gulf Coast	MS	Jefferson Davis	Prentiss	601-792-5169
Gulf Coast	MS	Jones	Laurel	601-425-0270
Gulf Coast	MS	Kemper	Scooba	601-743-2255
Gulf Coast	MS	Lamar	Purvis	601-794-8610

# Colonial Pipeline Company

## 911 CONTACT LIST

Gulf Coast	MS	Lauderdale	Meridian	601-486-4952
Gulf Coast	MS	Marion	Columbia	601-736-2711, then 0 to reach dispatch
Gulf Coast	MS	Pearl River	Poplarville	601-795-2241
Gulf Coast	MS	Pike	McComb	601-684-3213
Gulf Coast	MS	Smith	Raleigh	601-782-4531
Gulf Coast	MS	Walthall	Tylertown	601-876-3481
Gulf Coast	TX	Chambers	Anahuac	409-267-8318
Gulf Coast	TX	Harris	Spring	281-440-4300
Gulf Coast	TX	Jefferson	Beaumont	409-835-8668
Gulf Coast	TX	Liberty	Liberty	936 336-4500, then dial 0 for dispatch
Gulf Coast	TX	Orange	Orange	409-883-2612

# Colonial Pipeline Company

## LEAK DETECTION & EMERGENCY PROCEDURES

The Supervising Control and Data Acquisition (SCADA) system continuously monitors the entire pipeline system from the Atlanta Control Center, injection facility, or originating location. The SCADA system updates the status of the pipeline approximately every 30 seconds and will initiate an alarm if abnormal conditions exist. This system is unaffected by adverse weather. It is the duty of the Controller or Facility Operator to monitor pipeline segments for abnormal operations, which could cause a release or other emergency.

In the event of an emergency the Controller or Operator will respond in accordance with Emergency Operating Procedure(s).

The Controller/Operator will:

Immediately perform Emergency Operation Procedure (EOP) as required to place line/line segment and equipment in a safe, shutdown, depressurized, and isolated condition.

Perform additional actions as required to make proper notifications, reports, and initiate investigations to determine cause and repairs as necessary.

Complete the Leak Report Questionnaire/Checklist which is included on page 4 of this section.

Obtain authorization prior to returning any line/line segment to service.

Events and conditions considered abnormal operations for the pipeline control center and facilities include the following:

- Suspected Leak
- Meter Imbalance
- Operating Pressure Exceeded
- Anomaly
- Unintended control valve closure (Close-Out of Delivery)
- Line blockage.
- Loss of a pump.
- Loss of a pumping station
- Loss of Electrical Power
- Unexpected increase or decrease in pressure (outside of normal operating limits)
- Unexpected increase or decrease in flow (outside of normal operating limits)
- Loss of communications (Voice)
- Loss of supervisory circuit (Data Communication)
- Operation or Failure of safety devices
- Control Center HVAC Failure
- Tank High Level
- Tank Maximum Fill (High High Level)
- Control Center Halon Initiated or Failed to Initiate

Colonial has developed Operating Procedures for events and conditions that are considered emergency operations for the pipeline control center and facilities. These procedures cover:

- Fire or explosion
- Leak
- Tank Overflow
- Evacuation
- Complete Loss of Communication
- Natural Disasters
- Security

# Colonial Pipeline Company

## LEAK DETECTION & EMERGENCY PROCEDURES

Colonial's Operating Procedures are available to all Operators and Controllers via the Colonial Intranet. In addition, paper copies are available at each Controller Console in the Atlanta Control Center and at all staffed Delivery Facilities.

Abnormal and emergency operations can be prevented or mitigated through training, both initial and recurring. All of these events are discussed during the following:

Associate Controller training (initial certification)  
Simulator training (annual three-hour session)  
Maximum Critical Event training (twelve tabletop scenarios per year)

### LEAKS

The criteria listed below should serve as a guide for determining the action to be taken by the Controller or Operator.

Reports accepted as conclusive evidence of a leak requiring the line to be shut down immediately:

1. Reported visual sighting of product/vapor (including product release due to line damage/puncture by equipment).
2. Sudden unexpected change in pressure and/or flow rate.
3. Suspected leak monitoring/investigation has determined a leak is present.
4. Activation of Leak Detection Alarm.

Reports of the following are to be investigated while continuing to operate the line under close observation:

1. Report of product odor.
2. Report of soil discoloration.
3. Report of dead vegetation on or in the vicinity of the right of way.
4. Report of sheen on water in vicinity of right of way.
5. Unusual Low pressure trend (Exp: Returning to service of an inactive line or segment of line).
6. Unusual variance in flow rates/pressure between Origin and Delivery Points (Exp. High origination and injection rates or low delivery rates).
7. Unexpected alarm/condition which may indicate a leak.

**IF THERE IS EVER ANY DOUBT OF THE EXISTENCE OF A LEAK, THE LINE WILL BE SHUT DOWN AND THE SUSPECT LINE SEGMENT WILL BE ISOLATED.**

### Information to Obtain

Information should be as complete and detailed as possible in order to determine the location and extent of the emergency. Company Form No. 7082, REV. 11/98 "Leak Report Questionnaire/Checklist" (shown on page 4 of this section), should be completed when receiving a call concerning a leak or other emergency.

After the basic information has been obtained and initial notification and/or actions have been taken (monitoring the line for a pressure drop/increased flow rate, or in the case of a confirmed leak, shutting down the line), the person receiving the call should determine the following:

# Colonial Pipeline Company

## LEAK DETECTION & EMERGENCY PROCEDURES

Colonial Alignment Map Number.

Stationing.

Area involved (farmland, homes, or industrial, etc.).

Direction and distance from communities, highways, rivers and railroads.

Type of product.

Amount of product (size of leak and area covered).

The employee who first becomes aware of the emergency should immediately notify the Atlanta Controller or originating location. Notification should then be made as outlined on the Emergency Notification flow chart posted at all locations (Section 2.03 of this plan).

After the initial notification and/or actions have taken place, the employee should contact the Atlanta Controller or originating location with any additional information available. This information should include pressure changes, flow rate changes, malfunction of equipment, etc.

# Colonial Pipeline Company

## LEAK DETECTION & EMERGENCY PROCEDURES

### LEAK REPORT QUESTIONNAIRE/CHECKLIST

WHEN A REPORT OF A LEAK OR A SUSPECTED LEAK IS RECEIVED, THE PERSON RECEIVING THE CALL SHOULD OBTAIN SUFFICIENT INFORMATION FROM THE PERSON MAKING THE REPORT TO COMPLETE THE FOLLOWING SECTIONS OF THIS FORM.

TIME:	LINE NUMBER:	CONTROLLER/OPERATOR:	DATE:
LOCATION OF LEAK			
CITY, COUNTY & STATE		STREET OR ROAD NUMBER	
LANDMARKS OR OTHER REFERENCE LOCATIONS:		DISTANCE TO NEAREST ROW	GPS COORDINATES
LEAK REPORTED BY:			
NAME:	ADDRESS:		PHONE NUMBER:
TITLE OR ORGANIZATION:			
ON-SCENE DETAILS			
IF IT CAN BE DETERMINED, PRODUCT AT LEAK SITE: <input type="checkbox"/> GASOLINE <input type="checkbox"/> KEROSENE <input type="checkbox"/> FUEL OIL <input type="checkbox"/> UNDETERMINED			
ARE THERE AFFECTED BODIES OF WATER?		HAVE ROADS BEEN CLOSED? <input type="checkbox"/> NO <input type="checkbox"/> YES ( <i>detail below</i> )	
WHAT ARE CURRENT WEATHER CONDITIONS ON-SCENE?		DESCRIPTION OF THE SCENE? ( <i>record below</i> )	
SAFETY			
IS THERE FIRE OR PERSONAL INJURY? <input type="checkbox"/> NO <input type="checkbox"/> YES ( <i>detail below</i> )		HAVE THE FIRE AND POLICE DEPTS. BEEN NOTIFIED? <input type="checkbox"/> FIRE <input type="checkbox"/> POLICE	
ARE THERE IGNITION SOURCES NEARBY? <input type="checkbox"/> NO <input type="checkbox"/> YES ( <i>detail below</i> ) <input type="checkbox"/> UNSURE		IS THE CALLER IN A SAFE LOCATION? <input type="checkbox"/> YES <input type="checkbox"/> NO ( <i>encourage them to retreat to safe distance</i> )	
HOW STRONG IS THE ODOR? <input type="checkbox"/> STRONG <input type="checkbox"/> MODERATE <input type="checkbox"/> LIGHT		HOW POPULATED IS THE AREA? <input type="checkbox"/> HEAVILY <input type="checkbox"/> MODERATE <input type="checkbox"/> LIGHT <input type="checkbox"/> RURAL	
HAS ANY AIR MONITORING BEEN CONDUCTED? <input type="checkbox"/> NO <input type="checkbox"/> YES    RESULTS		HOW HEAVY IS THE TRAFFIC THROUGH THE AREA? <input type="checkbox"/> HEAVY <input type="checkbox"/> MODERATE <input type="checkbox"/> LIGHT	
OPERATIONS DIRECTIONS			
<b>REPORTS ACCEPTED AS CONCLUSIVE EVIDENCE OF A LEAK REQUIRING THE LINE BE SHUT DOWN IMMEDIATELY:</b>			
<ol style="list-style-type: none"> <li>1. THE LINE HAS BEEN DAMAGED OR PUNCTURED BY EQUIPMENT.</li> <li>2. POLICE OR FIRE DEPT. REPORTS VISUAL SIGHTING OF PRODUCT OR HAVE RECEIVED CALLS OF A VISUAL SIGHTING.</li> <li>3. SUDDEN UNEXPLAINED CHANGE IN PRESSURE AND/OR FLOW RATE.</li> <li>4. INDIVIDUAL MAKES A POSITIVE REPORT OF PRODUCT SIGHTING.</li> </ol>			
<b>REPORTS OF THE FOLLOWING ARE TO BE INVESTIGATED WHILE CONTINUING TO OPERATE THE LINE WHILE MAINTAINING CLOSE OBSERVATION:</b>			
<ol style="list-style-type: none"> <li>1. REPORT OF PRODUCT ODOR.</li> <li>2. REPORT OF SOIL DISCOLORATION.</li> <li>3. REPORT OF PRESENCE OF DEAD VEGETATION ON, OR IN THE VICINITY OF, THE RIGHT-OF-WAY (ROW).</li> <li>4. RECURRING MINOR HOURLY SHORTAGES.</li> <li>5. REPORT OF SHEEN ON WATER IN VICINITY OF RIGHT-OF-WAY.</li> <li>6. UNUSUAL VARIANCE IN FLOW RATES / PRESSURE BETWEEN ORIGIN AND DELIVERY POINTS.</li> <li>7. UNEXPECTED ALARM/CONDITION WHICH MAY INDICATE A LEAK.</li> <li>8. LEAK DETECTION ALARM.</li> </ol>			
<b>AFTER COMPLETING CHECKLIST, BEGIN NOTIFICATIONS PER THE "EMERGENCY NOTIFICATION FLOW CHART."</b>			
INITIAL ACTIONS TAKEN ( <i>use back of form if needed</i> )			

Form 7082 – Revised 10/13/15

# Colonial Pipeline Company

## INITIAL RESPONSE ROLES & RESPONSIBILITY

### PROCEDURES

#### Initial Procedures

Upon confirmation of a release, Colonial must make an initial assessment to determine the type of material and estimated volume. This assessment is usually conducted by the Atlanta Control Center Operations Manager. As part of this initial assessment, it is necessary for Colonial field personnel to determine the geographical and environmental factors of the area surrounding the release in order to plan the proper protective and remedial measures. The steps for the ascertaining the environmental impact of the release are as follows:

**Release site:** Investigate the release location and the affected natural areas to verify the extent of damage. Determine if any immediate actions at the scene can lessen further damage. At the release site, Colonial Personnel should determine the direction and rate of the flow. Steps should be taken to stop the discharge of additional material and to safely contain the release if possible.

**Areas of immediate danger:** Following the assessment of the spill site, Colonial or its' contractors should examine the areas immediately downstream or adjacent to the release, which may not have been affected, but are in immediate danger of contact with the release ("**Immediate danger" can be defined as occurring in a matter of hours**). If sensitive areas are located, then preemptive measures should be taken to minimize the impact prior to contact with product. This includes, but is not limited to, booms, dams, or other diversion measures to lessen the impact prior to contact.

**Areas of potential danger:** While steps are being taken to control the spread of the release, Colonial shall conduct reconnaissance to determine what other sensitive areas might be impacted if the flow continues downstream. If sensitive areas are located, provisions shall be made to protect these areas. Preparation should be made for the deployment of additional resources as necessary.

### SECONDARY PROCEDURES

Once a sensitive area has been identified and protective measures have been taken, the Colonial site commander shall monitor the integrity and effectiveness of those measures. At a minimum, a daily inspection will be carried out to ensure that the protective measures are secure and that no additional measures are required. The Colonial site commander will also monitor the ecological health of the threatened area.

### PUBLIC AFFAIRS COMMUNICATIONS STRATEGY

#### Objective

By effectively communicating factual information about Colonial objectives, functions, accidents, accomplishments, plans, activities, facilities, and personnel, Colonial's public and community relations activities should:

Create acceptance of Colonial as a good neighbor serving an important purpose.

Promote credibility, respect, and fair treatment on the part of news media and community leaders toward Colonial.

Avoid or correct misunderstandings about Colonial.

Defend Colonial's reputation at all times, but particularly during times of crises when erosion of that reputation is most likely to occur. Defending Colonial in the "court of public opinion" is especially critical.

# Colonial Pipeline Company

## INITIAL RESPONSE ROLES & RESPONSIBILITY

### **Organizational Responsibility**

The Director of Communications will coordinate the release of information about Colonial, obtaining prior leadership approval as required.

Media inquiries and information requests to Colonial will be directed to the Director of Communications who will either respond or authorize others to respond, with the approval of leadership.

As an exception, an officer, leader, or manager may make a direct response if he or she believes it is appropriate and in the best interest of Colonial. However, the Director of Communications must be informed of such contacts and, as a general rule, all requests and inquiries should be referred to the Public Affairs.

### **General**

Advance approval must be obtained from Corporate Communications before providing information that has not been published or released previously in the following areas:

- Colonial's position on topical issue
- Colonial financial data
- Expansion plans, personnel changes, and new or changed policies
- Technical operating data
- Articles, speeches, and papers that refer to Colonial
- Photographs of Colonial facilities
- Advertisements

### **Dealing with the Media**

The content and tone of answers to questions will have a definite bearing on how favorable the coverage is to Colonial. Be confident. Do not be defensive or vague. Do not be critical of other agencies involved. Be factual and courteous. Do not speculate.

Reporters cannot be "brushed off." Any attempt to avoid cooperating with them will hurt Colonial. Calm, advised answers make their jobs easier, and will more quickly satisfy them. A promise to supply more complete information later must be kept. Supplemental information may be forwarded even though it is not specifically requested.

Reporters live by deadlines and want as much information as possible as soon as possible. An emergency is a difficult time to give a clear and complete story. Do not give a persistent reporter hasty, incorrect, or answers in exasperation. Do not be intimidated. When possible, answer specifically what is asked. Try to avoid embellishing.

If asked a question that cannot be answered, give a valid reason why this is the case. It is acceptable to say, "I do not know the answer to that." Never say "No comment."

Employees should not, except as authorized, consent to interviews with the news media, insurance adjusters, government investigators, or other non-Colonial personnel.

# Colonial Pipeline Company

## INITIAL RESPONSE ROLES & RESPONSIBILITY

### **ALL EMERGENCIES**

In emergency situations, designated field personnel may respond directly, as provided under Minor Emergencies and Major Emergencies below. Corporate Communications should be informed of all inquiries and answers so all corporate responses can be coordinated, made current, remain consistent, corrected, and clarified as necessary.

### **Minor Emergencies**

To prevent exaggerated reports, the Director of Communications (or Director of Operations, Operations Manager, or other designated Company spokesperson when the Corporate Communications Manager is unavailable) will respond to all inquiries following the guidelines listed below:

Confirm that Colonial has experienced an irregularity in operations, but emphasize that there is no apparent danger to the public. If there are dangers to the public state them factually and explain what actions local government agencies and Colonial are taking.

In simple terms, describe what happened, where it happened, and when.

Explain what is being done to remedy or normalize the situation.

### **Major Emergencies**

In the event of news media inquiries regarding events such as fires, explosions, significant releases, pollution, property damage, sabotage, serious injuries, death, or any potential hazard or immediate danger to the public, the following procedure will be followed:

The Director of Communications, with leadership approval, will coordinate all communications and will respond to all inquiries received at the incident site and at the Atlanta Office.

The Director of Operations, or in his absence, the ranking Operations Manager or other designated Company spokesperson, while awaiting the arrival of the Director of Communications, should make every effort to give factual, complete information to news media as soon as possible. The Colonial spokesperson should normally be the single source of information at the scene.

In the absence of the Director of Communications, the Director of Operations, or in his absence, the ranking Operations Manager or designated Colonial spokesperson, should expect the news media to arrive or call almost immediately, and should be prepared to respond to them. Any responses should provide only facts, but should emphasize and confirm that the Director of Communications will make a follow-up response. The following information should be released:

A general statement of the situation. Speculation or comment as to what caused the event must be avoided.

The number of Colonial and contractor response personnel involved.

The number of fatalities or people injured, if any, and where they were taken. Immediate families must be notified before releasing names of injured or dead employees, or other individuals to the news media. Statements as to the extent of injuries should not be made unless it is obvious they are minor and only first aid is required.

A brief, non-technical description of the damaged facilities and the functions they performed.

Only Corporate Communications is authorized to release information related to the monetary amount of damage, quantities of products involved, the time it may take to repair damages, the cause of the incident,

# **Colonial Pipeline Company**

## **INITIAL RESPONSE ROLES & RESPONSIBILITY**

and the original cost of facilities or equipment. (When other company employees are asked for this type of information, the best and most honest reply is "I don't know." Rather than speculate, merely respond that Colonial will check on the facts and provide the information when available.)

The Director of Communications will:

Supervise the handling of all contacts with the media at a contingency site after arriving at the scene. If necessary, set up a communications center to keep reporters together as a group to effect better coordination. Colonial facilities normally will not be used as pressrooms. Arrangements may be made at nearby hotels or public facilities.

If desired by reporters, a site tour may be arranged, but only after it is established that no hazards exists. Tours of any "warm" or "hot" zones must be coordinated with on-site safety personnel. Maximum cooperation possible, within limits of safety, will be given to reporters.

Oversee contacts with local government officials in the absence of the Government Relations Manager.

Oversee release of information about an incident to employees and retirees.

Coordinate issuance of news releases to the trade press and other mass media.

Maintain current media contact lists.

Prepare letters or other messages for distribution door-to-door or by mail in an accident impact area.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM AND STRUCTURE

### SOUTHEAST RESPONSE ZONE

Colonial Pipeline Company utilizes an Incident Command System (ICS) when responding to emergencies. Colonial's ICS has been developed and modified from the generic Incident Command System based on Colonial's actual experiences and available resources.

Section 4.02 outlines the overall Incident Command System Structure utilized in each of Colonial's three response zones. Response zone personnel identified in the spill management team structure are the primary responders for their area of expertise. In the event of an incident, they will be in communication with on-site personnel to monitor events and relay instructions until their arrival at the scene. Additionally, a list of all trained personnel in the response zone can be found in Section 5.02.

Specific roles and responsibilities of positions within the ICS can be found via the link on the response plan webpage. Information accessible through the above referenced link details response structure positions as well as those not specifically depicted on the ICS structure chart. All positions are staffed by trained response zone and/or corporate personnel.

An ICS structure should be established as soon as possible during response to an incident. As responders listed on the affected Response Zone's ICS report to the incident command, they will assume the Section Leader roles as described in the structure.

In ICS, Unified Command is an integrated team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

The Unified Command is responsible for the overall management of the incident. It directs incident activities including the development and implementation of strategic decisions and approves the ordering and releasing of resources. The Unified Command may activate Deputy Incident Commanders to assist in carrying out Incident Command responsibilities.

Depending on the complexity of the emergency event, the Incident Commander may be organized under the Unified Command Structure which includes:

The pre-designated Federal On Scene Coordinator (FOSC) acting under the authority of the National Contingency Plan (NCP).

The pre-designated State On Scene Coordinator (SOSC) representing state and local response agencies.

Local Government.

The Responsible Party (RP) representing Colonial Pipeline Company.

The functions of a Unified Command are to:

- Provide overall response direction.
- Coordinate effective communication.
- Coordinate resources.
- Establish incident priorities.
- Develop incident objectives.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM AND STRUCTURE

- Develop strategies to achieve objectives.
- Assign objectives to response structure.
- Review/approve incident action plans.
- Ensure integration of response organization.
- Establish protocols.

An ICS led by a Unified Command has been used to manage federal, state, and local responses to complex multi-agency, multi-jurisdictional incidents. The guidelines of the National Preparedness for Response Exercise Program – PREP (which were issued by the Department of Transportation, Department of the Interior, and the U.S. Environmental Protection Agency) describe the ICS as "the system to achieve the coordination necessary to carry out an effective and efficient response."

Advantages to using the ICS/UC include:

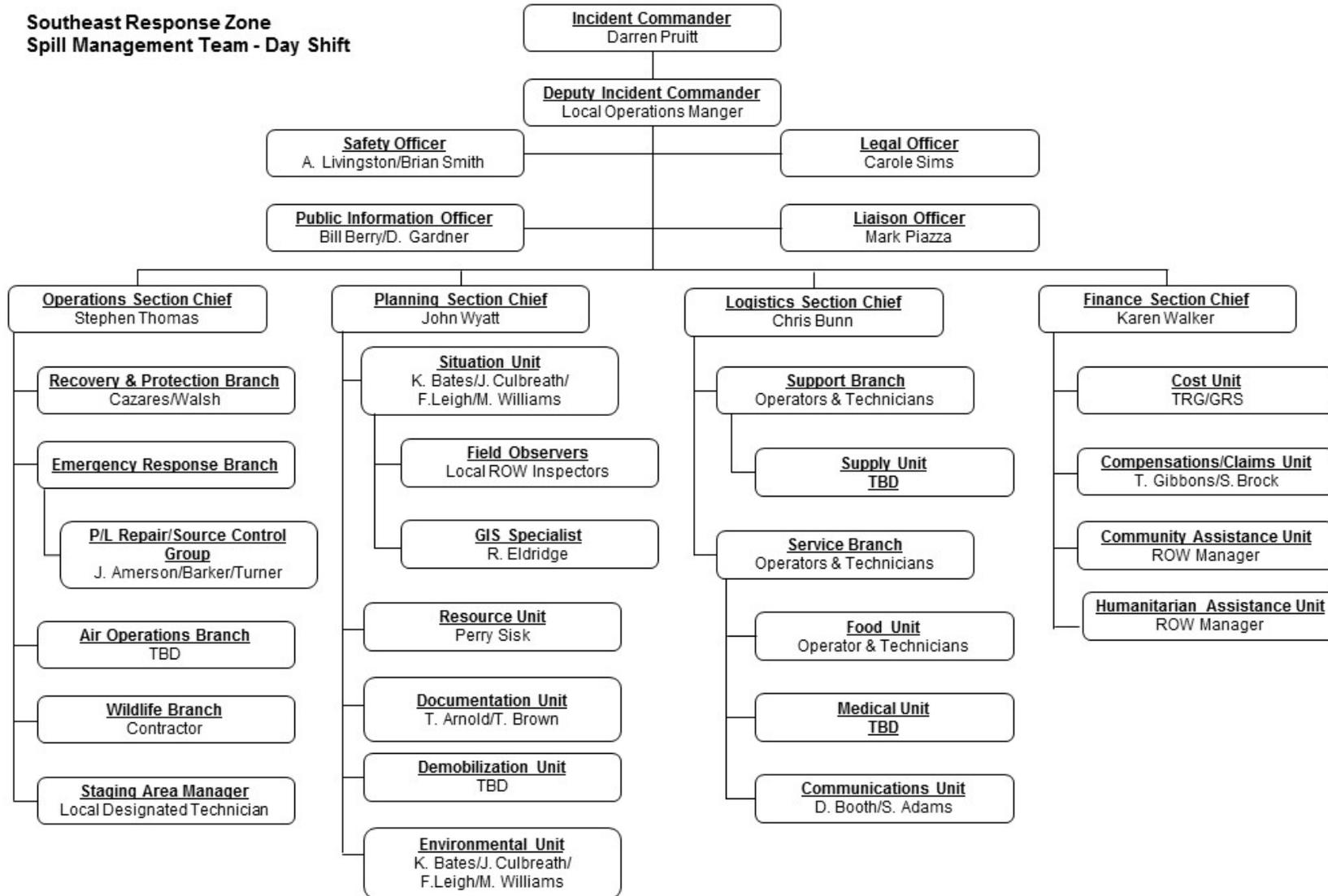
- Optimization of combined efforts.
- Elimination of duplicative efforts.
- Establishment of one command post.
- Development of collective approval of shared operations, logistics, planning, and finance.
- Encouragement of cooperative response environment.
- Allowance for shared facilities, which not only reduces costs for those responding, but also maximizes efficiency and reduces communication breakdowns.

The ICS/UC structure itself outlines responsibilities and functions (not people), therefore reducing potential conflicts, and improves information flow among all organizations. The ICS maintains its modular organizational structure, so that none of the advantages of the ICS are lost by the introduction of a Unified Command.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM AND STRUCTURE

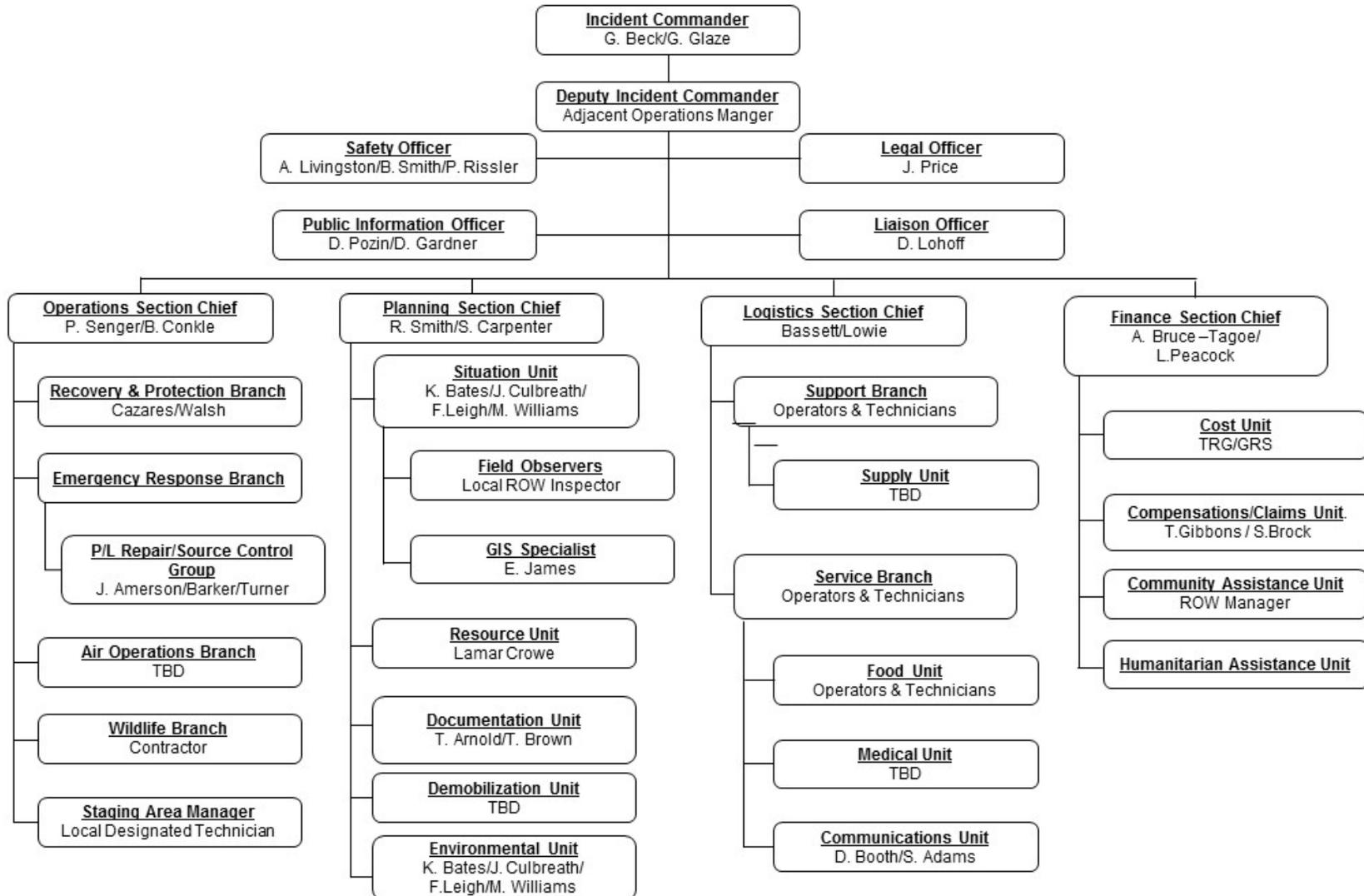
**Southeast Response Zone  
Spill Management Team - Day Shift**



# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM AND STRUCTURE

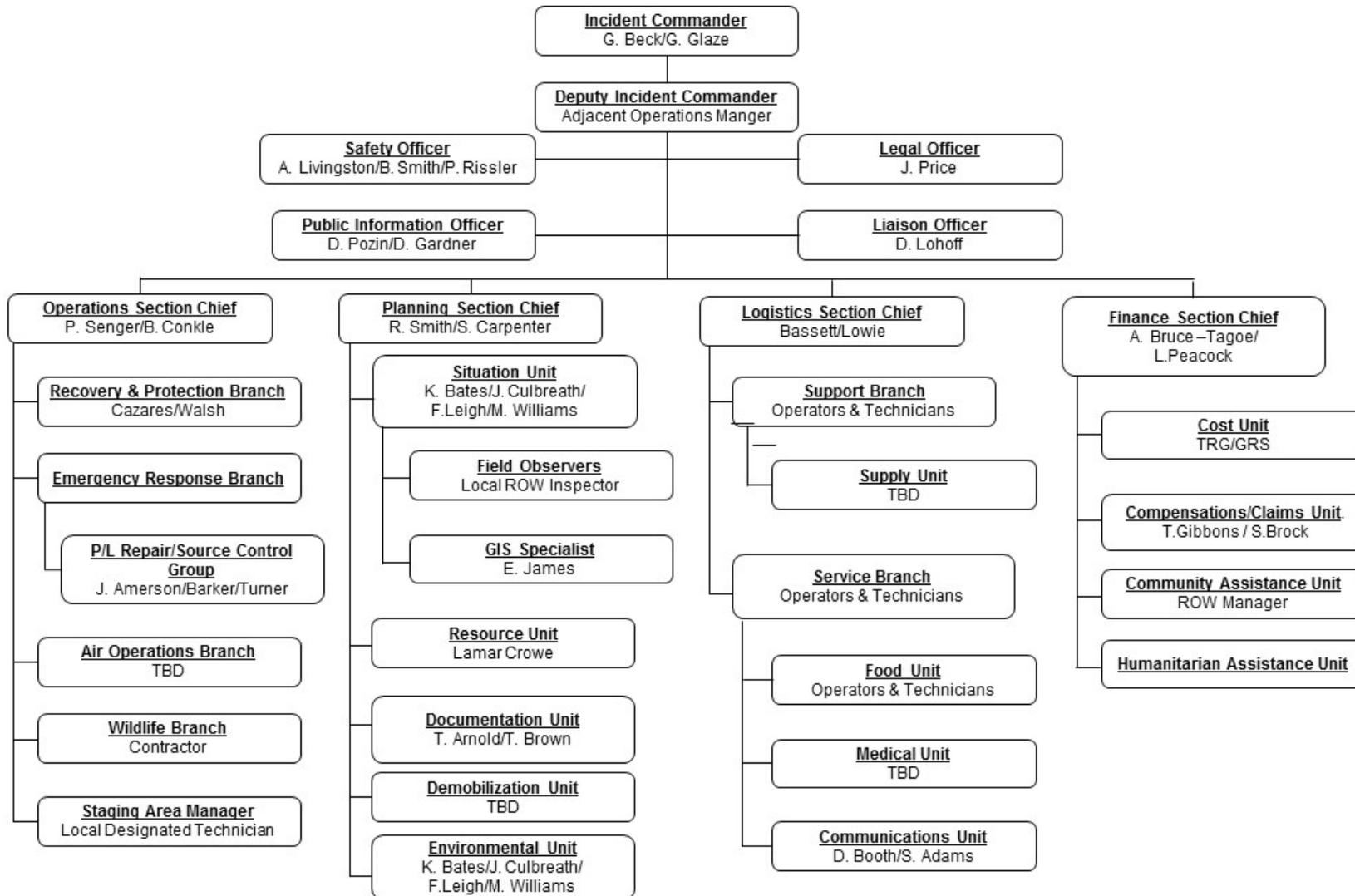
**Southeast Response Zone  
Spill Management Team – Night Shift**



# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM AND STRUCTURE

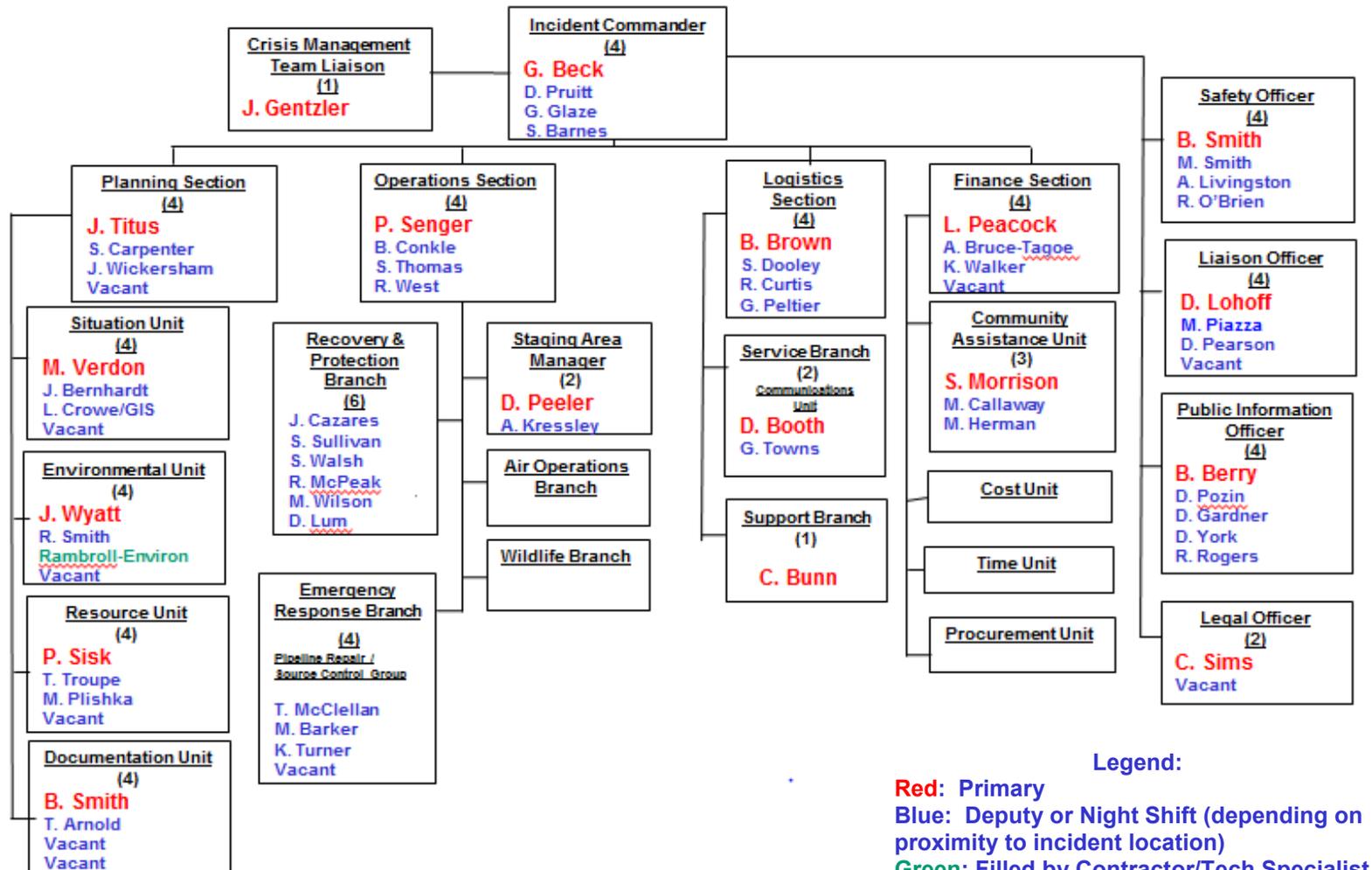
**Southeast Response Zone  
Spill Management Team – Night Shift**



# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM AND STRUCTURE

### Colonial Pipeline Strike Team



**Legend:**  
 Red: Primary  
 Blue: Deputy or Night Shift (depending on proximity to incident location)  
 Green: Filled by Contractor/Tech Specialist  
 (#): Denotes desired team depth

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**COMMON ICS RESPONSIBILITIES**

<b>COMMON RESPONSIBILITIES FOR ALL ICS POSITIONS</b>	
<b>Responsibilities</b>	
	Receive assignment from your agency, including:
	Job assignment (e.g., Strike Team designation, position, etc.).
	Brief overview of type and magnitude of incident.
	Travel instructions including reporting location & response time.
	Any special communications instructions (e.g., travel, radio frequency).
	Monitor incident related information from media, internet, etc., if available.
	Assess personal equipment readiness for specific incident and climate (e.g., medications, money, computer, medical record, etc.) Maintain a checklist of items and possible a person Go-Kit.
	Inform others as to where you are going and how to contact you.
	Review Colonial Incident Management Handbook.
	Take advantage of available travel to rest prior to arrival.
	Upon arrival at the incident, check-in at the designated check-in location. Check-in may be found at any of the following locations:
	Incident Command Post (ICP), Base/Camps, Staging Areas, Helibases.
	If you are instructed to report directly to an on-scene assignment, check-in with the Division/Group Supervisor or the Operations Section Chief.
	Receive briefing from immediate supervisor.
	Agency Representatives from assisting or cooperating agencies report to the Government Liaison Officer (LNO) at the ICP after check-in.
	Acquire work materials.
	Abide by organizational code of ethics.
	Participate in IMT meetings and briefings as appropriate.
	Ensure compliance with all safety practices and procedures. Report unsafe conditions to the Safety/Security Officer.
	Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
	Organize and brief subordinates.
	Know your assigned communication methods and procedures for your area of responsibility and ensure that communication equipment is operating properly.
	Use clear text and ICS terminology (no codes) in all radio communications.
	Complete forms and reports required of the assigned position and ensure proper disposition of incident documentation as directed by the Documentation Unit.
	Ensure all equipment is operational prior to each work period
	Report any sign/symptoms of extended incident stress, injury, fatigue or illness for yourself or coworkers to your supervisor.
	Brief shift replacement on ongoing operations when relieved at operational periods or rotation out.
	Respond to demobilization orders and brief subordinates regarding Demobilization.
	Prepare personal belongings for demobilization.
	Return all assigned equipment to the appropriate location.
	Complete Demobilization Check-out process before returning to home base.
	Participate in After-Action activities as directed.

**Colonial Pipeline Company**  
INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST  
COMMON ICS RESPONSIBILITIES

	Carry out assignments as directed.
	Upon demobilization, notify RESL at incident site or home unit of your safe return.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### COMMAND SECTION

#### INCIDENT COMMANDER - IC & DEPUTY INCIDENT COMMANDER - DEPUTY IC

##### Responsibilities

The Incident Commander's (IC) responsibility is the overall management of the incident. On most incidents, the command activity is carried out by a single IC but could be the UC particularly on larger incidents. The IC is selected by qualifications and experience. The IC may have one or more deputies, who may be from the same agency/organization, or from an assisting agency/organization. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over the position any time.

