

VILLAGES EMERGENCY PREPAREDNESS COMMITTEE

Neighbors Helping Neighbors

Policy/Procedure

Rev. 10/26/20

SUBJECT: Gas Emergencies Inside Building(s) and Residential Structure(s)

POLICY: It is the policy of The Villages EPC that if a serious event occurs involving a natural gas leak due to seismic activity *or other serious event* and no Building(s) or Residential Structure(s) have active fire showing, **EPC personnel will follow the instructions of the First Responders, the Authority Having Jurisdiction. The procedures below are to be used only under the specific direction of the First Responders.**

PERSONS INVOLVED: EPC Team: Chair, Co-Chair, Directors of Security, Communications, Sector Chiefs and Area Reps.

FORMS/DOCUMENTS: List of EPC Directors and Sector Chiefs
Map of Sectors and Residents' Addresses
Area Damage Assessment Form
Sector Damage Assessment Form
EPC Aid Station Locations

**ANY GAS LEAK IS
DANGEROUS AND
PRESENTS A RISK
TO THE SAFETY OF
ALL THOSE
NEARBY.**

PROCEDURES:

The procedures below are to be used only under the specific direction of the First Responders.

1. During their assessment of damages in their respective areas, the Sector Chief(s) and/or Area Rep(s) may receive reports of or detect the presents of Natural Gas in an area. Sector Chief(s) should advise the leaders in the Emergency Operations Center (EOC) of the location of the leak and confirm that PG&E has been contacted.
2. If the source of the gas is a Building(s) or Residential Structure(s), approach upwind (wind at your back) and/or upgrade (from higher position), if possible. Leak(s) maybe from cooking devices (Stove or Oven), heating device(s) (e.g., gas Fire Places or Furnaces), or other appliances.
3. Sector Chief and/Area Rep should avoid using Radios, Phones, Flashlights, Doorbells, Light Switches, Garage Door Openers that could cause accidental ignition of unburnt gas.
4. Knock on door hard of the unit with the leak. **DO NOT USES DOOR BELL!**
5. If no one answers, walk around looking into windows to determine if someone is unconscious inside.
6. If no one can be found, go to the gas meter(s) and locate correct meter for the unit. Each meter should have an identifying unit number on it. If not, the meter dials maybe spinning indicating the meter with the leak.
7. The shutoff valve can be located on the pipe coming out of the ground but prior to the meter on single family homes or on top of the meter coming from a single common pipe on multi-unit residents (2 or more units). ***Shutting off gas valve on the pipe coming out of the ground on multi-unit homes will shutoff all gas to all units, even if no leak exists. Residents in those units must wait for PG&E or licensed plumber to turn gas back on.***

8. The valve will be positioned inline with the pipe. Using the **pipe wrench hanging from or located near the meter**, turn the valve **90 degrees left or right** to shut off gas. If meter dial has stopped, gas has been shutoff.
9. Once gas shutoff is complete, evacuate all remaining residents at least 330 feet(100meters) in all directions*. A member of the **Security Team** should maintain this exclusion zone.
10. Sectors Chief(s) and/or Area Reps should document this action on Sector/Area Damage Assessment form.

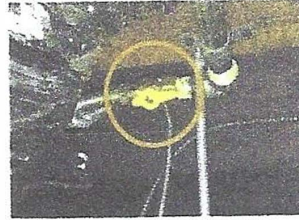
Note: Person(s) exposed to Natural Gas may experience dizziness and asphyxiation (lack of oxygen) without warning and gas may be irritating if inhaled in high concentrations. Remove self and/or victims into fresh air; remain upwind and upgrade from leak. Contact Medical Group

*Dept. of Transportation, 2016 Emergency Response Guidebook (ERG) and PG&E "Handling Gas and Electric Emergencies" A Reference Guide for Community Members.

Shut off Valves—at the Appliance

Shut off valves at the appliance when the signs of a gas leak exist—sight, sound, smell.

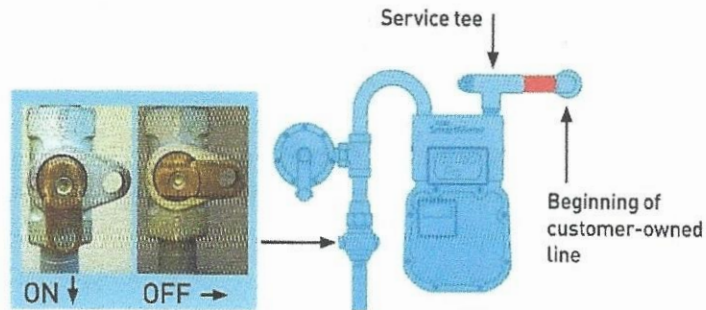
The gas supply must be shut off only if it is safe to do so. **ONLY** PG&E personnel should turn gas ON.



Shut off Valves—at the Meter

Shut off valves at the meter when the signs of a gas leak exist—sight, sound, smell.

The gas supply must be shut off only if it is safe to do so. **ONLY** PG&E personnel should turn gas **ON**.



Safety at the Scene

DO

- Secure the area and keep the public away
- If necessary, evacuate public to safe distance
- Confirm that PG&E has been contacted
- The gas supply must be shut off **ONLY** if it is safe to do so
- **ONLY** PG&E personnel should turn gas ON



You should turn off the meter from outside the building if you smell or hear gas or you see dials on the meter showing gas is flowing even though appliances have been safely turned off.

DON'T

- Don't extinguish a gas fire; let it burn because extinguished gas is invisible and may migrate near an ignition source
- Don't operate main shut-off valves
- Don't use unauthorized line stoppers or pipe squeezers to shut off gas supply
- Don't park over manhole covers, sewers or vaults