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| Policy Source: Gwinnett Tech | Owner: Chief of Police | Effective: 1999 |
| Division: Technology & Operations | Reviewed: 6/2005, 8/2009, 2/2010, 2/2018, 4/2019, 12/2020 Revised: 4/2019 | |

7.3.16 GT Natural Gas Leaks Emergency Response

Emergency Procedure

1. The person who has identified the natural gas leak should immediately contact campus police on radio transmitter, channel 1, at ext. 7377, 678-226-7377, or dial 0 for campus switchboard. Director of facilities should be notified also at 678-226-6652.
2. Upon verification and assessment of the leak it will be necessary to evacuate and secure the affected areas or buildings. Follow the evacuation routes as designated in each area and proceed in a safe and efficient manner.
3. Instructors, take your class roll with you to verify evacuation and headcount.
4. The appropriate facilities personnel will shut off the gas main for the affected areas.
5. Notify the gas company to initiate repairs.
6. If this occurs after school hours, weekends, or holidays call 911 and request the fire department to respond.