

POLICY MANUAL

Subject: Emergency Gas Shut Off

Effective Date: 2-6-2012

Initiated By: Russ Taylor
Safety Director

Approved By: Jim Moore
Chief Executive Officer

Review Dates: 10/12 RT; 11/13RT; 11/14 RT

Revision Dates:

POLICY: In the event of a release of gas vapors or a gas fire due to failure of equipment or damage the following procedures will be followed.

PROCEDURE:

In the event of a Gas Leak in the Kitchen area the person that notices the leak will do the following:

1. Yell loudly to notify all staff in the kitchen area of the emergency.
2. Yell Gas Leak, Gas Leak and pull the nearest Fire Pull station.
3. Staff should exit the building and turn the gas off at the gas tank to the side of the dock.
4. Gather in the quad area for a head count.

In the event that there is a fire cause by release of gas do the following:

1. Immediately pull the handle that activates the hood fire suppression system and exit the building. When the fire suppression system is activated the gas line is automatically shut off and the exhaust fan is activated.
2. Gather in the quad for a head count.

All staff, patients and visitors will immediately exit the building at the fire alarm notification.

Kitchen staff will need to inform responding Security personal that the alarm is caused by gas vapors or fire.

Responding personal must make sure the building is evacuated and then do not allow re-entry until the all clear is given.

In the event of a gas leak or gas fire re-entry to building can only be okayed by the Metro Fire Department.