



# School pipeline safety information

SCAN THIS PAGE WITH PAV\*



*\*Instructions on back*



**Know what's below.  
Call before you dig.**

## WHAT'S INSIDE

- Emergency Response Plan/Management Guide
- Call Before You Dig
- How To Recognize The Location Of A Pipeline
- Recognizing A Pipeline Leak

## Pipelines are near you

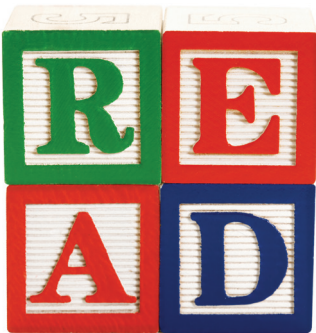
You have received this information because of the presence of pipelines and/or facilities near you. These pipelines, operated by the companies whose **fact sheets** accompany this booklet, are part of the network of over 2.6 million miles of gathering, transmission, and distribution pipelines in the United States, transporting two-thirds of the energy we use each year.



High Consequence Area

## How you can help keep pipelines safe

While no other method of transporting natural gas and petroleum products is as safe as pipelines, you can help by:



- Becoming familiar with the operators of pipelines and pipeline facilities in your area and keeping the enclosed **fact sheets** for future reference.
- Reporting any suspicious activity or unauthorized excavation taking place near pipelines or facilities by calling 911 **and** the pipeline company.
- Completing and returning the enclosed postage-paid survey.

## Pipeline emergency pre-planning

The location of pipelines and/or facilities in your area, products transported, and wind direction should all be taken into consideration with planning emergency evacuation procedures for your school. Contact the pipeline companies near you to address any issues specific to your school.

Please refer to Emergency and Safety Alliance (ESA) Emergency Response Plan and Management Guide in the back of this booklet.



Pipeline Construction/Maintenance

## Call before you dig



99%\* of all incidents involving injury, damage and service outages can be avoided by making a FREE CALL to 811. Your call should be made at least two to three business days prior to excavating. Examples of some activities that require a call to 811 include:

- Building a fence
- Constructing additional classrooms or buildings
- Adding a playground
- Installing a sprinkler system

Once your underground utilities have been marked, you will know their approximate location and can safely begin your dig, following safe excavation practices.

\* CGA Dirt Report 2013



*TriView™ Marker, Dome Marker, Flat Marker, Round Marker, Aerial Marker, Casing Vent Markers.*

## How to recognize the location of a pipeline

Markers are located in the pipeline right-of-way and indicate the approximate location, but not the depth, of a buried pipeline. Although not present in certain areas, these can be found at road crossings, fence lines, and street intersections. The markers display the product transported in the pipeline, the name of the pipeline operator, and a telephone number where the operator can be reached in the event of an emergency.

## Digging safely around pipelines

State laws require you to maintain minimum clearance, or tolerance zone, between the point of excavation and a marked pipeline.

Even the most minor damage to a pipeline can have serious consequences. If you cause or witness even minor damage to a pipeline or its protective coating, do not cover up or attempt to repair the pipeline. Evacuate the area, call 911 **and** the pipeline company immediately.

