

NATURAL GAS FUMES

Definition:

Natural gas fumes are detected inside or adjacent to a campus building.

Procedure:

1. **DO NOT** use any electrical device including a telephone, light switch or the fire alarm.
2. Notify others in the building of the emergency and begin evacuating the building.
3. Once outside the endangered building call **9-911**. State the nature and location of the gas leak. Then notify the **Campus Assistance Center at ext. 4444** of the emergency.
4. Return and help with the evacuation.
 - If you are evacuating from an endangered building because of a gas leak, quickly move to that building's designated evacuation meeting area which is marked on the back of this guide.



IF EVACUATION HAS BEGUN:

1. Close doors. Exit the building via primary exit route, assisting others with evacuation if possible.
 - Do not use elevators for exiting.
2. Proceed to designated evacuation meeting area for your building. Do not reenter building for any reason.
3. An "All Clear" will be issued by fire department officials or College emergency personnel when it is safe to reenter the building.

DISABLED OR TRAPPED

4. If you are unable to exit the building, move to a room with an outside window. The room should be as close to a stairwell as possible. Tell others to notify the fire department of your location. Close the door, leave the light on, and stay in front of the window to signal outside help.



Remember:

Use common sense and never take risks that may endanger yourself or others.

Numbers to Know :

**EMERGENCY RESPONSE: 9-911 • CAMPUS ASSISTANCE CENTER: ext. 4444
MADISON GAS & ELECTRIC (MG&E): 252-7111**

Note – All College phones are campus phones except pay phones.

To call the 911 Center from campus phone, you must dial 9-911.

From pay phones, dial 911. Coins are not needed for 911 calls.