Gas Odor Response Plan for On-Campus Apartments

Any time that you can smell natural gas the situation requires an immediate response. Natural gas is odorless and colorless flammable gas. As a safety precaution, the gas company adds a sulfur-like odor to natural gas to help people identify gas leaks. Some of the Knollcrest East courtyard apartments have gas stoves with pilot lights. If the pilot light is not lit, natural gas slowly flows into the apartment. A gas odor could also indicate a faster natural gas leak.

If you smell natural gas in your apartment:

- Open windows and doors to air out the space.
- Do not light a match, lighter or attempt to re-light a pilot.
- Do not use any electrical device, such as light switches, cell phones or appliances. They could spark and ignite the gas.
- Get everyone out of the area.
- Call Campus Safety at 3-3333 once you are away from the gas smell. Campus Safety will have either a Calvin College mechanical system technician or someone from DTE Energy come to your apartment.
Campus Safety Dispatch Gas Odor Response Plan

Caller states that they smell natural gas in their apartment

Instruct the caller to:
- Open windows and doors to air out the space
- Do not light a match, lighter or attempt to re-light a pilot
- Do not use any electrical device, such as light switches, cell phones or appliances. They could spark and ignite the gas.
- Get everyone out of the area

Call Physical Plant:
- Normal business hours at 66444
- Any other time call ON-CALL MAINTENANCE

If you cannot reach a person at the Physical Plant office or an ON-CALL maintenance person, call DTE Energy 1-800-947-5000 and inform the Campus Safety Supervisor immediately.

If you do reach a Physical Plant office or On-Call person, instruct them to send a HVAC technician to investigate for sources of natural gas with a gas monitor.

Record the following information: Dispatcher name __________________________ Date ______________
Name of caller ______________________________ Number called from __________________________
Time __________ Location of gas odor __________________________________________________________
Injuries _______________________________________________________________________________
_____________________________________________________________________________________
Physical Plant personnel called _________________________ Time ______ Response __________________
Campus Safety Supervisor called _________________________ Time ______ Response ______________
DTE called ______________ Time _______ Response ___________________________________________