##### Checklist

	Review common responsibilities.
	Obtain a briefing from the prior IC (201 Briefing).
	Determine Incident Objectives & general direction for managing the incident.
	Establish the immediate priorities.
	Assess the situation and/or obtain a briefing from the prior Incident Commander.
	Communicate with the CMT as described in Section 2.01 of the ERP.
	Establish an ICP, assign to Logistics if activated.
	Brief and coordinate activity of Command Staff and General Staff.
	Establish an appropriate organization & set shift change schedule.
	Direct the completion of the ICS forms 201 and 202 and through the development and implementation of 12 hour or 24 hour Response Plan.
	Determine incident objectives and strategies in accordance with Area Contingency Plan(s) (ACP).
	Represent company as member of Unified Command.
	Ensure planning meetings are scheduled as required.
	Approve and authorize the implementation of an IAP.
	Ensure that adequate safety measures are in place.
	Seek appropriate legal counsel.
	Coordinate with key stakeholders and officials through the Liaison Officer.
	Approve requests for additional resources or for the release of resources.
	Ensure incident funding is available.
	Approve the use of trainees, volunteers, and auxiliary personnel.
	Authorize release of information to the news media through PIO.
	Ensure ICS 209 is completed and forwarded to appropriate higher authority.
	Order the demobilization of the incident when appropriate.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### COMMAND SECTION

<b>SAFETY OFFICER - SOFR</b>	
<b>Responsibilities</b>	
<p>The SOFR function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations. Only one primary SOFR will be assigned for each incident. The SOFR may have specialists, as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities, such as air operations, hazardous materials, etc.</p>	
<b>Checklist</b>	
	Review Common Responsibilities.
	Become familiar with all applicable National, State, and Local health and safety regulations.
	Obtain briefing from Incident Commander.
	Participate in tactics and planning meetings, and other meetings and briefings as required.
	During initial response, document the hazard analysis process addressing hazard identification, personal protective equipment, control zones, and decontamination area.
	Identify hazardous situations associated with the incident.
	Review the Incident Action Plan for safety implications.
	Provide safety advice in the IAP for assigned responders via the safety message on each ICS 204.
	Exercise emergency authority to stop and prevent unsafe acts.
	Investigate accidents that have occurred within the incident area.
	Assign assistants and manage the incident safety organization.
	Review and approve the medical plan (ICS Form 206).
	Ensure preparation and implementation of Site Safety and Health Plan (SSHP) (ICS Forms 201-5/1208) in accordance with the Area Contingency Plan (ACP) and state and Federal OSHA regulations.
	Develop the Work Safety Analysis Worksheet (ICS 215A) as required.
	Participate in tactics meetings to identify any health and safety concerns inherent in the operations daily work plan.
	Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
	Brief Command on safety issues and concerns.
	Have debriefing session with the IC prior to demobilization.
	Quality assurance of Site Safety Plan effectiveness.
	Pre-operations health and safety conference for all incident participants.
	The SSHP shall, at a minimum, address, include, or contain the following elements:
	Health and safety hazard analysis for each site task or operation using the Work Safety Analysis Worksheet (ICS 215A) as required.
	Comprehensive operations work plan.
	Personnel training requirements.
	PPE selection criteria.
	Site-specific occupational medical monitoring requirements.
	Air monitoring plan: area/personal.
	Site control measures.
	Confined space entry procedures "only if needed".
	Pre-entry briefings (tailgate meetings): initial and as needed.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### COMMAND SECTION

<b>PUBLIC INFORMATION OFFICER - PIO</b>	
<b>Responsibilities</b>	
<p>The Public Information Officer (PIO) is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. Only one primary PIO will be assigned for each incident, including incidents operating under UC and multi-jurisdiction incidents. The PIO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Agencies have different policies and procedures relative to the handling of public information.</p>	
<b>Checklist</b>	
	Review Common Responsibilities.
	Determine from the IC if there are any limits on information release.
	Obtain briefing from the Incident Commander.
	Develop material for use in media briefings.
	Develop a local media list.
	Obtain IC/UC approval of media releases.
	Prepare prompt and informative news releases to inform the public and conduct media briefings.
	Prepare letters for door to door distribution.
	Update employees through E-Mail/bulletins.
	Arrange for tours and other interviews or briefings that may be required.
	Establish and maintain a Joint Information Center as necessary.
	Implement applicable ACP JIC/PIO policies and procedures.
	Obtain media information that may be useful to incident planning.
	Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.
	Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
	Brief Command on PIO issues and concerns.
	Monitor incident status to maintain current knowledge of events and progress.
	Monitor media for accuracy, correct as necessary.
	Have debriefing session with the IC prior to demobilization.
	Complete Media Contact and Community Inquiry reports as necessary.
	Utilize consultants handling media and community relations.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### COMMAND SECTION

<b>LIAISON OFFICER - LNO</b>	
<b>Responsibilities</b>	
Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the LNO position on the Command Staff. Only one primary LNO will be assigned for each incident, including incidents operating under UC and multi-jurisdiction incidents. The LNO may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. The LNO is assigned to the incident to be the contact for assisting and/or cooperating Agency Representatives.	
<b>Checklist</b>	
	Wear position identification vest.
	Review Common Responsibilities.
	Obtain briefing from the Incident Commander.
	Verify notifications to all appropriate agencies have been made and log agency, date/time of notification, and case number assigned.
	Establish a Liaison area near the Command Center to assist local government agencies.
	Be a contact point for non-jurisdictional agencies, NGOs, special interest groups, or other organizations seeking input to the response.
	Obtain input on issues and concerns from above organizations, vet with appropriate response personnel, and communicate resolutions back to the organizations.
	Make required and courtesy notifications to regulatory agencies and potentially affected parties as requested by the IC.
	Identify and interface with the appropriate State and Federal response organizations.
	Implement applicable ACP policies and procedures.
	As necessary, identify and interface with the appropriate local, state, and federal elected officials who represent the affected area.
	Maintain a list of assisting and cooperating agencies and Agency Representatives, including name and contact information. Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
	Assist in establishing and coordinating interagency contacts.
	Keep agencies supporting the incident aware of incident status.
	Monitor incident operations to identify current or potential inter-organizational problems.
	Call, visit, and/or greet and brief elected officials.
	Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
	Coordinate resource needs for incident investigation activities with the OSC.
	Provide ongoing briefings and forward concerns to the Command Center.
	Monitor activities and establish/update briefing charts.
	Coordinate response resource needs for Natural Resource Damage Assessment and Restoration (NRDAR) activities with the OSC during oil and HAZMAT responses.
	Ensure that all required agency forms, reports and documents are completed prior to demobilization.
	Work with the volunteer Coordinator to ensure volunteer training and activities are aligned with direction provided by the IC/UC.
	Brief Incident Commander/Command on agency issues and concerns.
	Have debriefing session with the IC prior to departure/demobilization.
	Coordinate activities of visiting dignitaries.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### COMMAND SECTION

	<b>DOT COMPLIANCE</b>
	Obtain briefing from Incident Commander.
	Don position identification vest.
	Gather data concerning the cause of the incident as required on PHMSA/OPS Accident investigation form.
	Serve as liaison for Office of Pipeline Safety and National Transportation Safety Board.
	Document the excavation and removal of damaged pipe/equipment by photography, video, and/or written report.
	Arrange for the shipment of the damaged pipe/equipment and develop a chain of custody for shipment.
	Ensure the repair of the pipeline/equipment is performed in accordance with applicable governmental regulations.
	Brief DOT/PHMSA personnel using ICS Form 201.
	Coordinate response resource needs for incident investigation activities with PHMSA/OPS.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST COMMAND SECTION

<b>LEGAL OFFICER*</b>	
<b>Responsibilities</b>	
The Legal Officer is responsible for providing advice and direction on matters of a legal nature including legal requirements relating to the emergency response, investigations, Natural Resource Damage assessment (NRDA), major procurement contracts, and review of information releases to the media, government agencies, and the public <sup>1</sup> .	
<b>Checklist</b>	
	Review Common Responsibilities.
	Obtain briefing from the Incident Commander.
	Advise the Incident Commander (IC) and the Unified Command (UC), as appropriate, on legal issues associated with response operations (only applicable as to advising Colonial members).
	Provide advice regarding response activity documentation to the response team.
	Provide legal input to the Documentation Unit, the Compensation/Claims Unit, and other appropriate Units as requested.
	Review press releases, documentation, contracts, and other matters that may have legal implications for the Company.
	Participate in Incident Command System (ICS) meetings and other meetings, as requested.
	Participate as appropriate in incident investigations and the assessment of damages (including natural resource damage assessments).
	Maintain Individual/Activity Log (ICS Form 214a).

\*Legal Officer will be dispatched to Incident Command Center for incidents meeting the following criteria:

A spill that causes, or is likely to cause, death and serious bodily injury.

A spill greater than 1,000 gallons which reaches, or is likely to reach, waters.

A spill in which a NTSB investigation is initiated, or is likely to be initiated.

A spill in which a DOJ or EPA investigation or enforcement action is initiated, or is likely to be initiated.

A spill in which a class action or multiple toxic tort claims are filed, or is likely to be filed.

A spill with national media interest, or local media interest, lasting or likely to last, beyond the initial response.

A spill with the General Counsel or Incident Commander determines is advisable to have Legal resources located at the Incident Command Center.

---

<sup>1</sup> The Legal Officer will provide advice as requested and appropriate; however, certain of these functions may be normally handled by others at the Incident Command. For instance, advice and direction relating to the legal nature of claims and insurance coverage will normally be handled by the Compensation/Claims Unit Leader.

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**COMMAND SECTION**

<b>INTELLIGENCE/SECURITY OFFICER - INTO</b>	
<b>Responsibilities</b>	
The responsibility of the INTO is to provide Command intelligence information that can have a direct impact on the safety of response personnel and influence the disposition of maritime security assets involved in the response.	
<b>Checklist</b>	
	Collect and analyze incoming intelligence information from all sources.
	Determine the applicability, significance, and reliability of incoming intelligence information.
	As requested, provide intelligence briefings to the IC/UC.
	Provide intelligence briefings in support of the Incident Command System Planning Cycle.
	Provide Situation Unit with periodic updates of intelligence issues that impact the incident response.
	Answer intelligence questions and advise Command and General Staff as appropriate.
	Review the IAP for intelligence implications.
	Supervise, coordinate, and participate in the collection, analysis, processing, and dissemination of intelligence.
	Assist in establishing and maintaining systematic, cross-referenced intelligence records and files.
	Establish liaison with all participating law enforcement agencies including the CGIS, FBI/JTTF, State, and Local police departments.
	Conduct first order analysis on all incoming intelligence and fuse all applicable incoming intelligence with current intelligence holdings in preparation for briefings.
	Prepare all required intelligence reports and plans.
	As the incident dictates, determine need to implant Intelligence Specialists in the Planning and Operations Sections.
	Ensure that all required agency forms, reports, and documents are completed prior to demobilization.
	Have debriefing session with the IC prior to demobilization.
	Maintain Individual/Activity Log (ICS Form 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### FINANCE SECTION

#### **FINANCE SECTION CHIEF – FSC**

#### **DEPUTY FINANCE SECTION CHIEF – Deputy FSC**

#### **Responsibilities**

The FSC, a member of the General Staff, is responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Admin Section. The FSC may have Deputy FSC's, who may be from the same organization or from an assisting agency. The Deputy FSC must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

#### **Checklist**

	Review Common Responsibilities.
	Obtain Briefing from Incident Commander.
	Assess and ensure the adequacy of financial internal controls at the incident site.
	Manage all financial aspects of an incident.
	Participate in incident planning meetings and briefings as required.
	Review operational plans and provide alternatives where financially appropriate.
	Assure that cost tracking services are provided prior to the arrival of a third party cost monitoring service group.
	Evaluate the need for third party monitoring services.
	Assess staffing requirements of third party monitoring services.
	Provide on-site management of third party monitoring services.
	Provide financial and cost analysis information as requested.
	Prepare contracts with vendors or contractors as requested by Logistics.
	Maintain communications with Logistics/Staging.
	Inform Incident Commander of scheduled actions taken during briefings.
	Inform Incident Commander of cost estimates related to the leak, as requested:
	Gather information to discuss leak related cost estimates with Incident Commander.
	Facilitate communication of leak related cost estimates to the appropriate corporate office personnel, as requested.
	Serve as liaison at staging for the Shared Services and Financial Services Teams:
	Coordinate with Procurement to obtain contractor rates/contract adjustments as needed.
	Coordinate efforts with the Atlanta finance team to request limits be raised on employee credit cards, if needed.
	Assign accounting tracking number(s) for incident and assure appropriate use of the tracking number.
	Serve as financial point of contact for costs incurred at site:
	Facilitate processing of invoices once approved by appropriate field personnel.
	Gather information to discuss leak related cost estimates with Corporate Office as requested.
	Participate with procurement in third party administrative monitoring services contractor negotiations.
	Coordinate with Financial Manager at Corporate Office to assure that leak-related and insurance recovery costs are properly recorded.
	Gather pertinent information from briefings with responsible agencies.
	Maintain daily contact with assisting/cooperating agency(s) on Finance/Admin matters.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### FINANCE SECTION

	Ensure that all personnel time records are accurately completed and transmitted to home agencies, according to policy.
	Provide financial input to demobilization planning including recommending priorities for resources to be demobed based on cost considerations.
	Ensure that all obligation documents initiated at the incident are properly prepared and completed.
	Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident.
	Develop recommended list of Section resources to be demobed and initial recommendation for release when appropriate.
	If required, develop IAP interface to track costs in Accounting System.
	Receive and implement applicable portions of the incident Demobilization Plan.
	Maintain Individual/Activity Log (ICS Form 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### FINANCE SECTION

<b>COST UNIT LEADER – COST</b>	
<b>Responsibilities</b>	
The Cost Unit Leader (COST) is responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.	
<b>Checklist</b>	
	Review Unit Leader Responsibilities.
	Obtain a briefing from the Finance Section Chief.
	Coordinate with business unit/organization management on cost reporting procedures.
	Collect and record all cost data.
	Develop incident cost summaries.
	Prepare resources use cost estimates for the Planning Section.
	Make cost saving recommendations to the Finance Section Chief.
	Ensure all cost documents are accurately prepared.
	Maintain cumulative incident cost records.
	Complete all records prior to demobilization.
	Provide reports to the Finance Section Chief.
	Maintain Individual/Unit Log (ICS 214a/214).

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**FINANCE SECTION**

<b>TIME UNIT LEADER – TIME</b>	
<b>Responsibilities</b>	
The Time Unit Leader (TIME) is responsible for equipment and personnel time recording.	
<b>Checklist</b>	
	Review Unit Leader Responsibilities.
	Determine incident requirements for time recording function.
	Determine resource needs.
	Contact each responding organization management to ensure daily personnel time records are prepared and in compliance with their policies.
	Establish time unit objectives.
	Maintain separate logs for overtime hours.
	Submit cost estimate data forms to the Cost Unit, as required.
	Maintain records security.
	Ensure that all records are current and complete prior to demobilization.
	Release time reports for responders to their respective management representatives prior to demobilization.
	Brief the Finance Section Chief on current problems and recommendations, outstanding issues, and follow-up requirements.
	Maintain Individual/Unit Log (ICS 214a/214).

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**FINANCE SECTION**

<b>PROCUREMENT UNIT LEADER – PROC</b>	
<b>Responsibilities</b>	
The PROC is responsible for administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.	
<b>Checklist</b>	
	Review Common Responsibilities.
	Review Unit Leader Responsibilities.
	Review incident needs and any special procedures with Unit Leaders, as needed.
	Coordinate with local facility or business unit managers on potential contractors and supply sources.
	Ensure procurement procedures are compliant with the incident Finance Guidelines.
	Prepare and authorize contracts, building, and land-use agreements.
	Draft memoranda of understanding, as necessary.
	Establish contracts and agreements with supply vendors.
	Provide for coordination between the Supply Unit and all other procurement organizations supporting the incident.
	Develop a property management system that meets company requirements and accounts for all new property.
	Interpret contracts and agreements; resolve disputes within delegated authority.
	Coordinate with the Compensation/Claims Unit for processing claims.
	Complete final processing of contracts and send documents for payment.
	Coordinate cost data in contracts with the COST.
	Brief the FSC on current problems and recommendations, outstanding issues, and follow-up requirements.
	Maintain Individual/Unit Log (ICS 214a/214).

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**FINANCE SECTION**

<b>COMPENSATION/CLAIMS UNIT LEADER – COMP</b>	
<b>Responsibilities</b>	
The COMP is responsible for the overall management and direction of all administrative matters pertaining to compensation for injury and claims related activities (other than injury) for an incident.	
<b>Checklist</b>	
	Review Common and Unit Leader Responsibilities.
	Obtain briefing from Finance Section Chief.
	Activate appropriate personnel and insurance/claims manager.
	Activate third party administrator/claims unit.
	Establish Claims Center with appropriate communication system.
	Assess the scope of the incident and potential damages/claims.
	Develop list of possible affected parties/property owners and contact as appropriate.
	Document and preserve evidence/information by all available means (video, photos, etc.).
	Consult with Safety/Security to determine role in cause investigation.
	Obtain settlements from injured and damaged parties.
	Interface with the appropriate state and federal response organizations.
	Notify insurance brokers as applicable.
	Arrange for emergency care and housing of affected parties.
	Identify and list nearest hospitals/claims to the area and arrange for handling of affected parties as necessary.
	Compile list of claimants including claim details and CPC response.
	Update Finance Section Chief as necessary.
	Ensure that all Compensation for Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.
	Keep the FSC briefed on Unit status and activity.
	Demobilize unit in accordance with the Incident Demobilization Plan.
	Maintain Unit Log (ICS 214).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### OPERATIONS SECTION

#### **OPERATIONS SECTION CHIEF - OSC** **DEPUTY OPERATIONS SECTION CHIEF - DEPUTY OSC**

#### **Responsibilities**

The Operations Section Chief (OSC), a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The OSC activates and supervises operational elements in accordance with the IAP and directs its execution. The OSC also directs the preparation of Unit operational plans, requests or releases resources, makes expedient changes to the IAP, as necessary, and reports such to the IC. The OSC may have one or more Deputy OSCs and may assign a Deputy OSC or On-Scene Commander to supervise on-scene operations.

#### **Checklist**

	Review Common Responsibilities.
	Obtain briefing from IC.
	Ensure public safety is communicated to be the top priority at all times.
	Ensure that each Site Supervisor holds a pre-work safety meeting.
	Request sufficient section staffing for both Operations and Planning activities consistent with the Emergency Response Plan.
	Pipeline Repair Leader, Branch Director(s), Site Supervisor(s), and Waste Disposal positions and brief them on their roles. Fill in organization chart.
	Verify that the source has been contained and that all adjacent pipelines have been shut down.
	Ensure Site Safety and Health plan (including O <sub>2</sub> , TPH, and LEL readings) is completed for each site.
	Determine if mobilization of additional personnel and/or response equipment is necessary.
	Communicate with Safety, Planning, and Logistics/Staging.
	Request sufficient Section supervisory staffing for both ops and planning activities.
	Subdivide work areas into manageable units/Areas of Operation and define the areas of operations and appropriate zone for each OSRO.
	Work with Planning Section Chief to ensure that all sites are named for identification purposes.
	Ensure that all personnel have been HAZWOPER trained and have the appropriate Documentation.
	Follow Resource Tracking Process.
	Document initial callout of resources and personnel on ICS-201-4 "Resource Summary" and provide updates to the Resource Unit Leader.
	Ensure status board with personnel and equipment at each site is displayed on Command Center wall.
	Convert operational incident objectives into strategic and tactical options through a work analysis matrix.
	Prepare ICS 234 Work Analysis Matrix with PSC to convert operational objectives into strategic and tactical options and ensure those options are in line with ICS 202 Response Objectives.
	Coordinate and consult with the PSC, SOFR, technical specialists, modeling scenarios, trajectories, etc., on selection of appropriate strategies and tactics to accomplish objectives.
	Identify kind and number of resources required to support selected strategies.
	Develop reactive phase work assignments and allocate tactical resources based on strategy requirements.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### OPERATIONS SECTION

	Coordinate planned activities with the SOFR and appropriate agency representatives to ensure compliance with safety practices.
	Prepare, in conjunction with RESL and others, the ICS 215 Operational Planning Worksheet using tactics and work areas identified on the ICS 234 Work Analysis Matrix.
	Participate in the planning process and the development of the tactical portions (Areas of Operation, ICS 204, ICS 209 (mass balance and waste management)) of the IAP.
	Assist with development of long-range strategic, contingency, and demobilization plans.
	Supervise Operations Section personnel.
	Monitor need for and request additional resources to support operations.
	Evaluate/monitor current situation for use in next operational period planning.
	Interact and coordinate with Command on achievements, issues, problems, significant changes special activities, events, and occurrences.
	Troubleshoot operational problems with other IMT members.
	Implement the IAP for the Operations Section.
	Evaluate on-scene operations and adjust operations organization, strategies, and tactics as necessary.
	Ensure the Resource Unit is advised of changes in the status of resources assigned to the section.
	Investigate the possibility of using a USCG approved dispersant to facilitate recovery operations.
	Investigate the possibility of halting all river traffic in affected area.
	Utilize knowledge and experience of Federal, State, and Local Government agency representatives and assign in appropriate position within IC.
	Establish hourly communications schedule for each site – preferably 45 minutes after the hour.
	Work with logistics to effectively distribute equipment at staging to various recovery sites.
	Ensure that proper PPE is available and worn by all necessary personnel.
	Communicate overall objectives of response effort to Operations personnel.
	Provide any digital photographs to the Documentation Unit Leader.
	Determine final destination for recovered product.
	Advise Incident Commander of any significant changes in situation status.
	Ensure the Operations Section personnel execute work assignments following approved safety practices.
	Supervise and adjust operations organization and tactics as necessary.
	Participate in operational briefings to IMT members as well as briefings to media and visiting dignitaries.
	Assemble/disassemble task force/strike teams as appropriate.
	Identify/utilize staging areas.
	Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.
	Receive and implement applicable portions of the incident Demobilization Plan.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST OPERATIONS SECTION

<b>RECOVERY AND PROTECTION BRANCH DIRECTOR – RPBD</b>	
<b>Responsibilities</b>	
The Recovery and Protection Branch Director (typically activated only for oil spills) is responsible for overseeing and implementing the protection, containment, and cleanup activities established in the IAP.	
<b>Checklist</b>	
	Identify Divisions, Groups, and resources assigned to the Branch.
	Obtain briefing from OSC/DOSC/On-scene Commander and person you are relieving.
	Implement IAP for Branch by assigning specific work tasks.
	Develop with subordinates alternatives for Branch control operations.
	Review Division/Group Assignment Lists (ICS 204) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
	Attend planning meetings at request of the OSC/DOSC/On-scene Commander.
	Ensure through chain of command that Resources Unit is advised of changes in the status of resources assigned to the Branch.
	Report to OSC/DOSC/On-scene Commander when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
	Approve accident and medical reports originating within the Branch.
	Consider demobilization well in advance.
	Debrief with OSC/DOSC and/or as directed at the end of each shift.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST OPERATIONS SECTION

<b>EMERGENCY RESPONSE BRANCH DIRECTOR – ERBD</b>	
<b>Responsibilities</b>	
The Emergency Response Branch Director is primarily responsible for overseeing and implementing emergency measures to protect life, mitigate further damage to the environment, and stabilize the situation.	
<b>Checklist</b>	
	Review Branch Director Responsibilities.
	Develop with subordinates alternatives for Branch control operations.
	Attend planning meetings at the request of the OSC/DOSC/On-scene Commander.
	Review Division/Group Assignment Lists (ICS Form 204) for Divisions/Groups within the Branch. Modify lists based on effectiveness of current operations.
	Assign specific work tasks to Division/Group Supervisors.
	Report to OPS when: the IAP is to be modified; additional resources are needed; surplus resources are available; or hazardous situations or significant events occur.
	Approve accident and medical reports (home agency forms) originating within the Branch.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### OPERATIONS SECTION

<b>P/L REPAIR/SOURCE CONTROL GROUP SUPERVISOR</b>	
<b>Responsibilities</b>	
Under the direction of the Emergency Response Branch Director, the P/L Repair/Source Control Group Supervisor is responsible for coordinating and directing all salvage/source control activities related to the incident in compliance with the IAP.	
<b>Checklist</b>	
	Review Division/Group Supervisor Responsibilities.
	Coordinate the development of P/L Repair/Source Control Plan.
	Determine P/L Repair Source Control resource needs.
	Direct and coordinate implementation of the Salvage/Source Control Plan.
	Manage dedicated P/L Repair/Source Control resources.
	Consult with Engineering Services as necessary.
	Acquire special road permits, if necessary, for transportation of heavy equipment/supplies.
	Coordinate SAFE and effective repairs to pipeline/equipment by considering the following:
	Equipment capable for monitoring the atmosphere for oxygen and lower explosive limits will be maintained during all repair activities.
	Trenching and excavation standards as established by OSHA must be maintained. This standard requires a person competent in trenching and excavation to be on site.
	Free repair area of flammable vapor or other hazards before repairs are started.
	Utilize a minimum of personnel and equipment to accomplish the repair.
	Man fire extinguishers at all times until repairs have been completed.
	De-energize cathodic protection rectifiers on each side of the repair area.
	Keep the Controller advised of the situation, the feasibility of continuing to operate, proposed plan of action, and estimated time to accomplish the repair.
	A state of emergency will exist along with the entire operating line until such time as the Area Manager advises the Controller that the repair is complete.
	Give particular care to location and use of excavating and other equipment in relation to vapor/air movement and other operating pipelines.
	Isolate line segment by closing block valves and physically locking out.
	Drain product from the section of line to be repaired.
	Have bonding cables in place before line cuts are made.
	Make all pipe cuts in the line "cold" using pipe saw or mechanical cutters.
	Inject nitrogen or CO <sub>2</sub> into the pipe through the cut as soon as entry can be gained. Caution when using nitrogen or carbon dioxide, low pressure shall be used to avoid generation of static electricity. If portable carbon dioxide extinguishers are used the extinguisher must be grounded to the pipe before discharging (Continuous monitoring of oxygen levels is necessary during this process due to nitrogen and CO <sub>2</sub> depleting/displacing oxygen).
	After section has been removed, position spheres at least two feet from the open ends of the pipeline and inflate them with water to seal vapors from the work area.
	New section of pipe to be installed must be pre-tested hydrostatically to at least the same pressure as was required.
	Load sufficient dry ice to last the duration of the repair into the new pipe section before the pipe is clamped into place for welding.
	Back welding procedures requiring entry into an open pipeline are not permitted.
	Update Operations on activities and progress as necessary.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### OPERATIONS SECTION

	Ensure the repair of the pipeline/equipment is performed in accordance with applicable industry/governmental standards.
	Ensure that affected pipeline segment is not disturbed until authorized.
	Ensure that appropriate firefighting equipment is on site and personnel are trained in its use.
	Take numerous digital photographs of the undisturbed site (from all angles).
	Take numerous digital photographs of the repair efforts once authorized to proceed.
	Communicate with Situation Unit Leader on an hourly basis regarding status.
	Ensure welders have current Colonial documentation (gold cards) and are using appropriate welding techniques as per Colonial's Maintenance Manual.
	Contact Engineering System Integrity Team regarding proposed method of repair for their concurrence.
	Be aware of the operational status of any adjacent pipelines.
	Check area for any underground facilities.
	Clearly mark any underground facilities and any above ground obstructions (telephone and power lines, etc.).
	Ensure that an emergency 1-call is made and properly documented.
	Ensure that any adjacent rectifiers have been deactivated.
	Ensure that the affected pipeline is double blocked on both the upstream and downstream sides of the release and that all lockout-tagout documentation is complete before starting work.
	Obtain purchase order and hydrotest records for the new section of pipe to be installed.
	Assign a Colonial employee as a full-time Safety Monitor.
	Ensure that the appropriate MSDS sheets are present at the site.
	Utilize satellite phones or OSRO communications system if necessary.
	Utilize ICS 204 form as a site work plan.
	Hold a pre-work safety meeting for all personnel.
	Ensure Site Safety and Health plan completed for site including O <sub>2</sub> , TPH, and LEL readings.
	Ensure that all Colonial employees wear their Colonial ID Badge on the exterior of their clothing.
	Ensure that all personnel at the site have the appropriate HAZWOPER training and documentation.
	Coordinate the development of Salvage/Source Control Plan.
	Determine Salvage/Source Control resource needs.
	Direct and coordinate implementation of the Salvage/Source Control Plan.
	Manage dedicated salvage/Source Control resources.
	Maintain Individual/Activity Log (ICS Form 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST OPERATIONS SECTION

<b>AIR OPERATIONS BRANCH DIRECTOR - AOBD</b>	
<b>Responsibilities</b>	
<p>The AOBD is ground-based and is primarily responsible for preparing the air operations portion (ICS 220) of the IAP and for providing logistical support to incident aircraft. The AOBD will ensure that agency directives, to include COMDTINST M3710.1e, flight manuals, unit restrictions, and other agency directives will not be violated by incident aircraft, e.g., flight hours, hoist limitations, night flying, etc. After the IAP is approved, the AOBD is responsible for overseeing the tactical and logistical assignments of the Air Operations Branch. In coordination with the Logistics Section, the AOBD is responsible for providing logistical support to aircraft operating on the incident.</p>	
<b>Checklist</b>	
	Review Common Responsibilities.
	Organize preliminary air operations.
	Coordinate airspace use with the FAA. Request declaration (or cancellation) of Temporary Flight Restriction (TFR) IAW FAR 91.173 and post Notice to Airmen (NOTAM) as required.
	Attend the tactics and planning meetings to obtain information for completing ICS 220.
	Participate in preparation of the IAP through the OSC/DOSC. Ensure that the air operations portion of the IAP takes into consideration the Air Traffic Control requirements of assigned aircraft.
	Coordinate with the COML to designate air tactical and support frequencies.
	Perform operational planning for air operations.
	Prepare and provide Air Operations Summary Worksheet (ICS 220) to the Air Support Group and Fixed-Wing Bases.
	Supervise all air operations activities associated with the incident.
	Evaluate helibase and helispot locations.
	Establish procedures for emergency reassignment of aircraft.
	Coordinate approved flights of no-incident aircraft in the TFR.
	Coordinate Coast Guard air assets with the appropriate Command Center(s) through normal channels on incident air operations activities.
	Consider request for logistical use of incident aircraft.
	Report to the OSC/DOSC on air operations activities.
	Report special incident/accidents.
	Develop Aviation Site Safety Plan in concert with SOFR.
	Arrange for an accident investigation team when warranted.
	Debrief with OSC/DOSC as directed at the end of each shift.
	Maintain Individual/Activity Log (ICS Form 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### OPERATIONS SECTION

<b>WILDLIFE BRANCH DIRECTOR</b>	
<b>Responsibilities</b>	
<p>The Wildlife Branch Director is responsible for minimizing wildlife injuries during spill responses; coordinating early aerial and ground reconnaissance of the wildlife at the spill site and reporting results to the SUL; advising on wildlife protection strategies, including diversionary booming placements, in-situ burning, and chemical countermeasures; removing of oiled carcasses, employing wildlife hazing measures as authorized in the IAP; and recovering and rehabilitating impacted wildlife. A central Wildlife Processing Center should be identified and maintained for evidence tagging, transportation, veterinary services, treatment and rehabilitation storage, and other support needs. The activities of private wildlife care groups, including those employed by the RP, will be overseen and coordinated by the Wildlife Branch Director.</p>	
<b>Checklist</b>	
	Review Branch Director Responsibilities.
	Develop the Wildlife Branch portion of the IAP.
	Supervise Wildlife Branch operations.
	Determine resource needs.
	Review the suggested list of resources to be released and initiate recommendation for release of resources.
	Assemble and disassemble teams/task forces assigned to the Wildlife Branch.
	Report information about special activities, events, and occurrences to the OPS.
	Assist the Volunteer Coordinator and Training Specialist in determining training needs of wildlife recovery volunteers.
	Conduct all wildlife protection, recovery, and rehabilitation activities in compliance with the IAP.
<b>RECOVERY</b>	
	Determine resource needs.
	Establish and implement protocols for collection and logging of impacted wildlife.
	Coordinate with Planning Section and NRDA Advisor to conduct aerial and ground surveys of wildlife in the vicinity of the spill.
	Deploy acoustic and visual wildlife hazing equipment as needed.
	Coordinate transportation of wildlife to processing station(s).
<b>REHABILITATION</b>	
	Determine resource needs and establish processing station for impacted wildlife.
	Process impacted wildlife and maintain logs.
	Collect numbers/types/status of impacted wildlife.
	Conduct triage, stabilization, treatment, and rehabilitation of impacted wildlife.
	Coordinate transport of wildlife to other facilities.
	Coordinate release of recovered wildlife.
	Implement demobilization plan.
	Maintain Individual/Activity log (ICS Form 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST OPERATIONS SECTION

<b>STAGING AREA MANAGER – STAM</b>	
<b>Responsibilities</b>	
The Staging Area Manager is responsible for managing all activities within a Staging Area which includes establishing, maintaining, check-in, storage, and distribution of resources at staging. The Staging Area Manager works closely with the Security Manager, Resource Unit, Operations, and Logistics. Several staging areas may be required depending on the incident.	
<b>Checklist</b>	
	Review Common Responsibilities.
	Proceed to Staging Area.
	Obtain briefing from person you are relieving, if applicable.
	Establish Staging Area layout which may include storage of equipment, fueling, decontamination of equipment, issuing of tools and PPE to the field, etc.
	Determine any support needs for equipment, feeding, sanitation, and security and provide to Staging Branch Director or Logistics Section Chief.
	Maintain and provide status to Staging Branch Director or Resource Unit of all resources in Staging Area(s).
	Request maintenance service for equipment at Staging Area as appropriate.
	Establish check-in/out functions using the ICS 211p (personnel) and 211e (equipment) forms as well as the ICS 210 Change of Status form.
	Ensure security of staged resources.
	Post areas for identification and traffic control.
	Designate a Check-in Recorder to perform check-in/out function at larger staging areas or Incident Command Post if necessary.
	Respond to request for resource assignments (Note: This may be direct from the OSC or Staging Branch Director).
	Obtain and issue receipts for radio equipment and other supplies distributed and received at Staging Area.
	Determine required resource levels from the OSC/DOSC.
	Maintain and provide status to STAM and/or Resource Unit of all resources.
	Coordinate with Staging Branch Director or Logistics Section regarding staging requirements for ordered and en-route resources.
	Demobilize Staging Area in accordance with the Incident Demobilization Plan.
	Service and prepare equipment for the next operational period.
	Maintain Staging Area in orderly condition.
	Debrief with OSC/DOSC or as directed at the end of each shift.
	Establish Staging Area has:
	Communications available.
	Easy access for response equipment.
	Convenient to recovery sites.
	Size to accommodate large amounts of equipment and supplies.
	Access to food and lodging.
	Develop and implement traffic control plan.
	Establish entrance checkpoint
	Establish exit checkpoint
	Directions:

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST OPERATIONS SECTION

Maps developed by Incident Command should be distributed, showing the spill site, command center, and recovery sites.
Develop a Staging Command Structure:
Staging Manager
Safety / Security Officer
Administrative Assistant
Receiving Manager
Shipping Manager
Runners (2 minimum)
Yard Man (1 minimum)
Decon Manager
Consultants – The Response Group/ Crowley Co.
Equipment:
Office Trailer w/power (generator or hard-wire)
Light towers
First Aid kits
Radios (walkie-talkies)
Cell phones
Telephones / Fax machine
Copy machine
Maps
Computers
Road Cones / Caution Tape / Road Signs
Flashlights
PPE – Raingear / Boots / Gloves / Hardhats
Tool Kit – hammer, nails, adj. wrench, pliers, screw driver, duct tape, etc.
Supplies:
Food
Water
Port-a-pots
General office supplies
Other – list as necessary
Goals
Site Specific Safety & Health Plan
Daily Work Permit and Safety Checklist
ICS Forms
Establish update schedule with RESL
Establish resource inventory tracking system
Establish communications plan – copy IC
Establish decontamination procedure – copy IC
Staging Manager Response Kit:
Ring Binder w/ICS forms, etc. (disk and hard copy)
Printer (portable) with paper/extra cartridges
12 v > 120 volt power supply inverter, APC AC/DC 75 W
Power outlet strip
Cell phone > laptop communications modem

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST OPERATIONS SECTION

Cell phone batteries w/charger base
Walkie-talkies
Diskettes
Batteries
Clip board
Surveyors tape
Camera
Gloves
Note pads
Post-It Notes
Name badges
Incident Log Book (CPC)
Flashlight
Pens/Pencils/Sharpie Markers
Stapler/Paper-Binder Clips
Street Atlas Program
Envelopes / File Folders
Contractor Safety Orientation pamphlets (6)
Emergency Response Plan
CPC Directional Signs
Establish check-in function as appropriate utilizing the ICS 211P & E and provide updates to the resource unit leader as requested.
Request maintenance service for equipment at Staging Area as appropriate.
Respond to request for resource assignments. (Note: This may be direct from the OSC or Staging Area Director).
Demobilize Staging Area in accordance with the Incident Demobilization Plan.
Service and prepare equipment for the next operational period.
Maintain Staging Area in orderly condition.
Maintain Individual/Activity Log (ICS Form 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### PLANNING SECTION

<b>PLANNING SECTION CHIEF – PSC DEPUTY PLANNING SECTION CHIEF – DEPUTY PSC</b>	
<b>Responsibilities</b>	
<p>The PSC, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of incident information and maintaining status of assigned resources. Information is needed to: 1) understand the current situation, 2) predict the probable course of incident events, 3) prepare alternative strategies for the incident, and 4) submit required incident status reports. The PSC may have Deputy PSC's, who may be from the same organization or from an assisting agency. The Deputy PSC should have the same qualifications for which they work and must be ready to take over position at any time.</p>	
<b>Checklist</b>	
<b>Reactive Phase</b>	
	Obtain briefing from Incident Commander and confirm Agency Notifications have been made.
	Notify and activate initial Planning Section personnel (SITL, FO, RESL and DOCL).
	Determine need for Air Patrol, NRDA Contractor, and ICS Contractor.
	Notify Strike Team PSC to build out Planning Section including specialty contractors as needed.
	Contact OSC to develop initial response strategy.
	Establish Reactive Phase communications plan for IMT.
	Contact GIS staff to initiate development of a Google Earth fly-over of source area and the affected watershed.
<b>Proactive Phase</b>	
	Review Common Responsibilities.
	Obtain briefing from the Incident Commander or District Spill Management Team PSC.
	Collect, process, and display situation information about the incident.
	Provide input to Incident Command & Operations Section Chief.
	Work with IC and Section Chiefs to prepare draft ICS 202 Incident Objectives.
	Assist OSC in the development of response strategies.
	Supervise preparation of the Incident Action Plan.
	Facilitate planning meetings and briefings.
	Assign personnel already on-site and request additional personnel to staff.
	Plan Planning Section positions appropriately and per the response plan.
	Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation).
	Determine the need for any specialized resources in support of the incident.
	Establish special information collection activities as necessary (e.g., weather, environmental, toxics, etc.).
	Assemble information on alternative strategies.
	Provide periodic predictions on incident potential.
	Keep IMT apprised of any significant changes in incident status.
	Supervise the tracking of incident personnel and resources through the RESL.
	Develop ICS 230 Meeting Schedule in conjunction with the IC/UC and SITL.
	Oversee preparation and implementation of the Incident Demobilization Plan.

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**PLANNING SECTION**

	Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the IAP.
	Develop other incident supporting plans (e.g., salvage, transition, security).
	Assist Operations with development of the ICS 234 Work Analysis Matrix and ICS 215 Operational Planning Worksheet.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### PLANNING SECTION

<b>RESOURCE UNIT LEADER - RESL</b>	
<b>Responsibilities</b>	
The RESL is responsible for maintaining the status of all assigned tactical resources and personnel at an incident. This is achieved by overseeing the check-in of all tactical resources and personnel, maintaining a status-keeping system indicating current location, and status of all these resources.	
<b>Checklist</b>	
	Review Common and Unit Leader Responsibilities.
	Obtain briefing and special instructions from Planning Section Chief.
	Establish the check-in (ICS 211P) function at command post.
	Work with Staging Area Manager(s) in the field to ensure they are utilizing the check-in (ICS 211P & E) process to track equipment and personnel arriving and departing the staging area. Obtain regular updates for available resources.
	Prepare, post, and maintain Organization Assignment List (ICS 203) and Organization Chart (ICS 207) working with each section chief and unit leader.
	Ensure appropriate resource tracking process is established and communicated.
	Maintain master roster of all tactical resources checked in at the incident.
	Ensure ICS 210 Change Status forms are utilized when resources are reassigned to another location.
	Review and filter all ICS 213RR Resource Requests from OPS with available resources in staging before ICS 213RR is submitted to Logistics for ordered.
	Coordinate with Logistics to establish tracking of ordered/en-route resources.
	Maintain and post the current status, location, and assignments of all tactical resources on ICS-201-4 "Resource Summary".
	Work with Operations and Environmental Unit to prepare strategies and tactics (ICS 234 Work Analysis Matrix) to support objectives (ICS 202).
	Draft ICS 215 Operational Planning Worksheet with Operations, Environmental, and Safety to determine required resources needed to implement tactics in the field and what additional resources need to be ordered.
	Prepare appropriate parts of Division Assignment Lists (ICS 204).
	Establish communication with Operations (Field) and Staging Area Managers to maintain, track, and update resource summary and status changes.
	Oversee and deploy check-in recorders to the field and staging sites to assist with resource/personnel verification; update/maintain of the resource summary.
	Attend appropriate meetings and briefings as required.
	Provide resources and organization information to SITL for situation display.
	Maintain Individual/Activity Log (ICS Form 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### PLANNING SECTION

<b>ENVIRONMENTAL UNIT LEADER - ENVL</b>	
<b>Responsibilities</b>	
<p>The Environmental Unit Leader is responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting. The ENVL may be staffed or co-staffed by an agency representative as required by state policy or the UC. Technical support staff frequently assigned to the Environmental Unit may include the Scientific Support Coordinator and Specialists in the following areas: Sampling, Weather Forecast, NRDA, Remediation Technologies, Wildlife, Shoreline Cleanup/Assessment, Disposal, Trajectory Analysis, Resources at Risk, Historical/Cultural Resources, and Response Technologies.</p>	
<b>Checklist</b>	
	Review Common and Unit Leader Responsibilities
	Obtain a briefing and special instructions from the PSC.
	Identify sensitive areas, recommend response strategies and prioritize for protection.
	Consult with Liaison to our ROW patrol contractor to obtain availability of planes to provide aerial recon support.
	Following consultation with natural resource trustees, provide input on wildlife protection strategies (e.g., removing oiled carcasses, pre-emptive capture, hazing, and/or capture and treatment).
	Determine the extent, fate, and effects of contamination.
	Acquire, distribute, and provide analysis of weather forecasts.
	Coordinate with the Air Operations Branch Director for the establishment of flight restrictions, if necessary, for sensitive wildlife areas.
	Participate in Prep for Tactics and in development of ICS 204 Work Assignments to identify potential environmental concerns and associated mitigation measures and participate in other planning cycle meetings.
	Work with OSC to determine response actions with the greatest net environmental benefit and monitor the environmental consequences of response actions.
	Develop shoreline cleanup and assessment plans. Identify the need for, and prepare any special advisories or orders.
	Identify the need for, and obtain, permits, consultations, and other authorizations, including Endangered Species Act (ESA) provisions.
	Following consultation with the FOSC's.
	Historical/Cultural Resources Technical Specialist identifies and develops plans for protection of affected historical/cultural resources.
	Evaluate the opportunities to use various response technologies.
	Develop disposal plans.
	Develop a plan for collecting, transporting, and analyzing samples.
	Maintain Individual/Unit Log (ICS 214a/214).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### PLANNING SECTION

<b>SITUATION UNIT LEADER - SITL</b>	
<b>Responsibilities</b>	
The Situation Unit Leader is responsible for collecting, processing, and organizing incident information relating to the growth, mitigation, or intelligence activities taking place on the incident. The SITL may prepare future projections of incident growth, maps, and intelligence information.	
<b>Checklist</b>	
	Review Common and Unit Leader Responsibilities.
	Check in to Command Post to obtain briefing and special instructions from the Planning Section Chief.
	In coordination with Operations Section, organize and direct Recon Teams, including twice daily Air Recon.
	Post Recon results in Situation Status display.
	Provide updated Recon information to appropriate personnel (Operations Section Chief, Division Supervisors, etc.).
	Follow Resource Tracking Process described in Section 4.06. Provide hourly updates (to be determined by the SITL) on equipment and personnel status to Resource Unit Leader.
	Develop and implement accountability, safety, and security measures for Situation Unit personnel and resources.
	Ensure GIS/Trajectory Specialist predicts spill trajectory and marks ETA to established mileposts on the Situation display map.
	Refer to Tactical Response Plan for pre-determined shoreline and division segments.
	Request initial trajectory.
	Obtain updated trajectories based on surveillance and weather updates.
	Develop spilled product Mass Balance Summary.
	Obtain weathering profile for type of oil spilled from GIS/Trajectory Specialist or Environmental Unit Leader.
	Request weather/fate data from NOA SSC.
	Collect, maintain and display spill movement data for duration of incident.
	Weather, slick surveillance, trajectory.
	Develop maps depicting spill area, spill trajectories.
	Provide updated spill surveillance data to trajectory specialist as necessary.
	Collect, maintain and display spill response data including:
	Spill Report.
	Frequently used phone numbers.
	Maps depicting response operations, staging areas, and other information as necessary.
	Coordinate with appropriate Response Team personnel to gather information for incident Status Reports and Equipment Status Board.
	Status of manpower and equipment resources currently assigned, available and/or out of service.
	Maps showing environmentally sensitive areas, protection strategies.
	Status of oily waste management operations, including quantity of oil spilled and quantity of oil, oily water, and debris recovered.
	Prepare the Incident Status Summary (ICS 209).

