



Gas Emergency Instructions for Classrooms & Kitchen Staff

Isolate the gas by turning off the Additional Emergency Control Valve or Automatic Isolation System. Isolate all fuel burning appliances if safe to do so.

VENTILATE the area by opening windows and doors and evacuate the building if the smell persists

Report to the Duty Holder and the senior responsible person (Building Manager) immediately

The senior responsible person (Building Manager) shall isolate the gas supply at the main emergency control valve (ECV), ventilate the area if safe to do so and follow the guidance from EDC's SP16 Natural Gas and Carbon Monoxide Procedure.

If for any reason you cannot isolate the gas or there is still a smell of gas then evacuate the building in accordance with the fire action plan immediately.

If unable to contact the Duty Holder or senior person (Building Manager) then activate a fire call point away from the affected area, evacuate the building in accordance with the fire action plan and contact the Emergency Response Centre (ERC) immediately by telephoning 0141-574-5773 for gas emergencies only.