



## **Procedure for reporting Gas Leaks**

Anyone who smells gas or suspects a gas leak should, where possible, isolate the gas supply. Extinguish all naked flames and do NOT switch ON or OFF any electrical appliances including lights. If the lights are ON, leave them ON!

Do not operate mobile phones in the affected area.

Ventilate the affected area by opening windows. If the gas cannot be isolated, vacate the building or area. Do not re-enter until authorized to do so by either Southern Gas Network, or the EFM Department.

If the gas smell is outside, close the windows and doors to stop the smell of gas entering the building.

### **Now call the National Gas Emergency number 0800 111 999**

The National Gas Emergency call centre will ask for details of the building, the location of the smell, your name and contact number. They will then read out the safety advice and ask if you understand.

Now call the University 24 hour security office on ext. 3547 (01273 643547) and inform them that you have reported a gas leak. Provide details of building and location of smell, your name and contact number.

A gas engineer will be despatched by the National Gas Emergency call centre with a maximum response time of one hour and a member of EFM will be sent to meet the Gas engineer at the university's 24 hour security office.