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**PLANNING SECTION**

	Ensure CMT Assumed Consequences and ICS 201, 202 forms are completed, approved by the Incident Commander, and forwarded to the Atlanta Crisis Management Team as early as possible in the event and at least every 4 hours.
	Provide status reports to appropriate requesters.
	Maintain Individual/Activity Log (ICS Form 214a).
	Participate in incident planning meetings, as required.
	Advise Planning Section Chief and Incident Commander or any significant changes in incident status.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### PLANNING SECTION

<b>GEOGRAPHIC INFORMATION SYSTEM SPECIALIST – GIS</b>	
<b>Responsibilities</b>	
The GIS Specialist is responsible for gathering and compiling updated incident information and providing various map products to the incident. The Specialist will work with the Situation Unit and the Information Officer to ensure accurate and rapid dissemination of the incident to the cognizant parties.	
<b>Checklist</b>	
<b>Reactive Phase</b>	
	Initiate development of a Google Earth fly-over of source area and the affected watershed.
<b>Proactive Phase</b>	
	Review Common Responsibilities.
	Obtain briefing and special instructions from Planning Section and/or Situation Unit Leader.
	Determine GIS resource needs. Obtain required resources.
	Participate in incident planning meetings and provide briefings, as required.
	Gather and compile data from the different incident sections required to prepare maps or perform requested technical tasks.
	Conduct technical tasks or activities related to your area of expertise as requested.
	Provide maps for various components of the incident including booming site maps for ICS 204 "Division Assignment Lists". Develop route maps from staging areas to recovery points, route maps to medical facilities, and trajectory maps after approval from SITL.
	Develop required products within time limits.
	Provide status reports to appropriate requesters and Situation Unit.
	Arrange spill observations / overflights as needed, including night infrared photography. Coordinate with SITL and Air Operations Branch.
	Provide trajectory and overflight maps with current information.
	Assist contract GIS personnel as necessary, including assisting with utilization of CPC Response Site Sheets and Recovery Point Map Books.
	Assist with identifying resources at risk from USGS maps. Post them on the ICS 232 "Resources At Risk Summary" status board.
	Maintain Individual Log (ICS 214a).

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**PLANNING SECTION**

<b>FIELD OBSERVER - FOBS</b>	
<b>Responsibilities</b>	
The Field Observer (FOBS) is responsible for collecting or confirming situation information from personal observations at the incident location and provides this information to the SITL. If communications with the SITL are difficult, relay all information through the Situation Room at 678.762.2261, 2298, 2310, or 2383.	
<b>Checklist</b>	
	Review Common Responsibilities.
	Determine location of assignment, type of information required, priorities, time limits for completion, method of communication, and method of transportation.
	Obtain necessary equipment and supplies (e.g., safety equipment, radio, cell phone, incident specific phone list with all numbers for Incident Command Sections and Site Commanders, timepiece with second hand to measure stream velocity, field notebook, flagging to mark roads and turnoffs at boom deployment locations for response crews, CPC or county road maps, sample containers).
	Determine leading edge of the spill, perimeters of the incident, locations of oil concentration, rates of speed, weather conditions, environmentally sensitive areas, natural resources at risk, economically critical areas, hazards to personnel, and any other pertinent information.
	Assist in locating the following recovery points (in order of importance): 1. Last Stand, 2. Primary Recovery, 3. Leak Site Recovery.
	Determine the location of effective booming and recovery sites using the Recovery Point Maps or as directed by Incident Command or the Situation Room.
	If assigned to Air Recon, confirm schedule through staging and establish clear communication with Ground Recon personnel.
	Regularly report information to the Initial Incident Commander by established procedure.
	Be prepared to identify all facility locations (e.g., Helispots, Division, and Branch boundaries).
	Report information to the SITL by established procedure.
	Report immediately any condition observed that may cause danger and a safety hazard to personnel.
	Gather intelligence that will lead to accurate predictions.
	Maintain Individual/Activity Log (ICS Form 214a), including shoreline oil conditions.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### PLANNING SECTION

<b>DOCUMENTATION UNIT LEADER - DOCL</b>	
<b>Responsibilities</b>	
<p>The Documentation Unit Leader (DOCL) is responsible for establishing a filing system for the maintenance of accurate, up-to-date incident information that will constitute the incident's legal record. Examples of incident documentation include: Incident Action Plan, incident reports, communication logs, injury claims, situation status reports, etc. Thorough documentation is critical to post-incident analysis. Some of the documents may originate in other sections. This unit shall ensure each section is maintaining and providing appropriate documents for inclusion in the incident file. The DOCL will, after the response is terminated, provide to the IC the complete set of incident files to store for legal, analytical, and historical purposes. The DOCL will prepare meeting minutes, track open action items, and maintain the incident event log.</p>	
<b>Checklist</b>	
<p>The Administrative Assistant for the District (Documentation Unit Leader) in which the incident occurs will be responsible for overseeing administrative support within the Command Center to the Incident Commander and each of the following sections of the Response Organization (Operations, Planning, Logistics, Staging, and Finance).</p>	
	Review Common and Unit Leader Responsibilities.
	Coordinate with the Planning Section Chief to obtain briefing.
	Set up work area; begin organization of incident files. Set up work area; establish filing area; begin organization of incident files.
	Establish duplication service; respond to requests.
	Develop and communicate documentation protocols to the IMT.
	File all official forms and reports.
	Review records for accuracy and completeness; inform appropriate units of errors or omissions.
	Provide incident documentation as requested.
	Organize files for submitting final incident documentation package.
	Prepare ICS 231 Meeting Summary and ICS 233 Open Action Tracker and Incident Event Log.
	Ensure adequate supply of commonly used office supplies and equipment. Direct errand runners for replenishing supplies.
	Attend all Command Center meetings, record notes and all decisions (date, time and decision-making personnel/organizations) as well as maintain a detailed log of daily activities as required.
	Oversee Copy Center, Data Entry Center, Fax Center, and Supply 'Store', ensuring adequate volunteer personnel for the needs of each section.
	Assist third party resource tracking contractor (i.e. The Response Group) with data input and other requirements.
	Assist the Incident Commander and the Situation Unit Leader in the Planning Section as needed (i.e. coordination of the IAP).
	Transport vital records to Command Center, including copy of current ERP.
	Maintain Individual/Unit Log (ICS 214a/214).
<b>IF LOCATED AT STAGING:</b>	
	Work with the Staging Area Manager and Finance representative to assure that adequate files are kept for original contractor daily work reports and applicable back up.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST PLANNING SECTION

	<b>DOCUMENT RETENTION:</b>
	<p>Upon completion of the emergency response phase of an incident, the Documentation Unit collects all documentation generated during, or related to, the spill response. If for any reason it is not possible or practical to do so, individuals should identify to the DOCL the specific document(s) not being turned over and ensure that he/she maintains or preserves the document(s) as required. Documents will include but are not limited to:</p> <ul style="list-style-type: none"> <li>Signed IAPs</li> <li>Unit Logs</li> <li>Individual Logs</li> <li>Notes/Log books</li> <li>Photographs</li> <li>Agency Notifications</li> <li>Daily work Permits</li> <li>Spill response communications (misc.)</li> <li>Event Reports</li> <li>Invoices</li> <li>Consultant/Contract reports</li> </ul>
	All documentation should be packaged and transmitted to the Corporate Environmental department.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST PLANNING SECTION

<b>DEMOBILIZATION UNIT LEADER - DMOB</b>	
<b>Responsibilities</b>	
<p>The Demobilization Unit Leader (DMOB) is responsible for developing the Incident Demobilization Plan. On large incidents, demobilization can be quite complex, requiring a separate planning activity. The demobilization planning should be initiated early in a response to avoid delays in demobilizing resources that are no longer needed.</p>	
<b>Checklist</b>	
	Review Common and Unit Leader Responsibilities.
	Review incident resource records to determine the likely size and extent of demobilization effort and develop a resource matrix.
	Coordinate demobilization with Agency Representatives.
	Monitor the on-going Operations Section resource needs.
	Identify surplus resources and probable release time.
	Utilize the demobilization checkout procedures for release of incident resources (ICS 221).
	Establish communications with off-incident facilities, as necessary.
	Develop an Incident Demobilization Plan that would include: <ol style="list-style-type: none"> <li>1. General information section.</li> <li>2. Responsibilities section.</li> <li>3. Release priorities.</li> <li>4. Release procedures.</li> <li>5. Demobilization Checkout form ICS 221.</li> <li>6. Directory.</li> </ol>
	Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the demobilization plan.
	Demobilization Plan should include process by which suppliers inspect condition of released resources and sign off if acceptable prior to moving offsite.
	Distribute demobilization plan (on and offsite).
	Provide status reports to appropriate requestors.
	Ensure that all Sections/Units understand their specific demobilization responsibilities.
	Supervise execution of the Incident Demobilization Plan.
	Brief the PSC on demobilization progress.
	Maintain Individual/Unit Log (ICS 214a/214).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### LOGISTICS SECTION

#### LOGISTICS SECTION CHIEF – LSC DEPUTY LOGISTICS SECTION CHIEF – DEPUTY LSC

##### Responsibilities

The LSC, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The LSC participates in the development and implementation of the IAP and activates and supervises the Branches and Units within the Logistics Section. The LSC may have Deputy LSC's, who may be from the same organization or from an assisting agency. The Deputy LSC must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

##### Checklist

	Review Common Responsibilities.
	Obtain briefing from Incident Commander.
	Plan the organization of the Logistics Section.
	Obtain information on available aircraft charters prior to initial Strike Team conference call.
	Assign work locations and preliminary work tasks to Section personnel.
	In conjunction with Command, develop and advise all Sections of the IMT resource approval and requesting process.
	Determine the size, organization, and staffing needs of the Logistics Section as required to support the incident.
	Assemble and brief Logistics Branch Directors and Unit Leaders on their duties and your expectations.
	Notify the Resources Unit of the Logistics Section Units activated, including names and locations of assigned personnel.
	Locate and order personnel and resources as requisitioned by Operations via the Resource Unit Leader.
	Establish Incident Command Center – coordinate with Incident Commander and Communications Leader. Secure 1,500 sq. ft. room, private IC section leader conference room. Establish necessary communications and equipment. Set up office service area that includes fax, copier, workstations, etc. Secure necessary staff to support operation including IAP software assistants.
	Establish initial Base and future Staging Area – coordinate with Operations and Resource Unit Leader. Set up field office (mobile office) that includes fax, copier, and workstations. Establish communications. Secure necessary staff to support operation including IAP software assistants and field runners.
	Identify service and support requirements for additional resources by OPS.
	Develop comprehensive communication plan – coordinate with Communication Unit Leader.
	Participate in ICS 234 development and/or review proposed tactics for next operational period for ability to provide resources and logistical support.
	Coordinate and process requests for additional resources by OPS.
	Communicate with Resource Unit and Staging Manager regarding ordered/en-route resources.
	Review IAP and estimate Section needs for the next operational period.
	Advise on current service and support capabilities.
	Advise Command and Chiefs on resource availability to support incident needs.
	Identify resource needs for incident contingencies.
	Track resource effectiveness and make necessary adjustments.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### LOGISTICS SECTION

	Provide input to and review the Communications Plan, Medical Plan, and Traffic Plan.
	Obtain personnel and equipment rate sheets from vendors and review with Finance.
	Maintain regular contact with supply vendors to maintain accuracy of equipment inventory (at Staging) and availability (at vendor's warehouse). Discuss lead time necessary for delivery of equipment from the warehouse to Staging.
	Prepare service and support elements of the IAP and estimate future requirements.
	Request and/or set up expanded ordering processes as appropriate to support incident.
	Receive Incident Demobilization Plan from Planning Section.
	Recommend release of Unit resources in conformity with Incident Demobilization Plan.
	Implement applicable portions of the incident Demobilization Plan.
	Ensure the general welfare and safety of Logistics Section personnel.
	Maintain Individual/Activity Log (ICS Form 214a).

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**LOGISTICS SECTION**

<b>SERVICES BRANCH DIRECTOR - SVBD</b>	
<b>Responsibilities</b>	
The SVBD, when activated, is under the supervision of the LSC and is responsible for the management of all service activities at the incident. The SVBD supervises the operations of the Communications, Medical, and Food Units.	
<b>Checklist</b>	
	Review common responsibilities.
	Obtain working materials.
	Determine the level of service required to support operations and the staff of the Branch accordingly.
	Prepare or provide input to and review the Communications Plan (ICS 205) and Medical Plan (ICS 206).
	Participate in planning meetings of Logistics Section personnel.
	Organize and prepare assignments for the Service Branch personnel.
	Coordinate activities of the Branch Units.
	Inform the LSC of Branch activities.
	Resolve Service Branch problems.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### LOGISTICS SECTION

<b>COMMUNICATIONS UNIT LEADER - COML</b>	
<b>Responsibilities</b>	
The COML is responsible for developing plans for the effective use of incident communications equipment and facilities, installing and testing of communications equipment, supervision of the Incident Communications Center, distribution of communications equipment to incident personnel, and the maintenance and repair of communications equipment.	
<b>Checklist</b>	
	Review Common and Unit Leader Responsibilities.
	Obtain briefing from Logistics Section Chief.
	Ensure that adequate means of communication exists between the Command Post, field personnel, and the Atlanta Control Center.
	Incorporate Satellite phones as necessary.
	Activate Incident and Response e-mail account.
	Maintain list of vendors that can provide communications equipment for emergency use.
	Recover equipment for use in future incidents.
	Secure additional communications equipment including cellular phones, telephones and telephone lines, radio base stations, and two way radios to provide a complete communications network by ensuring the following:
	<b>Incident Command Center:</b>
	Install a minimum of 8 hardwired phone lines.
	Install a minimum of 1 dedicated fax line
	Install a minimum of 1 dedicated line for a personal computer.
	Utilize a satellite phone if other means of communications are not functional
	Test different modes of communication to determine which ones are to be used.
	Establish a schedule for periodic progress reports from section leaders and recovery sites.
	Meetings of section leaders should be held twice daily prior to shift changes to review the status of the clean-up and the upcoming 12 hour plan.
	Prepare and maintain personnel lists with pertinent information (phone #, shift, hotel/room #, pager #, cellular phone #, etc.).
	Prepare maps with directions to the incident command center, staging, each containment/recovery site, product off-loading sites, and hotels.
	Have runners available should all other means of communications fail or become disabled.
	<b>Staging/Logistics:</b>
	Install or have access to at least two hardwired phones.
	Install a minimum of one dedicated fax line.
	Install a minimum of one dedicated line for a personal computer.
	Utilize portable radio and/or cellular phone if there is adequate reception.
	Check to see if pager is functional.
	Utilize a satellite phone if other means of communications are not functional.
	Determine which modes of communication connecting staging with the incident command center, logistics, and each containment/recovery site are functional.
	Have runners available to set up a remote communications point if no means of communication are functional at the staging location.

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### LOGISTICS SECTION

	<b>Oil Containment/Recovery Sites:</b>
	Utilize portable radio and/or cellular phone if there is adequate reception.
	Check to see if pager is functional.
	Utilize a satellite phone if other means of communications are not functional.
	Have runners available if normal communications are inadequate at the work site. Personnel may need to be positioned at locations where there is good reception (e.g.: at a higher elevation). Runners can be used to convey information between the work site and the relay points.
	<b>Ground Recon:</b>
	Utilize portable radio and/or cellular phone if there is adequate reception.
	Check to see if pager is functional.
	Utilize a satellite phone if other means of communications are not functional.
	<b>Aerial Recon:</b>
	Colonial is licensed to use the aviation frequency 122.925 MHz for communications between ground personnel and patrol planes (or any other airborne craft). This is a standard aviation frequency that will be in both Colonial patrol planes and in any helicopters or airplanes that are used. Portable radios on this frequency are carried by Colonial ROW personnel and will be distributed to each emergency response site for communications with any aerial recon aircraft or helicopters.
	In the event that air-to-ground radio communications are not functional and something is observed that warrants urgent notification land the helicopter at a location where communications can be established via cellular, radio, or satellite phone.
	<b>Public Affairs/ROW Claims:</b>
	Establish an office separate from Incident Command Center.
	Install or have access to at least 2 hardwired phones.
	Install a minimum of 1 dedicated fax line.
	Install a minimum of 1 dedicated line for a personal computer.
	Advertise 1-800 claims notification phone number for those affected by the incident per regulatory requirements.
	P.R. and claims to each have at least one representative available around the clock.
	Use frequency 122.925 MHz to communicate between ground personnel and aircraft.
	Provide technical assistance to ensure all phases of the communications network functions properly.
	Prepare and implement the incident Radio Communications Plans (ICS 205).
	Ensure an equipment accountability system is established.
	Recover equipment from Units being demobilized.
	Maintain Individual/Activity Log (ICS Form 214a).

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**LOGISTICS SECTION**

<b>FOOD UNIT LEADER - FDUL</b>	
<b>Responsibilities</b>	
The FDUL is responsible for supplying the food needs for the entire incident, including all remove locations, e.g., Staging Areas, as well as providing food for personnel unable to leave tactical field assignments.	
<b>Checklist</b>	
	Review Unit Leader Responsibilities.
	Determine food and water requirements.
	Determine the method of feeding to best fit each facility or situation.
	Obtain necessary equipment and supplies.
	Ensure that well-balanced menus are provided.
	Order sufficient food and potable water from the Supply Unit.
	Maintain an inventory of food and water.
	Maintain food service areas, ensuring that all appropriate health and safety measures are being followed.
	Supervise Food Unit personnel as appropriate.
	Maintain Individual/Unit Log (ICS 214a/214).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### LOGISTICS SECTION

<b>MEDICAL UNIT LEADER - MEDL</b>	
<b>Responsibilities</b>	
The Medical Unit Leader (MEDL) is primarily responsible for 1) development of the Medical Plan, 2) providing medical care and overseeing health aspects of response personnel, 3) obtaining medical aid and transportation for injured and ill incident personnel, 4) coordinating with other functions to resolve health and safety issues, and 5) preparation of reports and records.	
<b>Checklist</b>	
	Review Common Responsibilities.
	Review Unit Leader Responsibilities.
	Participate in Logistics Section/Service Branch planning activities.
	Establish the Medical Unit.
	Prepare the Medical Plan (ICS 206).
	Provide any relevant medical input into the planning process for strategy development.
	Coordinate with Safety Officer, Operations, hazmat specialists, and others on proper personnel protection procedures for incident personnel.
	Prepare procedures for major medical emergency.
	Develop transportation routes and methods for injured incident personnel.
	Ensure incident personnel patients are tracked as they move from origin, care Facility, and disposition.
	Provide continuity of medical care for incident personnel.
	Declare major medical emergency as appropriate.
	Provide or oversee medical and rehab care delivered to incident personnel.
	Monitor health aspects of incident personnel including excessive incident stress.
	Respond to requests for medical aid, medical transportation, and medical supplies.
	In conjunction with Finance/Admin Section, prepare and submit necessary authorizations, reports, and administrative documentation related to injuries, compensation, or death of incident personnel.
	Coordinate personnel and mortuary affairs for incident personnel fatalities.
	Provide oversight and liaison as necessary for incident victims among emergency medical care, medical examiner, and hospital care.
	Provide for security and proper disposition of incident medical records.
	Maintain Unit Log (ICS 214).

**Colonial Pipeline Company**  
**INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST**  
**LOGISTICS SECTION**

<b>SUPPORT BRANCH DIRECTOR - SUBD</b>	
<b>Responsibilities</b>	
The SUBD, when activated, is under the direction of the LSC, and is responsible for the development and implementation of logistics plans in support of the Incident Action Plan. The SUBD supervises the operations of the Supply, Facilities, Ground Support, and Vessel Support Units.	
<b>Checklist</b>	
	Review Common Responsibilities.
	Obtain work materials.
	Determine initial support required for operations in coordination with the Logistics Section Chief and Service Branch Director.
	Determine the Support Branch organization and staffing level required to support operations.
	Prepare initial organization and assignments for support operations.
	Assemble and brief Support Branch personnel on the incident details and your expectations.
	Prepare Security, Transportation, Traffic and Vessel Routing plans as required by the incident.
	Determine if assigned Branch resources are sufficient.
	Maintain surveillance of assigned Units work progress and inform the LSC of their activities.
	Resolve problems associated with requests from the Operations Section.
	Maintain Individual Log (ICS 214a).

# Colonial Pipeline Company

## INCIDENT COMMAND SYSTEM RESPONSIBILITY CHECKLIST

### LOGISTICS SECTION

<b>SUPPLY UNIT LEADER – SPUL</b>	
<b>Responsibilities</b>	
<p>The Supply Unit Leader (SPUL) is primarily responsible for procuring all resources (personnel, equipment, and supplies) for the incident. If not conducted by the Staging Area Manager(s), the SPUL is also responsible for receiving, storing, and distributing all supplies; maintaining an inventory of supplies; and storing and disbursing of non-expendable supplies and equipment.</p>	
<b>Checklist</b>	
	Review Common Responsibilities.
	Review Unit Leader Responsibilities.
	Participate in Logistics Section/Support Branch planning activities.
	Determine the type and amount of resources en-route to the incident.
	Review the IAP for information on operations of the Supply Unit.
	Develop and implement safety and security requirements for equipment/supplies storage areas/facilities.
	Order, receive, distribute, and store supplies and equipment.
	Receive and respond to requests for personnel, supplies, and equipment.
	Maintain an inventory of supplies and equipment.
	Prepare ICS 210 Change Status forms if equipment or other significant resources are deployed from storage areas.
	Service reusable equipment.
	Submit reports to the SUBD.
	Maintain Individual/Unit Log (ICS 214a/214).

# Colonial Pipeline Company

## POST EMERGENCY RESPONSE REVIEWS

Each time an Emergency Operating Procedure is activated for an actual event, a post response review shall be conducted to determine if the emergency operating procedures and emergency response activities were effective. Depending on the nature and complexity of the event, this evaluation may be separate from the Incident Analysis Process of Corporate Procedure 16 that is more focused on determining the cause(s) of the incident.

The relevant Operations Manager is responsible for assembling the review team and ensuring the review is conducted, corrective actions (if any) are identified and assigned, and the findings are properly documented. The assessment will include the adequacy of the following:

The emergency operating procedures activated.

Required notifications were made.

Availability of response equipment, materials, and personnel.

Competency of the responders to minimize the safety and environmental hazards.

Corrective actions are to be identified, assigned, and documented in OPIS/Maximo for deficiencies discovered during the review. The findings from the review are to be:

Entered into the Work Log section of the Event Report in Maximo (smaller events).

Posted into the Drill and Spill Repository in the Emergency Response SharePoint site (more significant events).

For significant spills the template in Section 4.04.1 may be used to document the learnings.

# Colonial Pipeline Company

## POST EMERGENCY RESPONSE REVIEW – SIGNIFICANT SPILL

**Date of spill:**

**Location:**

**District Response Team, Strike Team, or both activated:**

**Attach listing of participants**

**Brief description of scenario:**

**Significant difficulties encountered during this response? (If yes, briefly describe)**

**Lessons learned:**

**Areas for improvement:**

**Corrective actions to be taken (also enter corrective actions into OPIS):**

**Core Response Components Evaluation** (provide an explanation for answers that are not affirmative)

### **1) Notifications**

*Test the notifications procedures identified in the ERP.*

Were required federal, state, and local agency notifications completed in a timely manner?

Were spill management team call-out procedures effectively executed?

Were notifications and responses properly documented?

Were shippers notified as appropriate?

Any changes need to be made to current procedures being used or the ERP?

Are personnel adequately trained to successfully execute notification procedures?

### **2) Staff Mobilization**

*Demonstrate the ability to assemble the spill response organization identified in the ERP.*

Was an initial Strike Team conference call effectively initiated within an hour?

Was there adequate coverage in key positions by Colonial and contractor to mount an acceptable initial response?

Did we utilize pre-determined command center and staging locations?

Was the command center adequately equipped?

Were adequate directions provided for those unfamiliar with the area to find the command center and staging area?

Did personnel initially report through Staging if not members of the IC?

Were there effective transitions when initial responders were relieved by pre-assigned personnel?

Any changes need to be made to current procedures being used or the ERP?

### **3) Ability to Operate Within the Response Management System Described in the ERP**

*Demonstrate the ability of the Spill Management Team work within the Incident Command System as defined in the response plan to effectively address the event.*

### **Initial Response Management**

Were appropriate emergency shutdown actions taken by the control center and/or local operations in a timely manner?

Did initial responders perform a thorough initial assessment and size-up of the incident (e.g., spill volume, product type, and hazards, including consideration of environmental conditions)?

# Colonial Pipeline Company

## POST EMERGENCY RESPONSE REVIEW – SIGNIFICANT SPILL

Was an acceptable Site Safety & Health Plan quickly developed and implemented in the field?  
Were Initial Strategic Objectives quickly identified and implemented?  
Was an effective Unified Command established?  
Were initial responders familiar with their responsibilities?  
Comments/Lessons Learned/Recommendations.

### **Incident Command Staff**

Was staff familiar with the ICS Planning Cycle and able to effectively apply it?  
Did the staff develop and prioritize overall incident objectives and assess if current and planned actions were consistent with those objectives?  
Did the staff establish operational periods, meeting schedules, and approve an IAP?  
Did the incident commander establish a link with CMT/Situation Room in Alpharetta office; complete the Spill Situation Status Summary and Crisis Management Assumed Consequences forms; and set up a communication cycle to keep appropriate information flow between IC and CMT?  
Did the incident commander effectively delegate duties?  
Was there good information flow within the and between sections?  
Was there adequate administrative support?  
Were there enough adequately trained (HAZWOPER and functionally proficient) internal and contractor personnel to fill the required positions for two shifts for a sustained response?  
Was a shift change schedule established and was there an effective plan for making the transitions?  
Were effective briefing meetings held at appropriate intervals?  
Comments/Lessons Learned/Recommendations.

### **Safety**

*Demonstrate the ability to monitor all field operations and ensure compliance with safety standards.*

Were field operations adequately monitored to ensure compliance with safety standards, especially with respect to proximity of pipeline repair and recovery activities to water?  
Was a Site Safety & Health Plan prepared and updated?  
Were pre-work safety briefings held at all work sites?  
Were safety zones established?  
Were safety and health hazards adequately assessed to plan for effective protection?  
Comments/Lessons Learned/Recommendations.

### **Operations**

*Demonstrate the ability to coordinate or direct operations related to the implementation of action plans.*

Were tactical assignments appropriate to the overall incident objectives and strategies?  
Was there effective coordination with Planning, Staging, and Logistics Sections to develop resource status tracking and documentation?  
Was a communications schedule established at all recovery sites to report on progress and issues encountered that need attention?  
Were sufficient personnel available to effectively manage all field operations?  
Comments/Lessons Learned/Recommendations.

### **Planning**

*Demonstrate the ability to develop short-range tactical plans for the operations section and specific long-range strategic plans.*

# Colonial Pipeline Company

## POST EMERGENCY RESPONSE REVIEW – SIGNIFICANT SPILL

Was an incident action plan effectively developed using the IAP forms?  
Was an appropriate meeting schedule established to prepare the action plan?  
Was the Command Post Situation Display prepared and maintained?  
Was a master list of all resources checked in at incident including check-in, status, current location, estimated time of deployment, etc. maintained?  
Were the spill response activities (i.e., utilizing a historian, use of proper forms, etc.) adequately documented?  
Comments/Lessons Learned/Recommendations.

### **Logistics**

*Demonstrate the ability to provide the necessary support of both short-term and long-term action plans.*

Was there effective integration of Logistics, Staging, and the Resource Unit sections?  
If Logistics did not immediately mobilize to the command center was there a smooth transition planned for when the move was made to join the command center?  
Comments/Lessons Learned/Recommendations.

### **Finance**

*Demonstrate the ability to document the daily expenditures of the organization and provide cost estimates for continuing operations.*

Was a claims phone number posted and processing system established?  
Were daily committed cost estimates documented and provided to IC?  
Was it confirmed that all contractors responding had valid contracts with CPC?  
Were contracts promptly established/adjusted for contractors without valid contracts?  
Was it quickly determined if a 3<sup>rd</sup> party cost monitoring contractor was needed?  
Comments/Lessons Learned/Recommendations.

### **Public Information/Liaison**

*Demonstrate the ability to form a joint information center and provide the necessary interface between unified command and the media.*

Was an initial press release issued within an appropriate time frame?  
Was a protocol established for authorizing release of information to media?  
Was a schedule prepared for regular progress reports on the spill cleanup efforts to be distributed to local officials, citizens, and the media?  
Were email updates on response progress prepared for employees?  
Comments/Lessons Learned/Recommendations.

## **4) Source Control**

*Demonstrate the ability of the spill response organization to control and stop the discharge at the source.*

Was the spill location confirmed in a timely manner?  
Were control measures effectively executed to stop/minimize the discharge at the source (effective station shut-down and valve closures)?  
Any changes need to be made to current procedures being used or the ERP?  
Are personnel adequately trained to successfully execute source control procedures?

# Colonial Pipeline Company

## POST EMERGENCY RESPONSE REVIEW – SIGNIFICANT SPILL

### 5) Assessment

*Demonstrate the ability of the response organization to provide an initial assessment of the discharge and provide continuing assessments of the effectiveness of tactical operations.*

Were weather and trajectory information obtained/determined?

Were estimates of initial spill volume and potential drain down determined?

Were recon teams (ground and air) dispatched in a timely fashion and did they provide needed information to Planning to identify effective recovery locations?

Were NRDA implications considered and acted upon to collect time sensitive information?

Any changes need to be made to current procedures being used or the ERP?

Are personnel adequately trained to successfully execute assessment procedures?

### 6) Containment

*Demonstrate the ability of the spill response organization to contain the discharge at the source or in various locations for recovery operations.*

Were timely/effective actions taken to minimize product from entering creek?

Was the “Last Stand” recovery point identified and boom deployed in advance of the product leading edge?

Was there sufficient equipment available for all containment sites?

Did contractors demonstrate adequate expertise in booming strategy and timely deployment?

Any changes need to be made to current procedures being used or the ERP?

Are personnel adequately trained to successfully execute containment procedures?

### 7) Recovery

*Demonstrate the ability of the response organization to recover, mitigate, and remove the discharged product.*

Were skimmers adequately deployed and operational?

Was there adequate on-site storage capacity available (vac trucks, tank trucks, frac tanks) to accommodate recovered volumes?

Were arrangements made to provide adequate offloading capabilities and off-site storage capacity to hold recovered product?

Were there appropriate means to track volume of recovered product and distinguish between volume discharged from the environment and volume collected from the pipe?

Any changes need to be made to current procedures being used or the ERP?

Are personnel adequately trained to successfully execute recovery procedures?

### 8) Protection

*Demonstrate the ability of the response organization to protect the environmentally and economically sensitive areas identified in the ACP and ERP.*

Were sensitive areas identified and prioritized?

Did action plan adequately address protective booming strategies?

Were potentially affected water intakes quickly identified and were measures taken to provide appropriate protection?

Were wildlife protection areas at risk identified and were effective protective measures included in the action plan?

# Colonial Pipeline Company

## POST EMERGENCY RESPONSE REVIEW – SIGNIFICANT SPILL

Any changes need to be made to current procedures being used or the ERP?  
Are personnel adequately trained to successfully execute protection procedures?

### 9) Disposal

*Demonstrate the ability of the spill response organization to dispose of the recovered material and contaminated debris.*

Was an adequate waste minimization plan (i.e. segregation of contaminated soil/debris) prepared?  
Was an adequate waste disposal plan prepared?  
Any changes need to be made to current procedures being used or the ERP?  
Are personnel adequately trained to successfully execute waste management procedures?

### 10) Communications

*Demonstrate the ability to establish an effective communications system for the spill response organization.*

Were there adequate communications capabilities available between the incident command center, recon, staging, logistics (if off-site), containment/recovery sites, and Alpharetta situation room?  
Did the command center have adequate internet access?  
Did command center and staging make arrangements to acquire hard-wired phones?  
Were satellite phones brought to the site and were they ready for use?  
Any changes need to be made to current procedures being used or the ERP?  
Are personnel adequately trained to successfully execute communication procedures?

### 11) Transportation

*Demonstrate the ability to provide effective transportation to facilitate response activities.*

Was thought given to traffic flow and how to integrate support from local authorities?  
Was the acquisition of required road permits for heavy equipment and supplies adequately addressed?  
Comments/Lessons Learned/Recommendation.

### 12) Personnel Support

*Demonstrate the ability to provide the necessary support of all personnel with the response.*

Was there adequate overnight accommodations provided for on a continuing basis for a sustained response?  
Were suitable feeding arrangements made for response personnel?  
Were emergency services for response personnel made available?  
Were adequate portable toilets facilities mobilized?  
Any changes need to be made to current procedures being used or the ERP?  
Are personnel adequately trained to successfully execute support procedures?

### 13) Equipment Maintenance & Support

*Demonstrate the ability to maintain and support all equipment associated with the response.*

Were there adequate capabilities provided to maintain response equipment?

# Colonial Pipeline Company

## POST EMERGENCY RESPONSE REVIEW – SIGNIFICANT SPILL

Are personnel adequately trained to successfully execute maintenance procedures?  
Comments/Lessons Learned/Recommendations.

### 14) Procurement

*Demonstrate the ability to establish an effective procurement system to obtain the necessary personnel, equipment, and supplies for a sustained response.*

Were needed equipment and supplies secured in a timely manner?  
Was a linkage established with corporate Procurement to provide assistance for difficult to obtain items?  
Any changes need to be made to current procedures being used or the ERP?  
Are personnel adequately trained to successfully execute procurement procedures?

### 15) Documentation

*Demonstrate the ability of the spill response organization to document all operational and support aspects of the response and provide detailed records of decisions and actions taken.*

Did we record the salient information?  
Were the appropriate ICS forms completed?  
Any changes need to be made to current procedures being used or the ERP?  
Are personnel adequately trained to successfully execute documentation procedures?

### Responses to be Used as Credit for Exercises

Credit may be taken for internal exercises conducted in response to actual spills. The qualifying requirements are explained in Section 7.01 of the ERP.

Exercise element to be credited (place "x" to identify element(s)):

District Spill Management Team tabletop exercise \_\_\_\_  
Strike Team tabletop exercise \_\_\_\_  
Equipment deployment \_\_\_\_

Components of plan exercised (place "x" to identify element(s)):

Notification \_\_\_\_  
Staff mobilization \_\_\_\_  
Ability to operate within the response management system \_\_\_\_  
Source control \_\_\_\_  
Assessment \_\_\_\_  
Containment \_\_\_\_  
Recovery \_\_\_\_  
Protection \_\_\_\_  
Disposal \_\_\_\_  
Communications \_\_\_\_  
Transportation \_\_\_\_  
Personnel support \_\_\_\_  
Equipment maintenance & support \_\_\_\_  
Procurement \_\_\_\_  
Documentation \_\_\_\_

**Colonial Pipeline Company**  
POST EMERGENCY RESPONSE REVIEW – SIGNIFICANT SPILL

I certify that the spill response qualifies for credit for the exercises and plan components identified above.

\_\_\_\_\_  
Incident Commander

\_\_\_\_\_  
Date

2/19/10

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

<b>SPILL MANAGEMENT TEAM (Full Roster)</b>				
<b>Name</b>	<b>District</b>	<b>Section / Unit</b>	<b>Strike Team?</b>	<b>Role on SMT</b>
<b>Command Staff</b>				
Beck, Gerald	NED	Incident Command	X	IC
Pruitt, Darren	SED	Incident Command	X	IC
Glaze, Greg	GCD	Incident Command	X	IC
Barnes, Steve	NED	Incident Command	X	Deputy IC
Smith, Mike (OM)	GCD	IC / Command Staff - Safety	X	SOFR
Smith, Brian	SED	Command Staff - Safety	X	SOFR
Francetich, Robb	Corp	Command Staff - Safety		SOFR
Jones, Eric	NED	Documentation Unit		SOFR
Livingston, Andrew	SED	Command Staff - Safety	X	SOFR
O' Brien, Ricky	GCD	Command Staff - Safety	X	SOFR
Paonessa, Sam	NED	Command Staff - Safety		SOFR
Phelps, Brian	GCD	Command Staff - Safety		
Rissler, Patricia	SED	Command Staff - Safety		
Sims, Carole	Corp	Command Staff - Legal	X	Legal
Coleman, Shannon	Corp	Command Staff - Legal		Legal
<b>District Management (Deputy ICs)</b>				
Allen, Trent (OM)	NED-VA	IC		Deputy IC
Cutting, Mike (OM)	SED-SC/NC	IC		Deputy IC
Wolfe, Adam (OM)	GCD-TX	IC		Deputy IC
<b>Liaison Officer</b>				

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

Piazza, Mark	Corp	Command Staff - LOFR	X	Liaison Staff - PHMSA
Pearson, David	Corp	Command Staff - LOFR	X	LODR
Lohoff, Drew	Corp	Command Staff - LOFR	X	Liaison Staff
Barnard, Sarah	Corp	Command Staff - LOFR		DLNO
Cavendish, Brandon	Corp	Command Staff - LOFR		
Geis, Alan	Corp	Command Staff - LOFR		Liaison Staff - PHMSA (backup)
Hedgecock, James	SED	Command Staff - LOFR		Liaison Staff - State/local
Husband, Jessie	Corp	Command Staff - LOFR		Liaison Staff - Local/state floater
Jamison, Antar	Corp	Command Staff - LOFR		
McClain, George	Corp	Command Staff - LOFR		
McKay, Kevin	GCD	Command Staff - LOFR		Liaison Staff - State/local
Smith, Amara	NED	Command Staff - LOFR		Liaison Staff - State/local
Stanley, Josh	Corp	Command Staff - LOFR		Liaison Staff
<b>Public Information Officer</b>				
Berry, Bill	Corp	Command Staff - PIO	X	PIO
Pozin, Don	Corp	Command Staff - PIO	X	PIO Staff - Elected Officials
Gardner, Don (OM)	SED	IC / Command Staff - PIO	X	PIO Staff - Community Assistance
York, David	Corp	Command Staff - PIO	X	PIO Staff - Elected Officials
Rogers, Ryan	Corp	Command Staff - PIO	X	PIO Staff
Fernandes-Ravech, Kim	SED	Command Staff - PIO		PIO Staff
Chanthaphonh, Eddy	Corp	Command Staff - PIO		PIO Staff
Harrington-Burns, Dona	Corp	Command Staff - PIO		PIO Staff
Little, Chip	Corp	Command Staff - PIO		PIO Staff
Palmer, Sherri	Corp	Command Staff - PIO		PIO Staff
Sande, William	Corp	Command Staff - PIO		PIO Staff
Shelley, Stephen	Corp	Command Staff - PIO		PIO Staff
Schuman, Eric	Corp	Command Staff - PIO		PIO Staff
Smith, Aaron	Corp	Command Staff - PIO		PIO Staff
Tylinski, Jonathan	Corp	Command Staff - PIO		PIO Staff

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

Operations				
Senger, Paul	NED	Operations	X	OSC
Conkle, Barry	GCD	Operations	X	OSC
Thomas, Stephen	SED	Operations	X	OSC
West, Robert (OM)	SED	IC / Operations	X	OSC
Cazares, Juan	SED	Operations	X	Recovery & Protection Branch
Sullivan, Stacy	GCD	Operations	X	Recovery & Protection Branch
Walsh, Stephen	SED	Operations	X	Recovery & Protection Branch
McPeak, Ray	NED	Operations	X	Recovery & Protection Branch
Lum, Dale	NED	Operations	X	Recovery & Protection Branch
Wilson, Mark	GCD	Operations	X	Recovery & Protection Branch
McClellan, Todd	NED	Operations	X	Pipeline Repair Branch
Barker, Michael	SED	Operations	X	Pipeline Repair Branch
Turner, Kelvin	SED	Operations	X	Pipeline Repair Branch
Garvey, Tyson	NED	Operations		Recovery & Protection Branch
Alford, Michael	GCD	Operations		Operations Staff
Landry, Dustin	GCD	Operations		Operations Staff
Amerson, Jay	SED	Operations		Operations Staff
Harrison, Gregory	SED	Operations		Operations Staff
Lovvorn, John	SED	Operations		Operations Staff
Neumeyer, Michael	SED	Operations		Operations Staff
Schafer, Margaret	SED	Operations		Operations Staff
Herbstritt, Gregory	NED	Operations		Operations Staff
Jackson, Fred	NED	Operations		Operations Staff
Staging				
Peeler, David (OM)	GCD-MS	IC / Staging Area Director	X	Deputy IC / Staging Area Director
Kressley, Allen (OM)	NED-NJ (LIN)	IC / Staging Area Director	X	Deputy IC / Staging Area Director
Griffen, Larry	SED	Alabama - Tennessee		
Purvis, Steve	SED	Alabama - Tennessee		

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

Lawson, Mike	GCD	Baton Rouge		
Escher, Craig	GCD	Baton Rouge		
Devillier, Roger	GCD	Beaumont		
Russo , Mark	NED	Fairfax		
Barnard, Tim	SED	Georgia		
Brooks, Keith	SED	Georgia		
Ledbetter, Stan	SED	Greensboro		
Rice, Steve	SED	Greensboro		
Poole, Tim	GCD	Lake Charles		
DaRocha, Janior	NED	Linden NJ		
Infante, Nick	NED	Linden NJ		
Freeze , Jim	NED	Maryland		
Hamilton, Tyler	GCD	Mississippi		
Overland, Terrell	GCD	Mississippi		
Small, John	NED	NED / Woodbury		
White, Michael	SED	South Carolina /Charlotte		
Williams, Steven (Heath)	SED	South Carolina /Charlotte		
Randolph, Clyde	NED	Virginia		
Young, Garvey	NED	Virginia		
Eichman, Jim	NED	Woodbury		
<b>Planning</b>				
Titus, Jeff	Corp	Planning	X	PSC
Fincher, Jeff	Corp	Planning		DPSC
Hughes, Robert	Corp	Planning		DPSC
Wickersham, Jon	Corp	Planning		DPSC
Bernhardt, Jon	Corp	Planning		Demob Unit
<b>Environmental Unit</b>				
Wyatt, John	SED	Environmental Unit	X	ENVL
Smith, Randy	GCD	Environmental Unit	X	ENVL

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

Situation Unit				
Carpenter, Stan	NED	Situation Unit	X	SITL
Verdon, Mike	Corp	Situation Unit	X	SITL
Bates, Kevin	SED	Situation Unit		SIT Staff
Culbreath, John	SED	Situation Unit		SIT Staff
Fago, John	NED	Situation Unit		SIT Staff
Gilbreath, Lisa	GCD	Situation Unit		SIT Staff
Leigh, Faron	SED	Situation Unit		SIT Staff
Napier, Megan	NED	Situation Unit		SIT Staff
Peters, John	GCD	Situation Unit		SIT Staff
Shenk, Rob	NED	Situation Unit		SIT Staff
Williams, Mike	SED	Situation Unit		SIT Staff
James, Eric	Corp	GIS		Lead GIS
Eldridge, Roger	Corp	GIS		Staff GIS
Holderfield, Robert (Tripp)	Corp	GIS		Staff GIS
McChesney, Paul	Corp	GIS		Staff GIS
Resource Unit				
Sisk, Perry	SED	Resources Unit	X	RESL
Crowe, Lamar	Corp	Resources Unit	X	RESL
Troupe, Terry	Corp	Resources Unit	X	RES Staff
Plishka, Michael	GCD	Resources Unit	X	RES Staff
Daniel, Todd	Corp	Resources Unit		RES Staff
Allen, Greg	Corp	Resources Unit		Reactive Phase Office Support
Armitage, Thomas (Frank)	Corp	Resources Unit		Check-In / Check-Out Recorder
Dalton, Billy	Corp	Resources Unit		Check-In / Check-Out Recorder
Dorrington, Rasmus	Corp	Resources Unit		Check-In / Check-Out Recorder
Hurff, Steve	NED	Resources Unit		Check-In / Check-Out Recorder
Jacobsen, Daniel	Corp	Resources Unit		Check-In / Check-Out Recorder
King, Stan	Corp	Resources Unit		Reactive Phase Office Support

