

GAS ODOR or LEAK supplement to ERG for FM

This is supplemental guidance for Grainger College of Engineering Facility Managers for responding to an emergency in their areas of responsibility: Please review the ERG first!

PLAN AHEAD

- Review ERG and BEAP.
- Plan how to communicate the response action to building occupants, those wishing to enter building, visitors who happen to be present, etc.
- Plan the communication of return to normal operations after an evacuation.
- Discuss with your unit head:
 - Who can call for an evacuation? Is there a need for delegation of responsibility?
 - What are the staff expected to do post-evacuation, after the emergency has been resolved?

ASSESS

- Is it coming from the outside or only detected from within the building?
- Is the gas odor coming from a lab? Some labs use chemicals (e.g. thiols or mercaptans) that smell like the odorant added to natural gas.

CONSULT

- Is there a current Illini Alert calling for specific action in your building or general location? If so, act as directed.

EXECUTE

- Call 911 to report the odor of a gas leak and provide any details or information gathered.
- If you have the authority, decide to evacuate or seek shelter.
 - If not evacuating, you may tell occupants they may leave if they feel unsafe
- If fire alarm was activated, call 911 to inform METCAD why the alarm was activated.
- If evacuating, do not return to the building until given the all-clear.

GAS ODOR / LEAK RESPONSE

for Facility Managers

1. PLAN AHEAD



- Review ERG & BEAP
- Know your roles & communication plan
- Discuss action plans and authority with unit heads

2. ASSESS



- **Odor source:** Inside, outside, or both?
- **Lab source?** Some chemicals may smell like natural gas

3. CONSULT



Is there an IlliniAlert Issued?

Yes

No

Follow the Alert
as directed

4. EXECUTE



- **Call 911** to report gas odor/leak
- **Evacuate**



DO NOT RETURN UNTIL ALL CLEAR GIVEN

By an IlliniAlert or the Fire Department

STEAM or WATER LEAK supplement to ERG for FM

This is *supplemental guidance* for Grainger College of Engineering Facility Managers for responding to an emergency in their areas of responsibility: Please review the ERG first!

PLAN AHEAD

- Review ERG and BEAP.
- Educate building occupants on the importance of not propping fire doors open.
- Plan how to communicate the response action (e.g. evacuation) to building occupants and any visitors who happen to be present, etc. For example, how will you prevent people from entering the affected area?
- Plan the communication of the return to normal operations after the event.
- Discuss with your unit head:
 - Who can call for an evacuation? Is there a need for delegation of responsibility?
 - What is the Business Continuity Plan, should the building be unoccupiable for an appreciable amount of time?

ASSESS (If safe to do so)

- What is the affected area? What is the source of the leak? How much water is present and how fast is water accumulating?
- Is sewage involved? Are any hazardous materials involved?
- Are utility spaces involved or affected?

CHECK/CONSULT

- Was an Illini Alert issued calling for specific action in your building or general location? If so, act as directed.

EXECUTE

During the incident

- Call the F&S Service Office to report the leak 217-333-0340. Provide detailed information on the leak so they can send someone to shut off the source.
- If you have the authority, decide to evacuate or seek shelter when needed. In a steam/sewage leak or water flood situation, the best course is typically an evacuation.
 - If safe to do so, close fire doors that may have been propped open.
- If the fire alarm was activated, call 911 to inform METCAD why the alarm was activated.
- If you need assistance in preventing people from entering the building and managing the scene, call 911 and ask for UIPD.

- Discuss with F&S Rapid Response Team whether professional recovery or remediation services (e.g. BMS-CAT) are needed.

Post-incident actions

- Do not re-enter the building until given the all-clear by the Fire Department.
- Complete a safety assessment before allowing re-entry: There may be electrical, chemical or other hazards associated with affected equipment or building materials.
- Other possible post-incident actions:
 - In water damage situations, time is of the essence to prevent mold growth. Work with your BSW foreman to clean and dry small, affected areas. For large scale affected areas where water extraction is necessary, request for the F&S Rapid Response Water Remediation team through the F&S Service Office.
 - If the damages are significant and could lead to an insurance claim:
 - Inquire if F&S filed an insurance claim with U of I Office of Risk Management.
 - Inform your business manager of the initiation of an insurance claim.
 - Meet with the claims adjuster and F&S and walk them through the building.
 - Work with F&S to complete the restoration of water-damaged areas.
 - Take photos of affected areas and equipment. Ask unit personnel to provide a list of equipment that incurred damage.
 - Document work that is being done on the spreadsheet provided by Risk Management.
 - Request for an assessment if any of the following conditions arise:
 - Water stains on walls or ceilings.
 - Peeling or bubbling paint.
 - Sagging or warped floors.
 - Visible mold growth inside the building.
 - Foul or musty odors within the building.
 - Persistent reports of allergy-like symptoms that appear worse indoors.

STEAM/ WATER LEAK RESPONSE

for Facility Managers

1. PLAN AHEAD



- Review ERG & BEAP
- Know your roles & communication plan
- Discuss action plans and authority with unit heads

2. INCIDENT DETECTED

Is it safe to assess ?

No

Yes

IlliniAlert Issued?



- If yes, follow as directed
- If no, call 911
- Report leak to F&S Service Office 217.333.0340

It Is Safe to Assess



- Determine:
- the affected areas
 - source of the leak
 - rate of leak
- Report to F&S Service Office
 - Restrict access to flooded areas

3. POST-INCIDENT ACTIONS



Do NOT re-enter until Fire Department gives All Clear



Complete safety check upon re-entry (electrical, chemical, structural hazards)



Dry & clean quickly to prevent mold (BSW or F&S Water Remediation Team)



Report & document damage (photos, equipment list, records)



Coordinate with Risk Management if claiming insurance



Request assessment if these conditions arise:



Water stains / peeling paint



Warped floors



Mold / odors



Health symptoms indoors