

GAS EMERGENCY PROCEDURES
FOR
TOUGALOO COLLEGE
OFFICE OF FACILITIES AND REAL PROPERTY
MANAGEMENT

TOUGALOO COLLEGE EMERGENCY GAS LEAK PROCEDURES

INTRODUCTION:

The propose of these instructions are to set forth procedures to be followed in the event of an emergency occurring on campus involving gas leaks, fires, and explosions.

EMERGENCY PERSONNEL TELEPHONE NUMBERS

<i>Angela Harrion</i>	<i>601-624-9074 (cell #)</i>
<i>Andra Johnson</i>	<i>601-966-1899 (cell #)</i>
<i>Levertis Barrett</i>	<i>601-500-2045 (cell #)</i>

AFTERHOURS EMERGENCY PERSONNEL TELEPHONE NUMBERS

***Police, Fire, Medical Emergency – 911**

<i>Office of Public Safety</i>	<i>601-977-7857</i>	
<i>Chief Jesse Robinson</i>	<i>601-977-7876</i>	<i>601-316-4157</i>
<i>Lt. Sammie Neal</i>	<i>601-977-4419</i>	<i>601-665-2810</i>
<i>Lt. Juan Cloy</i>	<i>601-977-7857</i>	<i>601-213-7450</i>

RECEPTION OF REPORT EMERGENCY:

Gas related emergencies should be reported to Office of Facilities and Real Property Management's office during normal working hours 8:00 am until 5:00 pm, Monday through Friday. If this office cannot be reached cell and home numbers are listed above. After hours and weekends emergencies should be reported to Campus Security (601) 977-7857). When reporting gas leaks be sure to give your location, name, location of leak, and when the leak was first noticed. An emergency includes, but not limited to the following:

- 1. Gas detected inside or near a building*
- 2. Fire located near or directly involving a pipeline*
- 3. Explosion occurring near or directly involving a pipeline*
- 4. Natural disaster*

The person receiving the report must attempt to obtain factual information and also make a judgment as to the reliability of the person making the leak report. Some facts to be obtained are as follows:

- 1. Evidence of Leak:**
 - A. Smell of gas odor-strong, weak constant comes and goes, etc.*
- 2. Location of Gas Concentration (INSIDE OF BUILDING):**
 - A. Utilization of building-academic, administration, dorms, etc.*
 - B. What room?*
 - C. Near what appliances or equipment:*
 - D. Should the person evacuate building? Do not cut ON or OFF light fixture or electrical equipment.*
- 3. Location of Gas Concentration (OUTSIDE OF BUILDING)**
 - A. Exact location and description of facilitate location with respect to our system; i.e., side street, nearest intersection, etc.*
 - B. Nearest structures?*
 - C. Near what equipment, structures, or installation (Gas meter or regulator, Sewers inlet or manhole, telephone or utility manhole, etc?)*
- 4. Age of Leak:**
 - A. When first noticed.*
 - B. Is person reporting leak in the area on a regular basis?*
 - C. Has leak apparently become worse or remain the same?*
- 5. The availability of the persons, tool and emergency equipment should additional personnel be notified.**

IMPORTANT!

It is extremely important that the receiving the call make a record of the exact time of the initial report, the person reporting, and the reported nature of the emergency. A record should be made of any subsequent reports of the same emergency. Some calls by themselves do not indicate an emergency situation exists, but a number of such calls from the same area will indicate an emergency such as low pressure or no-gas calls. A number of these may indicate loss or threatened loss of a portion of the system. In such cases, an immediate investigation should be conducted.

Immediately after receipt of the report of an emergency situation, and investigation should be started. During normal working hours a serviceman should be dispatched to the location of an “on the spot” investigation and the Office of Facilities Management Staff or Gas Operator be notified immediately of the emergency. During non- working hours, Public Safety should immediately investigate the reported emergency to determine if it is an actual emergency prior to contacting the Office of Facilities Management Staff or Gas Operator. No fixed rules can be made, but some general guidelines are set forth in the following paragraph.

A strong odor of gas or fumes from bad combustion located inside a building usually indicates immediate action is required. If the odor has persisted for several days and it not strong, the situation may not warrant emergency after-hour action. In such cases the corrective action should be accomplished during the next working day following the report.

