**Emergency Procedures for Natural Gas Line Breaks**

When a broken gas line (or odor of gas) is reported, these procedures are to be followed:

**Immediate Notification and Response**

1. Alert others and leave the area immediately. Do not return to the building.
2. Contact Campus Police - (ext. 2178) or Officer on Duty at 704-609-0344
3. Campus Police will contact Physical Plant Work Order Desk (PPWOD) at: (ext. 2595) or 704-894-2595
   - Describe the magnitude of the leak, buildings affected and source if possible.
4. Campus Police will contact the Fire Department
   - Note: Davidson Fire Department response carry combustible gas meters. Once the Davidson Fire Department is on site, they determine when it is safe to reoccupy the building and eliminate the safe perimeter.

**Physical Plant Procedures**

5. PPWOD will contact: Campus ext. Phone #
   - Public Service of North Carolina (PSNC) n/a 1-877-776-2427
     - PSNC must be present before gas service can be restored to a building.
   - PP Assoc. Dir. Oper/Maint (2090) 704-400-0487
   - PP Mechanical Shop Supervisor (2311) 980-721-0435
   - Environmental Health and Safety (EHS) (2929) 704-437-8635
   - Note: On nights and weekends the Physical Plant duty person will act as the PPWOD.
6. Physical plant personnel to determine if the gas supply to the building should be shut off. (PSNC policy states that only the valves located at the building gas meter can be shut off by Davidson College personnel.)
   - Physical Plant will coordinate any "re-lighting" activities required.
7. EHS personnel will respond to the scene with gas detection instrumentation and determine if evacuation is required. Evacuation will be required when the lower explosive limit (LEL) is at or above 20% anywhere inside the building or surrounding area.
**Campus Police Procedures**

8. Campus Police will establish a safe perimeter around the building(s) or source of the leak (if known).

   a. If evacuation of nearby buildings is required:

      1. Activate the building fire alarm system
      2. Campus Police will assist with evacuation procedures.
      3. Campus Police will contact other campus authorities as required by the Davidson College Emergency Response Procedure,