

<b>Section:</b> Emergency Planning Manual	<b>Subsection:</b> Code Grey/Internal Disaster	<b>Policy Number:</b> EPP-1053
<b>Subject:</b> Gas Leaks		<b>Review Date:</b> June 2022, Nov 2015
<b>Standard:</b>	<b>Authority:</b> CEO	<b>Supercedes:</b> May 2007, Dec 2008 Feb 2012, Mar 2013
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**Policy**

Belvedere Heights shall have a system in place, for staff to report a suspected scent of natural gas.

**Procedure**

1. In the event that a scent of natural gas is detected, staff will immediately report the information to their supervisor, who will accept responsibility for further action. During non business hours, staff will contact the RN, who will then inform the Environmental Services Manager, or appropriate authorities i.e. Call 911.
2. The Environmental Services Manager/designate will notify the gas company to shut of the main valves then the valves for the equipment in question.
3. Do not activate the fire alarm
4. Open doors and windows where possible to disperse concentrations of natural gas.
5. Immediately clear the area of residents, staff and visitors
6. DO NOT touch any electrical equipment. DO NOT turn on light switches
7. If gas appliance is in use, shut it off. Also shut off gas valve to the appliance
8. In consultation with the Fire Department, the CEO/designate may order the evacuation of the affected area or the entire building.

**Related Documents:**

Refer to: Policy # EPP 1060 - General Guidelines for Internal Disasters  
Policy # EPP 1053 (a) - Gas Valve Information/Location Sheet

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 Authorized Signing Authority

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 Date