

NATURAL GAS SAFETY & EMERGENCY RESPONSE PLAN

1. Facility & Plan Information

Facility Name: _____

Facility Address: _____

Date of Plan: _____

Last Revision Date: _____

Plan Coordinator (Name/Title): _____

2. Key Emergency Contacts

Contact Role	Name / Provider	Phone Number (Primary)	Phone Number (Alternate)
Emergency Services			
Gas Utility Provider			
Facility Manager			
Safety Director			
Maintenance/HVAC Tech			

3. Gas Detection and Response Protocol

In the event that a natural gas leak is suspected (by odor, sound, or gas detection equipment), the following immediate actions must be executed:

- Evacuate Immediately:** Order immediate evacuation of the affected area/building.
- Do Not Create Sparks:** