



MANUAL:	Emergency
SECTION:	GAS LEAKS
SUBJECT:	Natural Gas Leak Response Plan

POLICY

It is the policy of Schlegel Villages to implement a plan for a natural gas leak that will ensure a safe and secure environment for residents, team members, and visitors.

DEFINITIONS

Natural gas typically supplies equipment found in the village such as HVAC units, boilers and kitchen cooking equipment.

Natural gas is odourless, but a substance known as mercaptan is added to natural gas so that it gives off a pungent rotten egg or sulphur smell.

Natural gas may also be detected by hearing a hissing sound coming from a hole in the piping.

GENERAL SAFETY PRECAUTIONS WHEN NEAR A NATURAL GAS LEAK

Don't use phones or electronics near the leak
Don't turn appliances or lights on/off
Don't smoke or use lighters or matches
Don't start any vehicles or motors

PROCEDURE

1. When natural gas odour is detected anywhere inside or around the village, it is the responsibility of the Team Member who detected it to immediately notify the Charge/Lead Nurse letting them know the exact location the odour was detected.
2. The Charge/Lead Nurse, and when available, the Director of Environmental Services and maintenance team, will investigate the location to determine if the odour is natural gas and the potential source.
3. If it is determined that there is a natural gas odour/leak, the Charge/Lead Nurse will direct the team and residents to evacuate the immediate area to at minimum the next fire zone where no odour is present. Areas immediately above or below the affected area should also be evacuated to the next fire zone.
4. If possible and safe to do, the gas should be shut off to the gas line or equipment to stop the leak.



5. The Charge/Lead Nurse or designate will call the Fire Department and notify them of the gas leak.
6. The Charge/Lead Nurse or designate will call the natural gas supplier and notify them of the gas leak. **Enbridge Gas Emergency Number 1-866-763-5427**
7. The Charge/Lead Nurse or designate will meet the Fire Department at the main entrance and bring them to the affected area.
8. The Charge/Lead Nurse in consultation with the Fire Department will determine if further evacuation is necessary.
9. Once the leak is isolated and/or repaired and the Fire Department has cleared the area for safe use, then normal operations can resume.

TRAINING/DRILLS

Training will be provided at orientation for all Team Members. The Leadership Team will strive to achieve 100% Team Member attendance on annual refresher training. This training may be covered under Emergency Procedures. Refresher training may be in the form of education sessions, tabletop exercises, walkthrough drills, functional drills, evacuation drills, or full-scale exercises



NATURAL GAS LEAK DRILL

Date: _____ Time of Incident: _____ Location: _____

Scenario Description:

Circle the appropriate answer

- | | | |
|---------------------------------------------------|-----|----|
| Did the team member notify the Charge/Lead Nurse? | Yes | No |
| Was the cause investigated? | Yes | No |
| Was the area evacuated? | Yes | No |
| Was the fire department called? | Yes | No |
| Was the service provider called? | Yes | No |
| Was the gas line shut down? | Yes | No |

Names of team members who participated:

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Comments/Recommendations:

Charge/Lead Nurse: _____ Signature: _____

Leader: _____ Signature: _____

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