

When a gas line has been broken or a gas leak is suspected, follow these procedures.

1. Cease all operations immediately and **DO NOT** operate any electrical devices (phones, electrical switches, electrical machines, etc.).
2. If gas smell is on the inside and windows can be easily opened, open to ventilate the area.
3. Evacuate the immediate area and contact Facility Services (FS) at 568-7716. Provide your name, contact information, location and the exact location of the suspected leak. Due to the potential urgency, the work request system should not be used to report a suspect natural gas/odor concern.

***DO NOT CALL FROM AFFECTED AREA, OR TURN ELECTRIC SWITCHES ON OR OFF** (lights, phones or any other electrical equipment can create a source of ignition).*

4. If after hours, or if a FS representative can't be reached, contact University Police at 589-8999. Provide your name, contact information, location and the exact location of the suspected leak.
5. If the fire alarm system is activated, evacuate the building by the nearest exit (Do not use elevators). Notify other building occupants in the affected area to do so as well. If any person for whatever reason cannot safely evacuate the building, assist them to an area away from the emergency area. Alert security and/or emergency response personnel of their location.
6. Once outside, move to the facility's designated area of refuge.
7. Once the initial response is complete and the hazard is determined to have been eliminated/ adequately controlled, FS and EH&S will coordinate with University Police to authorize re-entry into the building or area. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized to do so by University police.