

## **Gas Leaks or Suspected Gas Leaks**

### **During the Emergency**

If a natural gas or other explosive or dangerous gas leak is suspected:

1. Cease all operations; call 911 from a landline only.
2. Immediately extinguish all open flames and sources of ignition.
3. Evacuate the building by word of mouth. Do not sound the fire alarms. Assist with evacuating disabled persons if needed.
4. Do not switch on lights or any electrical equipment as sparks from these items may ignite the gas, causing an explosion. Make all phone calls on land lines and turn off your cell phones and radios. Calls are to be made from another area to avoid sparks and ignition.
5. Notify the President's office and Maintenance.
6. Have all evacuees remain up-wind from the gas leak.
7. In buildings with suspected gas leaks, open as many windows and doors as practical.
8. If the source of the leak cannot be readily identified, or in the event of an explosion or fire, the gas main should be turned off.
9. If a gas leak emanates from an outside source, close all doors and windows and turn off fans and air conditioning. Shelter in the building if unable to escape from the contaminated area.

### **After the Emergency**

Do not enter the building until it has been cleared by the authorities and you receive official word from the Incident Command Team.