



HOBART AND WILLIAM SMITH
COLLEGES

Emergency Action Plan (EAP) NATURAL GAS LEAK

Natural gas is a staple of many building heating/hot water systems and gas metering devices external to most facilities. Natural gas has a chemical added to the fuel to easily permit its detection by odor. If gas odors are strongly detected inside or outside, and/or if the odors are accompanied by hissing sounds, an immediate emergency may exist.

1. IF YOU SMELL NATURAL GAS OR ANOTHER STRANGE ODOR:

- Persons smelling natural gas or other strange odors in or around a building should perform the following tasks:
 - Do not turn on or off any electrical appliances or devices.
 - **Do not activate** the building's fire alarm system to initiate an evacuation.
 - Alert any passers-by to stay clear of the affected area.
- If you detect strong natural gas odors in an indoor location and cannot determine the source, immediately vacate the room/space, close any doors behind you and initiate a building evacuation. **Do not activate the fire alarm pull station.**
- If you detect strong natural gas odors in an indoor science laboratory, immediately vacate the lab, turn off the gas shut-off valve on your way out the lab door and initiate a building evacuation.
- Notify Campus Safety at ext. 3333 or (315) 781-3333, and Buildings and Grounds at ext. 3060 or (315) 781-3060. Inform arriving Campus Safety and B&G personnel as to the area of the odor/leak.
- Depending upon the severity of the emergency, notification of gas leaks may be made by using the HWS Everbridge Mass Notification System or other means, as appropriate. Monitor these alerts for initial information and updates.
- **Evacuation.** During building evacuations, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.
 - **Do not use the elevators.** This may cause an explosion due to the density of natural gas in the area.
 - Remain calm and do not panic.
 - If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders, proceed

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HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone
From cell phone while on campus-dial (315) 781-3333
Off campus-dial 911

to the alternate primary or secondary assembly area and await further directions from officials.

Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized HWS officials.

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