

# CAMPUS EMERGENCY PROCEDURE

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**Procedure title:** Gas Leak Procedure  
**Effective date:** May 2014  
**Revision date:** May 2016

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## Introduction

This procedure provides direction to the campus community when responding to an incident or emergency that may threaten the institution's processes, the safety of its employees and students, or the facility itself.

## Definition

A **gas leak** refers to a leak of natural gas, from a pipe or other containment, into a living area or any other area where it poses a threat to campus safety and security. Gas in its natural state is non-toxic and odourless. As a safety precaution, an odourant, which emits a 'rotten egg' smell, is added to ensure quick detection in case of a gas leak.

## Procedure

When a natural gas odour/leak is detected, take the following action:

- Cease all operations;
- Do not switch the lights on or off, or operate other electrical equipment – switching electrical equipment can trigger an explosion;
- Warn others in the immediate area;
- Evacuate the immediate area unless instructed otherwise by Campus Security or Facilities Services;
- Immediately notify Facilities Services at ext. 3333 or 905.721.3333; and
- After hours contact Campus Security at ext. 2400 or 905.721.3211.

## In the event of an injury:

In the event an injury occurs, please contact your immediate supervisor to inform him or her of the incident. Next, you or your supervisor must fill out an Accident/Incident Report Form.

For Durham College employees, the form can be located on the employee intranet, ICE, under Forms, then Human Resources, and Accident, Injury. For more information, please refer to the Durham College Accident Reporting Procedure (EMPL-301.1), also located on ICE.

UOIT employees can access the form through the UOIT.ca website. On the homepage, click Faculty and Staff, then Campus Services, and Health and Safety. For more information, please refer to the Accident Reporting Procedure, which is located on the UOIT.ca website.

### **Authority and responsibilities**

The Emergency Management Response Team (EMRT) and the Office of Campus Safety will be responsible for enforcing and communicating these procedures to staff and students.

Faculty, staff, and students will be responsible for taking direction from the appropriate authorities and contributing to a safe and secure environment.

### **Reference**

Durham College and UOIT Emergency Preparedness Plan & Policy  
Durham College Emergency Preparedness Policy ADMIN-211  
Durham College Accident Reporting Procedure EMPL-301.1  
UOIT Accident Reporting Procedure