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

Leo, Anthony	Corp	Resources Unit		RES Staff
Martin, Phillip	SED	Resources Unit		Check-In / Check-Out Recorder
Morgan, Brett	Corp	Resources Unit		RES Staff
Reeves, Johnny	Corp	Resources Unit		Check-In / Check-Out Recorder
Saxton, Joseph	NED	Resources Unit		Check-In / Check-Out Recorder
Simms, Kendal	Corp	Resources Unit		RES Staff
Stegall, Chris	GCD	Resources Unit		Check-In / Check-Out Recorder
Stewart, Greg	NED	Resources Unit		Check-In / Check-Out Recorder
Vo, Chuong	Corp	Resources Unit		RES Staff
Williams, Erika	Corp	Resources Unit		RES Staff
<b>Documentation Unit</b>				<b><u>Primary Role / Secondary Role</u></b>
Smith, Belinda	GCD	Documentation Unit	X	DOCL / FIN
Arnold, Terri	SED	Documentation Unit	X	DOCL / LOG
Gallo, Frank (OM)	NED-MD	IC / Documentation Unit		Deputy IC /DOCL
Kazmarek, Cliff (AOM)	SED - GA	IC / Documentation Unit		Deputy IC /DOCL
Kirk, Denise (AOM)	GCD-LA	IC / Documentation Unit		Deputy IC /DOCL
Andrews, Nathan	SED	Documentation Unit		OPS
Barber, Kyle	NED	Documentation Unit		OPS / Planning
Barker, Elizabeth (Lisa)	SED	Documentation Unit		
Blocker, Dixie	SED	Documentation Unit		LOG / OPS
Borth, Angela	Corp	Documentation Unit		SOFR
Brown, Tom	SED	Documentation Unit		Scribe / LOG / DOCL
Burkhart, Caryn	SED	Documentation Unit		
Caporaletti, Dianne	NED	Documentation Unit		
Cornett, Eric	SED	Documentation Unit		
Davis, Alnesha	Corp	Documentation Unit		
Davis, Maranda	SED	Documentation Unit		Planning / OPS
Deason, Kathleen	Corp	Documentation Unit		
Durr, Tiffany	SED	Documentation Unit		

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

Fortune, Angela	NED	Documentation Unit		FIN / DOCL
Harrell, Elizabeth	Corp	Documentation Unit		
Hodges, Mary Beth	Corp	Documentation Unit		DOCL / Planning
Holmgren, Brian	NED	Documentation Unit		LOG / OPS
Hudson, Jennifer	Corp	Documentation Unit		PIO
Hughes, Cathleen	Corp	Documentation Unit		PIO Staff (deploy to corporate)
Jones, Dawn	Corp	Documentation Unit		SOFR
Jones, Sonya	Corp	Documentation Unit		
Kindle, David	Corp	Documentation Unit		
Lackey, Dasha	Corp	Documentation Unit		
Langley, Denise	Corp	Documentation Unit		Historian / Planning / Command
Lott, Ann	GCD	Documentation Unit		LOG / DOCL
McKnight, Joseph	Corp	Documentation Unit		
Morgan, Patrece	Corp	Documentation Unit		LNO / FIN/ Command
Neblett, KayAnn	Corp	Documentation Unit		
Perrin, Robert	NED	Documentation Unit		OPS / Planning
Sivils, Jeff	Corp	Documentation Unit		Planning / OPS
Small, Christina	SED	Documentation Unit		
Solomon, Zach	Corp	Documentation Unit		PIO
Sparkman, Rhyan	GCD	Documentation Unit		Operations
Spears, Kim	Corp	Documentation Unit		
Sullivan, Wendy	Corp	Documentation Unit		LNO
Thomas, Becky	NED	Documentation Unit		ENV / Planning / OPS/ FIN / DOCL
Tinsley, Marie	GCD	Documentation Unit		FIN / DOCL
Tolbert, Becky	NED	Documentation Unit		SIT
Wiseman, Dale	Corp	Documentation Unit		
<b>Logistics</b>				
Brown, Buddy	Corporate	LOG	X	LSC
Dooley, Scott	Corp	LOG	X	LSC

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

Curtis, Richard (OM)	GCD-TX (Hou)	IC / LOG	X	Deputy IC / District Staff Support
Peltier, Glenn	GCD (Beaumont)	LOG	X	District Staff Support
Bassett, James	SED (Atlanta)	LOG		Lead SED Staff Support
Booth, Dane	Corporate	Communications Unit	X	COML
Bunn, Chris	SED (Pelham)	LOG		District Staff Support
Carnes, Michelle	GCD (Beaumont)	LOG		District Staff Support
Droege, Ken	NED (Mitchell)	LOG		District Staff Support
Hendry, Richard	GCD (Collins)	LOG		District Staff Support
Hopwood, Todd	NED (Dorsey)	LOG		District Staff Support
Johnson, Chris	NED (Linden)	LOG		District Staff Support
Johnson, Michael	Corp	LOG		LOG Staff
Lowie, James	SED (Belton)	LOG		District Staff Support
Mardre, Mari	Corporate	Communications Unit		DCOML
Martin, Andy	Corporate	LOG		LSC
Preuett, Norm	GCD (Baton Rouge)	LOG		Lead GCD Staff Support
Smith, David	Corporate	Communications Unit		Comms Staff
Grasse, Dianne	Corporate	Security		Security
Sheffield, Noel	SED (Greensboro)	Service Branch		Service Branch
<b>Finance</b>				
Peacock, Lauren	NED	Finance	X	FSC
Bruce -Tagoe, Aubrey	GCD	Finance	X	FSC
Walker, Karen	SED	Finance	X	FSC
Gentzler, John (OM)	NED-NJ (WBJ)	IC / Finance	X	Deputy IC / FSC
Emrick, Allison	Corp	Finance		Cost Unit
Mills, Kim	Corp	Finance		Cost Unit
Parson, Christine	Corp	Finance		Cost Unit
Morrison, Skip	Corp	Community Assistance Unit	X	Community Assistance Unit Leader
Herman, Mike	Corp	Community Assistance Unit		Community Assistance Unit Leader

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

Callaway, Michelle	Corp	Community Assistance Unit	Community Assistance Team Liaison
Brock, Shane	Corp	Community Assistance Unit	Compensation / Claims Specialist Lead
Gibbons, Troy (OM)	SED - AL/TN	Community Assistance Unit	IC / Compensation / Claims Specialist Lead
Mock, Terry	Corp	Community Assistance Unit	Compensation / Claims Specialist Lead
Fuqua, Keith	Corp	Community Assistance Unit	Compensation / Claims Specialist
Minnich, Ron	Corp	Community Assistance Unit	Compensation / Claims Specialist
Woody, Lindsey	Corp	Community Assistance Unit	Compensation / Claims Specialist
Centeno, Jennifer	NED	Community Assistance Unit	Humanitarian Assistance Specialist Lead
Littlejohn, Martie	GCD	Community Assistance Unit	Humanitarian Assistance Specialist Lead
Hayworth, Andi	Corp	Community Assistance Unit	Humanitarian Assistance Specialist Lead
McLean, Mat	Corp	Community Assistance Unit	Humanitarian Assistance Specialist Lead
Smith, Denise	SED	Community Assistance Unit	Humanitarian Assistance Specialist Lead
Tootell, Paul	NED	Community Assistance Unit	Humanitarian Assistance Specialist Lead
Sharma, Preeti	Corp	Community Assistance Unit	Humanitarian Assistance Specialist
Burnette, Michael	Corp	Community Assistance Unit	Humanitarian Assistance Specialist
Koehn, Greg	Corp	Community Assistance Unit	Humanitarian Assistance Specialist
Shepherd, Kathy	Corp	Community Assistance Unit	Humanitarian Assistance Specialist
Barwick, Lisa	Corp	Community Assistance Unit	Humanitarian Assistance Specialist
Greelish, Tamara	Corp	Community Assistance Unit	Humanitarian Assistance Specialist
Haddox, Laketa	Corp	Community Assistance Unit	Humanitarian Assistance Specialist
Awoyemi, Bukola	Corp	Community Assistance Unit	Humanitarian Assistance Specialist
Nelson, Charles	GCD	Community Assistance Unit	Humanitarian Assistance Specialist
Raley, Kevin	SED	Community Assistance Unit	Humanitarian Assistance Specialist
West, Tom	SED	Community Assistance Unit	Humanitarian Assistance Specialist
Zeledon, Julio	Corp	Community Assistance Unit	Humanitarian Assistance Specialist
<b>Corporate Office Management</b>			
Adams, Joe	Corp	CCOM	
Armstrong II, Harvey (Sonny)	Corp	CCOM	
Barbeauld, Rob	Corp	CMT Leader back-up	

# Colonial Pipeline Company

## SPILL MANAGEMENT TEAM (SMT) PHONE LIST

Barimo, Ken	Corp	Control Center Leader		
Baker, Steve	Corp	Public Information		
Belden, Doug	Corp	CMT Leader		
Brooks, Eve	Corp	Human Resources		
Brown, David	Corp	CCOM		
Cobb, Jamie	Corp	CCOM		
Dague, Kevin	Corp	CCOM		
Doudna, David	Corp	Finance		
Felt, Tim	Corp	President		
Henderson, Steve	Corp	Procurement		
Lackey, Meredith	Corp	Legal		
Mobley, Brock	Corp	CCOM		
Meyers, Doug	Corp	Director, BD		
Nguyen, Anh	Corp	Hydraulics SME		
Reese, Ray	Corp	HSS Leader		
Seagraves, Preston	Corp	CCOM		
Tompkins, Charles	Corp	Hydraulics SME		

# **Colonial Pipeline Company**

## **HAZWOPER TRAINED PERSONNEL**

Depending on an individual's role and responsibility during an emergency incident, certain HAZOPER training may be required. Section 6.01 of this manual details the necessary training courses and requirements for Colonial personnel.

Personnel required to complete HAZWOPER training must be able to provide proof of such training before being allowed to work within specific areas of response. Colonial's Training Services team maintains these records and will make them available when requested by a governing agency.

Future updates to this manual may include these training records if deemed prudent during an emergency response activity.

# Colonial Pipeline Company

## SOUTHEAST DISTRICT PHONE LIST

Last Name	First Name	Location	Job Title	Home Phone	Work Phone	Cell Phone
Alewine	Nathan	Belton	Operator A-Shift	(b) (6)		
Amerson III	James	Greensboro Junction	Senior Field Project Manager	(b) (6)	336-931-6024	(b) (6)
Anderson	Stephen	Apex	Senior Operator	(b) (6)		
Andrews	Nathan	Atlanta Junction	Tank Farm Controller III		770-948-8700	
Arnold	Terri	Atlanta Junction	Administrative Assistant	(b) (6)	770-819-3551	
Bagley	Douglas	Atlanta Junction	Associate Technician	(b) (6)		
Baker	Tiffany	Atlanta Junction	Inspector		770-819-3571	
Barker	Lisa	Belton	Administrative Assistant		864-641-3610	
Barker	Michael	Belton	Field Project Manager	(b) (6)		
Barnard	Timothy	Chattahoochee	Technician	(b) (6)		
Barrere	Wayne	Atlanta Junction	Tank Farm Controller I-Shift			
Bassett	James	Atlanta Junction	Planner I	(b) (6)	770-819-3572	
Bates	Kevin	Atlanta Junction	Environmental Specialist			
Berry	Douglas	Charlotte	Operator A-Shift			
Black	Joshua	Belton	Senior Operator		864-332-8113	
Blanton	Harold	Pelham	Inspector	(b) (6)	205-685-6005	
Blocker	Dixie	Knoxville	Senior Operator	(b) (6)	865-584-1817	
Boyan	Kenneth	Greensboro Junction	Senior Operator	(b) (6)	336-931-6059	
Bracy	Scotty	Charlotte	Corrosion Technician	(b) (6)	704-393-6819	
Briggs	Jason	Greensboro Junction	Technician	(b) (6)	336-931-6028	
Brooks	Keith	Atlanta Junction	Associate Technician	(b) (6)	770-819-3556	
Brown	Deeanna	Chattahoochee	Senior Operator	(b) (6)	404-794-3768	
Brown	Thomas	Greensboro Junction	Operator A-Shift	(b) (6)		
Brown	Gene	Macon	Technician	(b) (6)		
Bryant	Steven	Chattanooga Field Office	Inspector	(b) (6)		
Bryson	Stephen	Spartanburg	Senior Operator		864-585-6929	
Bunn	Christopher	Pelham	Planner I	(b) (6)	205-685-6017	

# Colonial Pipeline Company

## SOUTHEAST DISTRICT PHONE LIST

Burkhart	Caryn	Pelham	Administrative Assistant		205-685-6003	(b) (6)
Butler	Tammy	Pelham	Operator A-Shift	(b) (6)		
Cameron	Lawrence	Charlotte	Operator A-Shift		704-392-8610	
Cannon	Gordon	Chattanooga Junction	Corrosion Program Manager		404-695-4855	
Carey	Larry	Atlanta Junction	Tank Farm Controller III	(b) (6)	770-732-6870	
Carey	Dylan	Greensboro Junction	Associate Operator			
Cason	Wesley	Atlanta Junction	Technician	(b) (6)	770-732-6899	
Castellanos	Jose	Charlotte	Operator A-Shift			
Causey	Steve	Atlanta Junction	Tank Farm Controller III		770-732-6877	
Cazares	Juan	Atlanta Junction	Senior Field Project Manager		770-819-3553	
Cloninger	Timothy	Charlotte	Operator A-Shift		704-392-8610	
Coan	Cecil	Atlanta Junction	Sr Engineer		770-732-6873	
Cole	Cody	Atlanta Junction	Associate Technician			
Conkle	Kerry	Pelham	Inspector	(b) (6)	678-898-1177	
Conrad	Peter	Charlotte	Senior Operator		704-393-6828	
Cornett	Donald	Atlanta Junction	Lead Operator	(b) (6)	770-732-6872	
Cortes	Edgar	Pelham	Technician		205-685-6013	
Cotten	Michael	Atlanta Junction	Inspector		404-963-9198	
Culbreath	John	Charlotte	Environmental Specialist		704-399-5259	
Cutting	Michael	Belton	Operations Manager		864-332-8105	
Darden	William	Greensboro Junction	Operator A-Shift	(b) (6)		
Davis	Robert	Charlotte	Senior Operator		704-393-6822	(b) (6)
Davis	Maranda	Spartanburg	Associate Operator			
Dellinger	Troy	Belton	Corrosion Technician			
Durr	Tiffani	Nashville	Senior Operator			
Easler	Jay	Spartanburg	Senior Operator	(b) (6)	864-585-6929	
Eickmann	Carolee	Selma	Senior Operator			
Faulkner	Ollin	Pelham	Technician			

# Colonial Pipeline Company

## SOUTHEAST DISTRICT PHONE LIST

Fenech	Jason	Knoxville	Senior Operator	(b) (6)	865-584-1817	(b) (6)
Fine	Ronald	Spartanburg	Senior Operator - Right of Way		864-641-3614	
Fleming II	Stephen	Pelham	Inspector			
Foust	David	Greensboro Junction	Inspector			
Fowler Jr	Darl	Greensboro Junction	Operator A-Shift		336-931-6043	
Fuller	Mark	Pelham	Operator A-Shift			
Gainey	Ferenzo	Greensboro Junction	Associate Operator			
Gardner	Donald	Greensboro Junction	Operations Manager		336-931-6027	
Garriga	Evan	Spartanburg	Associate Technician			
Gibbons	Troy	Pelham	Operations Manager		205-685-6001	
Gilk	Alexander	Charlotte	Inspector		704-363-8464	
Godwin	Gary	Belton	Associate Operator			
Gose	Adam	Macon	Inspector			
Griffen	Lawrence	Pelham	Technician		205-685-6012	
Grooms	Brandon	Belton	Inspector		864-332-8104	
Hackney	William	Chattanooga Junction	Senior Operator			
Hall	Lennard	Nashville	Technician		615-297-0787	
Harlow	Val	Atlanta Junction	Sr Inspector		770-819-3558	
Harris	Bradley	Chattanooga Field Office	Inspector			
Harrison	Gregory	Chattanooga Field Office	Senior Field Project Manager		423-305-1194	
Hart	Isaac	Atlanta Junction	Associate Technician		770-732-6892	
Headrick	Russell	Chattanooga Office	Lead Technician		706-891-7589	
Hedgecock	James	Greensboro Junction	Senior Operator		336-931-6044	
Herndon	Joseph	Atlanta Junction	Tank Farm Controller I-Shift			
Hicks	Anthony	Greensboro Junction	Operator A-Shift			
Highfill	William	Greensboro Junction	Sr Inspector		336-931-6036	(b) (6)
Hill	Charles	Pelham	Associate Technician		205-685-6015	
Horton	Albert	Chattanooga Field Office	Technician			

# Colonial Pipeline Company

## SOUTHEAST DISTRICT PHONE LIST

Jack	Robert	Chattahoochee	Inspector			(b) (6)
Janney	Gregory	Atlanta Junction	Tank Farm Controller II-Shift	(b) (6)		
Jernigan	Daniel	Macon	Senior Technician			(b) (6)
Jessup	David	Greensboro Junction	Operator B-Shift			
Johnson	Mike	Charlotte	Lead Operator		704-393-6826	(b) (6)
Junkins Jr.	Marty	Spartanburg	Technician		864-641-3611	
Kirby	Cory	Atlanta Junction	Tank Farm Controller II-Shift			
Kolar	Angela	Atlanta Junction	Director of Operations	(b) (6)		
Konvicka	Bruce	Atlanta Junction	Tank Farm Controller II-Shift		770-732-6864	
Larimore	James	Greensboro Junction	Corrosion Technician II		336-931-6070	
Larimore	Daryl	Greensboro Junction	Inspector		336-931-6035	
Ledbetter	Stan	Greensboro Junction	Senior Technician		336-931-6032	
Leigh	Faron	Greensboro Junction	Environmental Specialist		336-931-6061	
Littleton	Joe	Pelham	Process Safety District Coord		205-664-0333	
Lollis	Jamie	Belton	Inspector		864-332-8112	
Long	Marty	Macon	Technician	(b) (6)		
Lovvorn	John	Pelham	Field Project Manager		205-664-0033	
Lowie	James	Belton	Planner I		864-332-8103	
Lucear	Eric	Atlanta Junction	Senior Operator			
Madden	Roger	Belton	Lead Operator	(b) (6)	864-332-8109	
Martin	Phillip	Belton	Technician		864-332-8107	
Maxwell	Jon	Belton	Operator A-Shift		864-332-8113	
Mc,	Michael	Greensboro Junction	Technician		336-931-6040	
McClure	Steve	Spartanburg	Senior Inspector			
McCuiston	James	Greensboro Junction	Senior Technician	(b) (6)	336-931-6029	
McDougald	Kevin	Apex	Senior Operator			
McGee	Jesse	Charlotte	Associate Operator			
McGee	Garry	Greensboro Junction	Senior Operator	(b) (6)	336-931-6064	

# Colonial Pipeline Company

## SOUTHEAST DISTRICT PHONE LIST

McLaughlin	Gerald	Pelham	Senior Operator	(b) (6)	205-685-6008	(b) (6)
Mercer	Mark	Pelham	Senior Technician		205-685-6010	
Monroe	Jeff	Atlanta Junction	Lead Technician		770-732-6871	
Morell	Chris	Knoxville	Technician			
Motley	Brian	Pelham	Corrosion Technician			
Neumeyer	Michael	Chattanooga Field Office	Field Project Manager			
Newton	Cody	Atlanta Junction	Tank Farm Controller I-Shift			
Parham	Conrad	Greensboro Junction	Operator B-Shift	(b) (6)		
Parker	Mario	Greensboro Junction	Associate Operator			(b) (6)
Pegram	Randy	Greensboro Junction	Technician	(b) (6)		
Pelletier	Daniel	Nashville	Technician		615-297-0787	
Pierce	Charles	Chattanooga Office	Technician		706-891-7586	
Plunk	Keith	Chattahoochee	Technician		404-963-9206	
Pruitt	Cody	Greensboro Junction	Operator			
Pruitt	Darren	SED District Office - Albert P	Associate Director of Operations		336-339-1280	
Purvis	Steven	Pelham	Technician		205-685-6011	
Pyles	Thomas	Atlanta Junction	Tank Farm Controller I-Shift	(b) (6)		
Rajbandith	Noudam	Greensboro Junction	Operator A-Shift			
Raley	Kevin	Chattanooga Junction	ROW Coordinator	(b) (6)	706-891-7584	
Rasmussen	Joseph	Atlanta Junction	Measurement Specialist		770-819-3564	
Ray	Patrick	Atlanta Junction	Inspector			
Reed	Mathew	Athens Delivery	Corrosion Technician II		706-559-4611	
Rice	Steven	Greensboro Junction	Technician		336-931-6033	
Rissler	Patricia	Greensboro Junction	HSS Field Coordinator			
Roberts	Vince	Chattahoochee	Inspector	(b) (6)		
Roberts	Terry	Pelham	Operator A-Shift			
Rushton	Todd	Spartanburg	Senior Operator		864-641-3602	
Ryans	Wallace	Chattanooga Junction	Senior Operator		706-891-7588	

## Colonial Pipeline Company SOUTHEAST DISTRICT PHONE LIST

Saunders	Robert	Greensboro Junction	Operator A-Shift	(b) (6)	336-292-0427	
Schafer	Margaret	Greensboro Junction	Associate Field Project Manager		336-931-6062	(b) (6)
Shaver	Christopher	Charlotte	Technician	(b) (6)	704-393-6801	
Sheffield	Deon	Greensboro Junction	Operator A-Shift		336-931-6041	
Shipman	John	Greensboro Junction	Senior Operator		336-931-6064	
Shumpert	Jera	Atlanta Junction	Inspector	(b) (6)	770-819-3559	(b) (6)
Simmons	George	Greensboro Junction	Technician		336-931-6034	
Sisk	Perry	Chattahoochee	Sr Engineer	(b) (6)		
Small	Christina	Greensboro Junction	Administrative Assistant		336-931-6072	
Smith	Jody	Atlanta Junction	Technician		770-732-6895	
Smith	Brian	Greensboro Junction	Associate Operations Manager		336-931-6077	
Stallings Jr	Bobby	Pelham	Lead Operator		205-685-6002	
Stewart	Jeff	Atlanta Junction	Inspector			
Stroupe	Jason	Atlanta Junction	Tank Farm Controller I-Shift			
Sullivan	Elizabeth	Belton	Operator A-Shift	(b) (6)	864-332-8113	
Swafford	Scotty	Chattahoochee	Inspector			
Taylor	Benjamin	Pelham	Technician	(b) (6)	205-685-6014	
Teller	Martie	Spartanburg	Technician			
Thomas	Stephen	SED District Office - Albert P	District Project Leader	(b) (6)	336-931-6022	
Trotter	Timothy	Belton	Inspector			
Turner	Kelvin	Atlanta Junction	Senior Field Project Manager		770-819-3554	
VanNess Jr.	Paul	Greensboro Junction	Operator B-Shift		336-931-6026	
Virost	David	Greensboro Junction	Sr Engineer	(b) (6)	336-931-6058	
Vreeland	Clyde	Greensboro Junction	Technician			
Walker	Karen	SED District Office - Albert P	Business Manager		336-617-3243	
Walsh	Jade	Atlanta Junction	Tank Farm Controller I-Shift			
Walsh	Steven	Atlanta Junction	Senior Field Project Manager	(b) (6)	770-819-3557	

# Colonial Pipeline Company

## SOUTHEAST DISTRICT PHONE LIST

Webber	Terrence	Pelham	Technician			(b) (6)
West	Robert	Atlanta Junction	Operations Manager		770-819-3552	
West	William	Greensboro Junction	ROW Coordinator	(b) (6)	336-931-6039	
White	Michael	Charlotte	Senior Technician		704-393-6820	
White	Walter	Nashville	Senior Operator		615-297-0787	
White	Christopher	Pelham	Operator A-Shift			
Wilkes	Shane	Chattahoochee	Technician		404-963-9213	
Williams	Steven	Belton	Technician	(b) (6)	864-332-8114	
Williams	Timothy	Chattahoochee	Corrosion Technician II			
Williams	Michael	Pelham	Environmental Specialist		205-664-0035	
Wilson	Adam	Belton	Operator			
Wooten	Danny	Charlotte	Inspector		704-393-6827	
Wyatt	John	Chattanooga Field Office	District Environ. Program Mgr			
Yarbrough	Bradley	Chattahoochee	Senior Inspector			
Young	Thomas	Athens Delivery	Technician			
Young	Earl	Greensboro Junction	Inspector	(b) (6)	336-931-6038	
Young Jr	John	Greensboro Junction	Lead Operator		336-931-6049	

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Apex Delivery

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
NC Division of Water Quality	Emergency Hotline Main Raleigh Regional Office
	800-858-0368 919-807-6300 919-791-4200
NC Division of Emergency Management	24 Hr Operations Disaster Recovery Operations Center Main Office
	800-858-0368 919-715-8000 919-825-2500
NC State Highway Patrol	Communications Wake County State Hwy Patrol Local Office Main Office Patrol Headquarters
	800-662-7956 919-733-4400 919-733-7952
NC Dept. of Labor	(OSHA Admin)
	919-807-2900 800-625-2267

COUNTY AGENCIES	TELEPHONE
Wake County Emergency Management Services	919-856-6480
Wake County EMS	919-856-6022
Wake County Hazmat Regional Response	919-431-1390
Johnston County Emergency Management Services	919-989-5050
Johnston County Sheriff	919-989-5000
Chatham County (Emergency Operations Center)	919-542-2911
Chatham County Sheriff, Fire & Rescue	919-542-2911
Harnett County Fire & Rescue	910-893-9111
Harnett County Sheriff	910-893-9111
NC State Highway Patrol (Harnett Co. Area)	24 Hrs 800-334-7411

CITY AGENCIES	TELEPHONE
Apex – Fire Dept. & Rescue	919-362-4001
Local Police	911 919-362-8661
	EMS 919-363-1577
RDU Airport – Airport Security Police, Fire & Rescue	Emergency Only
Airport Authority	Non-Emergency Administrative
	919-840-2111 919-840-7510 919-840-2100
Selma – Police, Fire & Rescue	Emergency Only Non-Emergency
	919-934-9411 919-965-8189
Lillington Police Dept	Emergency Only Non-Emergency
	910-893-9111 910-893-3015

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Atlanta Junction

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802
US EPA – Atlanta Regional Administrator Heather McTeer Tony Matt Taylor, Chief, Removal OPS Section 24 Hr Emergency Response	404-562-8357 404-562-8759 404-562-8700
US National Park Service – Chattahoochee River National Recreation Area 24 hour Emergency Number - Dispatch Supervising Park Ranger – Jay Kolodzonski  Chief of Park Operations – Scott Pfeniger  Acting Chief of Planning and Resource Mgmt.- Charlie Jackson	678-538-1200 678-538-1273 O: 678-538-1269 C: (b) (6) O: 678-538-1261 C: (b) (6) O: 678-538-1304 C: (b) (6)
OSHA – Atlanta West Office	678-903-7301 800-321-OSHA

STATE AGENCIES	TELEPHONE
GEMA Region Seven Coordinator Sheri Russo - 1-800-TRY-GEMA  24 Hour	Cell: (b) (6) 404-635-7200 Fax: 404-635-7205
Georgia One Call	800-282-7411
Georgia DNR	404-656-4300
Georgia DNR EPD	404-656-4713

CITY AGENCIES	TELEPHONE
Austell Mayor – Joe Jerkins	770-944-4300/4328 (b) (6) (Home)
Powder Springs Mayor – Pat Vaughn	770-943-1666
Smyrna Mayor – A. Max Bacon; Admin - Christy Ullman (770-319-5301) After Hrs (Police Department)	770-319-5302 770-434-9481
Lawrenceville Mayor – Judy Jordan Johnson  Assistant	678-407-6576 678-407-6577

OTHER	TELEPHONE
Atlanta Airport – Atlanta Fire Dept , 720 Doug Davis Dr. Hapeville, GA AFD Wilmond Meadows – DOA-C4 Fire Assistant Chief <a href="mailto:wmeadowsr@atlantaga.gov">wmeadowsr@atlantaga.gov</a> AFD Inspection Chief Alan Burton – DOA Chief of Inspections <a href="mailto:Alan.Burton@atlanta-airport.com">Alan.Burton@atlanta-airport.com</a> AFD Chief Rod Smith –City of Atlanta Special Operations Assistant Fire Chief <a href="mailto:rsmith@atlantaga.gov">rsmith@atlantaga.gov</a>	O: 404-382-1072 C: (b) (6) O: 404-382-1077 C: (b) (6) O: 404-382-1073 C: (b) (6)
Atlanta Airport Centralized Command and Control Center 6000 North Terminal Pkwy. Atlanta, GA 30320 C-4 Gus Hudson DOA Centralized Command and Control Ctr Executive <a href="mailto:Augustus.Hudson@atlanta-airport.com">Augustus.Hudson@atlanta-airport.com</a> C-4 Penny Roberts DOA C-4 Dispatch Supervisor Police <a href="mailto:Penny.Roberts@atlanta-airport.com">Penny.Roberts@atlanta-airport.com</a>	O: 404-530-6800  O: 404-382-1044 C: (b) (6) O: C: (b) (6)

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Belton Junction

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802
US EPA – Atlanta Regional Administrator	404-562-8357
24 Hr Emergency Response	404-562-8700

STATE AGENCIES	TELEPHONE
Georgia Department of Natural Resources	404-656-4300
State of SC DHEC Emergency Response	803-253-6488
24-Hour	888-481-0125
Georgia Dept of Natural Resources (Commissioner's Office)	404-656-3500
One Call – GA	800-282-7411
One Call – SC	800-922-0983

COUNTY AGENCIES	TELEPHONE
Anderson County Rescue Squad	864-260-4444
Anderson County Emergency Preparedness Chief – Taylor Jones	864-260-4646
Environmental Quality Control Anderson & Oconee SC	864-260-5569
Athens/Clarke County Fire and Emergency Services	706-613-3360

CITY AGENCIES	TELEPHONE
Belton Fire Dept	864-338-7048
Belton Police Dept	864-338-8448

### Charlotte Delivery Facility

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802
US EPA – Atlanta Regional Administrator	404-562-8357
24 Hr Emergency Response	404-562-8700

STATE AGENCIES	TELEPHONE
NC Dept. of Environmental & Natural Resources 8am-5pm	877-623-6748
NC Division of Emergency Response 24 Hrs	800-858-0368
NC State Highway Patrol 24 Hrs	800-572-8765
NC Dept of Labor – OSHA	800-625-2267

COUNTY AGENCIES	TELEPHONE
Mecklenburg County EMS	704-943-6200
Mecklenburg County 311 Citizen Hotline	704-336-5500
Mecklenburg County Sheriff	704-336-2543

CITY AGENCIES	TELEPHONE
<b>Charlotte Fire Information</b>	704-336-2441
Charlotte City Police	704-336-3237
24 hour Emergency Line	704-336-2352

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Chattanooga

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802
US EPA – Atlanta Regional Administrator	404-562-8357
24 Hr Emergency Response	404-562-8700
OSHA – Atlanta West Office	678-903-7301
After Hours www.osha.gov	800-321-6742
Army Corp of Engineers – Regulatory Branch	615-369-7500
Chief of Water Management Section	615-736-5675

STATE AGENCIES	TELEPHONE
TN Emergency Management Agency	615-741-0001
TN One Call	800-351-1111 or 811
TN Highway Patrol – Chattanooga District Office	423-634-6890
Fire Marshall	615-741-2981
TN DOT	423-892-3430
GA One Call	800-282-7411 or 811

COUNTY AGENCIES	TELEPHONE
Catoosa County, GA	
Catoosa Utility District	706-937-4121
Georgia State Patrol	706-272-2200
Walker County, GA	
Georgia State Patrol	706-638-5501
Floyd County, GA	
Water Dept	706-291-5172
Loudon County, TN	
Sweetwater Utility Board	423-337-5081
Lenoir City Utility Board	865-986-6591
Knox County, TN	
Rescue Squad	865-546-4821
TN State Patrol	865-594-5800
TN One Call	800-351-1111
Knoxville Utilities Board	865-524-2911

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Doraville/Chattahoochee

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802
US EPA – Atlanta Regional Administrator Heather McTeer Tony Matt Taylor, Chief, Removal OPS Section 24 Hr Emergency Response	404-562-8357 404-562-8759 404-562-8700
OSHA – Atlanta West Office After Hours	678-903-7301 800-321-OSHA
US National Park Service – Chattahoochee River National Rec Area 24 hour Emergency Number - Dispatch Supervising Park Ranger – Jay Kolodzonski - C: (b) (6) Chief of Park Operations – Scott Pfeniger - C: (b) (6) Acting Chief of Planning and Resource Mgmt.- Charlie Jackson	678-538-1200 678-538-1273 O: 678-538-1269 O: 678-538-1261 O: 678-538-1304 C: (b) (6)

STATE AGENCIES	TELEPHONE
GEMA Region Seven Coordinator Sheri Russo 24 Hour 1-800-TRY-GEMA	Cell: (b) (6) 404-635-7200 Fax: 404-635-7205
GA One Call	800-282-7411
GA DNR	404-656-4300
GA DNR EPD	404-656-4713

CITY AGENCIES	TELEPHONE
Tallapoosa – Mayor Pete Bridges Mainline	770-574-2345
Tallapoosa City Manager Phillip Eidson	Cell: (b) (6)
Carrollton – Mayor Wayne Garner	770-830-2000
Villa Rica Mayor – J. Allen Collins	770-459-6090
Temple Mayor – Lester Harmon	770-562-3369 x 103
East Point Mayor – Earnestine Pittman	404-270-7093
East Point City Manager – Jannquell Peters	404-270-7017
Hapeville City Administrator Alice Shepard	404-669-2100
Mayor – Alan Hallman / City Manager	404-669-2117
Hiram Mayor & City Administrator – Doris A. Dewey	770-943-3726
Powder Springs Mayor – Pat Vaughn	770-943-1666
Smyrna Mayor – Max Bacon	770-319-5302
Atlanta Mayor – Kasim Reed	404-330-6100
Forest Park City Manager Mayor's Office Chief of Police: Dwayne Hobbs	404-366-4720 404-608-2345 404-366-7280
College Park Mayor – Jack P. Longino/City Manager – Terrence R. Moore Executive Assistant – Wanda Anderson	404-669-3756 404-669-3755
Doraville Mayor – Donna Pittman	770-451-8745 x23 Home: (b) (6) Cell: (b) (6)
Bremen City Manager Perry Hicks Mayor Sharon Sewell - C: (b) (6)	678-821-1233 H: (b) (6)





# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Gastonia Station

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
NC Dept of Environmental & Natural Resources	8am-5pm 877-623-6748
NC Division of Emergency Response	24 Hrs 800-858-0368
NC State Patrol	24 Hrs 800-572-8765
NC Dept. of Labor	800-625-2267

COUNTY AGENCIES	TELEPHONE
Gaston County Emergency Management	704-866-3350
After Hours	704-866-3300
Dir Tommy Almond	770-862-6240
Environmental Health	704-853-5200
Gaston County Sheriff	704-869-6800
Gaston County EMS	704-866-3212

CITY AGENCIES	TELEPHONE
Fire Marshall	704-866-3355
Gaston Police Headquarters	704-866-3320
Non-Emergency	704-866-3300

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Greensboro Junction

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
NC Division of Water Quality Emergency Hotline Main Winston-Salem Regional Office	800-858-0368 919-807-6300 336-771-5000
NC Division of Emergency Management 24 Hr Operations Disaster Recovery Operations Center Main Office	800-858-0368 919-715-8000 919-825-2500
NC State Highway Patrol Communications Guilford County State Hwy Patrol Local Office Main Office Patrol Headquarters	336-334-5500 336-256-2058 919-733-7952
NC Dept. of Labor (OSHA Admin)	919-807-2900 800-625-2267

COUNTY AGENCIES	TELEPHONE
Guilford County Sherriff	336-641-3694
Guilford County Emergency Services 911	336-373-2933
Guilford County LEPC Mindy Lepard, Admin Asst.	336-834-4903
Greensboro Emergency Services Coordinator – Don Campbell	336-641-6569
Alamance County Fire Marshall Emergency Medical Services	336-227-1365 336-570-6796
Alamance County Sheriff's Dept. Non-Emergency	336-570-6777
Davidson County Emergency Services 911 Emergency Management Coordinator	336-242-2270 336-249-0131 336-242-2280
Rockingham County Fire Marshall Emergency Management Services	336-634-3014 336-634-3017
Rockingham County Sheriff's Dept. Non-Emergency	336-634-3300

CITY AGENCIES	TELEPHONE
High Point - Emergency Management Office Training Center Fire Dept. Non-Emergency - Police Dept. Non-Emergency	336-883-3358 336-883-3374 336-883-3224
Greensboro – Police Non-Emergency Fire Dept Airport Security Airport Authority Manager- Michael Wood	336-373-2222 336-373-2356 336-665-5642 336-665-5600

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Hickory Grove Station

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
VA Dept. of Environmental Quality VA Toll Free	8am-5pm 804-698-4000 800-592-5482
VA Dept. of Emergency Management VEOC-Emergency Operations Center	804-674-2400
VA State Police	Toll Free 800-468-8892
	804-674-2000
	Halifax Co. 434-476-1887
VA Dept. of Labor & Industry – OSHA	Southwest Region 540-562-3580
VA Dept. of Game & Inland Fisheries	804-367-1000
VA Dept of Forestry	Fire Chief Richard Thomas 540-459-3151

COUNTY AGENCIES	TELEPHONE
Halifax Joint LEPC	434-476-3300
Halifax County Sherriff's Dept.	911 Dispatcher 434-476-3334
Pittsylvania County LEPC	Director – James Davis 434-432-7921 434-432-7920
Pittsylvania County Sheriff	Chatham/Danville Area 434-432-7931
Pittsylvania Fire Dept.	434-432-2222

CITY AGENCIES	TELEPHONE
Halifax Fire Dept. & Rescue Squad	434-476-3334
City of Danville – Emerg. Svcs & Comm.	434-799-6535
Danville Water Treatment Plant	24 Hrs 434-799-6473

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Kannapolis Station

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
NC Dept. of Environment & Natural Resources	8am-5pm 877-623-6748
NC Division of Emergency Management	24 Hrs 800-858-0368
NC State Highway Patrol	24 Hrs 800-572-8765
NC Dept. of Labor – OSHA	800-625-2267

COUNTY AGENCIES	TELEPHONE
Sheriff's Dept – Cabarrus County	704-920-3000
Cabarrus County Emergency Management	Director Robert Smith 704-920-2143
Cabarrus County EMS	704-920-2605

CITY AGENCIES	TELEPHONE
Kannapolis Dispatch for Fire and Police	704-933-2121
Kannapolis Police	704-920-4000
Kannapolis Fire Dept	704-920-4260

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Lexington Station

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
NC Division of Water Quality Emergency Hotline Main Winston-Salem Regional Office	800-858-0368 919-807-6300 336-771-5000
NC Division of Emergency Management 24 Hr Operations Disaster Recovery Operations Center Main Office	800-858-0368 919-715-8000 919-825-2500
NC State Highway Patrol Communications Davidson County State Hwy Patrol Local Office Main Office Patrol Headquarters	704-855-1047 336-249-0247 919-733-7952
NC Dept. of Labor (OSHA Admin)	919-807-2900 800-625-2267

COUNTY AGENCIES	TELEPHONE
Davidson County Emergency Services 911 Director: Larry James Emergency Management Coordinator – Alton Hanes	336-242-2270 336-249-0131 336-242-2280
Davidson Hazmat	336-242-2270
Davidson County LEPC Chairman – Paul Jarrett	336-242-2270
Davidson County Sheriff's Dept.	336-242-2100
Davidson County Fire Marshall	911

CITY AGENCIES	TELEPHONE
911 Communications (Fire Dept., Police) - Davidson County 24 Hr	336-249-0131
High Point - Emergency Management Office - Fire Dept. Non-Emergency - Police Dept. Non-Emergency	336-883-3542 336-883-3374 336-883-3224
Lexington - Fire Dept. - Police Dept.	336-248-3935 336-243-3302

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Lillington Station

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
NC Division of Water Quality Emergency Hotline Main Fayetteville Regional Office	800-858-0368 919-807-6300 910-433-3300
NC Division of Emergency Management 24 Hr Operations Disaster Recovery Operations Center Main Office	800-858-0368 919-715-8000 919-825-2500
NC State Highway Patrol Communications Harnett County State Hwy Patrol Local Office Main Office Patrol Headquarters	800-334-7411 910-893-5704 919-733-7952
NC Dept. of Labor (OSHA Admin)	919-807-2900 800-625-2267

COUNTY AGENCIES	TELEPHONE
Harnett County LEPC	910-893-7580
Harnett County Emergency Management Services	910-893-7580
Harnett County EMS Non-Emergency	910-893-7563
Cumberland County Emergency Management Services	910-321-6736
Cumberland County Sherriff Day Night	910-323-1500 910-677-5400
Wake County Emergency Management Services	919-856-6480
Johnston County Emergency Management Services	919-989-5050

CITY AGENCIES	TELEPHONE
Lillington Police Dept Emergency Only Non-Emergency	910-893-9111 910-893-3015
Lillington – Fire Dept. Non-Emergency	910-893-9342
Fayetteville Highway Patrol Comm., Fire Dept, County Police, Rescue	910-486-1334
Selma – Police, Fire & Rescue Emergency Only Non-Emergency	919-934-9411 919-956-8189

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Macon

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802
US EPA – Atlanta Regional Administrator – A. Stanley Meiburg Matt Taylor, Chief, Removal OPS Section 24 Hr Emergency Response	404-562-8357 404-562-8759 404-562-8700
OSHA – Atlanta West Office (middle GA) After Hours	678-903-7301 800-321-6742
OSHA - Savannah Office (South GA) After Hours	912-652-4393 800-321-6742

STATE AGENCIES	TELEPHONE
GA One Call	800-282-7411
GA DNR EPD <span style="float: right;">404-656-4713</span>	404-657-5947
Emergency GA EPD	800-241-4113
GEMA Region 4 Coordinator: Ed Westbrook	Cell: (b) (6)

