



POLICY & PROCEDURE

Department Emergency Services	Policy Number ESMBROW05a
Category Colour Codes of Emergencies	Issuing Authority Elizabeth Bryce
Subject Code Brown- Gas Leak	Effective Date: July 2022
Supersedes: NA	Page 1 of 2

STANDARD:

To maintain a safe environment and responds to and repairs any gas leaks immediately to prevent any danger to residents, staff and others in the building.

CLASSIFICATION OF GAS LEAKS

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|-------------------------------------|---|
| Class 1 - Faint Gas Smell | - Leak from an appliance or fitting crack. |
| Class 2 - Strong Gas Smell | - Break in a line, gas filling a room, wing or floor etc. |
| Class 3 - Exterior Gas Smell | - Smell of gas entering building from outdoors. |

IN ALL CLASSES IN THE AFFECTED AREA

- DO NOT** - Pull fire alarm.
- DO NOT** - Smoke or use a flame of any sort.
- DO NOT** - Turn lights or appliances on or off.
- DO NOT** - Use paging system, phones or elevator.

In all cases, if gas leak cannot be found immediately call Enbridge Gas: 1-866-763-5427 (note do not call from the affected area)

PROCEDURE:

Class 1 - Faint Gas Smell

The person smelling gas or delegate will:

- Identify location of leak, if possible, and shut off source. Use flash light if location is in a dark area. Keep flash light with fresh batteries in close proximity to gas appliances.
- Open windows and doors to exterior to allow fresh air in.
- Evacuate area and close door to room.
- Verbally alert others of Code Brown and location.
- Monitor fumes. If smell persists or intensifies, proceed to Class 2 leak procedure. If smell dissipates, tag off equipment or source as “do not use until serviced”, and notify maintenance.

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Class 2 - Strong Gas Smell

The person smelling gas or delegate will:

- Notify person in charge of the building
- Shut off remote valve to room or area with gas leak. If not quickly found, proceed to evacuation.
- Evacuate room, close door and ventilate room. If large area, run to get assistance to notify charge person of situation. Continue to evacuate area.

Charge person/delegate will ensure to:

- Verbally alert others issuing instructions to pass on code Brown, location and code Green, total evacuation, repeated 3 times.
- Alert switchboard to call 911 and gas company emergency number. If leak in area of switchboard, leave area or building to make calls.
- Receive and direct fire department or gas company to area of concern and to location of gas meter.

Class 3 - Exterior Gas Smell

The charge person will:

- For an **external gas leak**: close all windows, doors, and ventilation systems
- Initiate customized Code Grey

SAFETY TIPS: If You Smell Gas Indoors or Outdoors or Are Near a Gas Leak

- Do not use a telephone or cell phone in the vicinity of the gas smell (phones can create a source of ignition sufficient to ignite gas fumes).
- Do not turn any electrical switches, appliances, or computers on or off (electrical equipment can create a source of ignition sufficient to ignite gas fumes).
- Do not smoke, use lighters, or matches.
- Do not start any motors or motor vehicles near the gas leak.



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- Avoid use of elevators.
- In the event of fire - do not use water on fires that involve natural gas.
- Ensure that internal natural gas lines are clearly marked with a yellow tag.
- Ensure that personnel in charge of the building know where the external natural gas shut off valve is located.

REFERENCES:

1. Enbridge Gas
2. ESGRE05a Code Grey- External Air Exclusion
3. ESMORAN05 Code Orange – External Community Disaster
4. ESGRE05 Code Green - Evacuation