A blowing leak inside or outside always indicates an emergency situation. Also, leaks near a Dormitory or Academic building where a number of people are assembled should be treated as the higher priority. Most leaks do not result in fire or explosion and many employees who have spent years working with gas have never experienced such an event. Under these circumstances, it is difficult to consider each leak reported a possible disaster; however, this approach is an absolute necessity if we are to meet our responsibilities for the protection of the College community. Before any action can be taken, careful judgment as to the nature and severity of the situation must be made. This must include not only the immediate situation, but also what other emergencies or type of emergencies is likely to be brought on by the instant emergency.

ACTION:

Corrective action should begin as soon as possible after receipt of a report of an emergency. The action taken will depend on the type of situation and the extent of the emergency. There are several steps that are necessary in handling emergencies of this type. The primary immediate concern is the safety of persons and/or property threatened by the hazardous area immediately. A concurrent concern is preventing ignition of a leak or if ignition has occurred, the spread of fire.

Immediately upon determining that the emergency is one in which life and/or property is threatened, the building should be evacuated, and the Fire Department notified by calling the Jackson Fire Department **911**. ATMOS Energy is available for assistance at 866-322-8667.

EMERGENCY SHUT-DOWN AND START-UP PROCEDURES:

In the event of an emergency to any of the buildings, the cut-off valves at the riser are painted RED and should be cut-off as soon as possible.

****REGULATOR STATIONS ARE LOCATED BEHIND KINCHELOE HALL****

TO SHUT- OFF, CLOSE VALVE #1 AT REGULATOR STATION (KILLS ALL GAS TO CAMPUS)

TO SHUT-OFF, CLOSE VALVE #2 AT REGULATOR STATION (KILLS ALL GAS, EXCEPT HEALTH & WELLNESS)

TO SHUT-OFF, CLOSE VALVE #3 AT REGULATOR STATION

AFTER REPAIR:

--To turn on Area 1, purge for 1 ½ minutes through 1" valve at Galloway

--To turn on Area 2, purge for 2 minutes through the valve at Brownlee

--To turn on Area 3, purge 5 minutes through the valve at the President's Home.

In the event of emergency during non-working hours, Public Safety has been provided with the necessary tools and trained in the proper procedures for shutting-down the gas supply when deemed necessary.

After the actual location of the emergency has been determined, repairs should then be made as expeditiously as possible. It may be possible to sectionalize the area in which the emergency exists.
A SYSTEM MAP SHOWING THE KEY VALVES IS AVAILABLE IN THE OFFICE OF FACILITIES AND REAL PROPERTY MANAGEMENT OFFICE

If it is not possible, or not deemed advisable, to isolate the leaking section of main, and repairs must be made by taking every precaution to prevent the reoccurrence of fire should be taken and such police and fireman as are necessary to secure the area should be called upon. If necessary, Residents should be evacuated.

Such emergency equipment as breathing apparatus, special tools, etc. shall be available and sufficient manpower to do the job. An excessive number of personnel should not be in the area as this only adds to the confusion.

The Office of Facilities Management may request possible help from Atmos Energy in diagnosing the extent of damage and providing the necessary requirements on a reimbursement basis.

Immediately after the cause of the emergency has been corrected, a follow-up should begin to determine:

- 1. The cause of the emergency. All evidence should be saved and noted with any sketches prepared and all necessary reports completed***
- 2. Whether the procedure followed in handling the emergency was done properly, and what improvements can be made. A critique should be held with the people involved in the situation to review all phases of the operation for possible improvement and revision of procedure if found necessary.***
- 3. A memorandum of all pertinent handling of the emergency will be prepared for review by the Office of Facilities Management and others.***

TOUGALOO COLLEGE MASTER METER SYSTEM HAS ONE MASTER METER LOCATED AT THE SOUTH END OF THE CAMPUS. ALL EMERGENCY VALVES ARE PAINTED RED (SEE MAP).

**THE EMERGENCY INSTRUCTION ARE SHOWN ON THE MAP. THE
PURGE TIME AND START-UP PROCEDURES ARE ALSO ON THE
SYSTEM MAP.**