COUNTY AGENCIES	TELEPHONE
Fayette County Administrator – Steven A. Rapson / Clerk: Tamela White	770-305-5100/5103
Clayton County – Chairman Jeffrey Turner	770-477-3208 770-472-8122
Henry County – Chairman Tommy N. Smith	770-288-6001
Lamar County – City Commission Chairman Jay Matthews	770-358-5146
Monroe County - Commission Chairman Mike Bilderback	478-994-7000
Bibb County – Commission Chairman Samule F. Hart, Sr.	478-621-6345
Crawford County – Commission Chairman Dean Fripp	478-836-9065
Peach County – Commission Chairman Melvin Walker, Jr	478-825-2535
Macon County – Commission Chairman Richmond Felton	478-967-2434
Sumter County – Commission Chairman Randy Howard	229-853-2856
Dougherty County – Commission Chairman Jeff Sinyard	229-435-6258
Spalding County – Commission Chairman Gwen Flowers Taylor	770-467-4232
Mitchell County – Commission Chairman Benjamin Hayward	229-336-2000
Lee County – Commission Chairman Rick Muggridge	229-759-6000
Schley County – Commission Chairman Douglas Jamieson	229-937-2609
Decatur County – Commission Chairman Frank Loeffler	229-248-3030
Baker County- Commission Chairman Constance Hobbs	229-734-3000

CITY AGENCIES	TELEPHONE
Griffin – City Manager Kenny Smith	770-229-6425
Forsyth – Mayor John T. Howard, III	478-994-5649
Macon – Mayor Robert Reichert	478-751-7170
Fort Valley – Mayor Barbara Williams	478-825-8567
Montezuma – Mayor Willie James Larry	478-472-8144
Marshallville – Mayor William Masee	478-967-2535
Oglethorpe – Mayor James Tungate	478-472-6485
Americus – Mayor Barry Blount	229-924-4411
Albany – Mayor Dorothy Hubbard	229-431-3244
Bainbridge Mayor Edward Reynolds	229-248-2000

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Nashville

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802
US EPA – Atlanta Regional Administrator	404-562-8357
Emergency Response	404-562-8700
Army Corps of Engineers – Regulatory Branch	615-736-5181
TVA Chief Reservoir Operations	865-632-6065
United States Coast Guard – Marine Safety Detachment	615-736-5421
OSHA – Federal	Emergency 800-321-6742

STATE AGENCIES	TELEPHONE
OSHA – State of TN	Emergency 800-249-8510
Local	615-741-2793
Civil Defense & Emergency Preparedness	615-741-0001
Conservation Dept. – Groundwater Protection	615-532-0761
TDEC Water Pollution Control Office – Nashville	615-532-0625
Fire Marshall	615-741-2981
TN One Call	615-366-1987 or 800-351-1111
TN Dept. of Transportation	615-741-2414
Region II – Coffee County	423-892-3430
Region III – Davidson & Rutherford Counties	615-350-4300

COUNTY AGENCIES	TELEPHONE
Nashville/Davidson County	615-275-1703
Nashville International Airport	Security 615-275-1479
Captain Quarrels	615-504-1688
TN Highway Patrol	Non-Emergency 615-741-3181
Nashville Mayor's Office – Karl Dean	615-862-6000
Nashville Electric Service	Emergency 615-234-0000
Non-Emergency – 24 Hours	615-736-6900
Piedmont Natural Gas	Non-Emergency 800-752-7504
AT&T Telephone	Residential Business 877-737-2478 866-620-6900
Metro Water Service	All Calls 615-862-4600
Murfreesboro/Rutherford County	
Murfreesboro Mayor – Tommy Bragg	615-849-2629
Middle TN Electric	8am-5pm 615-893-7570
After Hours	615-849-2162
Murfreesboro Electric Co.	8am-5pm 615-893-5514
Atmos Energy	888-824-3434
Murfreesboro Water & Sewer	615-890-0862
Consolidated Utility – Water	8am-5pm 615-893-7225
After Hours	615-893-7230
Coffee County	

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

Emergency Communication Center		931-728-9555
United Regional Medical Center		931-728-3586
Manchester Medical Center		931-728-6354
Duck River Electric		931-728-7548
Non-Emergency		931-728-7547
Duck River Utility Commission – Water Dept.		931-455-6458
Elk River Utility – Gas Company	8am-5pm	931-728-3332
After Hours		931-455-9311
Frontier Communications		800-921-8104
Tullahoma Utilities Board		931-455-4515
Ben Lomand Telephone Company		931-668-4131
Manchester Water Dept.		931-728-1273
Hillsville Utility District		931-728-1242
Grundy County	8am-5pm	931-668-4131
Ben Lomand – Telephone Company		
Big Creek Utility		931-779-3751
Sequachee Valley Electric – Coalmont		931-592-9500
	After Hours	931-592-2511
Marion County		423-837-8605
Sequachee Valley Electric Co.	After Hours	888-421-7832
Jasper City Water		423-942-3111
After Hours		423-942-2525

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Pelham

FEDERAL AGENCIES	TELEPHONE
National Response Center	800-424-8802
Coast Guard National Command Center –Washington, D.C. District Seven Command Center (FL,GA,SC)	Emergencies 800-DAD-SAFE 305-415-6800
EPA – (Atlanta)	404-562-8700
OSHA – Birmingham Office	205-731-1534
(After Hours Emergency)	800-321-6742

STATE AGENCIES	TELEPHONE
Alabama One-Call	800-292-8525

COUNTY/PARISH AGENCIES	TELEPHONE
Sumter County EMA	205-652-6347
Livingston Fire Dept.	205-652-9777
Livingston Police Dept.	205-652-9525
Sheriff's Dept. – Sumter County	205-652-7984
Shelby County Commission	205-669-3740
Shelby Baptist Medical Center	205-620-8100
AM Care Ambulance	205-956-1103
State Police	205-322-4691
Emergency Management Cell	Hub Harvey 205-669-3999 205-913-4024
Shelby County 911	205-439-6911
Tallegda County Commission Chairman – Jimmy Roberson	256-362-1357
Jefferson County Department of Health	205-933-9110
State Police – Jefferson County Sheriff Mike Hale	205-325-5700

CITY AGENCIES	TELEPHONE
Office of the Mayor Mayor Hattie Edwards	205-372-4212
Police Chief Chief Tommy Thomas	205-620-6550
EMA Warning Point	205-439-6918
Moundville City Hall – Office of the Mayor Mayor Tony Lester	205-371-2641
Vance – Office of the Mayor Mayor Keith Mahaffey	205-553-8278
West Blocton Office of the Mayor Mayor Gary Donner	205-938-7622
Fire Chief – West Blocton Joe McCool	205-938-7622
Helena – Office of the Mayor Mayor Mark Hall	205-663-2161
Pelham – Office of the Mayor Mayor Gary Waters	205-620-6403
Birmingham – Office of the Mayor William A. Bell Sr.	205-254-2277
Birmingham Council President Marcus Lundy	205-254-2294
Shelby County Water Services	205-678-9847
Harpersville - Office of the Mayor Mayor Theoangelo Perkins	205-672-9961
Shelby County Sheriff Sheriff Chris Curry	205-669-4181
Vincent – Office of the Mayor Mayor Ray McAllister	205-672-2261
Oxford – Office of the Mayor Mayor Leon Smith	256-831-7510
Heflin City Hall – Office of the Mayor Mayor Rudy Rooks	256-463-2290

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Raleigh-Durham

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
NC Division of Water Quality Emergency Hotline Main Raleigh Regional Office	800-858-0368 919-807-6300 919-791-4200
NC Division of Emergency Management 24 Hr Operations Disaster Recovery Operations Center Main Office	800-858-0368 919-715-8000 919-825-2500
NC State Highway Patrol Communications Wake County State Hwy Patrol Local Office Main Office Patrol Headquarters	800-662-7956 919-733-4400 919-733-7952
NC Dept. of Labor (OSHA Admin)	919-807-2900 800-625-2267

COUNTY AGENCIES	TELEPHONE
Wake County Emergency Management Services	919-856-6480
Wake County Hazmat Regional Response	919-431-1390
Johnston County Emergency Management Services	919-989-5050
Johnston County Sheriff	919-989-5000
Harnett County LEPC	910-893-7580
Chatham County LEPC	919-542-2911
Chatham County Sheriff, Fire & Rescue	919-542-2911

CITY AGENCIES	TELEPHONE
Apex – Fire Dept. & Rescue Local Police EMS	919-362-4001 919-362-8661 919-363-1577
RDU Airport – Airport Security Police, Fire & Rescue Airport Authority	919-840-2111 919-840-7510 919-840-2100
Selma – Police, Fire & Rescue	919-934-9411 919-965-8189
Lillington Police Dept	910-893-9111 910-893-3015

### Reidsville Station Abandoned

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Selma Delivery

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
NC Division of Water Quality Emergency Hotline Main Raleigh Regional Office	800-858-0368 919-807-6300 919-791-4200
NC Division of Emergency Management 24 Hr Operations Disaster Recovery Operations Center Main Office	800-858-0368 919-715-8000 919-825-2500
NC State Highway Patrol Communications Johnston County State Hwy Patrol Local Office Main Office Patrol Headquarters	800-662-7956 919-934-2186 919-733-7952
NC Dept. of Labor (OSHA Admin)	919-807-2900 800-625-2267

COUNTY AGENCIES	TELEPHONE
Wake County Emergency Management Services	919-856-6480
Wake County Hazmat Regional Response	919-431-1390
Johnston County Emergency Management Services	919-989-5050
Harnett County LEPC	910-893-7580

CITY AGENCIES	TELEPHONE
Selma – Police, Fire & Rescue Emergency Only Non-Emergency	919-934-9411 919-965-8189
Apex – Fire Dept. & Rescue Local Police EMS	919-362-4001 919-362-8661 919-363-1577
RDU Airport – Airport Security Police, Fire & Rescue Airport Authority	919-840-2111 919-840-7510 919-840-2100
Lillington Police Dept	910-893-9111 910-893-3015
Lillington – Fire Dept.	910-893-9342
Fayetteville Highway Patrol Comm., Fire Dept, County Police, Rescue	910-486-1334

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Simpsonville Station

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
SC Dept of Health & Environmental Controls <span style="float: right;">24 Hrs</span>	888-481-0125
SC State Highway Patrol	803-896-7920
SC Emergency Response Section, HAZMAT Bureau <span style="float: right;">Mgr - Chris Staton</span>	803-896-4111
SC Dept. of Natural Resources	803-734-4007
SC Dept. of Labor, Licensing & Regulations – OSHA	803-896-4300
SC Highway Patrol Spartanburg County	864-587-4700

COUNTY AGENCIES	TELEPHONE
Greenville County Sheriff's Office <span style="float: right;">24 Hrs</span>	864-271-5210
Greenville County Office of Emergency Management	864-467-2680
Spartanburg Emergency Management Division	864-595-5366
<span style="float: right;">Manager - Doug Bryson</span>	864-384-0826
Laurens County Emergency Management Agency <span style="float: right;">Director Joey Avery</span>	864-984-4731
Laurens County Sheriff's Dept. <span style="float: right;">24 Hrs</span>	911:864-984-2523 864-984-4967
Laurens County Fire Dept.	864-984-3624

CITY AGENCIES	TELEPHONE
Donaldson Center Fire Dept.	864-277-1429
Canebrake Fire Dept.	864-862-1100
City of Greenville Fire Dept	864-467-4445
Simpsonville Fire Dept.	864-967-9545
Simpsonville Police Dept	864-967-9536
Spartanburg City Fire Dept.	864-596-2150

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Spartanburg Delivery

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
SC Dept of Health & Environmental Controls <span style="float: right;">24 Hrs</span>	888-481-0125
SC Emergency Response Section, HAZMAT Bureau <span style="float: right;">Mgr - Chris Staton</span>	803-896-4111
SC Dept. of Natural Resources	803-734-4007
SC Dept. of Labor, Licensing & Regulations – OSHA	803-896-4300
SC Highway Patrol	864-587-4700

COUNTY AGENCIES	TELEPHONE
County Emergency Preparedness Department <span style="float: right;">Director – Doug Bryson</span>	864-595-5365
Spartanburg County Sheriffs Office <span style="float: right;">Non Emer. 24 Hrs</span>	864-596-2222
Spartanburg County Highway Patrol	864-587-4700
Spartanburg City Fire Dept <span style="float: right;">Chief Blackwell</span>	864-596-2084
Spartanburg Dept. of Health & Environmental Controls (Animal Control)	864-596-3582
Spartanburg Sanitary Sewer District (Emergency)	864-582-3250

CITY AGENCIES	TELEPHONE
Roebuck Fire Dept.	864-574-5676
Pacolet Fire Dept. Station I	864-474-3054
Croft Fire Dept.	864-582-7638
Glenn-Springs/Pauline Fire Dept.-Station I (Station II – 864-591-2204)	864-591-2206
Glendale Fire Dept.	864-579-3804
Poplar Springs Fire Dept.	864-574-6554

# Colonial Pipeline Company

## OTHER FEDERAL, STATE, AND, LOCAL AGENCIES

### Witt Station

FEDERAL AGENCIES	TELEPHONE
National Response Center (EPA, DOT & US Coast Guard)	800-424-8802

STATE AGENCIES	TELEPHONE
VA Dept. of Environmental Quality 8am-5pm Toll Free	804-698-4000 800-592-5482
VA Dept. of Emergency Management VEOC-Emergency Operations Center VA Toll Free	804-674-2400 800-468-8892
VA State Police Pittsylvania Co.	804-674-2000 434-432-7287
VA Dept. of Labor & Industry – OSHA Southwest Region	540-562-3580
VA Dept. of Game & Inland Fisheries Jared Sims - Office - Cell	804-367-1000 540-899-4169 (b) (6)
VA Dept of Forestry Fire Chief Richard Thomas	540-459-3151

COUNTY AGENCIES	TELEPHONE
Pittsylvania County LEPC Director – James Davis	434-432-7921 434-432-7920
Pittsylvania County Sheriff Pittsylvania Fire Dept. Chatham/Danville Area	434-432-7931 434-432-2222
Halifax Joint LEPC	434-476-3300 434-476-3336
Halifax County Sherriff's Dept. 911 Dispatcher	434-476-3334

CITY AGENCIES	TELEPHONE
City of Danville – Emerg. Svcs & Comm. Director: Asst Chief Dishman 24 Hr ECC Fire Station One	434-799-5226 434-799-6535 434-799-5111 434-799-5226
Danville Water Treatment Plant 24 Hrs	434-799-6473
Halifax Fire Dept. & Rescue Squad	434-476-3334
Danville Sheriff's Office – Mike Mondul	434-799-5135

# Colonial Pipeline Company

## OIL SPILL RESPONSE ORGANIZATIONS

CONTRACTOR	ADDRESS	CONTACT	TELEPHONE NUMBERS
Hepaco, Inc.	Charlotte, NC  Atlanta, GA Augusta, GA Raleigh, NC Birmingham, AL Greenville, SC Chattanooga, TN Knoxville, TN Nashville, TN <a href="http://www.hepaco.com/">http://www.hepaco.com/</a>	Emergency Richard Horton Clem Schimikowski	800-888-7689 <a href="mailto:rhortonjr@hepaco.com">rhortonjr@hepaco.com</a> 704-598-9782 704-598-9787 770-934-1180 706-772-9900 919-719-1603 205-957-2207 864-220-0700 423-624-9210 865-219-0840 615-882-0033
Marion Environmental	Chattanooga  <a href="http://www.marionenv.com">www.marionenv.com</a>	Paul Van Alstyne	423-499-4919 888-888-8149
Marine Spill Response Corporation (MSRC)	220 Spring Street, Suite 500 Herndon, VA  <a href="http://www.msrc.org">www.msrc.org</a>	Judith Roos	703-326-5617 – (Office) (b) (6) (Cell) 703-326-5660 – (Fax) 800-645-7745 – (24-hour) 800-259-6772 – (24-hour) 732-417-0175 – (24-hour) 703-326-5609 – (24-hour)
SWS Environmental	2211 St. Andrew Blvd. Panama City, FL 32405  Mableton, GA <a href="http://www.swsenvironmental.com">www.swsenvironmental.com</a>	Harry Marsh  Jamie Michael	850-234-8428 (Corp.) 877-742-4215 (24-hour) <a href="mailto:Jamie.michael@eaglesws.com">Jamie.michael@eaglesws.com</a> 404-472-1107
United States Environmental Services (USES)	Memphis, TN Birmingham, AL Mobile, AL Jackson, MS <a href="http://www.usescgroup.com">www.usescgroup.com</a>	24 Hour #	888-279-9930 662-280-3232 205-663-8737 251-662-3500 601-372-3232
W.E.L.	So. VA <a href="http://www.welinc.com">www.welinc.com</a>		800-847-2455

# Colonial Pipeline Company

## OIL SPILL RESPONSE ORGANIZATIONS

CONTRACTOR	ADDRESS	CONTACT	TELEPHONE NUMBERS
<b>OTHER EMERGENCY RESPONSE CONTRACTORS:</b>			
Tri-State Bird Rescue & Research	110 Possum Hollow Road Newark, DE 19711  <a href="http://www.tristatebird.org">www.tristatebird.org</a>	After hours:	302-737-9543 – 7 days 9 am to 5 pm EST  1.800.424.8802 (NRC)
Clean Harbors Environmental Services, Inc.	MA NC  VA <a href="http://www.cleanharbors.com">www.cleanharbors.com</a>		800-645-8265 781-792-5000 336-342-6106 336-861-4149 804-843-2180
J.B. Russell Environmental Services	210 Alice Street Spartanburg, SC 29303  <a href="http://www.jbrusa.com">www.jbrusa.com</a>	Steve Rivers  Rex Russell Steve Ives	864-583-2717 (Office) 800-583-3019 (24-hour) 864-809-3255 864-809-3259
HAZ-MAT Transportation and Disposal, Inc.	Charlotte, NC  <a href="http://www.hazmatnc.com">www.hazmatnc.com</a>	Emergency Jack Holder Anthony Hardiman	800-941-9289 704-332-5600
Containment Control, Inc. (CCI)	Salisbury, NC  <a href="http://www.cci-env.com">www.cci-env.com</a>		888-624-6555 704-273-1500
Phillips Recoveries	Pelzer, SC, SED General  <a href="http://www.phillipsrecoveriesinc.com">www.phillipsrecoveriesinc.com</a>		864-947-6861 800-847-6805
First Environmental	Macon, GA  Atlanta, GA <a href="http://www.firstenvironmental.com">www.firstenvironmental.com</a>		888-720-1330 478-477-2323 770-322-3559
A & D Environmental and Emergency	High Point, NC Greenville, SC Atlanta, GA Macon, GA <a href="http://www.adenviro.com">www.adenviro.com</a>		800-434-7750 864-234-0055 678-714-8420 478-788-8899
NES Rentals	SED General  <a href="http://www.nesrentals.com">www.nesrentals.com</a>		800-637-7368
Baker Tanks	SED General  <a href="http://www.bakercorp.com">www.bakercorp.com</a>		800-225-3712
Rain for Rent	SED General  <a href="http://www.rainforrent.com">www.rainforrent.com</a>		800-742-7246

# Colonial Pipeline Company

## OIL SPILL RESPONSE ORGANIZATIONS

CONTRACTOR	ADDRESS	CONTACT	TELEPHONE NUMBERS
Xylem(Godwin Pumps)	Charlotte NC <a href="http://www.godwinpumps.com">www.godwinpumps.com</a>	Adam Nichols	704-588-4592 704-953-3474 <a href="mailto:Adam.nichols@xylem.com">Adam.nichols@xylem.com</a> 856-467-3636
Zebra Environmental	High Point, NC <a href="http://www.zebraenviro.com">www.zebraenviro.com</a>		336-841-5276



# Colonial Pipeline Company

## PIPELINE REPAIR CONTRACTORS

Rain for Rent	SED General <a href="http://www.rainforrent.com">www.rainforrent.com</a>		800-742-7246
Xylem(Godwin Pumps)	Charlotte NC <a href="http://www.godwinpumps.com">www.godwinpumps.com</a>	Adam Nichols	704-588-4592 704-953-3474 <a href="mailto:Adam.nichols@xylem.com">Adam.nichols@xylem.com</a> 856-467-3636
Zebra Environmental	High Point, NC <a href="http://www.zebraenviro.com">www.zebraenviro.com</a>		336-841-5276

# Colonial Pipeline Company

## ENVIRONMENTAL CONTRACTORS

<b>CONTRACTOR</b>	<b>ADDRESS</b>	<b>CONTACT</b>	<b>TELEPHONE</b>
Wetland and Ecological	Woodstock, GA	Rick Whiteside	770-591-9990
Environ (NRDA)	Atlanta, GA	Joe Nicolette	678-388-1665 (office) (b) (6) (cell)
Tri-State Bird Rescue & Research	110 Possum Hollow Rd. Newark, DE 19741	Danene Birtell 9am – 5pm 24hr Hotline	Cell: (b) (6) 302-737-7241 800-261-0980
The Response Group	13231 Champion Forest Drive Ste. 310 Houston, Tx. 77069	Roy Barrett	281-880-5000 800-651-3942 (24Hr) 281-596-6976 (Fax)
Center for Toxicology & Environmental Health (CTEH)	5120 North Shore Drive North Little Rock, AR 72118	Cory Davis	866-869-2834 (24 HR) 501-801-8500

# Colonial Pipeline Company

## AERIAL RECONNAISSANCE CONTRACTORS

CONTRACTOR	ADDRESS	CONTACT	TELEPHONE
<b>Georgia</b>			
Augusta Aviation (Fixed Wing)	1775 Highland Ave. Augusta, GA 30904	Steve Gay After Business Hours	706-733-8970  704-289-6868
Helicopters, Inc.	2003 Flightway Dr. Chamblee, GA 30341	Tom Wagner	W: 770-454-6958 C: (b) (6)
Helicopter Express.com	2001 Flightway Drive Chamblee, GA 30269	Gary Dalton	C: (b) (6)  gary@helicopterexpress.com
RotorWorks, LLC  Email: info@rotorworkslc.com	165 Commodore Path Hiram, GA 30141	Mark Caffrey  John Indridason	769 C: (b) (6) 24HR C: (b) (6) 24HR
Harrison Construction (Fixed Wing)	5975 Columbus Road Macon, GA 31206	Danny Harrison Danny Harrison Jr	C: (b) (6) W: 478-476-8892 C: (b) (6)
<b>South Carolina</b>			
NC Helicopters Inc./ Queen City Helicopter Corp.	125 Fraley Road Gastonia, NC 28052	Rocco Novelli	704-629-4677 cel: (b) (6)
<b>Tennessee</b>			
Chattanooga Aircraft Charter (Fixed Wing)	1824 E. Crabtree Rd. Hixson, TN 37343	Todd Pettibone	W: 423-236-5151 C: (b) (6)
Great Smoky Mountain Helicopter, Inc.	1101 Gov. Winnfield Dunn Pkwy. Sevierville, TN 37876	Jim Garst	C: (b) (6)
Helistar Aviation	110 Tune Airport Dr. Nashville, TN 37209	Joel Boyers Adelynn Chapman	615-350-1122 C: (b) (6)  (b) (6)
<b>North Carolina</b>			
Helivision, LL	9000 Aviation Blvd, Suite 219 Concord, NC 28027		O: 704-792-1807 F: 704-792-1907
NC Helicopters Inc./ Queen City Helicopter Corp.	125 Fraley Road Gastonia, NC 28052	Rocco Novelli	704-629-4677 cell: (b) (6)
US Helicopter Services	Hwy 74W Marshville, NC	Greg Parsons	W: 704-233-4254 C: (b) (6)
<b>Alabama</b>			
Roto Wing, Inc.	5885 Newfound Road Mt. Olive, AL 35117	Peter Basler Patrick Dent Donnie Click	W: 205-631-6531 C: (b) (6) C: (b) (6)
Over The Mountain Aviation (Fixed Wing) Shelby County Airport	265 A Weathervane Rd. Calera, AL 35040	Barry Franks	W: 205-670-6359
Colonial Patrol Plane Pilots	Calera, AL	Rick Daniels	C: (b) (6)

# Colonial Pipeline Company

## AERIAL RECONNAISSANCE CONTRACTORS

Shelby County Airport			
Wesson Aviation	12 Heatherwood Ln Oxford, AL 36203	William Wesson	W: 256-473-7221
Express Helicopters	4724 65h Place Birmingham, AL 35212	Brian Coshatt	W: 205-591-5456 C: (b) (6)

# Colonial Pipeline Company

## OTHER EMERGENCY RESPONSE EQUIPMENT SUPPLIERS

COMPANY NAME	ADDRESS	CONTACT	TELEPHONE
A & D Environmental	High Point, NC		<b>336-434-7750</b> 800-434-7750
Allied Energy Corporation (AEC)	Birmingham, AL	<a href="http://www.alliedenergycorp.com">www.alliedenergycorp.com</a>	<b>205-278-6162</b>
APC	Spartanburg, SC		864-573-9301
Aqua Terra Recycling and Treatment	Oxford, GA	<a href="http://www.aquaterrarecycling.com/vacuums-trucks">www.aquaterrarecycling.com/vacuums-trucks</a>	678-625-4025
Belue Trucking	Spartanburg, SC		<b>864-576-1660</b>
City of Pelham Fire Department	P.O. Box 1419 Pelham, AL 35124	Ricky King	<b>205-966-3477</b>
Cumberland /Harnett	Spring Lake, NC		<b>910-497-7183</b>
DuPree Transport	Nashville, TN		800-865-7268
Eagle Transport	Belton/Spartanburg, SC  Greensboro, NC  Selma, NC  Charlotte, NC	<a href="http://www.eagletransportcorp.com">www.eagletransportcorp.com</a>	864-585-6336  336-294-8800  919-965-4191  704-399-2597
Florida Rock & Tank	2766 Woodwin Dr. Doraville, GA 30360  Chattanooga/Ringgold  Knoxville  Augusta, GA  Macon, GA  Albany, GA  Birmingham, AL  Bainbridge, GA	<a href="http://www.floridarockandtanklines.com">www.floridarockandtanklines.com</a>	770-457-4457  423-305-0602  865-588-4443  706-793-6111  478-788-5113  229-883-0881  334-834-5453  229-246-4000
Holston Environmental Services (Tankers Only)	Chattanooga, TN NC, SC,	<a href="http://www.holstonenv.com">www.holstonenv.com</a>	<b>800-222-4530</b>

# Colonial Pipeline Company

## OTHER EMERGENCY RESPONSE EQUIPMENT SUPPLIERS

Kenan Transport	Birmingham, AL		205-945-6760
	Doraville, GA		800-343-8814 770-300-0177 C: (b) (6)
	Spartanburg, SC	<a href="http://www.thekag.com">www.thekag.com</a>	864-583-6301 877-493-6638 (24 hrs)
	Greensboro, NC		336-299-2386
	Wilmington, NC		910-762-3377
	Selma, NC		919-965-8116 800-343-8816
	Charlotte, NC		704-399-1596
L.E. Bell Construction	1226 County Road 11 Heflin, AL 36264		256-253-2676
Penn Tank	Knoxville, TN Atlanta, GA	<a href="http://www.penntanklines.com">www.penntanklines.com</a>	800-910-1017 888-447-7107
Pope Transport (Tankers Only)	Charlotte area		800-228-6981
	Selma, NC		800-722-2107
Super Highway Oil Co. (Tankers Only)	Greenville, SC Taylors, SC		864-244-1281 864-244-0411
The City of Greensboro Fire Department	1514 North Church Street Greensboro, NC 27405	Alex Gossett	336-430-6042
Thomkins Petroleum Transport	1049 S. Indian Creek Drive Stone Mtn., GA 30083		404-294-1712
Williams Fire & Hazard Control Inc.	P.O. Box 1359 Mauriceville, TX 77626	24 Hour Emergency	409-727-2347 or 281-999-0276

# Colonial Pipeline Company

## VENDOR SUPPORT & SUPPLIES

<b>Alabama</b>		
<b>COMPANY</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
<b>Absorbents, Boom &amp; Diapers</b>		
New Pig	One Pork Ave Tipton, PA 16684-0304	855-493-4647
<b>Equipment Rental &amp; Pipe Supply Companies</b>		
Sunbelt Pump & Power	30008 Pinson Valley Parkway Birmingham, AL 35217	205-251-2563
United Rental	1214 Hamric Dr. West Oxford, AL 36203	256-831-0140
Consolidated Pipe Co.	1205 Hilltop Parkway Birmingham, AL 35201	205-323-7261
Sunbelt Rental	5100 Old Greensboro Road Tuscaloosa, AL 35405	205-758-2749
<b>Sanitation Supplies</b>		
Trash Taxi	656 Stuart Ln Pelham, AL 35124	205-419-4005
AAA Solutions Inc.	3685 Industrial Parkway Birmingham, AL 35217	205-274-7368
Budget Janitorial Supply	90 Pardue Rd Pelham, AL 35124	205-663-1822
<b>Safety, Security, &amp; PPE</b>		
Grainger Industrial Supply	185 W. Oxmoor Rd. Birmingham, AL 35209-6331	205-942-6741
Blaising Fire & Water, Inc.	3025 Wilson St. Pelham, AL 35124	205-664-3473
Industrial Fire & Safety	1229 1 <sup>st</sup> Ave S Birmingham, AL 35233	205-591-9660
Lowe's Home Improvement		800-445-6937
Home Depot		800-home-depot
<b>Hotels</b>		
Sheraton Capstone Inn (Conference Capacity – 4200 SF)	320 Bryant Drive Tuscaloosa, AL 35401	205-752-3200
Hilton Garden Inn (Conference Capacity – 2500 SF)	4000 Grand Ave Birmingham, AL 35226	205-916-7677
Hilton Garden Inn Tuscaloosa (Conference Capacity – 1100 SF)	800 Hollywood Blvd. Tuscaloosa, AL 35405	205-722-0360
Renaissance Ross Bridge (Conference Capacity - 21000 SF)	4520 Galleria Boulevard Hoover, AL 35244	205-380-3300
Hampton Inn Pell City (Conference Capacity – 648 SF)	220 Vaughn Lane Pell City, AL 35125	205-814-3000
Hampton Inn Birmingham (Conference Capacity – 720 SF)	232 Cahaba Valley Road Pelham, AL 35124	205-313-9500

# Colonial Pipeline Company

## VENDOR SUPPORT & SUPPLIES

Tennessee		
COMPANY	ADDRESS	TELEPHONE
<b>Absorbents, Boom &amp; Diapers</b>		
New Pig	One Pork Ave Tipton, PA 16684-0304	855-493-4647
<b>Equipment Rental &amp; Pipe Supply Companies</b>		
Art Pancake's Rent All	5025 Nolensville Rd. Nashville, TN 37211	615-832-1234
Blinker-lite Safety, Inc.	327 54 <sup>th</sup> Ave, N. Nashville, TN 37209	615-783-0700
Ferrar Brothers Ace Hardware	1209 NW Broad Street Murfreesboro, TN 37219	615-893-6118
Sunbelt Rentals	1805 Lebanon Pike Nashville, TN 37210	615-248-6060
	2370 Southgate Blvd Murfreesboro, TN 37125	615-849-4000
Swope Equipment & Supply Co., Inc.	3000 Alton Park Blvd Chattanooga, TN 37410	423-266-5681
<b>Sanitation Supplies</b>		
Republic Services	1018 E. 38th Street Chattanooga, TN 37407	432-867-4650
The Bolles Company, Inc.	1850 W. Polymer Dr. Chattanooga, TN 37421	453-894-7975
Pit Stop Portable	1516 East Main Street Chattanooga, TN 37404	423-894-3232
Scott Portable Toilet	PO Box 1597 McMinnville, TN 37133	615-893-8929
Waste Management	1428 Antioch Pike Antioch, TN 37013	615-831-9600
<b>Safety, Security, &amp; PPE</b>		
Hertz	1320 Murfreesboro Pike Nashville, TN 37217	615-365-8888
Industrial Fire & Safety	608 Ash Street Nashville, TN 37203	615-244-1485
Hagemeyer North America	6961 Karns Crossing Lane Knoxville, TN 37931	800-482-5536 865-524-1206
Grainger Industrial Supply	902 Creekside Rd. Chattanooga, TN 37406	205-942-6741

# Colonial Pipeline Company

## VENDOR SUPPORT & SUPPLIES

<b>Hotels</b>		
The Smokehouse Lodge(Conference Capacity – 3456 SF)	850 West Main Street Monteagle, TN 37356	800-489-8091
Doubletree Chattanooga (Conference Capacity – 4730 SF)	407 Chestnut Street Chattanooga, TN 37402	423-756-5150
Doubletree Nashville Downtown (Conference Capacity – 7000 SF)	315 4th Avenue North Nashville, TN 37219	615-244-8200
The Chattanooga Hotel (Conference Capacity – 7752 SF)	1201 Broad Street Chattanooga, TN 37402	423-756-3400
Doubletree Oak Ridge (Knoxville) Conference Capacity – 3192 SF)	215 S Illinois Ave Oak Ridge, TN 37830	865-481-2468
<b>Georgia</b>		
<b>COMPANY</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
<b>Absorbents, Boom &amp; Diapers</b>		
MSA Safety Equipment	RIDC Industrial Park, Pittsburgh, PA	800-672-2222
Hagemeyer Cameron & Barkley	1600 Waterville Road Macon, GA 31206	478-743-8657
Hazard Control Technologies	150 Walter Way Fayetteville, GA 30214	770-719-5112 770-318-1805
Waltham Oil Company	2520 Allen Road Macon, GA	478-781-1234
<b>Equipment Rental &amp; Pipe Supply Companies</b>		
A & S Equipment Rental	1300 Dothan Rd. Bainbridge, GA	229-246-8390 800-305-5866
ABLE Tool Rental	3360 Fairburn Rd. Douglasville, GA	770-949-1932
Dependo Rent All	1999 Lafayette Rd Ft. Oglethorpe, GA	706-866-6845
Neff Rental	Athens, GA	706-543-1328
Ready Rent All	4400 Snapfinger Woods Dr. Decatur, GA	770-987-5500
Rental Concept	3310 Pio Nona Ave. Macon, GA	478-781-0872
Sunbelt Rentals	5834 Fairburn Rd Douglasville, GA	800-508-4761
<b>Crane Rental</b>		
Erycson Crane & Rigging	Augusta, GA	706-771-6580
Heaton Erecting, Inc.	Forest Park, GA	404-363-3130 <a href="http://www.heatonerecting.com">www.heatonerecting.com</a>

# Colonial Pipeline Company

## VENDOR SUPPORT & SUPPLIES

<b>Sanitation Supplies</b>		
A Peach State Portables	Athens, GA	706-549-1234
Johnny on the Spot	4711 Joe Frank Harris Parkway Adairsville, GA 30103	800-698-7700
Peak's	Climax, GA	229-246-2142
Phillips & Son Portable Toilets	Hwy 74 Forsyth, GA	478-994-5475
Republic Services	3405 Bankhead Hwy Atlanta, GA 30318	404-792-2660
Southland Waste Systems	2201 Trade Drive Macon, GA	478-746-7230
<b>Safety, Security, &amp; PPE</b>		
Lowe's Home Improvement		800-445-6937
Home Depot		800-home-depot
<b>Hotels</b>		
Atlanta Marriott Marquis (Conference Capacity - 4,600)	265 Peachtree Center Avenue Atlanta, GA 30303	404-521-0000
Best Western (Conference Capacity - 50)	2400 Riverside Drive Macon, GA	478-743-6311
Charter House Inn (Conference Capacity - 225)	1401 Tallahassee Hwy Bainbridge, GA 39819	229-246-8550
Hampton Inn & Suites (Conference Capacity - 45)	6875 Battlefield Parkway Ringgold, GA 30736	706-935-4800
Holiday Inn - Express (Conference Capacity - 70)	3741 Tramore Pointe (East-West Connector) Austell, GA 30106	770-349-8000
The Westin Peachtree Plaza (Conference Capacity - 2,500)	210 Peachtree Street Atlanta, GA 30303	404-659-1400
<b>South Carolina</b>		
COMPANY	ADDRESS	TELEPHONE
<b>Absorbents, Boom &amp; Diapers</b>		
MSA Safety Equipment	1000 Cranberry Wood Dr. Cranberry Township, PA 16066	800-672-2222
<b>Crane Rental</b>		
Blanton's Crane Rental	Gaffney, SC	864-489-1136
Campbell Crane Services	Anderson, SC	864-226-7878
Green T. Services	Anderson, SC	864-226-7878
R J Shirley	Spartanburg, SC	864-295-4550
<b>Equipment Rental &amp; Pipe Supply Companies</b>		
Campbell Crane Services	16 Oakvale Rd Greenville, SC	864-226-7878
General Equipment Supply	Simpsonville, SC	864-243-5452
Greenwood Supply Company	Greenwood, SC	864-229-2501
Hertz Equipment Rental	Greenville, SC	800-828-6735
M.J. Home Supply	Spartanburg, SC	864-579-2084
Rhino Equipment	Simpsonville, SC	864-967-2554 864-217-5973
RSC	Greenville, SC	864-288-2533

# Colonial Pipeline Company

## VENDOR SUPPORT & SUPPLIES

Sunbelt Rentals	Greer, SC Anderson SC	864-877-7330 864-224-8881
United Rentals	Anderson, SC Greenville, SC Spartanburg, SC	864-226-1200 864-288-1211 864-591-1211
<b>Sanitation Supplies</b>		
A Superior Sanitation Service	Simpsonville, SC	864-228-0787
Higdon's Portable toilets	Due West, SC 29639	864-922-2740 800-922-2740
Higdon's Portable toilets	Simpsonville, SC	800-922-2740
Jiffy John		888-595-4712
Waste Management of SC	Spartanburg, SC Anderson, SC	864-949-2600 864-225-6211
<b>Safety, Security, &amp; PPE</b>		
TSK Fire & Safety Equipment	Spartanburg, SC	800-864-0926
Home Depot	Spartanburg, SC Anderson, SC	864-579-0382 864-964-0820
Lowe's Home Improvement	Spartanburg, SC Anderson, SC Greenville, SC	864-596-4743 864-964-9228 864-297-9542
Pinkerton Security Services	Greenville, SC	864-242-0464
<b>Hotels</b>		
Comfort Suites (Conference Capacity - 66)	154 Candlenet Lane Spartanburg, SC 29316	864-814-2001
Embassy Suites (Conference Capacity - 1,500)	670 Verdae Blvd. Greenville, SC 29607	864-676-9090
Holiday Inn - Express (Conference Capacity - 40)	107 Interstate Blvd. Anderson, SC 29621	864-226--3312
Hilton Garden Inn (Conference Capacity - 250)	108 Carolina Point parkway Greenville, SC 29605	864-284-0111
<b>North Carolina</b>		
<b>COMPANY</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
<b>Absorbents, Boom &amp; Diapers</b>		
MSA Safety Equipment	1000 Cranberry Wood Dr. Cranberry Township, PA 16066	800-672-2222
<b>Crane Rental</b>		
Guy M Turner	Greensboro, NC	336-294-4660
Charlotte Crane Service	4520 Reagan Dr. Charlotte, NC 28206	704-597-8380 704-283-4411
<b>Equipment Rental &amp; Pipe Supply Companies</b>		
Stay Alert Safety Service Inc.	High Point, NC	336-889-7283
Consolidated Pipe & Supply	Greensboro, NC	336-294-8577
Gaston Rentals	200 E. Garrison Blvd. Gastonia, NC	704-867-7231

# Colonial Pipeline Company

## VENDOR SUPPORT & SUPPLIES

Hertz Equipment Rental	Greensboro, NC Raleigh, NC	336-275-0775 919-834-2527
	4429 N. I-85 Service Rd. Charlotte, NC 28269	704-598-0241
Murray Supply Col	301 W. 32 <sup>nd</sup> St. Charlotte, NC 28206	704-334-4651
Pump & Tank Shop	Greensboro, NC	336-292-3970
Pump, Pipe, Sales & Service	Greensboro, NC	336-668-3402
Red Man Pipe & Supply	10230 Rodney St. Pineville, NC	704-889-7211
United Rentals	Greensboro, NC	336-292-6252
	Charlotte, NC	704-522-8338
	Concord, NC	704-799-9925
	Mooresville, NC	704-799-2422
Sunbelt Rentals	Charlotte, NC	704-599-5967
	Concord, NC	704-795-2640
	Greensboro, NC	336-547-9300
	Mooresville, NC	704-660-9669
Thomas Equipment	3435 South Blvd. Charlotte NC	704-523-5503
<b>Sanitation Supplies</b>		
A-1 Arrow Disposal, Inc.	North Carolina	704-467-7744
A-Sani-Can Services	NC Area	800-521-8941
Carolina Container Service	Charlotte Area	704-252-7100
Porta Jon of Piedmont	Charlotte Area	704-375-8862
Comer Sanitary Service	Lexington, NC	800-222-3868
Metro Waste	Charlotte Area	704-372-3901
Porta-Jon	212 Bulb Avenue Gastonia, NC 28052	704-865-2515
	Charlotte, NC	704-375-8988
Triad Port-a-John	Greensboro, NC	336-292-7615
<b>Safety, Security, &amp; PPE</b>		
Premier Protection Services	Greensboro, NC	336-855-8480
Wackenhut Corporation	Greensboro, NC	336-854-3330
Zee Medical Supply	Greensboro, NC	336-668-7714
Lowe's Home Improvement		800-445-6937
Home Depot		800-home-depot
<b>Hotels</b>		
Ashford Suites (Conference Capacity - 85)	3901 Sedgebrook Street High Point, NC	336-812-8787
Clarion (Conference Capacity - 371)	415 South Swing Road Greensboro, NC	336-299-3474

# Colonial Pipeline Company

## VENDOR SUPPORT & SUPPLIES

Embassy Suites - Airport (Conference Capacity - 800)	204 Centreport Drive Greensboro, NC 27409	336-668-4535
<b>Virginia</b>		
<b>COMPANY</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
<b>Absorbents, Boom &amp; Diapers</b>		
MSA Safety Equipment	1000 Cranberry Wood Dr. Cranberry Township, PA 16066	800-672-2222
<b>Equipment Rental &amp; Pipe Supply Companies</b>		
<b>Crane Rental</b>		
Central VA Maintenance	Buckingham, VA	804-969-1779
<b>Sanitation Supplies</b>		
Garth Septic Service	Orange, VA	540-672-3361
Mo John's Portable Toilets	1936 Cartersville Road Cartersville, VA 23027	800-440-6116
<b>Safety, Security, &amp; PPE</b>		
Lowe's Home Improvement		800-445-6937
Home Depot		800-home-depot
<b>Hotels</b>		
Doubletree Roanoke Conference (Conference Capacity -250)	110 Shenandoah Ave. Roanoke, VA 24106	540-985-5900
Embassy Suites Richmond (Conference Capacity - 250)	2925 Emerywood Parkway Richmond, VA 23294	804-672-8585
Best Western Crossroads Inn (Conference Capacity - 200)	135 Wood Ridge Terrace Zion Crossroads VA, 22942	540-832-1700

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

Presented below is a list of airports that have the greatest potential for emergency response purposes. This listing does not include all airports into which or from which the corporate aircraft can operate. Those listed have good instrument approaches that should enable their use during inclement weather and at night. The most restrictive limitation will be the availability of ground transportation. Most car rental companies are only open when scheduled commercial aircraft are due to arrive or depart. The best method of getting a rental car is to check with the Fixed Base Operator (FBO) listed for each airport.

