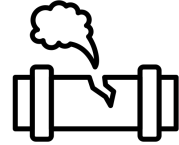




## Emergency Procedure:

### Gas Leak



#### GAS LEAK/SMELL INSIDE BUILDINGS: GENERAL GUIDELINES

If you smell gas:

- Do not turn electrical switches or devices on or off. Do not use any potential ignition sources or open flames.
- Contact Site Administration immediately. Administration will use a combustible gas meter to detect gas levels.
  - Meter readings of 0-3 are considered safe for students and staff. Monitor levels.
  - Meter readings of 4-5 are considered unhealthy or dangerous. Students/staff must evacuate.
- If there is a gas leak, leave the building calmly and quickly by the fastest possible route.
- If possible, open doors and windows to ventilate the building.
  - Do not spend additional time opening doors or windows if there is an imminent danger of explosion or fire that would jeopardize anyone's safety.
- Use common sense and never take risks that may endanger you or others. Once evacuated, do not return to the building unless advised to do so by the Emergency Response Team.
- Follow the emergency procedures listed below.

Gas Leak Emergency Plan	
Administrator will:	Staff Members will:
<ol style="list-style-type: none"><li>1. Use the combustible gas meter to measure gas levels in reported area(s).</li><li>2. If the gas meter detects unsafe gas levels, a reading of 4 or 5, direct students/staff to evacuate immediately.</li><li>3. Call 911.</li><li>4. Coordinate communication with the District Office.</li><li>5. Monitor release of students.</li><li>6. Keep record of events.</li><li>7. Maintain responsibility for staff and students.</li></ol>	<ol style="list-style-type: none"><li>1. Evacuate students if the gas meter detects unsafe gas levels or earlier if the gas smell is causing discomfort or distress.</li><li>2. If possible to accomplish quickly, leave windows and exterior doors open to ventilate the area.</li><li>3. Calmly reassure students.</li><li>4. Supervise students at designated evacuation area until released by administrator or parent/guardian signs out.</li></ol>

#### Combustible Gas Meter Readings (Propane, Methane, Butane):

1 - 80 ppm    2 - 160 ppm    3 - 320 ppm    4 - 640 ppm    5 - 1280 ppm

*Exposure threshold for adults is 1000 ppm during an 8-hour period per Cal/OSHA.*

*Exposure threshold for children is established at 300 ppm per ICPH.*