



# ADMINISTRATIVE PROCEDURE

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## Safety and Security – Occupational Health and Safety Emergency Procedure for Natural Gas and Toxic Combustion Fumes

Page 1 of 1

### 1. Purpose

To provide staff and students with a safe learning environment.

### 2. Procedure

Natural gas is odourless. As a precautionary measure, an artificial, very distinctive odour - like rotten eggs - has been added to this gas to help you detect leaks.

If a “gas odour” is detected or the sound of gas leaking or a smell of combustion fumes, please adhere to the following procedure.

**Upon detection immediately notify the Site Manager or his/her designate who shall:**

- 1) **IMMEDIATELY**, so as not to create a spark, do not use the fire alarm system. Evacuate the building and secure all doors to prevent re-entry. Do not turn on or off electrical appliances, switches, etc., which could produce sparks.
- 2) Call the gas company that supplies your school. This number should be readily available to all employees and the call should be made from a different location if possible or use a landline if inside the building.

Union and Enbridge Gas: Emergency phone number 1-877 969-0999

- 3) If the situation is serious, call 911 (Fire Department). The Fire Department has all the necessary equipment to enter the building, identify the gas or gases, and measure its concentration and the health danger posed.
- 4) Advise the Plant & Maintenance Manager/Emergency Preparedness Coordinator as soon as possible.