### ATLANTA AREA CHARTER SERVICES

Epps Aviation - Peachtree DeKalb Airport – 770-458-9851 – <a href="http://www.eppsaviation.com">http://www.eppsaviation.com</a>
Flight Charter: 678-539-6313 – <a href="http://www.hillaircraft.com">www.hillaircraft.com</a>
Flightworks – McCollum Field, Kennesaw – 800-255-1971 or 770-427-5660 – <a href="http://www.flightworks.com">www.flightworks.com</a>
Hill Aircraft & Leasing Corp – Fulton Co - Charlie Brown Airport - 404-691-3330 – <a href="http://www.hillaircraft.com">www.hillaircraft.com</a>
L. E. Bell – Heflin, AL - 800 472-9427 – <a href="http://www.admin@le-bell.net">www.admin@le-bell.net</a>
Helicopter Express – Dekalb Peachtree Airport (PDK) 770-963-6889 <a href="http://www.helicopterexpress.com">www.helicopterexpress.com</a>

### MAINLINE AIRPORTS (West to East)

<b>Houston, Texas</b>
Hobby Airport - KHOU
Million Air - 713-640-4000
Hours of Operation - 24 hours
Runway 7,600 X 150 - ILS Approach

Rental Cars Available – Avis	713-649-5819
Enterprise	713-645-7222
Hertz (off-site)	713-948-5300
National	713-641-0533

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Beaumont, Texas</b>
Jefferson County Airport -KBPT
Jefferson County – 409-719-4900 Hours of Operation - 24 hours
Hours of Operation - 24 hours
Runway 6,750 X 150 - ILS Approach

Rental Cars Available - Avis	409-722-0209
Hertz	409-727-2137
National	409-722-6111
Budget	409-727-2588

<b>Lake Charles, Louisiana</b>
Lake Charles Regional Airport -K LCH
Vision Aviation - 337-478-7722
Hours of Operation - 0530-2200 - after hours call 337-478-7772
Runway 6,500 X 150 - ILS Approach

Rental Cars Available - Avis	337-477-9374
Hertz	337-477-0616
National	337-478-0083
Budget	337-477-7991
Enterprise	337-479-2447

<b>Lafayette, Louisiana</b>
Lafayette Regional Airport - KLFT
Hours of Operation - 24 hours 337-266-4400
Runway 8,040 X 150 - ILS Approach

Rental Cars Available - Avis	337-234-3205
Budget	337-233-8888
Hertz	337-233-7010
National	337-234-3170
Enterprise	337-232-5493

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Baton Rouge, Louisiana</b>
Metropolitan Airport - KBTR
Louisiana Aircraft - 225-356-1401
Hours of Operation – 24 hours
5625 Runway 7,000 X 150 - ILS Approach

Rental Cars Available - Avis	225-355-4721
Budget	225-355-0312
Hertz	225-357-2867
National	225-355-5651
Enterprise	225-355-5157

<b>Hattiesburg, Mississippi</b>
Hattiesburg-Laurel Airport -K PIB
US Aviation - 601-554-0951
Hours of Operation - 0500-2030 – after hours call 601-583-9470 or 601-544-6926
Runway 6,502 X 150 - ILS Approach

Rental Cars Available – Enterprise	601-264-7184
------------------------------------	--------------

<b>Meridian, Mississippi</b>
Key Field - KMEI
Meridian Aviation - 601-693-7282
Hours of Operation - 0500-2300 – no after-hours number
Runway 10,003 X 150 - ILS Approach

Rental Cars Available - Avis	601-483-7144
Hertz	601-485-4774

<b>Tuscaloosa, Alabama</b>
Municipal Airport - KTCL
Bama Air – 800-937-1716
Hours of Operation – 0600-2200
Runway 6,499 X 150 - ILS Approach

Rental Cars Available - Avis	205-345-3333
Enterprise	205-349-4446
U-Save	205-553-5947

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Birmingham, Alabama</b>
Birmingham International Airport - KBHM
Atlantic Aviation West Ramp – 205-849-5520
Hours of Operation - 24 hours
Runway 11,998 X 150 - ILS Approach

Rental Cars Available - Avis	205-592-8901
Enterprise	205-591-1927
National	205-599-7100
Budget	205-322-3546

<b>Anniston, Alabama</b>
Metropolitan Airport - KANB
Anniston Executive Aviation - 256-831-4410
Hours of Operation - 0700-1800 M-F – 0800 – 1700 Sat, Sun – after hours call 256-831-6147 or 7297, 256-831-4410 (on-call person) and Scott Wallace cell (b) (6)
Runway 7,000 X 150 - ILS Approach

Rental Cars Available - Avis	256-238-1261
Enterprise	256-832-5455
Hertz	256-831-6479
Rental Express	256-831-2917

<b>Atlanta, Georgia</b>
Dekalb-Peachtree Airport - KPDK
Mercury Air Center - 770-451-7676
Hours of Operation - 24 hours
Runway 6,000 X 100 - ILS Approach

<b>Atlanta, Georgia</b>
Hartsfield-Jackson International Airport – ATL
800-8967-1910 <a href="http://www.atlanta-airport.com">www.atlanta-airport.com</a>

Rental Cars Available - Auto-Save thru FBO	
Avis	770-454-5000
Enterprise	770-452-0010

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Anderson, South Carolina</b>
Anderson Regional Airport - KAND
Anderson Aviation - 864-964-5656
Hours of Operation – 0730 am -1930 pm M-F, 900 am – 600 pm Sat. & Sun. – after hours call 864-260-4163 <a href="http://www.andersoncountysc.org/web/Transportation_01.asp">http://www.andersoncountysc.org/web/Transportation_01.asp</a>
24 – Hours cell phone 864-260-4163
Runway 6,000 X 150 – ILS, VOR, GPS Approach

Rental Cars Available - Budget	864-231-6226
Enterprise	864-222-2775

<b>Greenville, South Carolina (more than one listed)</b>
Donaldson Center Airport – KGYH - 864-277-8184
Hours of Operation - 0600-1900 – 24 Hour on call
Runway 8,000 X 150 - ILS Approach
Air Charter Express –Craig Carter-Cell phone (b) (6)

Rental Cars Available - Enterprise	864-297-0089
------------------------------------	--------------

<b>Greenville, South Carolina (more than one listed)</b>
Greenville Downtown Airport – KGMU – 864-242-4777
Greenville Jet Center – 864-232-7100
Venture Aviation – 24-hour phone 864-270-3812
Hours of Operation - 0500-2200 M-F; 0600-2200 Sat; 0600-2200 Sun – no after-hours number
Runway 5,393 X 150 - ILS Approach

Rental Cars Available - Enterprise	864-233-8182
------------------------------------	--------------

<b>Greer, South Carolina (more than one listed)</b>
Greenville-Spartanburg Airport - KGSP
Stevens Aviation - 864-879-6155
Hours of Operation - 24 hours
Runway 11,001 X 150 – ILS, GPS, NDB Approach

Rental Cars Available - Avis	864-877-6456
Budget	864-879-2134
Hertz	864-879-0181

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Charlotte, North Carolina</b>
Charlotte Douglas International Airport - KCLT
Wilson Air Center - 704-359-0440
Hours of Operation - 24 hours
Runway 10,000 X 150 - ILS Approach

Rental Cars Available - Avis	800-831-2847
Enterprise	800-325-8007
Hertz	800-654-3131

<b>Concord, North Carolina</b>
Concord Regional Airport - KJQF
Concord Regional Airport - 704-920-5900
Hours of Operation - 24 hours
Runway 7,400 X 100 - ILS Approach Rental

Rental Cars Available – Avis	704-795-2880
------------------------------	--------------

<b>Greensboro, North Carolina</b>
Piedmont Triad International Airport – KGSO
Landmark Aviation - 800-334-2001
Hours of Operation - 24 hours
Runway 10,000 X 150 - ILS Approach

Rental Cars Available - Avis	336-665-5700
Budget	336-665-5882
Hertz	336-668-7961

<b>Danville, Virginia</b>
Danville Regional Airport - KDAN
General Aviation - 434-793-7033
Hours of Operation – 0500-2400 – no after-hours number
Runway 6,500 X 150 - ILS Approach

Rental Cars – Only through FBO
--------------------------------

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Lynchburg, Virginia</b>
Regional/Glenn Field - KLYH
Virginia Aviation - 434-237-8420
Hours of Operation - 0500-2200 – After hours number 434-944-3056
Runway 5,800 X 150 - ILS Approach

Rental Cars Available - Avis	434-239-3622
Budget	434-237-1444
Hertz	434-237-6284
Enterprise	434-239-5785

<b>Richmond, Virginia</b>
Richmond International Airport - KRIC
Million Air - 800-962-5262/804-222-3700
Hours of Operation - 24 hours
Runway 9,000 X 150 - ILS Approach

Rental Cars Available - Avis	804-222-7416
Hertz	804-222-7228
National	804-222-7477
Enterprise	804-222-0865

<b>Charlottesville, Virginia</b>
Charlottesville-Albemarle Airport - KCHO
Landmark Aviation - Corporate Jets - 434-978-1474
Hours of Operation – 24 Hours
Runway 6,000 X 150 - ILS Approach

Rental Cars Available - Avis	434-973-6000
Airport Auto Rental	434-974-6122
National	434-974-4664
Hertz	434-297-4288

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Manassas, Virginia</b>
Manassas Regional Airport - KHEF
APP Jetcenter – 866-459-5387
Hours of Operation- 0630-2230 - no afterhours number
Runway 6,200 X 100 - ILS Approach

Rental Cars - Dudley Martin	703-368-2111
Chevrolet	
Enterprise	703-333-9696

<b>Washington, D. C.</b>
Dulles International Airport - KIAD
Landmark Aviation - 800-926-0150
Hours of Operation - 24 hours
Runway 11,500 X 150 - ILS Approach

Rental Cars Available - Avis	703-661-3504
Budget	703-437-9373
Enterprise	703-478-2300
National	703-471-5278

<b>Frederick, Maryland</b>
Frederick Municipal Airport - KFDK
Landmark Aviation - 301-662-8156
Hours of Operation - 0700-2100 - no afterhours number
Runway 5,200 X 100 - ILS Approach

Rental Cars Available - Budget	301-663-8255
Hertz	301-662-2626
Enterprise	301-695-8822
Westminister, Maryland	

<b>Carroll County Regional Airport - KDMW</b>
Skytech – 410-876-0353
Hours of Operation - 0700-2000 - after hours call 410-876-9885
Runway 5,100 X 100 - VOR Approach

Rental Cars Available - Budget	410-848-8011
--------------------------------	--------------

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Baltimore, Maryland</b>	
Baltimore-Washington International Airport - KBWI	
Signature Flight Support - 410-859-8393	
Hours of Operation - 24 hours	
Runway 10,502 X 200 - ILS Approach	

Rental Cars Available - Avis	410-859-1680
Budget	410-859-1050
Hertz	410-850-7400
National	410-859-8860

<b>Baltimore, Maryland</b>	
Martin State Airport - KMTN	
Martin State Airport - 410-682-8810	
Hours of Operation - 0600-2300 - After hours number -410-682-8800	
Runway 6,997 x 180	

Rental Cars Available - Budget	410-282-4397
Enterprise	410-682-6474

<b>Wilmington, Delaware</b>	
New Castle County Airport - KILG	
Dawn Aeronautics - 302-328-9695	
Hours of Operation - 0700-1900 - after hours answering service	
Runway 7,100 X 150 - ILS Approach	

Rental Cars Available - Avis	302-322-2092
Budget	302-764-3300
Enterprise	302-323-0850

<b>Philadelphia, Pennsylvania</b>	
Philadelphia International Airport - KPHL	
Atlantic Aviation - 215-492-2970	
Hours of Operation - 24 hours	
Runway 10,500 X 200 - ILS Approach	

Rental Cars Available - Avis	215-492-6523
Budget	215-492-9447
Hertz	215-492-2925
National	215-492-2750

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Trenton, New Jersey</b>
Mercer County Airport - KTTN
Ronson Aviation - 609-771-9500
Hours of Operation - 24 hours
Runway 6,006 X 150 - ILS Approach
Rental Cars Available - Hertz at FBO 0700-2230 M-F; 0700-2130 S-S

<b>Newark, New Jersey</b>
Newark International Airport - KEWR
Signature Flight Support - 973-624-1660
Hours of Operation - 24 hours
Runway 9,300 X 150 - ILS Approach

Rental Cars Available - Avis	973-961-4300
Budget	973-961-2990
Enterprise	973-242-3400
Hertz	972-621-2000

### STUBLINE AIRPORTS (West to East)

#### TENNESSEE LINES

<b>Rome, Georgia</b>
Richard B. Russell Airport - KRMG
Russell Airport - 706-295-7835
Hours of Operation - 0700-2000 – after hours call 911
Runway 6,006 X 150 - LOC/DME Approach

Rental Cars Available - Enterprise	706-290-1093
Automax	706-291-0600

<b>Chattanooga, Tennessee</b>
Lovell Field - KCHA
Wilson Air Center – 423-855-2299
Hours of Operation – 24 Hours
Runway 7,400 X 150 - ILS Approach

Rental Cars Available - Avis	423-855-2232
Alamo	888-826-6893
Hertz	423-855-8131

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Nashville, Tennessee</b>
Nashville International Airport - KBNA
Atlantic Aviation 615-360-8109
Hours of Operation – 24 Hours
Runway 11,030 X 150 - ILS Approach

Rental Cars Available - Avis	615-361-1212
Budget	615-366-0822
Hertz	615-361-3131
Thrifty	615-361-6050

<b>Knoxville, Tennessee</b>
McGhee Tyson Airport - KTYS
TAC Air 865-970-9000
Hours of Operation – 24 Hours
Runway 8,997 X 150 - ILS Approach

Rental Cars Available - Avis	865-970-2985
Budget	865-342-3220
Hertz	865-970-3010
National	865-970-2993
Enterprise	865-342-1650

### BAINBRIDGE LINE

<b>Macon, Georgia</b>
Middle Georgia Regional Airport – KMCN
Lowe Aviation – 478-788-3491
Hours of Operation – 0500-220 M-F; 0600-2200 S-S – afterhours call Macon FSSK
Runway 6,500 X 150 - ILS Approach

Rental Cars Available - Avis	478-788-3840
Hertz	478-788-3600
National	

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Americus, Georgia</b>
Souther Field - KACJ
Souther Field Aviation - 229-924-2813
Hours of Operation - 0800-Dusk - Varies
After hours call manager 229-928-2813
Runway 5,000 X 100 - LOC Approach

Rental Cars Available - Enterprise	229-931-6508
RDR	229-924-6330

<b>Albany, Georgia</b>
Southwest Georgia Regional Airport - KABY
Eagles of America -229-434-8787
Hours of Operation - 0530-2200
Runway 6,600 X 150 - ILS Approach

Rental Cars Available - Avis	229-435-2404
Hertz	229-235-1751

<b>Bainbridge, Georgia</b>
Decatur County Industrial Airport - KBGE
Decatur Co Aviation - 229-248-3004
Hours of Operation - 0700-1900 M-S
Runway 5,500 X 100 - VOR Approach

Rental Cars Available - Enterprise	229-248-0448
------------------------------------	--------------

### AUGUSTA LINE

<b>Augusta, Georgia</b>
Bush Field - KAGS
Bush Field Aviation Services - 706-798-2656
Hours of Operation - 24 hours
Runway 8,000 X 150 - ILS Approach

Rental Cars Available - Avis	706-798-1383
Budget	706-790-6902
Hertz	706-798-3970
National	706-798-5835

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

### SELMA LINE

<b>Raleigh-Durham, North Carolina</b>
Raleigh-Durham International Airport - KRDU
TAC Air - 919-840-2200
Hours of Operation - 24 hours
Runway 10,000 X 150 - ILS Approach

Rental Cars Available - Avis	919-840-4750
Budget	919-840-4775
National	919-840-4350
Hertz	919-840-4875

<b>Fayetteville, North Carolina</b>
Grannis Field - KFAY
Landmark Aviation – 910-321-7540
Hours of Operation - 0600-0000 - no afterhours number
Runway 7,710 X 150 - ILS Approach

Rental Cars Available - Avis	910-484-7985
Budget	910-484-1483
Enterprise	910-484-2888
National	910-485-2133

<b>Smithfield, North Carolina</b>
Johnston County Airport - KJNX
Johnston County Airport - 919-934-0992
Hours of Operation - 0700-1900 - after hours call 919-553-7025 or 919-203-8103 Runway
5,500 X 100 - LOC/DME Approach

Rental Cars Available - Pipen Mtrs	919-934-2183
------------------------------------	--------------

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

### ROANOKE LINE

<b>Lynchburg, Virginia</b>
Regional/Glenn Field - KLYH
Virginia Aviation – 434-237-8420
Hours of Operation – 0500-2359 – after hours call 804-239-3089 or 804-384-5681
Runway 7,100 X 150 - ILS Approach

Rental Cars Available - Avis	434-239-3622
Budget	434-237-1444
Enterprise	540-563-8055
Hertz	434-237-6284

<b>Roanoke, Virginia</b>
Regional Airport - KROA
Landmark Aviation - 540-563-4401
Hours of Operation – Continuous
Runway 6,800 X 150 - ILS Approach

Rental Cars Available - Avis	540-366-2436
Budget	540-362-1654
Hertz	540-366-3421
National	540-563-5050

### NORFOLK LINE

<b>Richmond, Virginia</b>
Richmond International Airport - KRIC
Million Air - 800-222-3700
Hours of Operation – Continuous
Runway 9,000 X 150 - ILS Approach

Rental Cars Available - Avis	804-222-7416
Budget	804-222-2491
Hertz	804-222-7228
Thrifty	877-283-0898
Dollar	804-222-9416
Enterprise	804-222-0865
National	804-222-7477

# Colonial Pipeline Company

## AIRPORTS, FIXED BASE OPERATORS, & CHARTER SERVICES

<b>Newport News, Virginia</b>
Williamsburg International Airport - KPHF
Rick Aviation – 757-874-6415
Hours of Operation - Continuous
Runway 8,000 X 150 - ILS Approach

Rental Cars Available - Avis	800-831-2847
Thrifty	800-847-4389

<b>Norfolk, Virginia</b>
Norfolk International Airport - KORF
Landmark Aviation – 800-486-4041
Hours of Operation - Continuous
Runway 9,000 X 150 - ILS Approach

Rental Cars Available - Avis	800-831-2847
Thrifty	757-855-5900
National	757-855-2037
Hertz	757-857-1261

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

Apex		
SHIPPER	ADDRESS	TELEPHONE
Motiva Enterprises	2232 Ten-Ten Rd Apex, NC 27539	<b>Superintendent: Otto Muha</b> Office: 919-387-0484 Apex: 919-362-8341 Cell: (b) (6) Fax: 919-362-4013
<b>Alternate: Jason Brown</b>		Cell: (b) (6)
Atlanta Junction		
SHIPPER	ADDRESS	TELEPHONE
Marathon-Ashland Petroleum, LLC  <b>Emergency # 24/7: 877-627-5463</b>	3895 Anderson Farm Rd. Austell, GA 30106	<b>Manager: David Matthews</b> Phone: 770-948-8550, x22 Cell: (b) (6) Home: (b) (6) Fax: 770-739-1913 Pam Addison x 28 Cell: (b) (6) Home: (b) (6) Jeff Timberland Cell: (b) (6) Home: (b) (6)
Airport Group Int'l, Inc. (Cities, N. Cargo, FIS)	Hartsfield Int'l Airport Atlanta, GA	<b>General Manager: Todd Hayes</b> Phone: 404-767-1743 Cell: (b) (6) <b>Facility Manager: Joe Patrick</b> Office: 404-530-2059 Cell: (b) (6) <b>FISCities&amp;North Cargo Fuel Farm</b> Day Supervisor: Ommary Ragland Cities Office: 404-530-6740 Cell: (b) (6) Night Supervisor: Thomas Dudley Cell: (b) (6) FIS Office: 404-530-2059 24-hr. Technician: 404-693-5236
Delta Fuel Farm	Hartsfield Int'l Airport 1500 NLVR Dr. Atlanta, GA 30354	<b>Manager: Tommy Steele</b> Phone: 404-714-7925/7926/7927 Cell: (b) (6) Personal Cell: (b) (6) Fax: 404-714-9098
Trans-Montaigne  Operator: Tommy Storey Cell: (b) (6)	2671 Calhoun Hwy, N.E. Rome, GA 30161	<b>Manager: Stacy Elliott</b> Phone: 706-295-2521 Cell: (b) (6) Manifold: (b) (6) Fax: 706-290-0912

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Belton</b>		
<b>SHIPPER</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
Southeast Terminals (TransMontaigne)	3450 Jefferson Rd. Athens, GA 30607	<b>Manager: Mike Casper</b> Business Phone: 706-543-2254 Cell: (b) (6) Home: (b) (6) Fax: 706-549-3775
Marathon-Ashland Petroleum, LLC	14315 Hwy 20, North P.O. Box 488 Belton, SC 29627	<b>Manager: Dave Edmond</b> Business Phone: 864-338-7753 x23 After Hours: 864-338-7753 Cell: (b) (6) Fax: 864-338-1400
Buckeye Partners	14300 Hwy 20, North Belton, SC 29627	<b>Manager: George Campbell</b> Terminal Phone: 864-338-7122 Cell: (b) (6) Fax: 864-338-8094
	221 Sweetwater Rd. P.O. Box 6427 N. Augusta, SC 29841	<b>Manager: Mike Miller</b> Terminal Phone: 803-279-3630 Business Phone: 803-563-8014 Cell: (b) (6)
Kinder-Morgan (KM1)	205 Sweetwater Rd. N. Augusta, SC 29860	<b>Manager: Mike Spires</b> Business Phone: 803-279-1661 Cell: (b) (6) Home: (b) (6) Fax: 803-279-9046
Kinder Morgan (KM2)	221 Laurel Lakes Drive N. Augusta, SC 29841	<b>Manager: Jerry Corbin</b> Business Phone: 803-279-1999 Cell: (b) (6) Home: (b) (6)
Magellan 1 (WTH)	222 Sweetwater Rd. N. Augusta, SC 29860	<b>Manager: Don Schilling</b> WTH Phone: 803-279-2535 WTH: 803-279-7339 Fax: 803-278-7251 MTH Phone: 803-279-2311 Cell: (b) (6) Home: (b) (6)
Magellan 2 (MTH)	217 Sweetwater Rd. N. Augusta, SC 29860	
Kinder Morgan	3460 Jefferson Road Athens, GA 30607	<b>Manager: Stan Smith</b> Phone: 706-543-3447 Cell: (b) (6) Home: (b) (6)

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Belton (Continued)</b>		
Plantation Pipeline Company	Belton Terminal 120 Sherrad Rd Belton, SC 29627	<b>Area Manager: Brian Turner</b> Office: 704-833-1015 Cell: (b) (6) [REDACTED] <b>Operator: Tim Moyer</b> Cell: (b) (6) [REDACTED] Terminal: 864-338-8611 Main Office: 800-510-5678 Anderson Pump Sta: 864-225-8120
<b>Charlotte</b>		
SHIPPER	ADDRESS	TELEPHONE
Magellan Mid-Stream Partners Williams Oil Company (Old Amoco Terminal)	P.O. Box 71 Paw Creek, NC 28130	<b>Manager: Mark Bowen</b> Phone: 704-399-6331 Cell: (b) (6) [REDACTED] Home: (b) (6) [REDACTED] Fax: 704-399-7990
Citgo Petroleum	P.O. Box 58 Paw Creek, NC 28130	<b>Manager: Jim Utke</b> Phone: 704-392-3236 Cell: (b) (6) [REDACTED] Home: (b) (6) [REDACTED] Fax: 704-392-4676
Trans-Montaigne Oil (Old Hess Terminal)	P.O. Box 61 Paw Creek, NC 28130	<b>Manager: James Barnett</b> Phone: 704-399-8378 Cell: (b) (6) [REDACTED] Home: (b) (6) [REDACTED] Fax: 704-399-6256
Marathon-Ashland Oil (see next page)	P.O. Box 86 Paw Creek, NC 28130	<b>Manager: Terry Swick</b> Cell: (b) (6) [REDACTED] Home: (b) (6) [REDACTED]
Magellan (Southern Facilities)	P.O. Box 97 Paw Creek, NC 28130	<b>Manager: Mark Bowen</b> Phone: 704-399-8457 Cell: (b) (6) [REDACTED] Home: (b) (6) [REDACTED] Fax: 704-399-2926
Motiva Enterprises, LLC Both Terminals (North & South) (Old Texaco and old Shell)	P.O. Box 88 Paw Creek, NC 28130	<b>Manager: John Bates</b> Phone: 704-399-3301 Cell: (b) (6) [REDACTED] Fax: 704-394-8988

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Charlotte (Continued)</b>		
Kinder Morgan KM3 (Old CTT Terminals)	7325 Old Mt. Holly Rd. Paw Creek, NC 28214	<b>Manager: Erwin Gaston</b> Phone: 704-399-3041 Cell: (b) (6) Home: (b) (6) Fax: 704-394-3667
KM2 (old Exxon)	6810 Freedom Dr. Charlotte, NC 28214	Phone: 704-399-5696 Fax: 704-399-4100
Kinder-Morgan KME (Phillips/Conoco Terminals)	PO Box 66 Paw Creek, NC 28130	Phone: 704-399-6327
Marathon-Ashland Oil	P.O. Box 75 Paw Creek, NC 28130	<b>Manager: Terry Swick</b> Phone: 704-392-1345 Home: (b) (6) Cell: (b) (6) Fax: 704-392-3493
Airport Group International ASIG	6502 Old Dowd Rd. Charlotte, NC 28219	<b>Manager: Tom Myron</b> Phone: 704-392-4351 Fax: 704-392-2307 Cell: (b) (6)
ECO-Energy (Old Crown Terminal)	7720 Mt. Holly Rd Charlotte, NC 28214	<b>Manager: Chris Haywood</b> Phone: 704-392-6000 Cell: (b) (6) E-Fax: 704-919-5408

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

### Chattanooga

SHIPPER	ADDRESS	TELEPHONE
Magellan Mid-Stream Partners (Williams Energy) "Magellan 1" (MTH)	4235 Jersey Pike Chattanooga, TN 37416	<b>Manager: Mark Misner</b> Phone: 423-892-5313 Cell: (b) (6) Home: (b) (6) Mgr Fax: 865-584-3820 Terminal Fax: 423-892-5304
Lincoln Energy	PLANT 4227 Cromwell Road Chattanooga, TN 37421	<b>Manager: David Montoya</b> Phone: 423-619-8191 Fax: 423-855-9851
	CORPORATE 22 South Main Street Greensboro, NC 29601	Phone: 864-242-3003 Alternate: Mark Huff Cell: (b) (6)
Citgo	4233 Jersey Pike Chattanooga, TN 37416	<b>Manager: Mike Owen</b> Phone: 423-892-5242 Cell: (b) (6) Fax: 423-894-6801
Bright Start Energy, Inc.	PLANT 817 Pineville Road Chattanooga, TN 37405	PLANT <b>Manager: Darrell Allen</b> Phone: 423-756-8275 Cell: (b) (6) Fax: 423-756-8277
	CORPORATE 531 Roselane Street Suite 420 Marietta, GA 30060	CORPORATE <b>Senior VP: Brian Lawrence</b> Phone: 770-361-1668 Fax: 866-217-3076
Trans-Montaigne	11 Highway 193 Flintstone, GA 30725	<b>Manager: John Ford</b> Phone: 706-820-0826 Cell: (b) (6) Home: (b) (6) Fax: 706-820-1877
Magellan Mid-Stream Partners Southern Facilities "Magellan 2"	4326 Jersey Pike Chattanooga, TN 37416	<b>Manager: Mark Misner</b> Phone: 423-892-5717 Cell: (b) (6) Home: (b) (6) Fax: 865-584-3820
Kinder -Morgan	4716 Bonny Oaks Drive Chattanooga, TN 37416	<b>Manager: Berry Scott</b> Phone: 423-894-4936 Cell: (b) (6) Fax: 423-499-8069

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

### Doraville

SHIPPER	ADDRESS	TELEPHONE
Trans-Montaigne Control Rm SCADA (b) (3), (b) (7)(F)	2836 Woodwin Rd. Doraville, GA 30360	<b>Manager: Jay Bailey</b> Phone: 770-458-5588 Fax: 770-451-4298 Cell: (b) (6)
BP	P.O. Box 47308 4064 Winters Chapel Rd. Doraville, GA 30360	<b>Manager: Alan Pyne</b> Phone: 770-457-2507, ext. 224 Cell: (b) (6) Fax: 770-451- 6173 Oper Cell: (b) (6) Oper Cell: (b) (6)
Motiva West Terminal	4201 Winters Chapel Rd. Doraville, GA 30360	<b>Manager: Bill Jeckel</b> Phone: 770-451-0181 ext 228 Fax: 770-216-8565 Cell: (b) (6) <b>Regional Manager: Chad Ewing</b> Office: 770-451-0181 ext 227 Cell: (b) (6)
Chevron- Products	4026 Winters Chapel Rd. Doraville, GA 30360	<b>Manager: Joel Hall</b> Phone: 770-457-5251 Cell: (b) (6) Fax: 770-457-5314 Head Operator: Vince Bailey Cell: (b) (6) 24 HR Operator: 404-557-0076
Citgo Petroleum	3877 Flowers Rd Doraville, GA 30360	<b>Manager: Vince Brumbelow</b> Phone: 770-457-5268 Cell: (b) (6) Home: (b) (6) Fax: 770-936-8736 24 HR Cell: 404-550-0181
Magellan I	4149 Winters Chapel Rd. Doraville, GA 30360	<b>Manager: Bruce Landsverk</b> Phone: 770-457-3026 Phone: 770-457-6272 Cell: (b) (6) Fax: 770-451-2409 24 HR Operator: 678-773-5284
Magellan II	2795 Woodwin Rd. Doraville, GA 30360	<b>Manager: Bruce Landsverk</b> Phone: 770-457-6272 Fax: 770-457-3049 24 HR Operator: 770-314-9309

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Doraville (Continued)</b>		
<p>Marathon- Petroleum Co L.P.  <b>Emergency # 24/7: 877-627-5463</b></p>	<p>6293 N. Peachtree Rd. Doraville, GA 30340</p>	<p><b>Manager: Brandon Ruholt</b> Phone: 770-457-7233 Cell: (b) (6) Fax: 770-986-3666 24 HR Operator: 404-597-1694</p>
<p>Motiva South</p>	<p>4127 Winters Chapel Rd. Doraville, GA 30360</p>	<p><b>Manager: Chad Ewing</b> Phone: 770-451-0181 ext 227 Cell: (b) (6) Fax: 770-457-8914 Superintendent: James Coad Phone: 770-451-018 ext 226 Cell: (b) (6) 24 HR Operator: 404-516-2387</p>
<p>Magellan-Chattahoochee</p>	<p>2970 Parrott Ave. Atlanta, GA 30318</p>	<p><b>Terminal Manager: Mark Calhoun</b> Office: 404-592-2542 Cell: (b) (6) Fax: 404-794-1376 24 HR Operator: 404-693-7925 Email: mark.calhoun@magellanlp.com</p>
<p>Southeast Terminals (BP)</p>	<p>3132 Parrot Ave. Atlanta, GA 30318</p>	<p><b>Manager: Rich Butela</b> Cell: (b) (6) Home: (b) (6) Local Terminal Phone: 404-794-3371 Fax: 404-799-5938 Rich.butela@bp.com</p>
<p>Norfolk Southern Railroad</p>	<p>1680 Marietta Road Atlanta, GA 30318</p>	<p><b>Manager: Terry Williams</b> Cell: (b) (6) Phone: 404-792-5027 Mike White Phone: 423-326-7672 ER: Main Tower: 404-792-5032 Art Duggar: (b) (6) Kevin Duggar: (b) (6) Courtney Miller: (b) (6) Fax: 404-794-3344 2<sup>nd</sup> Fax: 404-792-5022</p>

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Doraville (Continued)</b>		
Plantation Pipeline Company  24 HR EMERGENCY PPL CONTROLLER: 888-740-5124	2901 Woodwin Rd. Doraville, GA 30360	<b>O&amp;M Supervisor: Shea Morris</b> Phone: 770-751-4112 Cell: (b) (6) 800-510-5678 Station: 770-751-4112 Fax: 770-751-4104 <b>Operations Mgr: James Wesley</b> Melton Office: 770-824-4401 Cell: (b) (6) Local Contact: Bobby Smith Office: 770-751-4172 Cell: (b) (6) Burney Sproul-ROW Technician Phone: 770-751-4258 Cell: (b) (6)
Plantation Pipeline Company	3000 Miller Academy Rd Bremen, GA 30110	Tank Farm Mgr: Kelly Carroll Office: 770-824-4421 Cell: (b) (6)  ROW Technician: Kirk Hopkins Office: 770-824-4401 Cell: (b) (6)  Operations Mgr: James Wesley Melton Office: 770-824-4401 Cell: (b) (6) Station: 770-824-4420 24-hr Emergency: 800-510-5678

### Fayetteville

SHIPPER	ADDRESS	TELEPHONE
Motiva Enterprises, LLC	992 Shaw Mill Rd. Fayetteville, NC 28311	<b>Manager: Otto Muha</b> FVD Phone: 910-488-2450 APEX Terminal: 919-362-8341 Cell: (b) (6) Fax: 910-488-1772
<b>Alternate: Tony Watterson</b>		Home: (b) (6) Cell: (b) (6)

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

Greensboro		
SHIPPER	ADDRESS	TELEPHONE
Magellan – Citgo	115 S. Chimney Rock Rd. Greensboro, NC 27409	<b>Manager: Reuben Qualls</b> Office: 336-299-3621 Cell: (b) (6) Fax: 336-294-0690
<b>Alternate: Bobby Sands</b> <b>Alternate: Adam Cook</b>		Cell: (b) (6) Cell: (b) (6)
Apex Oil Company	6900 W. Market St. Greensboro, NC 27409	<b>Manager: Rusty Evans</b> Office: 336-854-8556 Fax: 336-854-8326
<b>Alternate: Don Evans</b>		Cell: (b) (6)
Landmark Aviation	1060 PTI Drive Greensboro, NC 27409	<b>Manager: Donald Brookshire</b> Office: 336-668-0481 Office Direct: 336-544-2005 Cell: (b) (6) Fax: 336-668-7862
<b>Alternate: Shawn Harley, Operations Manager</b>		Cell: (b) (6) Office Direct: 336-544-2035
Magellan #1 (Southern Facilities)	115 S. Chimney Rock Rd. Greensboro, NC 2409	<b>Manager: Reuben Qualls</b> Office: 336-299-4167 Cell: (b) (6) Fax: 336-632-0279
<b>Alternate: William Harbin</b>		Cell: (b) (6)
Motiva Enterprises	101 S. Chimney Rock Rd. Greensboro, NC 27409	<b>Manager: Otto Muha</b> Office: 336-299-0331 Cell: (b) (6) Fax: 336-292-4494
<b>Alternate: Doug Witten</b>		Cell: (b) (6)
Kinder Morgan 2	6376 Burnt Poplar Rd. Greensboro, NC 27409	<b>Manager: Barry Furr</b> Office: 336-294-0889 Cell: (b) (6) Home: (b) (6) Fax: 336-299-9787
<b>Alternate: Jeff Neal</b>		Home: (b) (6) Cell: (b) (6)

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

Greensboro (continued)		
Trans-Montaigne	6801 W. Market St. Greensboro, NC 27409	<b>Manager: Trey Rhodes</b> Office: 336-299-2611 Cell: (b) (6) Fax: 336-632-1732 <a href="mailto:trhodes@transmontaigne.com">trhodes@transmontaigne.com</a>
<b>Alternate: Ron Gossage</b>		Home: (b) (6) Cell: (b) (6)
Kinder-Morgan (Exxon)	6907 W. Market St. Greensboro, NC 27409	<b>Manager: Barry Furr</b> Office: 336-855-4460 or 4474 Cell: (b) (6) Home: (b) (6) Fax: 336-855-4473
<b>Alternate: Ronnie Coble</b>		Cell: (b) (6)

### Knoxville

SHIPPER	ADDRESS	TELEPHONE
Motiva	5001 Middlebrook Pike Knoxville, TN 37921	<b>Lead Terminal Operator: Frankie Langston</b> Phone: 865-588-8024 Manifold: (b) (6) Cell: (b) (6) Fax: 865-588-7085
<b>Alternate: Gary Judkins</b>		Phone: 615-350-7077
<b>Alternate: Mike Nobles</b>		Cell: (b) (6) Cell: (b) (6)
Magellan WTH (Southern Facilities)	4801 Middlebrook Pike Knoxville, TN 37921	<b>Manager: Mark Misner</b> Phone: 865-588-9695 Cell: (b) (6) Fax: 865-558-9261
Magellan MTH (Williams Energy)	5101 Middlebrook Pike Knoxville, TN 37921	<b>Manager: Mark Misner</b> Phone: 423-392-5313 Cell: (b) (6) Fax: 865-584-5629
Citgo Petroleum	2409 Knott Road Knoxville, TN 37921	<b>Manager: Mike Abba</b> Phone: 865-588-3555 Home: (b) (6) Fax: 865-584-0369 <b>Lead Term Op: Kevin Clark</b> Phone: 865-599-0579 Manifold: (b) (6) Cell: (b) (6) Fax: 865-588-7085
<b>Alternate: Assistant Terminal Mgr: Donald Rogers</b>		Cell: 865-567-6579

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Knoxville (continued)</b>		
Kinder-Morgan (Exxon)	5009 Middlebrook Pike Knoxville, TN 37921	<b>Manager: Stacy Rutherford</b> Phone: 865-584-4611 Cell: (b) (6) Fax: 865-584-4613
Marathon-Ashland Petroleum, LLC	2601 Knott Road Knoxville, TN 37950	<b>Manager: Sean Phelp</b> Phone: 865-584-6928 Cell: (b) (6) Fax: 865-588-6567
	5101 Middlebrook Pike Knoxville, TN 37921	<b>Manager: Mark Misner</b> Phone: 865-584-4924 Cell: (b) (6) Fax: 865-584-5629
Cummins Terminal CZA	5100 North Middlebrook Pike Knoxville, TN 37921	<b>Manager: Blake Hodges</b> Phone: 865-588-1437 Cell: (b) (6) Fax: 865-584-2132

### Macon

SHIPPER	ADDRESS	TELEPHONE
Trans-Montaigne –BP (Southeast Terminals)	643-B E. McIntosh Road Griffin, GA 30223	<b>Manager: Allen Pangle</b> Phone: 770-227-2033 Cell: (b) (6) Fax: 770-228-4478 Operator: Todd Tuggle 678-616-5642
Magellan	2505 Allen Road Macon, GA 31216	<b>Manager: Calvin Johnson (Albany)</b> Macon Office: 478-788-2324 Manager Cell: (b) (6) Macon Fax: 478-788-7186 Operator: Tim Nobles (Sr Oper) 478-319-1955
Marathon-Ashland Petroleum 24 HR MAPLINE – 877-627-5463	2445 Allen Road Macon, GA 31216	<b>Manager: Antoine Sims</b> Phone: 478-784-0595 Cell: (b) (6) Fax: 478-784-0510 Operator: Anthony Mathuri 478-342-7646

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Macon (continued)</b>		
Trans-Montaigne Southeast Terminals	173 US Highway 280 W. P.O. Box (31709) Americus, GA 31719	<b>Manager: Tony Snapp</b> Office: 229-924-3464 Cell: (b) (6) Fax: 229-928-5080 Operator: Jeremy VanZant Cell: (b) (6)
Trans-Montaigne Southeast Terminals	1909 E. Shotwell St Bainbridge, GA 31717	<b>Manager: Doug Bailey</b> Office: 229-246-0955 Cell: (b) (6) Fax: 229-246-6926 Operators: Robbie Meredith (b) (6) Jeremy s (b) (6) Travis Adams (b) (6) Brock Smith (b) (6) Danny Grubbs (b) (6)
Motiva	1803 E. Shotwell St Bainbridge, GA 31717	<b>Manager: Jay Coad</b> Office: 229-246-4424 Mgr Office: 229-243-0213 Home: (b) (6) Cell: (b) (6) Fax: 229-248-1092 Op: Hal Clement (b) (6) Op: John Lee (b) (6) Op: Lloyd Messer (b) (6) Op: Don Morey (b) (6)
Trans-Montaigne Southeast Terminals	1162 Gillionville Road N Albany, GA 31701	<b>Manager: Jeff Gordon</b> Mgr Cell: (b) (6) Phone: 229-435-4014 Op: Corey Kelly (b) (6) Op: Mike Corbin (b) (6) Op: Chris Finely (b) (6) Op: Keith Hunter: (b) (6)
Trans-Montaigne Southeast Terminals	5041 Forsyth Road Macon, GA 31210	<b>Area Manager: Ed Watts</b> Office: 478-477-1711 Cell: (b) (6) Fax: 478-471-9454 Op: Seth Fuller 478-733-4722

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Macon (continued)</b>		
<p>Magellan (Williams)</p> <p>24 HR Tulsa CC: 800-720-2417</p>	<p>1722 W Oakridge Drive Albany, GA 31707</p>	<p>Region Manager: Calvin Johnson Phone: 229-436-5551 Cell: (b) (6) Fax: 229-436-0004 Pernel Saunders (b) (6) Op: Joe Knighton (b) (6) Op: Clint Eudy (b) (6)</p>
<p>Vec Energy</p>	<p>2476 Allen Road South Macon, GA 31216</p>	<p>Regional Manager: Craig Smith Office: 478-788-5511 ext 0 Cell: (b) (6) Fax: 478-781-6626 Terminal Mgr: Kevin Coleman Cell: (b) (6) Operators: Jeff Sofrance (b) (6) Sharon Greene (b) (6) Corey McCory (b) (6) Russel Ewell (b) (6) 24 HR Operator: 478-335-8430</p>
<p>Kinder-Morgan (Phillips Petroleum)</p>	<p>1603 W. Oakridge Dr Albany, GA 31707</p>	<p><b>Manager: Anthony Shumpert</b> Phone: 706-*561-0221 x27 Cell: (b) (6) Fax: 229-883-2907 Operations Manager KMST: Wilkin Sherrod Office: 770-751-4151 Cell: (b) (6) OP: Cantrell Sias (b) (6) OP: Joe Schmidt (b) (6)</p>
<b>Nashville</b>		
<b>SHIPPER</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
<p>American Airlines (AFIG)</p>	<p>929 Airport Service Road Nashville, TN 37214</p>	<p><b>Manager: Bryan Hubbard</b> Phone: 615-678-0761 Cell: (b) (6) Fax: 615-275-3611 <a href="mailto:Bryan.hubbard@asiq.com">Bryan.hubbard@asiq.com</a></p>
<p>Magellan Group 2</p>	<p>1441 51<sup>st</sup> Avenue North Nashville, TN 37209</p>	<p><b>Manager: Lee Pickett</b> Phone: 615-269-4582 Cell: (b) (6) Home: (b) (6) Fax: 615-269-4583</p>

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

Marathon-Ashland Petroleum, LLC – Ashland Downtown	5 Main Street Nashville, TN 37209	<b>Manager: Brad Kaiser</b> Office: 615-254-1482 Cell: (b) (6) Fax: 615-254-4621 Manager: Bobby Winters Cell: (b) (6) Fax: 615-254-4621
Marathon Petroleum LLC	1409 51 <sup>st</sup> Avenue North Nashville, TN 37209	<b>Manager: Bobby Winters</b> Phone: 615-297-3521 Cell: (b) (6) Fax: 615-269-0822
Exxon-Mobil	1741 Ed Temple Boulevard Nashville, TN 37208	<b>Manager: Connie Benson</b> Phone: 615-244-7671 Cell: (b) (6) Fax: 615-242-0272
<b>Alternate: Rodney Ganter</b>		Cell: (b) (6)
Lion Oil Company	90 Van Buren Street Nashville, TN 37208	<b>Manager: Wesley Penn</b> Cell: (b) (6) Fax: 615-255-6310 <a href="mailto:Wesley.penn@lionoil.com">Wesley.penn@lionoil.com</a>
Marathon-Ashland Petroleum, LLC Bordeaux  Alternate: Terrance Roberts	2920 Old Hydes Ferry Road Nashville, TN 37218	<b>Manager: Brad Kaiser</b> Office: 615-244-3670 Cell: (b) (6) Fax: 615-242-9229 Manager: Bobby Winters Office: 615-313-3716 Cell: (b) (6)
Magellan Group 1	1609 63 <sup>rd</sup> Avenue North Nashville, TN 37209	<b>Manager: Lee Pickett</b> Phone: 615-269-6578 Cell: (b) (6) Home: (b) (6) Fax: 615-298-5836
<b>Alternate: John Blankendall</b>		Cell: (b) (6)
Citgo	720 South 2 <sup>nd</sup> Street Nashville, TN 37213-1429	<b>Manager: Mark Redditt</b> Phone: 615-244-6555 Cell: (b) (6) Home: (b) (6) Fax: 615-244-6556 <a href="mailto:mreddit@citgo.com">mreddit@citgo.com</a>
<b>Alternate: Bill Carmen</b>		Home: (b) (6) Cell: (b) (6)

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

Nashville (continued)		
Motiva Enterprises	1717 61 <sup>st</sup> Avenue North Nashville, TN 37209	<b>Supervisor: Gary Judkins</b> Phone: 615-350-7077 Cell: (b) (6) Home: (b) (6) Fax: 615-350-7087
<b>Alternate: Ben Graham</b>		Home: (b) (6)
Cumberland Terminals	7260 Centennial Boulevard Nashville, TN 37209	<b>Manager: Sonny Lockett</b> Phone: 615-350-7333 Cell: (b) (6) Home: (b) (6) Fax: 615-350-7345
<b>Alternate: Richard Cummins Jr.</b>		Cell: (b) (6)

### Pelham

SHIPPER	ADDRESS	TELEPHONE
Citgo Petroleum Corp.	2200 25 <sup>th</sup> Street SW Birmingham, AL 35211	<b>Manager: Greg Butke</b> Phone: 205-925-6641 Cell: (b) (6) Home: (b) (6) Fax: 205-925-9391 <a href="mailto:gbutcke@citgo.com">gbutcke@citgo.com</a>
<b>Alternate: Bennet Lafoss</b>		<a href="mailto:blafoss@citgo.com">blafoss@citgo.com</a>
Buckeye  Operator: Jim Arrington Operator: Jeremy Willis Operator: Greg Jennings	1600 Mims Avenue SW Birmingham, AL 35211  <a href="mailto:jarrington@buckeye.com">jarrington@buckeye.com</a> <a href="mailto:jwillis@buckeye.com">jwillis@buckeye.com</a> <a href="mailto:gjennings@buckeye.com">gjennings@buckeye.com</a>	Manager: Dan Defee Cell: (b) (6) Phone: 205-925-1824 Fax: 205-925-6311 Cell: (b) (6) Cell: (b) (6) Cell: (b) (6)
Magellan Mid Stream Partners  Alternate: Adam Silby	2400 Nabors Road Birmingham, AL 35211	<b>Manager: Calvin Johnson</b> Phone: 205-925-8546 Cell: (b) (6) Fax: 205-925-8547  Cell: (b) (6)
Marathon Petroleum, LLC	2704 28 <sup>th</sup> Street SW Birmingham, AL 35211	<b>Manager: Justin Miller</b> Office: 205-925-7037 Cell: (b) (6) Fax: 205-925-7039

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Pelham (continued)</b>		
Chevron	2400 28 <sup>th</sup> Street Southwest Birmingham, AL 35211	<b>Manager: John Bessant</b> Phone: 205-925-3914 x225 Cell: (b) (6) Home: (b) (6) Fax: 205-925-1878 johnbessant@chevron.com
Kinder-Morgan	2635 Balsom Ave. SW Birmingham, AL 35211	<b>Manager: Glenn Williamson</b> Phone: 205-925-7685 Cell: (b) (6) Home: (b) (6) Fax: 205-925-6149 <a href="mailto:Glenn_williamson@kindermorgan.com">Glenn_williamson@kindermorgan.com</a>
Allied Energy  Alternate: Chase Williamson	<b>TERMINAL</b> 2700 Ishkooda Wenonah Birmingham, AL 35211 <b>CORPORATE</b> 2057 Valleydale Road Suite 100 Birmingham, AL 35244	<b>Manager: Herb Jernigan</b> Phone: 205-925-6600 Cell: (b) (6) Home: (b) (6) Fax: 205-925-5004 <a href="mailto:Herb.jernigan@alliedenergycorp.com">Herb.jernigan@alliedenergycorp.com</a> <a href="mailto:cwilliamson@alliedenergycorp.com">cwilliamson@alliedenergycorp.com</a>
Kinder-Morgan Plantation Pipeline Operations Supervisor: Terry McCary	P.O. Box 489 Helena, AL 35080	<b>Manager: Steve Polk</b> Cell: (b) (6) Phone: 205-663-8840 x8844 Cell: (b) (6)
Murphy Oil	2625 Highway 78 East Anniston, AL 36207	<b>Manager: Joey Howell</b> Phone: 256-831-0201 Cell: (b) (6) Home: (b) (6) Fax: 256-831-8654
Hunt Refinery	PLANT 1855 Fairlawn Road Tuscaloosa, AL 35401 CORPORATE 2200 Jack Warner Pkwy Ste 400 Tuscaloosa AL 35403- 8995 P.O. Box 038995 Tuscaloosa AL 35403- 8995 P.O. Box 038995 Tuscaloosa AL 35403- 8995	<b>PLANT:</b> <b>Manager: Matt Lambert</b> <b>Phone: 205-391-1328</b> Cell: (b) (6) <b>CORPORATE:</b> <b>Manager: Danny Hoppis</b> Phone: 205-391-3387 Phone: 205-391-3333 Cell: (b) (6)



# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Selma (continued)</b>		
Citgo	4095 Buffalo Rd Selma, NC 27576	<b>Manager: Hal Hardison</b> Office: 919-965-3746 Cell: (b) (6) Fax: 919-965-3536
<b>Alternate: Jeff McKeel</b>		Home: (b) (6) Cell: (b) (6)
Marathon Petroleum LLC.	2555 Oak St. Selma, NC 27576	<b>Manager: Ray Rhode</b> Office: 919-965-8448 or 3201 Cell: (b) (6) Home: (b) (6) Fax: 919-965-6341 <a href="mailto:rorhode@marathonpetroleum.com">rorhode@marathonpetroleum.com</a>
<b>Alternate: Jason Harris</b>		Primary Cell: (b) (6) <a href="mailto:jaharris@marathonpetroleum.com">jaharris@marathonpetroleum.com</a>
Trans-Montaigne	P.O. Box 10 Selma, NC 27576	<b>Manager: Terry Murray</b> Phone: 919-965-9442 Cell: (b) (6) Fax: 919-965-9473
<b>Alternate: Chris Hales</b>		Cell: (b) (6)
<b>Alternate: Operator on Duty</b>		Cell: (b) (6)
Kinder-Morgan 4 (Phillips Petroleum)	P.O. Box 66 4086 Buffalo Rd. Selma, NC 27576	Non Staffed Facility (Kinder Morgan 1)
<b>Alternate: Kinder Morgan 1</b>		Office: 919-965-6043
Magellan	P.O. Box 338 4414 Buffalo Rd Selma, NC 27576	<b>Manager: Jimmie Williamson</b> Office: 919-965-5217 Cell: (b) (6) Fax: 919-965-5495
<b>Alternate: Larry Edwards</b>		Cell: (b) (6)
Kinder-Morgan 1	2200 West Oak Street Selma, NC 27576	<b>Manager: Brian Pilkington</b> Office: 919-965-6043 Cell: (b) (6) Fax: 919-965-4201
<b>Alternate: David Pittman</b>		Cell: (b) (6)
<b>Alternate: On Call Operator</b>		Cell: (b) (6)

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

Spartanburg		
SHIPPER	ADDRESS	TELEPHONE
Magellan 1 (MTH)	650 Delmar Rd. Spartanburg, SC 29302	<b>Manager: Phil Garner</b> Phone: 864-583-8375 Cell: (b) (6) Home: (b) (6) Fax: 864-591-0461
<b>Alternate: John Floyd</b>		Cell: (b) (6)
Trans-Montaigne (Hess) (THL)		<b>Manager: David Millard</b> Phone: 864-585-5447 Home: (b) (6) Fax: 864-585-0556 Manifold Phone: (b) (6) Cell: (b) (6)
<b>Alternate: Steve Young Randy Beeks</b>		Cell: (b) (6) Cell: (b) (6)
BET Buckeye	680 Delmar Rd. Spartanburg, SC 29302	<b>Lead: Keith Tutterow</b> Phone: 864-583-2670 Cell: (b) (6) Fax: 864-583-1520
<b>Alternate: Mike Garner</b>		Cell: (b) (6)
Magellan 2 (WTH)	2430 South Pine Extension Spartanburg, SC 29302	<b>Manager: Jimmy Vaughn</b> Phone: 864-585-2480 Cell: (b) (6) Home: (b) (6) Fax: 864-864-591-0828
<b>Alternate: Joe Landsverk</b>		Cell: (b) (6)
Citgo-Motiva (CIT)	2590 Southport Rd. Spartanburg, SC 29302	<b>Manager: Bob Patrick</b> Phone: 864-583-5424 Cell: (b) (6) Home: (b) (6) Fax: 864-562-4501
<b>Alternate: Hal Hardison</b>		Cell: (b) (6)
Kinder-Morgan (KME) (Phillips Petroleum)	200 Nebo St. Spartanburg, SC 29302	<b>Manager: Jerry A. Crowder</b> Phone: 864-582-0066 Cell: (b) (6) Home: (b) (6) Fax: 864-582-3027
KME Pipeline		Office: 864-585-7862
<b>Alternate: Richard Black</b>		Home: (b) (6) Cell: (b) (6)

# Colonial Pipeline Company

## LOCAL TERMINAL MANAGERS & ADJACENT PIPELINES

<b>Spartanburg (continued)</b>		
Motiva Enterprises, LLC (MTV)	300 Delmar Rd. Spartanburg, SC 29302	<b>Lead: Matt Burrell</b> Phone: 864-583-1445 Cell: (b) (6) Home: (b) (6) Fax: 864-583-1446
<b>Alternate: Matt Burrell</b>		Cell: (b) (6)
<b>Alternate: Rob Elledge</b>		Cell: (b) (6)
<b>Alternate: Randy Fisher</b>		Cell: (b) (6)

# Colonial Pipeline Company

## EMERGENCY CARE FACILITIES

### Southeast Response Zone

(Facilities listed are located along Colonial Pipeline's ROW)

Facility Name	Address	City, State, Zip Code	Telephone No.
<b>North Carolina Area</b>			
<b>Burlington/ Alamance County</b>			
Alamance Regional Medical Center	1240 Huffman Mill Road	Burlington, NC 27215	336-538-7000
<b>Charlotte</b>			
Carolinas Medical Center - Northeast	920 Church Street North	Concord, NC 28025	704-403-3000
Carolinas Medical Center (Level 1 Trauma Center)	1000 Blythe Boulevard	Charlotte, NC 28203	704-355-2000
Gaston Memorial Hospital	2525 Court Drive	Gastonia, NC 28052	704-834-2000
<b>Fayetteville</b>			
Cape Fear Valley Medical Center	1638 Owen Drive	Fayetteville, NC 28304	910-615-4000
<b>Greensboro</b>			
Moses Cone Hospital	1200 N. Elm Street	Greensboro, NC 27401	336-832-7000
Forsyth Medical Center	3333 Silas Creek Parkway	Winston Salem, NC 27103	336-718-5000
Wake Forest Baptist Hospital	Medical Center Blvd.	Winston Salem, NC 27157	336-716-2011
Kernersville Medical Center	1750 Medical Parkway	Kernersville NC 27284	336-564-4000
<b>Selma</b>			
Johnston Medical Center	509 N. Bright Leaf Blvd.	Smithfield, N.C.27577	919-934-8171
<b>South Carolina Area</b>			
Spartanburg Regional Medical Center	101 East Wood Street	Spartanburg, SC 29303	864-454-6100
Upstate Carolina Medical	1530 N. Limestone Street	Gaffney, SC 29340	864-487-4271
Hillcrest Memorial Hospital	729 South East Main Street	Simpsonville, SC 29681	864-487-4271
Anderson Area Medical Center	800 N. Fant Street	Anderson, SC 29621	864-261-1000
Greenville Memorial Medical Campus	701 Grove Road	Greenville, SC 29605	864-455-7000

# Colonial Pipeline Company

## EMERGENCY CARE FACILITIES

Facility Name	Address	City, State, Zip Code	Telephone No.
<b>Georgia Area</b>			
Hart County Hospital	138 W, Gibson Street	Hartwell, GA 30643	706-856-6100
Athens Regional Medical Center	1199 Prince Avenue	Athens, GA 30606	706-475-7000
<b>Atlanta</b>			
Grady Memorial Hosp.	80 Jesse Hill Jr Dr SE	Atlanta, GA 30303	404-616-1000
St. Joseph's Hospital	5665 Peachtree Dunwoody Rd NE	Atlanta, GA 30342	678-843-7001
Northside Hospital	1000 Johnson Ferry Rd NE	Atlanta, GA 30342	404-381-1732
<b>Cobb / Douglas Counties</b>			
Wellstar Douglas Hosp.	8954 Hospital Drive	Douglasville, GA 30134	770-949-1500
Wellstar Kennestone Hospital	677 Church Street	Marietta, GA 30060	770-793-5000
Wellstar Cobb Hosp.	3950 Austell Road	Austell, GA 30106	770-732-4000
<b>Bremen, GA</b>			
Higgins Gen. Hosp.	200 Allen Memorial Dr.	Bremen, GA 30110	770-824-2201
<b>Rome, GA</b>			
Redmond Regional Medical Center	501 Redmond Road	Rome, GA 30165-3019	706-291-0291
<b>Cartersville, GA</b>			
Cartersville Medical Center	960 Joe Frank Harris Parkway	Cartersville, GA 30120	770-382-1530
<b>Lawrenceville / Gwinnett County</b>			
Gwinnett Medical Center	1000 Medical Center Boulevard	Lawrenceville, GA 30046	678-312-1000
<b>Barrow County</b>			
Barrow Regional Medical Center	316 North Broad Street	Winder, GA 30680	770-867-3400
<b>Griffin, GA</b>			
Spalding Regional Medical Center	601 South 8 <sup>th</sup> Street	Griffin, GA 30224	770-228-2721
<b>Macon, GA</b>			
Medical Center of Central Georgia	777 Hemlock Street	Macon, GA 31201	478-633-1000

# Colonial Pipeline Company

## EMERGENCY CARE FACILITIES

Facility Name	Address	City, State, Zip Code	Telephone No.
<b>Albany, GA</b>			
Phoebe Putney Memorial Hospital	417 Third Avenue	Albany, GA 31701	877-312-1167
<b>Bainbridge, GA</b>			
Memorial Hospital and Manor	1500 E. Shotwell Street	Bainbridge, GA 39819	229-246-3500
<b>Americus, GA</b>			
Sumter Regional Hospital	100 Wheatley Drive	Americus, GA 31709	229-924-6011
<b>Alabama Area</b>			
<b>Birmingham, AL</b>			
UAB Hospital	2000 6 <sup>th</sup> Avenue South	Birmingham, AL 35233	205-934-4011
St. Vincent's Hospital	810 Saint Vincent's Drive	Birmingham, AL 35205	205-939-7111
Princeton Baptist Medical Center	701 Princeton Avenue SW	Birmingham, AL 35211	205-783-3000
Brookwood Medical Center	2010 Brookwood Medical Center Drive	Birmingham, AL 35209	205-877-1000
<b>Boligee, AL</b>			
Green County Hospital	509 Wilson Avenue	Eutaw, AL 35462	205-372-3388
Hale County Hospital	508 Green Street	Greensboro, AL 36744	334-624-3024
Bryan Whitfield Hospital	203 South Cedar Avenue	Demopolis, AL 36732	334-287-2437
<b>Heflin, AL</b>			
Jacksonville Medical Center	1701 Pelham Road South	Jacksonville, AL 36265	256-435-4970
Noland Hospital of Anniston	400 East 10 <sup>th</sup> Street	Anniston, AL 36207	256-235-5121
<b>Helena, AL</b>			
Shelby Baptist Medical Center	1000 1 <sup>st</sup> Street North	Alabaster, AL 35007	205-620-8100
<b>Moundville, AL</b>			
Green County Hospital	509 Wilson Avenue	Eutaw, AL 35462	205-372-3388
DCH Regional Medical Center	809 University Boulevard East	Tuscaloosa, AL 35401	205-759-7111
<b>Oxford, AL</b>			

# Colonial Pipeline Company

## EMERGENCY CARE FACILITIES

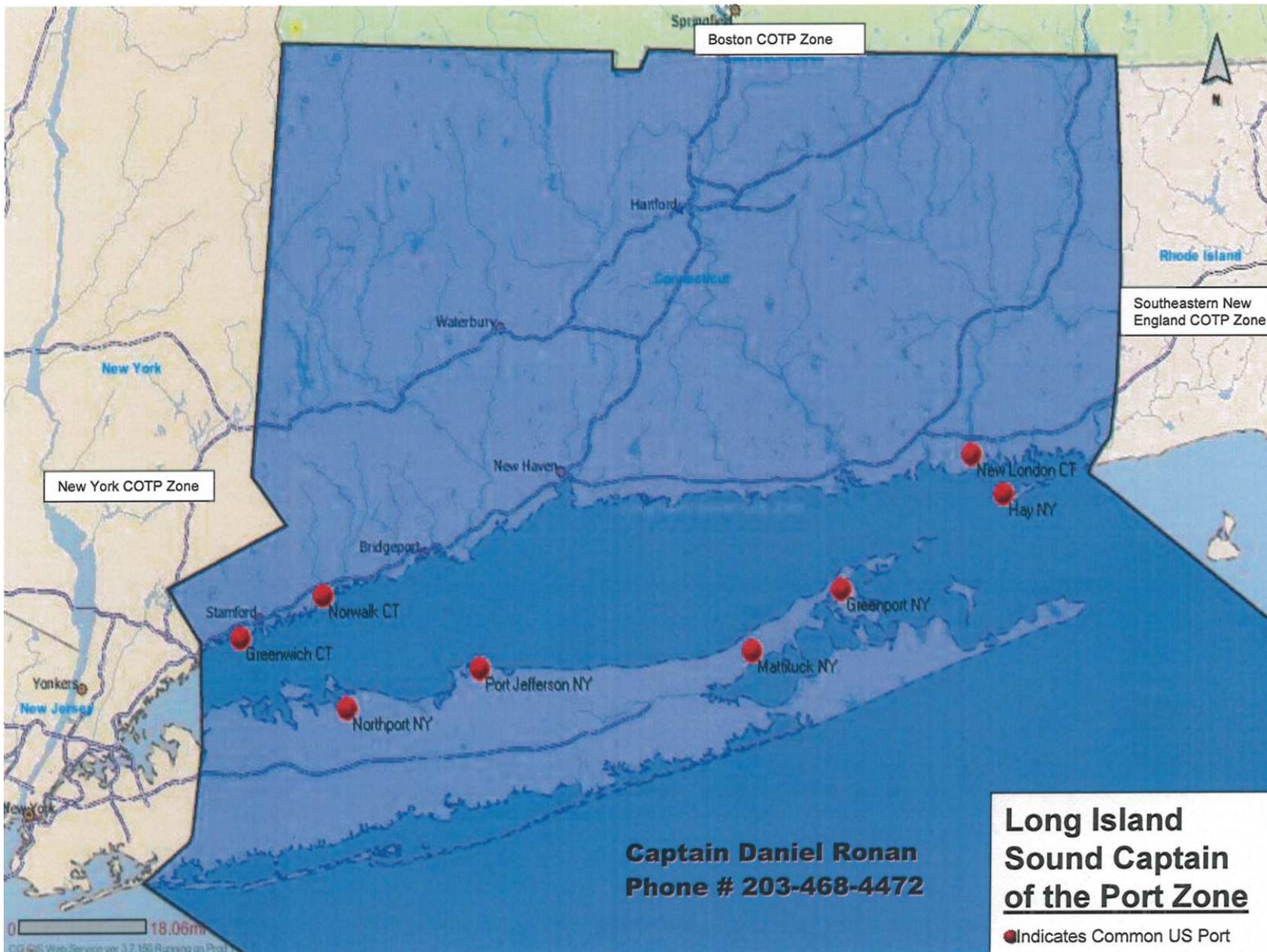
Facility Name	Address	City, State, Zip Code	Telephone No.
Noland Hospital of Anniston	400 East 10 <sup>th</sup> Street	Anniston, AL 36207	256-235-5121
Stringfellow Memorial Hospital	301 East 18 <sup>th</sup> Street	Anniston, AL 36207	256-235-8900
N E Regional Medical Center	309 East 5 <sup>th</sup> Street	Anniston, AL 36207	256-237-4906
<b>Pelham, AL</b>			
Shelby Baptist Medical Center	1000 1 <sup>st</sup> Street North	Alabaster, AL 35007	205-620-8100
<b>St. Ives, AL</b>			
St. Vincent's St. Clair Hospital	2805 Dr. John Haynes Drive	Pell City, AL 35125	205-338-3301
Trinity Medical Center	800 Montclair Road	Birmingham, AL 35213	205-592-1000
<b>Vance / West Blocton, AL</b>			
DCH Regional Medical Center	809 University Boulevard East	Tuscaloosa, AL 35401	205-759-7111
<b>Tennessee Area</b>			
<b>Chattanooga, TN</b>			
Parkridge Hospital	2333 McCallie Avenue	Chattanooga, TN 37404	423-698-6061
Parkridge East Hospital	941 Spring Creek Road	Chattanooga, TN 37412	423-894-7870
Parkridge West Hospital	1000 Tennessee 28	Jasper, TN 37401	423-837-9500
Erlanger Medical Center <b>Cleveland, TN</b>	975 East 3 <sup>rd</sup> Street	Chattanooga, TN 37403	423-778-7000
Skyridge Medical Center	2305 Chambliss Avenue NW	Cleveland, TN 37311	423-559-6000
Athens Regional Medical Center	1114 West Madison Avenue	Athens, TN 37303	423-745-1411
<b>Coalmont, TN</b>			
Grundy EMS, Inc.	90 Phipps Street	Coalmont, TN 37313	931-592-2252
Tift Regional Medical Center	2225 U.S. 41	Tifton, GA 31794	229-391-4100
<b>Knoxville, TN</b>			
University of Tennessee Medical Center	1924 Alcoa Highway	Knoxville, TN 37920	865-305-9000
Fort Sanders Regional Medical Center	1901 Clinch Avenue	Knoxville, TN 37916	865-541-1111
Parkwest Medical Center	9352 Park West Boulevard	Knoxville, TN 37923	865-373-1000

## Colonial Pipeline Company

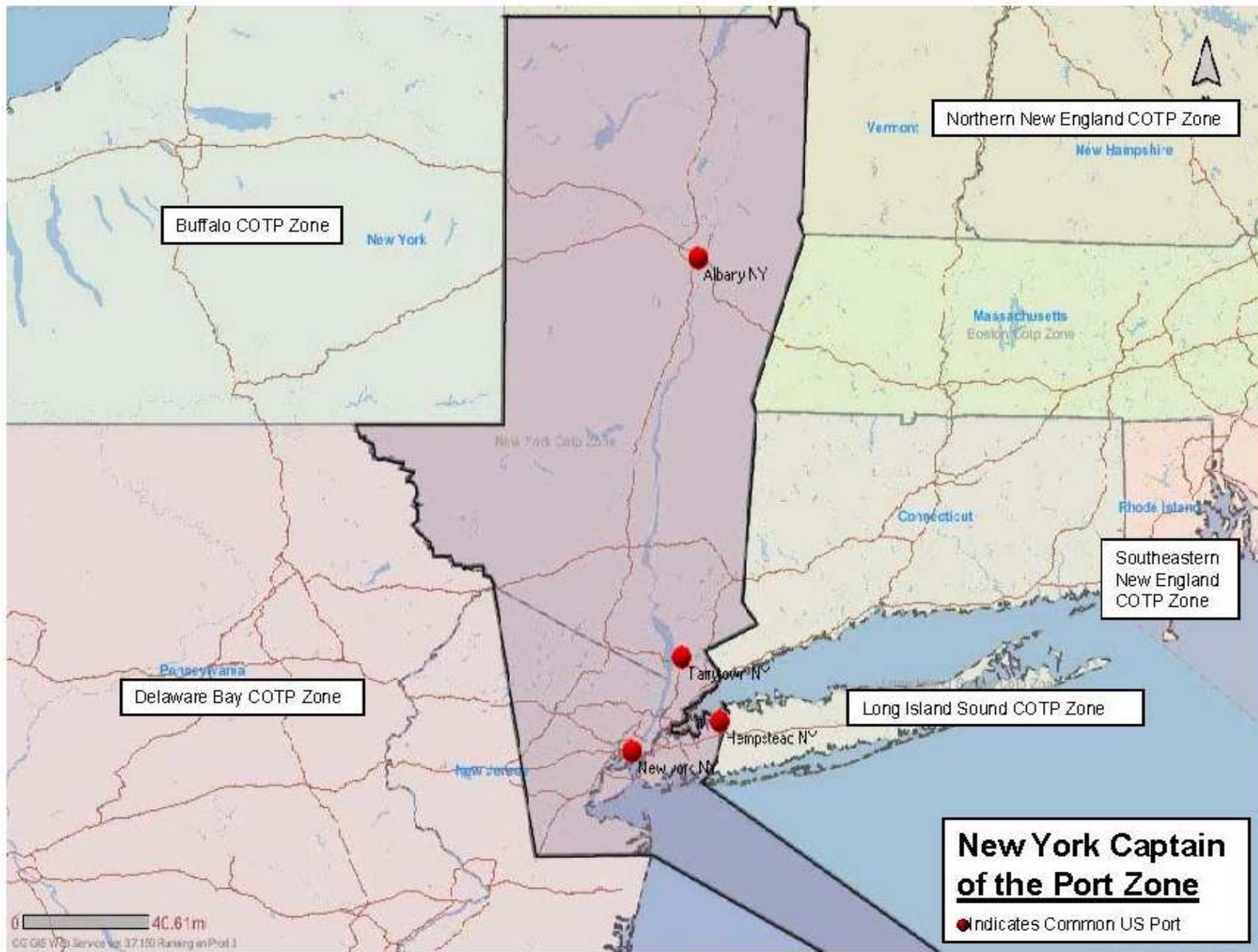
### EMERGENCY CARE FACILITIES

Facility Name	Address	City, State, Zip Code	Telephone No.
<b>Murfreesboro, TN</b>			
Middle Tennessee Medical Center	1700 Medical Center Parkway	Murfreesboro, TN 37129	615-396-5530
Stonecrest Medical Center Emergency Room	200 Stonecrest Boulevard	Smyrna, TN 37167	615-768-2000
<b>Nashville, TN 37213</b>			
Concentra Medical Center	2531 Elm Hill Pike	Nashville, TN 37214	615-883-6995
Southern Hills Medical Center	391 Wallace Road	Nashville, TN 37211	615-781-4000
Baptist Hospital	2000 Church Street Alley	Nashville, TN 37236	615-284-5555
Kindred Hospital–Nashville	1412 County Hospital Road	Nashville, TN 37218	615-687-2600
Nashville General Hospital	1818 Albion Street	Nashville, TN 37208	615-341-4000
Saint Thomas Hospital	4220 Memphis-Bristol Hwy	Nashville, TN 37205	615-284-5433
<b>Sweetwater, TN</b>			
Fort Loudon Medical Center	550 Fort Loudon Medical Center Drive	Lenoir City, TN 37772	865-271-600
Athens Regional Medical Center	1114 West Madison Avenue	Athens, TN 37303	423-745-1411

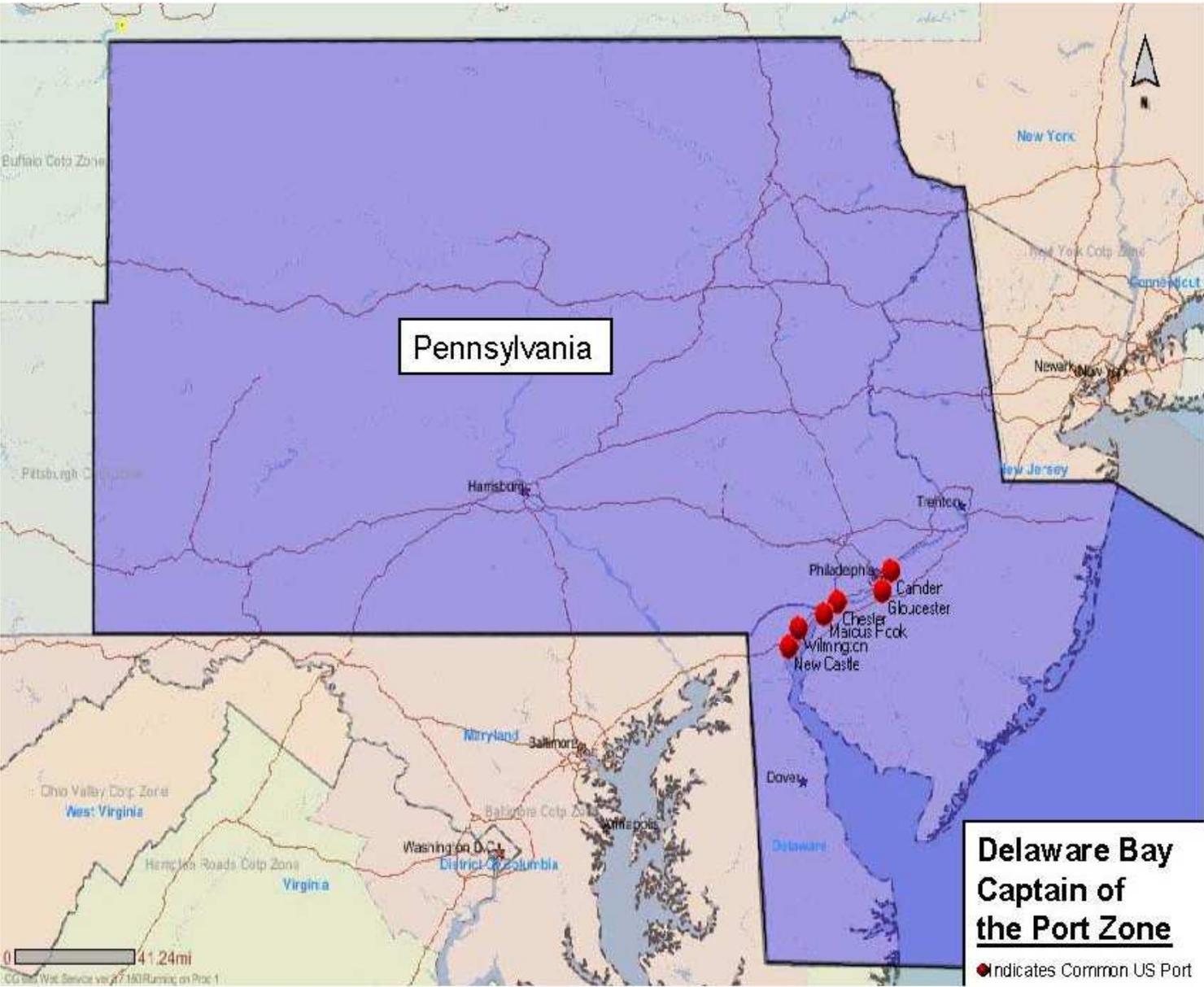
# Colonial Pipeline Company USCG CAPTAINS OF THE PORT



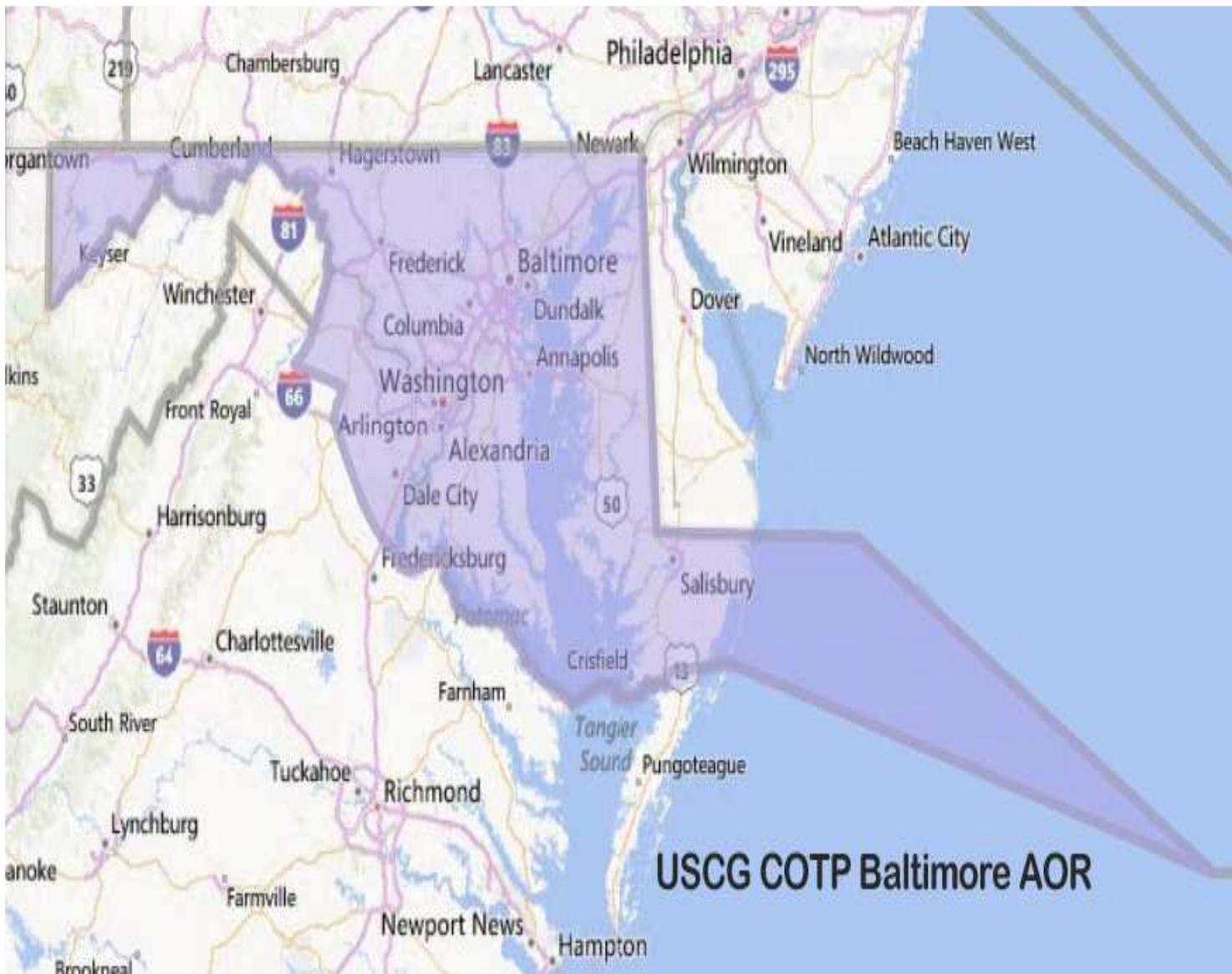
# Colonial Pipeline Company USCG CAPTAINS OF THE PORT



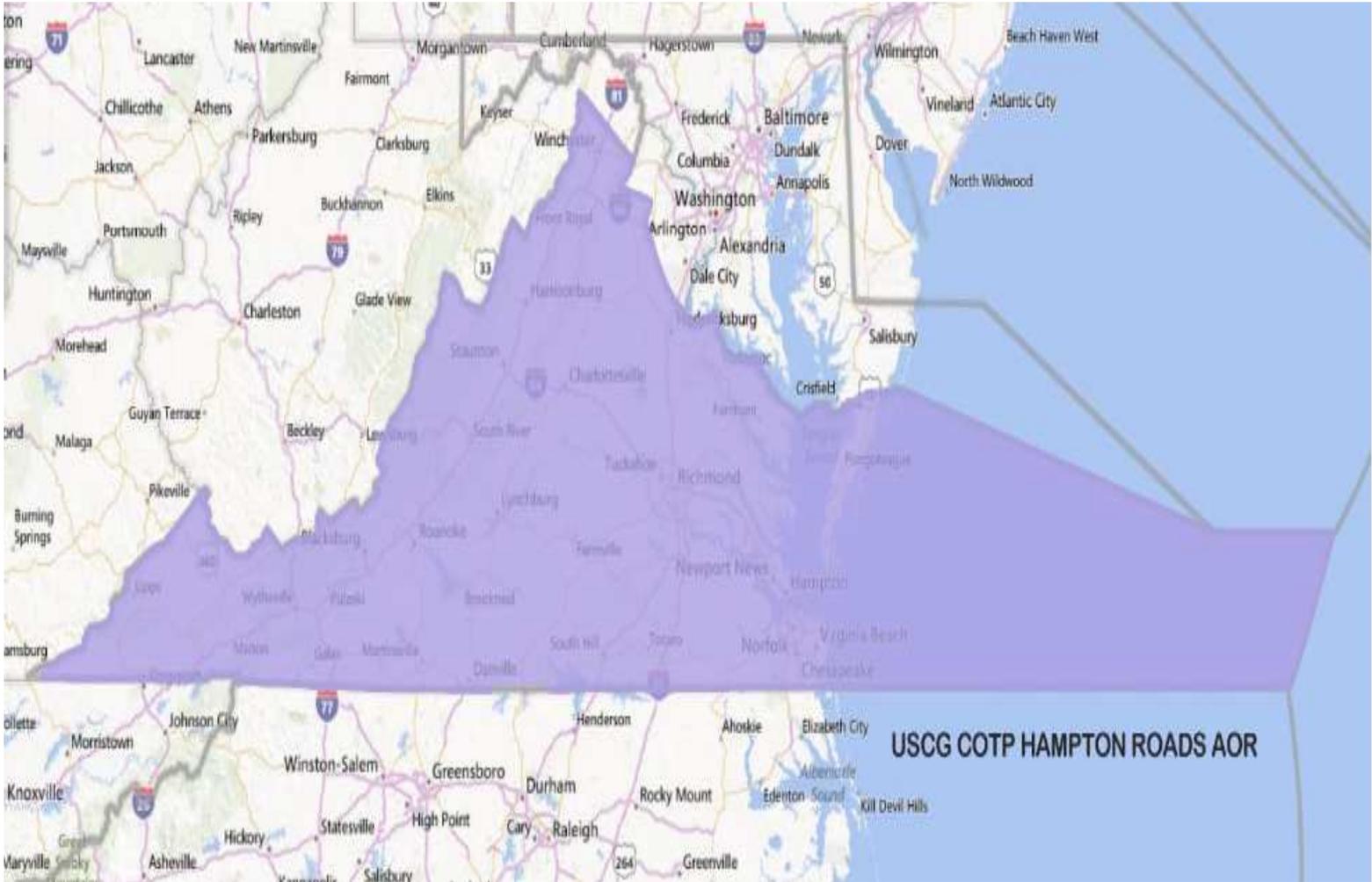
# Colonial Pipeline Company USCG CAPTAINS OF THE PORT



