

Suspected Gas Leak or Smell of Gas Procedures

Action to be taken in the event of a suspected gas leak:

If you smell gas:

- **Don't** operate electric switches on or off
- **Don't** smoke or use mobile phones
- **Don't** leave it to someone else to report
- **Do** open doors and windows for ventilation if the smell is inside

Contact Campus Services on:

- Hope Park: **3800**
- Creative Campus: **3700**
- Aigburth Park: **3095**

Campus Services will be responsible for contacting National Grid 24hr report line on **0800 111 999** who should be provided with the following information:

- The location of the suspected gas escape or gas emergency
- How many people are in the building
- How long has the smell been noticeable
- Any special circumstances or access information

National Grid will provide appropriate safety advice, such as:

- Open doors and windows to ventilate
- Do not use naked flames or turn on/off electrical switches
- Isolate the gas at the main supply (if required, this will be done by The Estates Team)
- Evacuate the area if necessary

If it is decided to evacuate the building, you should not use the fire alarm system to alert people. Instead, clearing the building should be done by getting someone on each floor to sweep through and inform people directly.

NB - Gas can be detected at very low levels – it does not mean that anyone is at immediate danger so long as the above procedure is followed.