

## *Emergency Procedures for Natural Gas Leaks*

### *During Normal Business Hours*

#### *Normal hours - If Evacuation is Required*

#### *After Hours*

#### *After hours - If Evacuation is Required*

When a gas line has been broken or a gas leak is reported, follow these procedures.

### **Normal Business Hours (M-F, 8-5)**

1. Contact Campus Security 4-2911. Describe the magnitude of the leak, building(s) affected and source if possible.

2. Campus Security Dispatcher will contact:

- one staff member from Environmental Health and Safety (EHS)
- the zone security officer
- one emergency coordinator
- Larry Morgan, 4-3735, cell 203-7647
- plant (4-3600)

to respond to the scene.

#### EHS Staff

Patrick Wheeler 4-3921, 888-3420

Stan Schleifer 4-3596, 888-5650

#### Emergency Coordinators

Stan Schleifer

Patrick Wheeler

Paul Kosel

3. Campus Security dispatcher will contact MUD (554-7777) and will provide the information obtained in item #1.

4. The following actions will be taken:

A. EHS personnel will respond to the scene with gas detection instrumentation and determine if evacuation is required. Evacuation will be required when the lower explosivelimit (LEL) is at or above 20% anywhere inside the building or surrounding area.

B. Campus Security will consult with the emergency coordinator to establish a safe perimeter around the building(s) or source of the leak (if known).

C. The emergency coordinator will consult with plant personnel to determine if the gas supply to the building should be shut off. (MUD policy states that only the valves located at the building gas meter can be shut off by UNO personnel.)

**5. If evacuation is required:**

A. The building fire alarm system will be activated and Campus Security will assist with evacuation procedures.

B. Campus Security dispatcher will contact the Omaha Fire Department (911) and ascertain which entrance they will arrive.

6. Campus Security will contact other campus authorities as required by their emergency procedures and other personnel as directed by the emergency coordinator.

7. MUD must be present before gas service can be restored to a building. MUD will coordinate any "re-lighting" activities required.

**Gas Line Emergencies (After Hours)**

1. Contact Campus Security to report a gas leak. Describe the magnitude of the leak, building(s) affected and source if possible.

2. Campus Security Dispatcher will contact the:

- zone security officer
- UNO physical plant
- MUD (554-7777)
- UNO Emergency Coordinator (one)

Stan Schleifer 238-3120  
Patrick Wheeler 895-4030  
Paul Kosel 359-5061

- facilities person "on call"

with the information obtained in item #1.

3. Physical Plant 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.

**4. If evacuation is required, Campus Security will:**

A. activate the building fire alarm system and assist with evacuation procedures

B. establish a safe perimeter away from the building or gas source until the Omaha Fire Department, MUD and UNO emergency coordinator arrives.

C. the Campus Security Dispatcher will contact the Omaha Fire Department (911) and request response to the Campus.

5. If appropriate, the physical plant personnel will shut off the gas supply to the affected building at the gas meter. (MUD policy states that only the valves located at the building gas meter can be shut off by UNO personnel.)

6. Campus Security will contact other UNO personnel as directed by their emergency procedures or by direction of the emergency coordinator.

7. MUD must be present before gas service can be restored to a building. MUD will coordinate any "re-lighting" activities required.

*Note:*

*Omaha Fire Department response: only the Battalion Chief and Haz Mat team carry combustible gas meters. Their presence at the scene is determined by the magnitude of the gas leak. Once the Omaha Fire Department is on site, they determine when it is safe to reoccupy the building and eliminate the safe perimeter.*

**UNO Environmental Health and Safety**

**5/23/00**