# Colonial Pipeline Company USCG CAPTAINS OF THE PORT



# Colonial Pipeline Company USCG CAPTAINS OF THE PORT

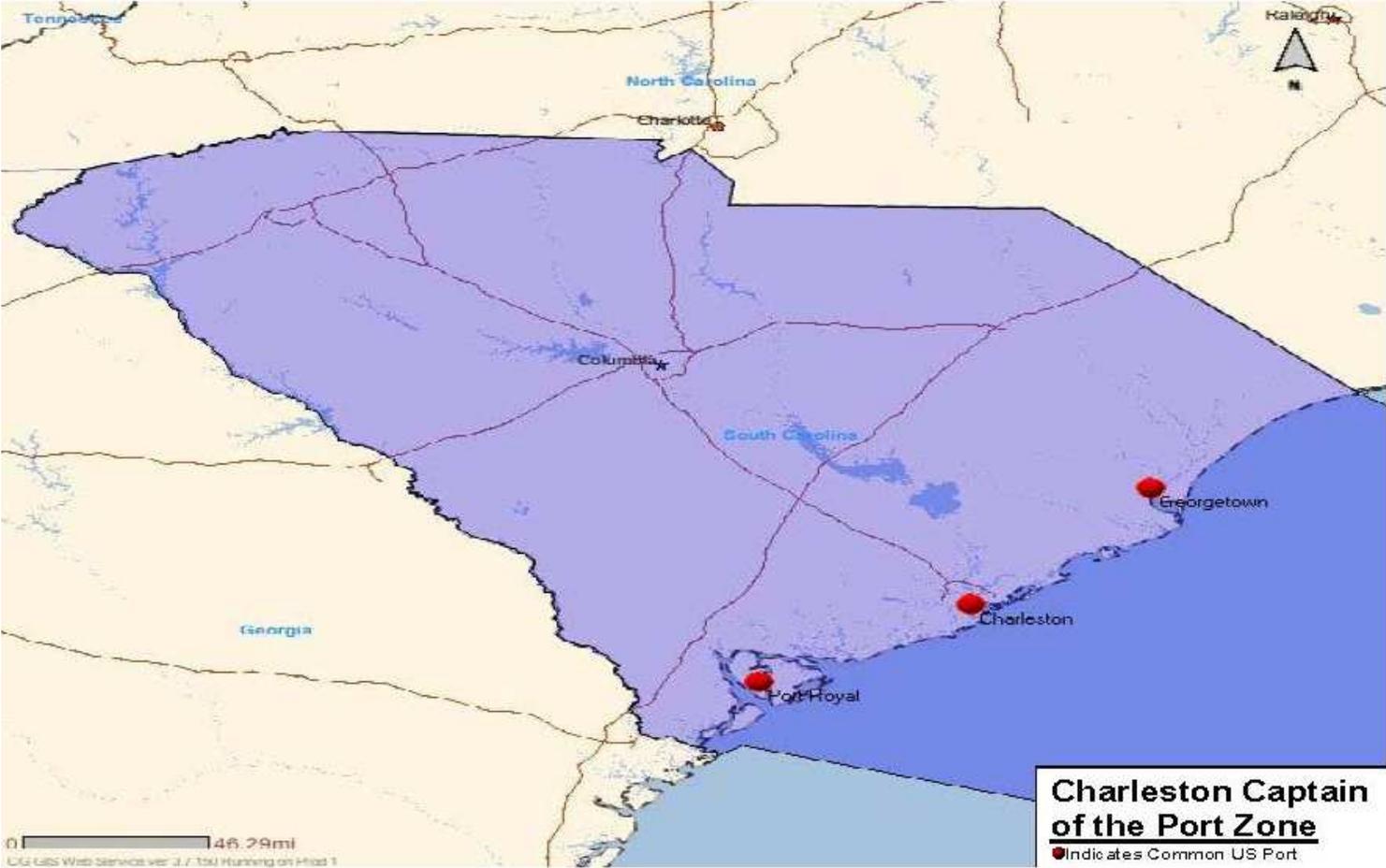


# Colonial Pipeline Company

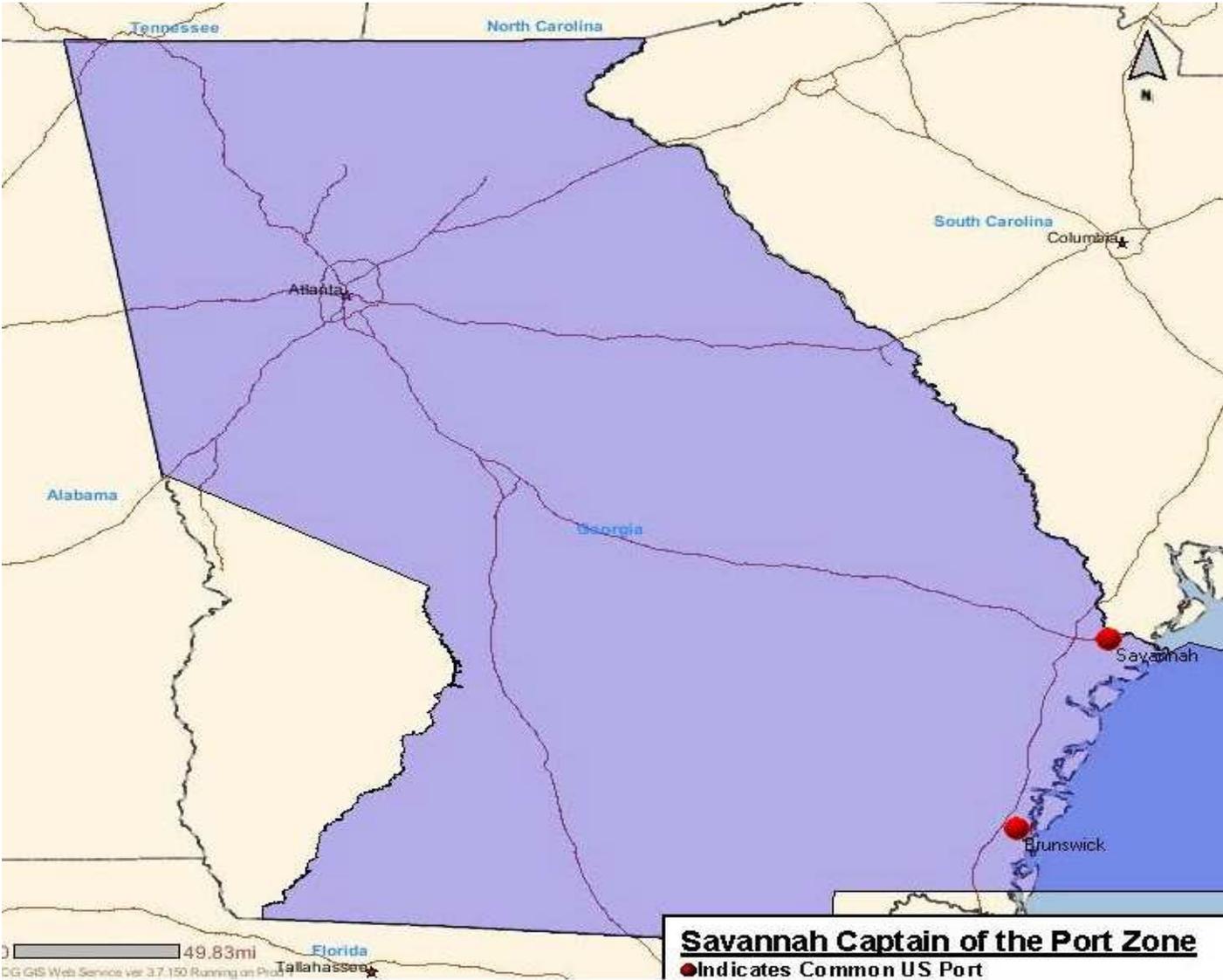
## USCG CAPTAINS OF THE PORT



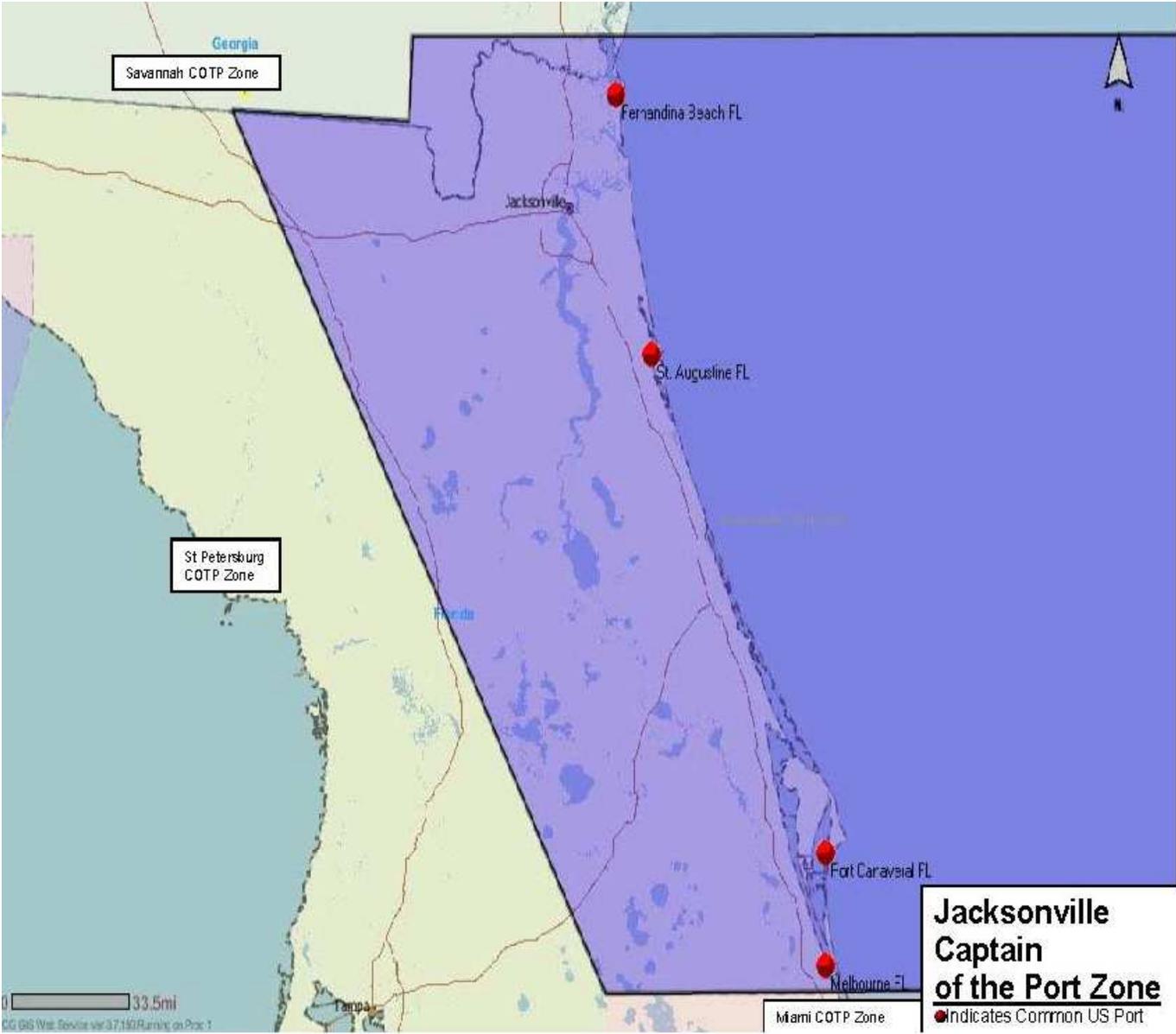
# Colonial Pipeline Company USCG CAPTAINS OF THE PORT



# Colonial Pipeline Company USCG CAPTAINS OF THE PORT

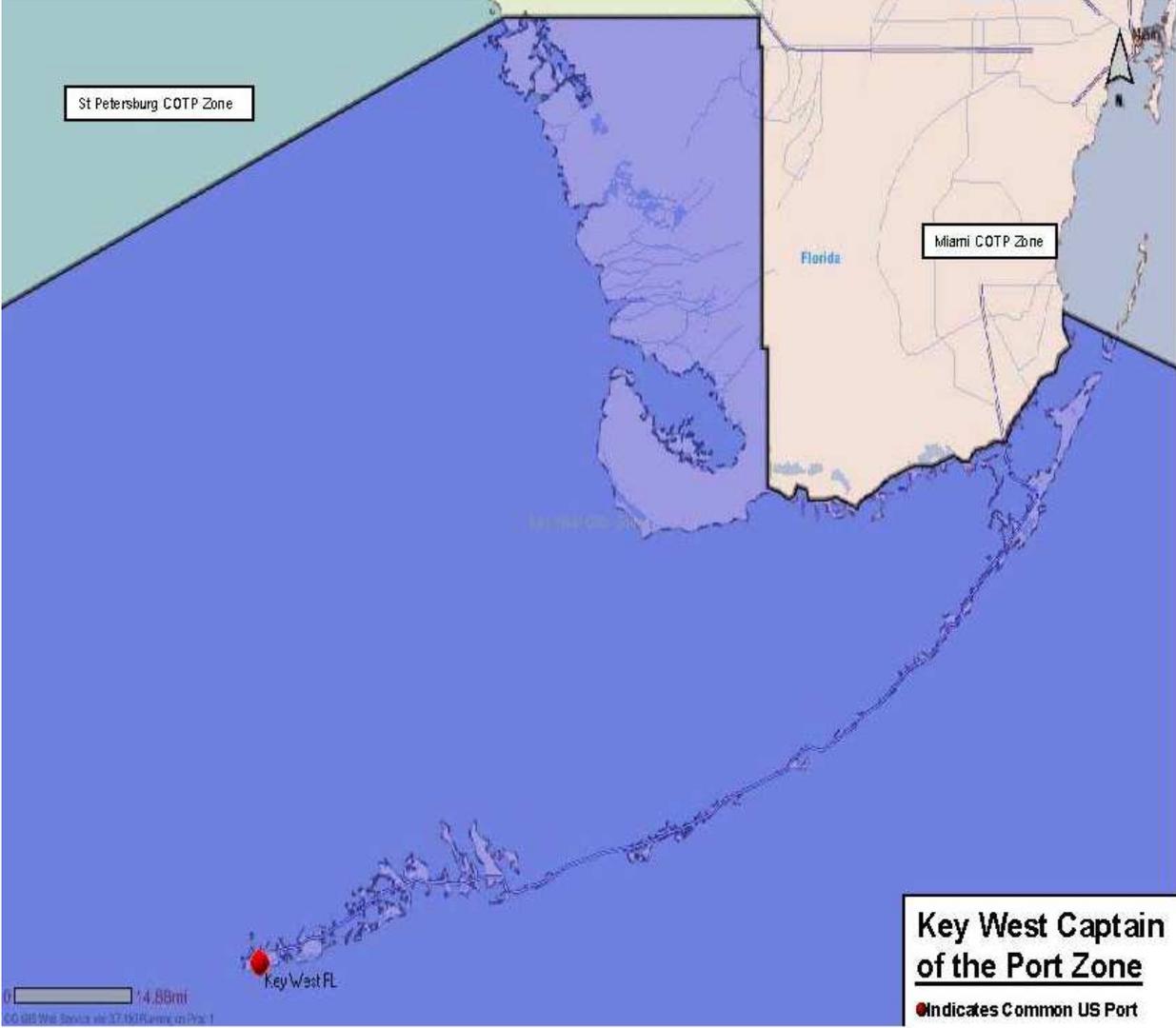


# Colonial Pipeline Company USCG CAPTAINS OF THE PORT

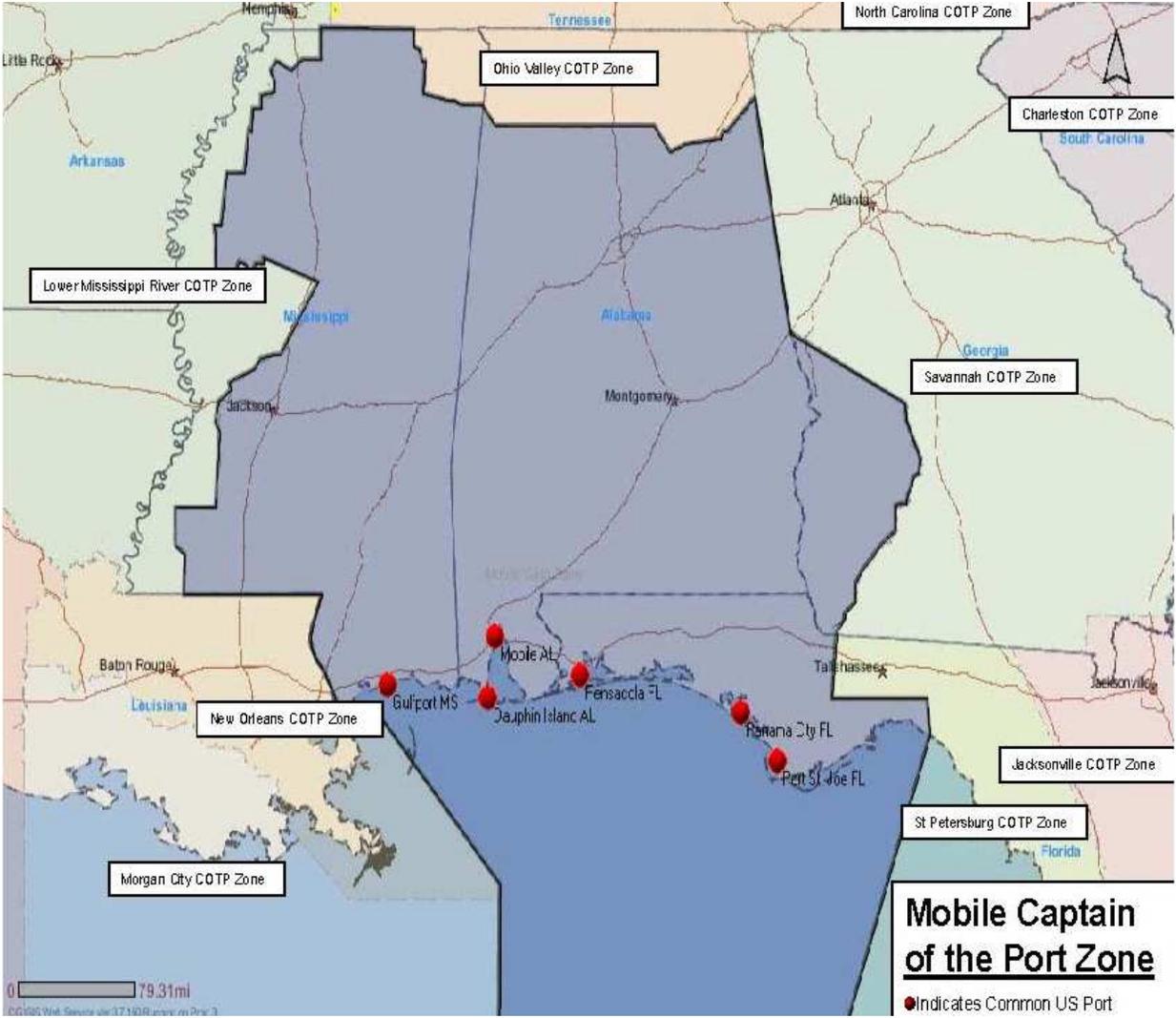


# Colonial Pipeline Company

## USCG CAPTAINS OF THE PORT

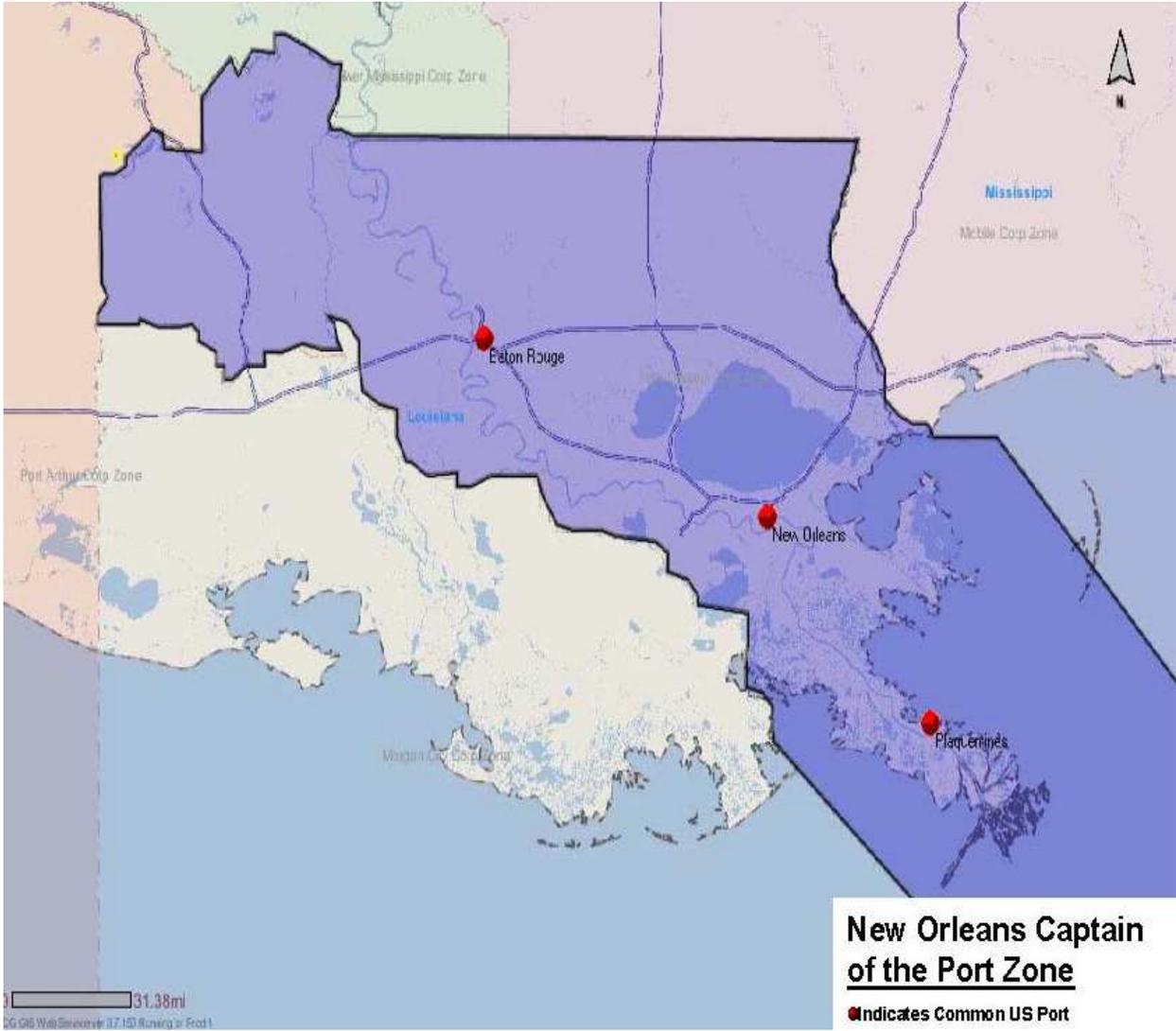


# Colonial Pipeline Company USCG CAPTAINS OF THE PORT

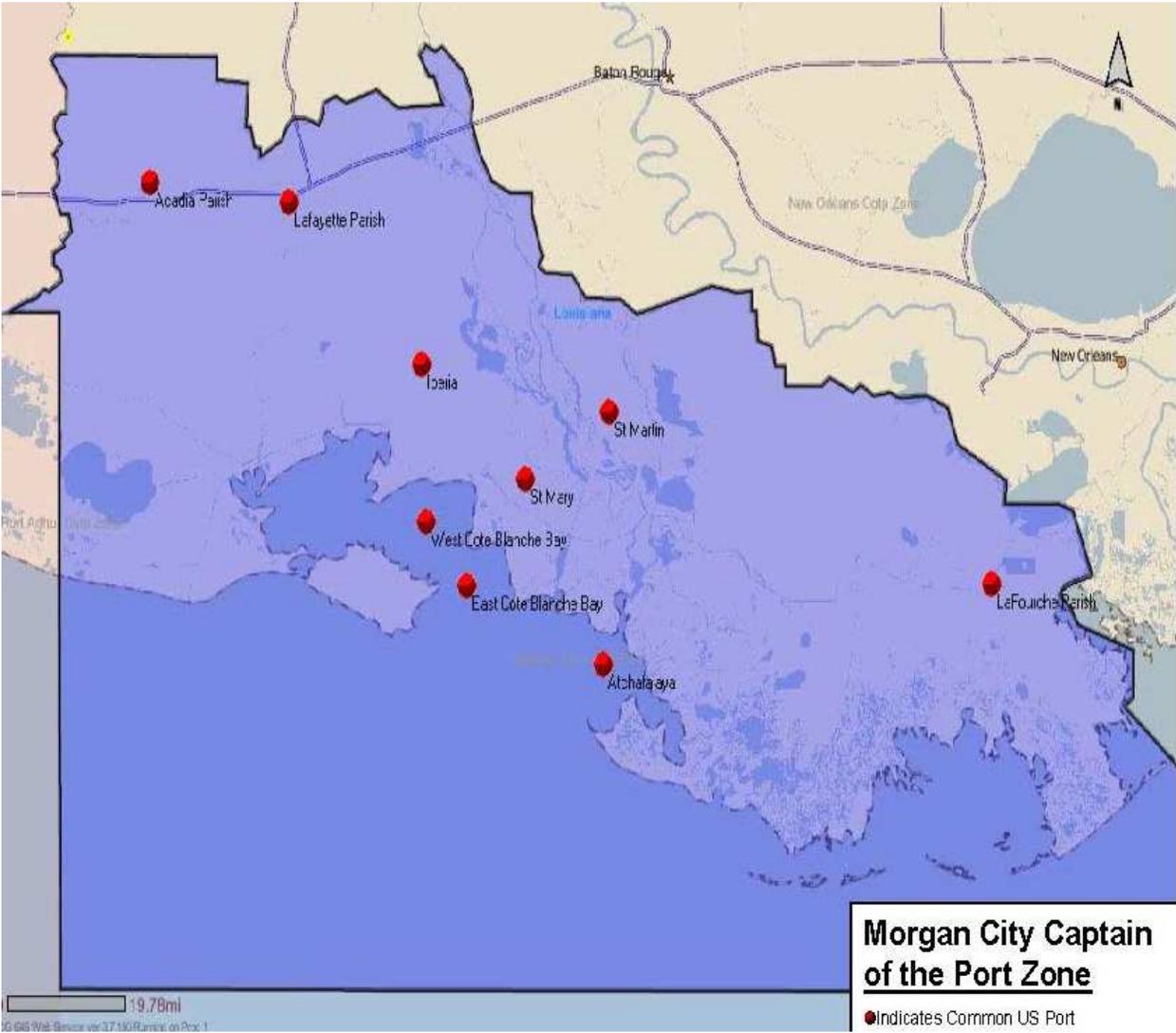


# Colonial Pipeline Company

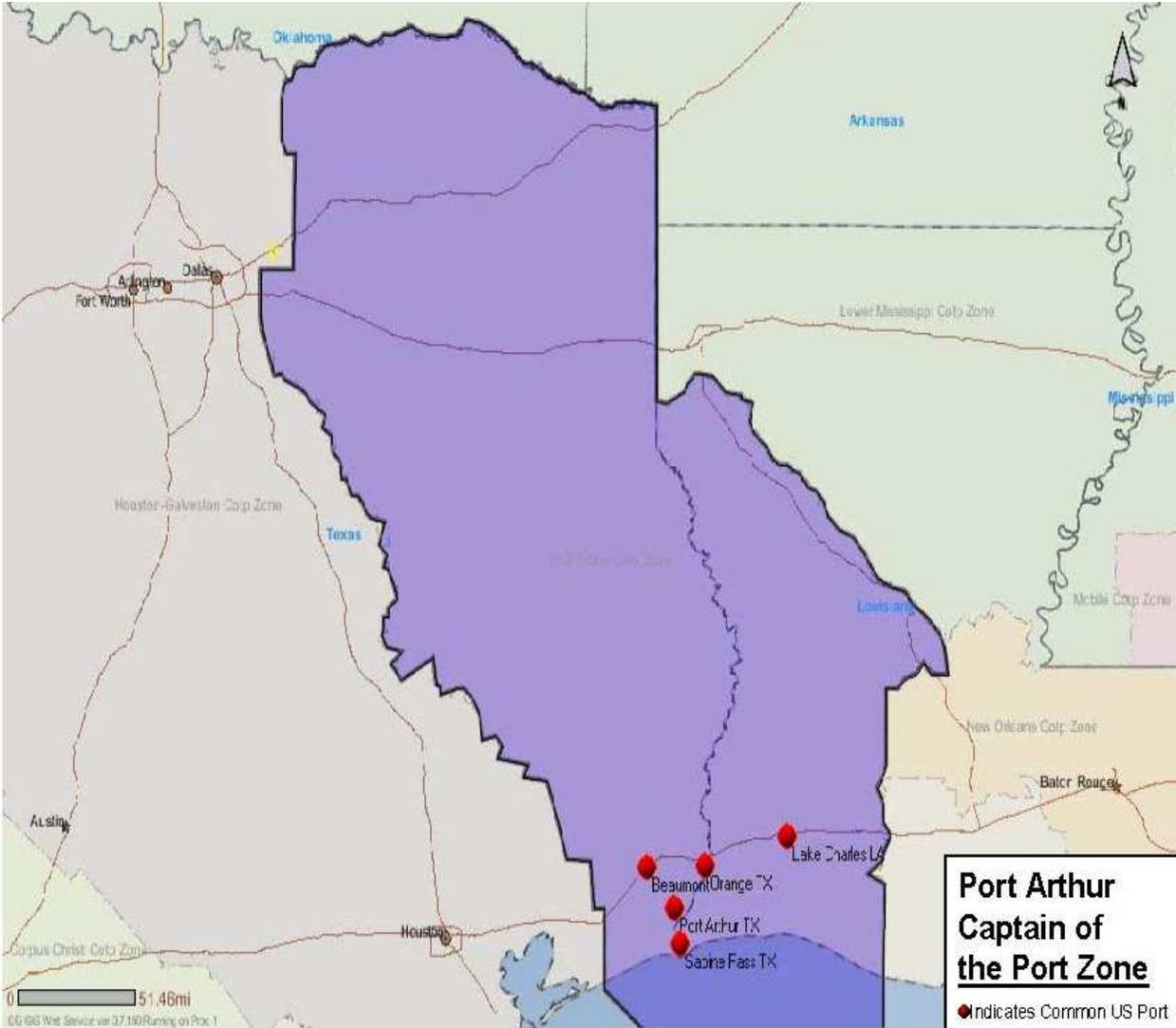
## USCG CAPTAINS OF THE PORT



# Colonial Pipeline Company USCG CAPTAINS OF THE PORT



# Colonial Pipeline Company USCG CAPTAINS OF THE PORT

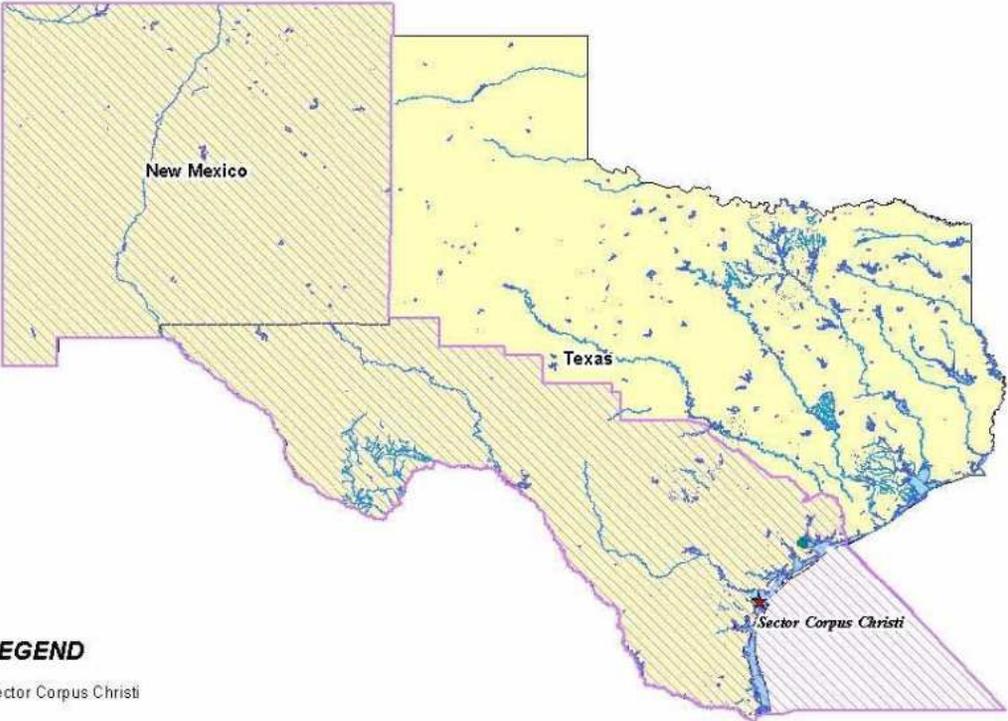


# Colonial Pipeline Company USCG CAPTAINS OF THE PORT



# Colonial Pipeline Company USCG CAPTAINS OF THE PORT

## *Sector Corpus Christi*



**LEGEND**  
Sector Corpus Christi

0 15 30 60 90 120  
Nautical Miles

# Colonial Pipeline Company

## TRAINING

Colonial personnel who are likely to respond to an emergency situation will be trained to commensurate the responsibilities that are assigned to them. Listed below are the training requirements for spill response. The potential need for additional training or adjustments to the current training curriculum will be addressed during post exercise and response evaluations of Colonial's response effectiveness as described in Sections 4.04 and 7.01.

### HAZWOPER TRAINING

OSHA 29 CFR 1910.120(q) regulations (the OSHA Standard) cover employees who are engaged in emergency response. It is important to distinguish the difference between an incidental and emergency spill. The following guidance is provided by OSHA regarding this distinction:

"An incidental release is a release of a hazardous substance which does not pose a significant safety or health hazard to employees in the immediate vicinity or to the employee cleaning it up, nor does it have the potential to become an emergency within a short time frame. Incidental releases are limited in quantity, exposure potential, or toxicity and present minor safety or health hazards to employees in the immediate work area or those assigned to clean them up. An incidental spill may be safely cleaned up by employees who are familiar with the hazards of the chemicals with which they are working."<sup>1</sup> "Incidental releases of hazardous substances where the substance can be absorbed, neutralized, or otherwise controlled at the time of the release by employees in the immediate release area, or by maintenance personnel, are not considered to be emergency responses within the scope of the standard."<sup>2</sup>

<sup>1</sup> <http://www.osha.gov/html/faq-hazwoper.html>

<sup>2</sup> [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=INTERPRETATIONS&p\\_id=24759](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=INTERPRETATIONS&p_id=24759)

Most relatively small spills at our facilities, especially those not involving gasoline, qualify as incidental releases. Responders to such spills are not required to be HAZWOPER trained.

Employees that respond to emergency release sites must receive HAZWOPER training before they can participate in emergency operations. There are five levels of HAZWOPER training:

1<sup>st</sup> Responder Awareness Level – First responders at the awareness level are individuals that are likely to discover a spill and who have been trained to notify proper authorities of the release. They take no further action beyond notification.

1<sup>st</sup> Responder Operations Level – First responders at the operations level are individuals that respond for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They take defensive actions from a safe distance to contain an uncontrolled release to keep it from spreading and prevent exposures. They do not enter the danger area in attempt to stop a release.

Hazardous Materials Technician Level – Hazardous materials technicians are individuals who respond for the purpose of stopping the release. They will approach the point of the release in order to plug, patch, or otherwise stop the release. They have the potential to be in the hot zone.

Hazardous Materials Specialist Level – Hazardous material specialists provide support to hazardous material technicians. Their duties require more specific knowledge of the substances they are called upon to contain. This level of training does not apply to Colonial employees.

On Scene Incident Commander - Incident commanders assume control of the incident. They delegate responsibility for performing various tasks. Incident Commanders require more extensive training in general matters and in command/response management.

# Colonial Pipeline Company

## TRAINING

The table on page four identifies the minimal training requirements for the various positions of Colonial's incident command structure. Many of Colonial's emergency response positions (especially in the command center) will not require the individuals to work in areas where there is a safety or health threat. Such responders, with the exception of the incident commander, are not covered by the OSHA Standard if they will not enter the danger area. They must, however, understand their roles and responsibilities, the incident command structure, and Colonial's emergency response plan. The matrix also provides Colonial's training requirements, many of which exceed the minimum OSHA requirements. All Colonial employees with assigned emergency response roles besides administrative assistants shall receive initial training on the incident command system and emergency response (ICS/ER). This can be obtained by attending an 8 hour HAZWOPER classroom "refresher" training session.

### **REFRESHER TRAINING**

All emergency response positions must attend annual refresher training to maintain required competency to perform their assigned responsibilities.

Individuals in positions covered by the OSHA Standard must complete the required 8 hour HAZWOPER refresher training within 12 months of the date the training was last taken. An employee who misses the 12 month date shall attend the next practicably available refresher class. If an employee does not complete refresher training by the end of the calendar year in which refresher training is due, he/she is subject to retake the 24 hour initial class. If, extenuating circumstances exist to prevent an employee from completing refresher training within the calendar year as prescribed, the HSS Leader will review a request for a waiver before an employee is required to retake the 24 hour initial HAZWOPER class. This waiver request would be on a case-by-case basis. Any decision about retraining would consider carefully that individual's previous levels of HAZWOPER training, actual experience, and demonstrated competence, to ensure they're able to perform their job absolutely safely. The decision will be documented and kept in the employee's file for three years.

For individuals in positions covered by the OSHA Standard, 8 hour annual HAZWOPER refresher training can be satisfied by attending a HAZWOPER classroom refresher training session.

Annual refresher training for positions that only require (ICS/ER) training can be satisfied by:

Attending a HAZWOPER classroom refresher training session.

Attending Strike Team classroom training.

Taking a web-based refresher training course in which there is a means to ascertain and document the individual's competency.

First Responder Awareness Level refresher training for non-administrative field personnel can be satisfied by the annual one-day safety class required for field personnel which includes awareness refresher curriculum.

### **FIREFIGHTING TRAINING**

Firefighting training requirements to satisfy PHMSA 49 CFR 194.117 and 195.403 regulations depend on the emergency response position.

Portable fire extinguisher training will suffice for responders whose emergency response role has them assigned to the incident command center.

# Colonial Pipeline Company

## TRAINING

The following emergency response positions require the more in depth hands-on (includes simulator) type fire training:

- All non-admin field personnel
- Safety/Security Officer – Field
- Staging Area Manager
- Branch Director
- Wildlife Unit Leader
- Salvage/Source Control Unit Leader
- Observer

### **TRAINING OPPORTUNITIES**

Colonial offers a variety of emergency response training opportunities, including 24 hour HAZWOPER, 8 hour HAZWOPER awareness/operations/refresher, and fire training. Information on in-house training events can be obtained from the Learning Management System. There are also external training opportunities such as the “Inland Oil Spill Control Course” conducted by Texas A&M University. This course emphasizes control of oil spills on rivers, small streams, and land.

### **TRAINING RECORDS**

Training records are maintained in the Learning Management System. These records are maintained for the term of employment for all Colonial personnel and are updated after satisfactory completion of training occurs. Individual training records can be accessed via Colonial’s intranet by Training Services personnel.

# Colonial Pipeline Company

## TRAINING

Emergency Response Position	Associated HAZWOPER Designation (if any)	OSHA Minimum Requirements		CPC Requirements	
		Initial	Refresher	Initial	Refresher
Incident Commander	Incident Commander	24 hrs – B&D	Yes	24 hrs – B&D	Yes
Government Liaison		NA	NA	ICS/ER	Yes
Safety/Security - Command	1st Responder Operations	8 hrs - B	Yes	24 hrs - B	Yes
Safety/Security - Field	1st Responder Operations	8 hrs - B	Yes	24 hrs - B	Yes
Public Information Officer		NA	NA	ICS/ER	Yes
Operations Chief		NA	NA	24 hrs - B	Yes
Staging Area Mgr		NA	NA	ICS/ER	Yes
Branch Director	1st Responder Operations	8 hrs - B	Yes	24 hrs - B	Yes
Air Operations Unit Leader		NA	NA	ICS/ER	Yes
Wildlife Branch Leader		NA	NA	ICS/ER	Yes
Salvage/Source Control Unit Leader	1st Responder Operations	24 hrs - B	Yes	24 hrs - B	Yes
Operations Admin Assistant		NA	NA	NA	Yes
Planning Section Chief		NA	NA	24 hrs - B	Yes
Environmental Unit Leader	1st Responder Operations	8 hrs - B	Yes	24 hrs - B	Yes
Situation Unit Leader		NA	NA	ICS/ER	Yes
Field Observer	1st Responder Operations	8 hrs - B	Yes	24 hrs - B	Yes
GIS/Trajectory		NA	NA	ICS/ER	Yes
Resource Unit Leader		NA	NA	ICS/ER	Yes
Documentation Unit Leader		NA	NA	ICS/ER	Yes
Logistics Section Chief		NA	NA	ICS/ER	Yes
Food Unit Leader		NA	NA	ICS/ER	Yes
Support/Services Branch Leader		NA	NA	ICS/ER	Yes
Communications Unit Leader		NA	NA	ICS/ER	Yes
Logistics Admin Support		NA	NA	NA	Yes
Finance Chief		NA	NA	ICS/ER	Yes
Claims/Insurance/ROW Unit Leader		NA	NA	ICS/ER	Yes
All non-admin field personnel	1st Responder Awareness	A	Yes	A	Yes

# Colonial Pipeline Company

## TRAINING

### NOTES

NA = Not Applicable

ICS/ER = Incident Command System/Emergency Response

Competencies:

#### **A = Awareness Level**

An understanding of what hazardous substances are, and the risks associated with them in an incident.  
An understanding of the potential outcomes associated with an emergency created when hazardous substances are present.

The ability to recognize the presence of hazardous substances in an emergency.

The ability to identify the hazardous substances, if possible.

An understanding of the role of the first responder awareness individual in the employer's emergency response plan including site security and control and the U.S. Department of Transportation's Emergency Response Guidebook.

The ability to realize the need for additional resources and to make appropriate notifications to the communication center.

#### **B = 1<sup>st</sup> Responder Operations Level**

Knowledge of the basic hazard and risk assessment techniques.

Know how to select and use proper personal protective equipment provided to the first responder operational level.

An understanding of basic hazardous materials terms.

Know how to perform basic control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.

Know how to implement basic decontamination procedures.

An understanding of the relevant standard operating procedures and termination procedures.

#### **C = Hazardous Materials Technician Level**

Know how to implement the employer's emergency response plan.

Know the classification, identification, and verification of known and unknown materials by using field survey instruments and equipment.

Be able to function within an assigned role in the Incident Command System.

Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.

Understand hazard and risk assessment techniques.

Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.

Understand and implement decontamination procedures.

Understand termination procedures.

Understand basic chemical and toxicological terminology and behavior.

#### **D = Incident Commander**

Know and be able to implement the employer's Incident Command System.

# Colonial Pipeline Company

## TRAINING

Know how to implement the employer's Emergency Response Plan.

Know and understand the hazards and risks associated with employees working in chemical protective clothing.

Know how to implement the local emergency response plan.

Know of the state emergency response plan and of the Federal Regional Response Team.

Know and understand the importance of decontamination procedures.

# Colonial Pipeline Company

## EXERCISE PROGRAM

Oil spill exercises and preparedness activities should be conducted in a manner consistent with the applicable PHMSA Part 194 and 195 regulations. Colonial's Emergency Preparedness and Response Program follows the triennial cycle set forth in the PREP (Preparedness for Response Exercise Program) guidelines. Description, scheduling, and documentation requirements for this program are listed below. Additionally, lessons learned from the exercises will be addressed and incorporated into future drills, exercises, and training. Exercise evaluations will include a review with personnel of their performance in meeting the objectives of the emergency response training program. The Director of Health, Safety, Security, and Environmental (Director HSSE) is responsible for planning, facilitating, and monitoring the exercise program(s) in conjunction with District/Response Zone Leadership.

### **INTERNAL NOTIFICATION EXERCISES**

#### **Objectives**

*Demonstrate the ability to contact the Qualified Individual(s) and other Spill Management Team members.*

#### **Requirements**

Group 4 notification exercises will be conducted quarterly and consist of sending unannounced text messages and emails with the expectation that responders will call or email the Control Center to advise that they received the notification. At least one of the exercises per year will be conducted outside of normal business hours.

While not required, it is a good practice to also conduct quarterly Group 8 notification exercises for District response personnel.

#### **Facilitation, Evaluation, and Certification**

The Control Center Operations Manager (CCOM) will initiate Group 4 notification exercises, document the results, and send them to the Director of Health and Environmental (Director HSSE).

The Director HSSE will evaluate the results and certify the Group 4 notification exercises.

The District Administrative Assistant initiates Group 8 notification exercises, receives the responses, documents the results, and sends documentation to the Director of Operations for evaluation. The Group 8 results may be stored in the Spill and Drill Repository.

#### **Documentation**

Documentation will be retained electronically in the Spill and Drill Repository located on the Emergency Response SharePoint site for 3 years. The Environmental Coordinator (EC) manages this site.

### **EMERGENCY OPERATING PROCEDURE DRILLS**

#### **Objectives**

Build proficiency in responding to abnormal and emergency conditions.

Demonstrate and develop consistency in the performance of routine operations.

Evaluate operational readiness and training needs.

#### **Requirements**

Expectations for these annual drills are contained in the Opex Drills and Preplanned Observations