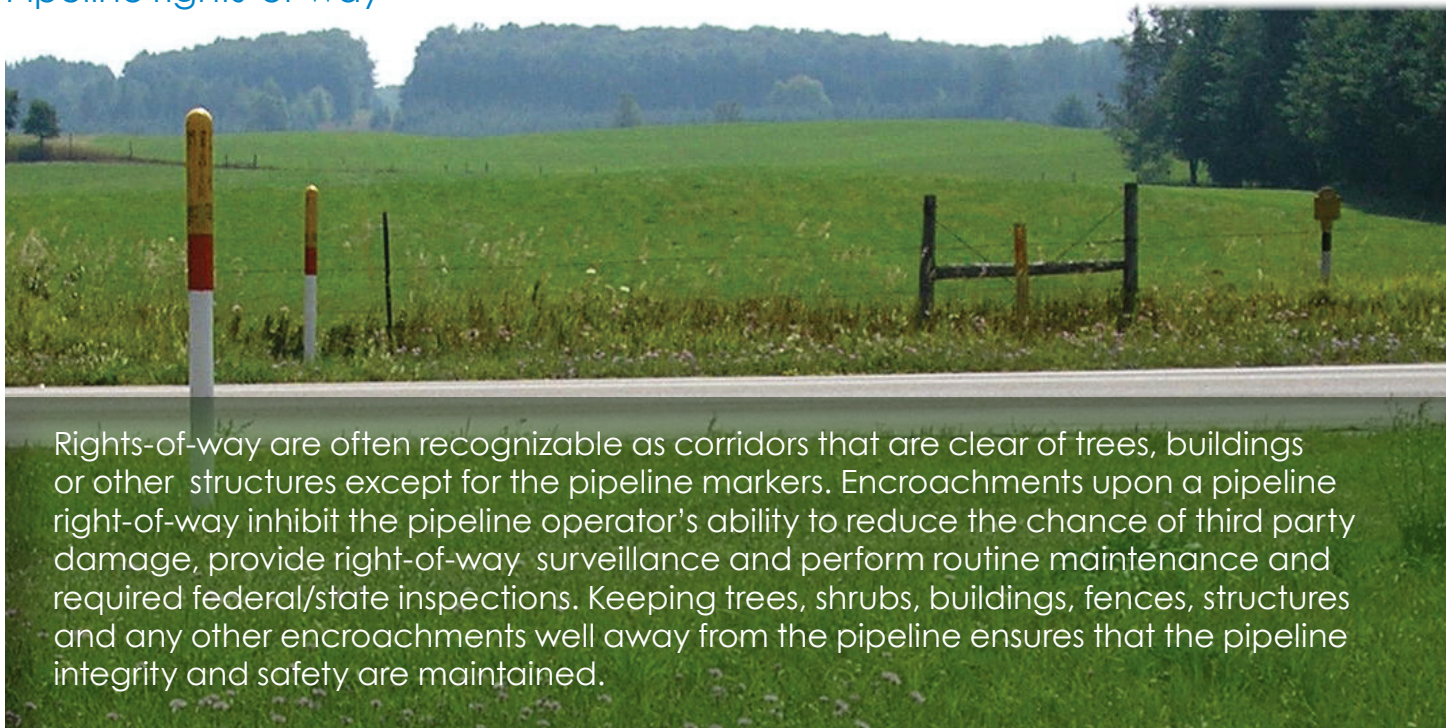


*Tolerance Zone*

The Tolerance Zone is a defined horizontal space from the outside wall or edge of an underground line or pipe. The size or width varies by state and is defined in the individual state One-Call legislation.

For more information on the tolerance zone requirements in your state, please visit: <https://primis.phmsa.dot.gov/comm/DamagePreventionSummary.htm>

## Pipeline rights-of-way



Rights-of-way are often recognizable as corridors that are clear of trees, buildings or other structures except for the pipeline markers. Encroachments upon a pipeline right-of-way inhibit the pipeline operator's ability to reduce the chance of third party damage, provide right-of-way surveillance and perform routine maintenance and required federal/state inspections. Keeping trees, shrubs, buildings, fences, structures and any other encroachments well away from the pipeline ensures that the pipeline integrity and safety are maintained.

## How to recognize a pipeline leak



### Sight

Natural gas and Highly Volatile Liquids (HVL) are colorless and nearly invisible to the eye. Small leaks can be identified by looking for dying or discolored vegetation in a naturally green area. Hazardous liquids produce a strong sheen or film standing on a body of water.

An HVL leak may be identified by a fog-like vapor cloud in areas of high humidity. Natural gas is colorless, but blowing dirt around a pipeline area may be observed, or vapor and “ground frosting” may be visible at high pressures, regardless of temperature.

Other ways to recognize a leak may include: water bubbling up or standing in an unusual area, a mist or vapor cloud, a powerful fire or explosion with dense smoke plumes, or an area of petroleum-stained ground.



### Sound

The volume of a pipeline leak can range from a quiet hissing to a loud roar, depending on the size and nature of the leak.



### Smell

An unusual smell, petroleum or gaseous odor will sometimes accompany pipeline leaks. Natural gas and HVLs are colorless, tasteless and odorless unless odorants, such as Mercaptan, are added.

Most HVLs contain a slight hydro-carbon or pungent odor. Most are nontoxic; however, products such as ammonia are considered a toxic chemical and can burn the senses when it seeks out moisture (eyes, nose or lungs). If inhaled, HVLs may cause dizziness or asphyxiation without warning.



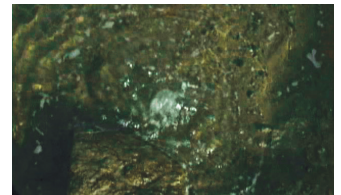
*Vapor Cloud*



*Sheen on Water*



*Dead Vegetation*



*Bubbling Water*

## Maintaining safety and integrity of pipelines

Pipeline companies invest significant time and capital maintaining the quality and integrity of their pipeline systems. Most active pipelines are monitored 24 hours-a-day via manned control centers. Pipeline companies also utilize aerial surveillance and/or on-ground observers to identify potential dangers. Control center personnel continually monitor the pipeline system and assess changes in pressure and flow.

They notify field personnel if there is a possibility of a leak. Automatic shut-off valves are sometimes utilized to isolate a leak. Gas transmission and hazardous liquid pipeline companies have developed supplemental hazard and assessment programs known as Integrity Management Programs (IMPs). IMPs have been implemented for areas designated as “high consequence areas” in accordance with federal regulations. Specific information about a company’s IMP may be found on their web site, or by contacting them directly.



*Pipeline Construction/  
Maintenance*

## If you suspect a pipeline leak\*

### Do:

- Make sure gas appliances are turned all the way OFF.
- Leave the area.
- Telephone 911 **and** the pipeline company from a safe location upwind, well away from the location of the leak.
- If it is safe to do so, warn others against entering the leak area and/or creating ignition sparks.

### Do not:

- Start or stop an engine of any kind.
- Strike matches or create a flame of any kind.
- Use a telephone or cell phone, unless from a safe location upwind, well away from the location of the leak.
- Turn on or off any light switches, garage door openers or other electrical switches.
- Touch, breathe or make contact with leaking product.
- Drive into a leak or vapor cloud area.

\* <http://primis.phmsa.dot.gov/comm/EmergencyResponse.htm>

## 911 and 711\*\*

Dialing 911 is the most familiar and effective way Americans have to find help in an emergency. The Americans with Disabilities Act (ADA) requires all Public Safety Answering Points (PSAPs) to provide direct, equal access to their emergency response services for people with disabilities who use TTYs or other devices. Therefore, in the event of an emergency, TTY users should call 911 directly and not make a TRS call via 711.

\*\* <http://www.fcc.gov/guides/711-telecommunications-relay-service>



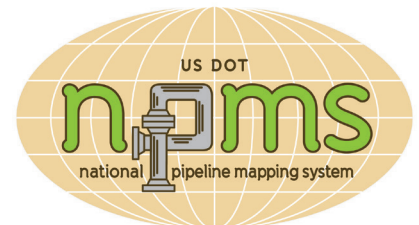
Pipeline Company Control Center

## What a pipeline company does if a leak occurs

To prepare for the event of a leak, pipeline companies regularly communicate, plan, and train with local emergency responders. Upon notification of an incident or leak, the pipeline company will immediately dispatch trained personnel to assist emergency responders. Pipeline companies and emergency responders are trained to protect life, property, and facilities in the case of an emergency. Pipeline companies will also take steps to minimize the amount of product that leaks out and to isolate the pipeline emergency.

## National Pipeline Mapping System (NPMS)

To view and download maps of transmission pipelines in your county, see the National Pipeline Mapping System website, [npms.phmsa.dot.gov](http://npms.phmsa.dot.gov). This online platform is used by government officials, pipeline operators, and the general public for a variety of tasks including emergency response, smart growth planning, critical infrastructure protection, and environmental protection.



# SCHOOL EMERGENCY RESPONSE PLAN AND MANAGEMENT GUIDE

## EMERGENCY RESPONSE PROTOCOL\*

### Hazardous Materials Spills or Releases

#### Situation Description

Chemical spills and other accidental releases of hazardous materials can occur in several locations: within a school building, on the school grounds, or somewhere in the surrounding school community. Regardless of where the incident occurs, hazardous materials may pose a potential health and safety hazard to the general school population. All schools should be prepared to respond to hazardous material accidents. The appropriate response to be taken depends upon the nature of the accident.

#### Hazardous Materials Incident Occurring *Inside* the School Building

Many of the chemical products and materials found within our buildings have physical characteristics that pose potential health hazards. If such chemicals are released or spilled within your building, information must be obtained on the hazards associated with the chemical. The immediate response to be taken should be relative to the hazards posed by material, the quality of the material released, and the location within the building of the chemical release.

#### PROCEDURES

##### **Immediate Response –**

- Do not attempt to clean up a spill unless you have been properly trained to do so.
- Isolate the immediate area of the spill or release.
- Activate School Emergency Response Team as needed.
- Seek information from product label and/or material safety data sheets (MSDS) on recommended cleanup procedures.
- In the absence of information concerning the nature of the hazards associated with the spilled or released material, or proper cleanup procedures, always contact 911 for assistance for trained Hazardous Material Responders. Even with information on the hazard's nature, 911 should be notified.
- Based on the nature of the spill or release incident (the hazard posed by the material or lack of information concerning the hazardous material), it may be necessary to *Evacuate* the building to protect safety and health of students and staff.

##### **Follow-Up Response – Notify the Office of the Executive Support Team of the situation and actions taken.**

\* Emergency and Safety Alliance (<http://esa.dc.gov/page/schools-and-facilities>)

# SCHOOL EMERGENCY RESPONSE PLAN AND MANAGEMENT GUIDE

## EMERGENCY RESPONSE PROTOCOL\*

### Hazardous Materials Spills or Releases

#### Hazardous Materials Incident Occurring **Outside** the School Building

Fire and/or police department officials will contact a school when an incident involving hazardous materials may affect the health and safety of a school population. There are two basic responses to addressing this type of emergency: sheltering students and staff inside following the Shelter-in-Place Procedure, and evacuating the school to a safer location following the Evacuation and relocation procedures. Emergency personnel will determine if students and staff need to evacuate the school or if sheltering them in place is the appropriate response.

#### PROCEDURES

***Immediate Response – Follow the direction of the fire/police department officials to either execute the Evacuation procedure or the Shelter-in-Place procedure.***

- Shelter-in-Place:
  - Close windows and vents.
  - Turn off air conditioning, heat and fans to reduce air drawn in from the outside.
  - Remain alert for further instructions regarding protective measures to take including have access to a portable battery powered radio for any updates.
  - Seal openings under doorways and windows with wet towels or plastic and duct tape.
- Outside Evacuation:
  - Remain upwind from the incident site because wind can carry toxic materials.
- Try to evacuate as far from the incident site as possible.

***Follow-Up Response – Notify the Executive Support Team.***

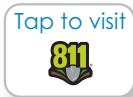
- Notify Safety.
- Complete the After Action Report on the Web-Based Application (DC Emergency and Safety Alliance Web site) and submit to the Interagency Team.

\* Emergency and Safety Alliance (<http://esa.dc.gov/page/schools-and-facilities>)

**Download** the Pipeline Awareness Viewer™ (PAV) app to learn about pipelines, including:



- How to find transmission pipelines in your area



- The 811 process



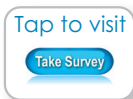
- How to recognize a pipeline leak



- An overview of the pipeline industry




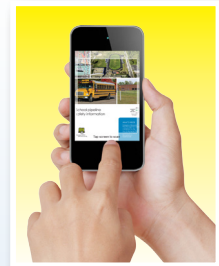
- How to recognize the location of a pipeline



- Take online survey

## How to use PAV:

- Launch the app.
- Point your device at the brochure cover and tap the screen to scan.\*
- Once the content is revealed, tap the pop-out button  to freeze the content on your screen.
- Tap the buttons to view important videos or to visit websites about pipeline safety.



*\*For best results, enable Wi-Fi on your device before using PAV. Windows Phone® and BlackBerry® devices are not supported at this time.*



**MISSISSIPPI  
EMERGENCY CONTACT NUMBER:  
800-371-5417**

**About CenterPoint Energy**

CenterPoint Energy's natural gas distribution and transmission businesses have been serving customers for more than a century. We deliver more than 400 billion cubic feet of natural gas each year to about 3.4 million residential, commercial, and industrial customers. This makes CenterPoint Energy one of the largest publicly traded natural gas distribution companies in the country.

We own and operate over 119,000 miles of main and service lines that deliver gas to more than 990 communities in Arkansas, Louisiana, Minnesota, Mississippi, Oklahoma and Texas including the high growth areas of Houston and Minneapolis.

**Commitment to Safety, Health & Environment**

According to the National Transportation and Safety Board, pipelines are the safest and most economical way to transport products. We are committed to the safe operation of our pipelines in your community. We monitor the operations of our pipelines from our control centers, 24 hours a day, seven days a week. Our pipelines are designed, installed, tested, operated and maintained in accordance with all applicable federal and state requirements. CenterPoint Energy maintains its safety record with routine inspections, corrosion protection, maintenance and testing programs, employee training, integrity management programs, and a public awareness program.

If a gas pipeline emergency were to occur, CenterPoint Energy personnel will work directly with local emergency responders. Our priorities at the scene of a pipeline emergency are the same as yours-- protect people, property and the environment. CenterPoint Energy field personnel are trained in Incident Command Structure

(ICS) and familiar with how to work with local responders within the ICS framework. CenterPoint Energy personnel will restrict the flow of gas and implement other operating actions as needed to minimize the impact of the emergency. Public safety officials and other non-company personnel should not attempt to operate pipeline valves. Improper operation of pipeline valves can cause other accidents to occur.

To view and download maps of transmission pipelines in your county, see the National Pipeline Mapping System website [www.npms.phmsa.dot.gov](http://www.npms.phmsa.dot.gov), an online mapping program managed by the federal government.

Pipeline markers are placed along the pipeline route to indicate the approximate location of the line and to identify where the pipeline intersects with a street, highway, railway or river. Markers display the material transported in the line, the name of the pipeline operator and an emergency telephone number.

Integrity Management Programs have been implemented for areas designated as "high consequence areas" in accordance with federal regulations. For more information about CenterPoint Energy pipeline safety programs, our Integrity Management Program, or Emergency Response Plans see our website listed above or by contacting us directly.

For your safety, always call before you dig-drill-blast. Call 811, the Call Before You Dig number, or your local one-call center at least 48 hours (two working days) before you dig. It's easy, it's free and it's the law.

**PRODUCTS TRANSPORTED**

**PRODUCTS TRANSPORTED IN YOUR AREA**

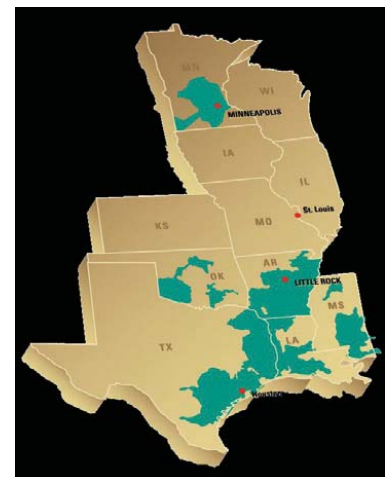
PRODUCT	LEAK TYPE	VAPORS
NATURAL GAS	Gas	Lighter than air and will generally rise and dissipate. May gather in a confined space and travel to a source of ignition.
<b>HEALTH HAZARDS</b>	Natural gas is non-toxic however, in high concentrations it may cause dizziness or asphyxiation without warning. Natural gas leaking into the atmosphere can cause flammable mixtures that can ignite. Keep ignition sources away such as sparks, flames or machinery.	

**PIPELINE MARKER**



**Know what's below.  
Call before you dig.**

**SYSTEM MAP**



Three LDCs serving more than 3 million customers in 6 states.

**MISSISSIPPI  
NÚMERO DE CONTACTO DE EMERGENCIA:  
800-371-5417**

**Acerca de CenterPoint Energy**

Los negocios de distribución de gas natural y de transmisión de CenterPoint Energy han estado brindando servicio a clientes por más de un siglo. Nosotros repartimos mas de 400,000 millones de pies cúbicos de gas natural al año a aproximadamente 3.4 millones de clientes residenciales, comerciales e industriales. Esto hace que CenterPoint Energy sea una de las compañías más grandes de distribución de gas natural en el intercambio de comercio público.

Somos dueños y operamos más de 119,000 millas de líneas principales y líneas de servicio que suministran gas a más de 990 comunidades en Arkansas, Louisiana, Minnesota, Mississippi, Oklahoma y Texas, incluyendo las áreas de alto crecimiento de Houston y Minneapolis.

**Compromiso con la Seguridad, Salud y el Medio Ambiente**

De acuerdo con la el Consejo Nacional de Transporte y Seguridad, las líneas de tuberías son la manera más segura y económica de transportar productos. Nosotros estamos comprometidos con la operación segura de nuestras líneas de tuberías en su comunidad. Monitoreamos las operaciones de nuestras líneas de tuberías desde nuestros centros de control, las 24 horas del día, los siete días de la semana. Nuestras líneas de tuberías están diseñadas, instaladas, comprobadas y mantenidas de acuerdo con todos los requisitos federales y estatales aplicables. CenterPoint Energy mantiene su record de seguridad a través de inspecciones rutinarias, protección contra la corrosión, programas de mantenimiento y de pruebas, programas de manejo de integridad y de un programa de conciencia pública.

