

GAS LEAKS

The following steps should be followed if a gas leak is suspected:

- A. Notify Public Safety immediately. Provide details about the location and circumstances. Public Safety will respond and will also notify Maintenance and the local Fire Department.
- B. Evacuate the area as quickly as possible, moving to an outside location at least 500 feet from the location of the suspected leak.
- C. As you exit, do not turn on/off any light or electrical switches, do not activate the fire alarm, and do not use the elevator. Also, leave the door to the room with the suspected leak open so that the gas will more readily disperse.
- D. The Public Safety officer on the scene will be responsible for making sure that no one enters the building until permitted. The officer is authorized to request faculty/staff assistance to accomplish this.
- E. Maintenance will investigate the possible leak and either fix it or call the appropriate electric utility or contractor to repair the leak.
- F. Maintenance will communicate to Public Safety personnel when corrective action has been completed and when reentry is safe. Public Safety will then provide access accordingly.
- G. The Office of Emergency Management will communicate with College personnel with the EagleOne Alert network.
- H. The Public Relations Office will communicate with the media as appropriate.