



1. Purpose

A brief description of the purpose of the procedure/policy. You can cite what regulatory requirements the procedure/policy seeks to comply with.

It is important to know how to recognize and report a natural gas emergency. Natural gas leaks are dangerous because the gas in its normal state is odorless and colorless. Mercaptan or a similar sulfur-based compound is added to the gas to give it a distinctive rotten-egg odor so that people can easily detect a gas leak.

2. Scope

This reporting procedure applies to students, faculty and staff working or living on the KSU campus

3. Responsibilities

Outline roles and responsibilities of various stakeholders.

The Kennesaw State University Department of Public Safety and University Police (KSUPD) are the primary contact when the leak is detected.

4. Procedure

5. A). If you detect natural gas:

- Leave the area immediately
- Go to a location where you no longer detect the gas odor (inform anyone you see as you leave that there is a problem)
- Do not smoke or use any type of open flame devices
- Do not try to locate the leak
- Do not use an electrical device, including cellular phones, iPods, etc.
- Do not operate light switches
- Do not reenter the building or return to the area until it has been declared safe to do so by an investigating authority
- Report on the incident from a safe distance

B). Procedure to report a suspected natural gas leak:

- Call the KSUPD – 470-578-6666 or ext. 6666
- Provide the following information:
 - Your name
 - Your contact number
 - Location of the odor
 - Any other problem of which they should be aware (someone

unconscious, hurt, etc.)

- During business hours (7:00 a.m. – 10:00 p.m., Monday – Sunday)
- KSUPD will contact the appropriate department to investigate

- During after-hours (10:00 p.m. – 7:00 a.m., Monday – Sunday)
- KSUPD will contact Cobb County 911
- The Fire Department, Ambulance and Atlanta Gas Light will be dispatched as needed
- Stay in the safe area until the authorities are on the scene and no longer need any information from you