Si ocurriese una emergencia en la línea de tubería, el personal de CenterPoint Energy trabajará directamente con los respondedores locales de emergencias. Nuestras prioridades en el lugar de la emergencia en la línea de tuberías son las mismas que las suyas – proteger a las personas,

la propiedad y el medio ambiente. El personal del campo de CenterPoint Energy está entrenado en Estructura de Manejo de Incidentes (“ICS” por sus siglas en inglés) y están familiarizados con la manera de trabajar con los respondedores locales dentro de la estructura de “ICS”. El personal de CenterPoint Energy restringirá el flujo de gas e implementará otras acciones de seguridad de acuerdo a como sea necesario para minimizar el impacto de la emergencia. Los oficiales de seguridad pública y el personal de otras compañías fuera de la nuestra no deben intentar operar las válvulas de la línea de tuberías. El operar inadecuadamente las válvulas de la línea de tuberías puede causar que ocurran otros accidentes.

Para ver y descargar los mapas de las líneas de tuberías de transmisión de su condado, vea el sitio web del Sistema Nacional de Mapas de las Líneas de Tuberías en [www.npms.phmsa.dot.gov](http://www.npms.phmsa.dot.gov), un programa de mapas en el internet que es manejado por el gobierno federal.

Los marcadores de líneas de tuberías son colocados a lo largo de la ruta de la línea de tuberías para indicar la ubicación aproximada de la línea y para identificar donde la línea de tuberías intercepta con una calle, carretera, vía de ferrocarril o un río. Los marcadores indican el material que está siendo transportado en la línea, el nombre del operador de la línea de tuberías y un número de teléfono en caso de emergencias.

Programas de Gestión de Integridad han sido implementadas en las zonas designadas como “zonas de alto riesgo”, de acuerdo con las regulaciones federales. Para obtener más información acerca de los programas de seguridad, el programa de Manejo de Integridad o de los Planes de Respuesta a Emergencias en las líneas de tuberías de CenterPoint Energy vea nuestro sitio web [www.centerpointenergy.com/safetyenespanol](http://www.centerpointenergy.com/safetyenespanol) o póngase en contacto con nosotros directamente.

Para su seguridad, llame siempre antes de cavar-taladrar-detonar. Llame al 811, el número de Llame Antes de Excavar, o a su centro de una llamada local, por lo menos 48 horas (dos días laborables) antes de excavar. Es fácil, es gratis y es la ley.

**PRODUCTOS TRANSPORTADOS**

**PRODUCTOS TRANSPORTADOS EN SU AREA**

PRODUCTO	TIPO DE FUGA	VAPORES
GAS NATURAL	Gas	Es más liviano que el aire y generalmente se eleva y se disipa. Se puede acumular en espacios confinados y viajar hasta fuentes de encendido.
<b>PELIGROS PARA LA SALUD</b>	El gas natural no es tóxico, sin embargo en altas concentraciones puede causar mareos o asfixie inesperadamente. El gas natural que se escapa a la atmosfera puede crear mezclas inflamables que se pueden incendiar. Mantenga alejada toda fuente de incendio, tales como chispas, llamas o maquinaria.	

**MARCADORES DE TUBERIAS**

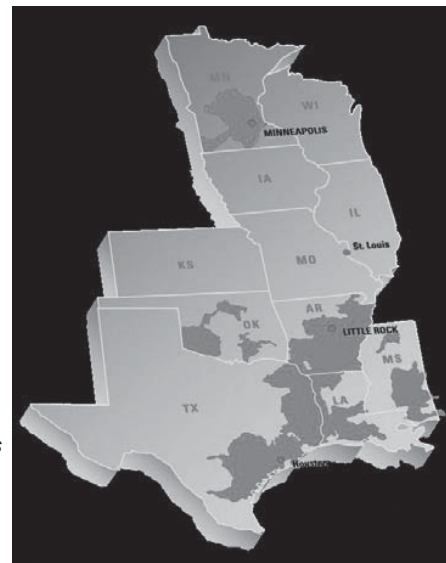


**CENTERPOINT ENERGY NATURAL GAS DISTRIBUTION AND TRANSMISSION**  
Sitio web: [www.centerpointenergy.com/safety](http://www.centerpointenergy.com/safety)



Determina lo que está bajo tierra.  
**Llama antes de excavar.**

**MAPA DEL SISTEMA**



Tres Compañías de Distribución Local (“LDC” por sus siglas en inglés) sirviendo a más de 3 millones de clientes en 6 estados.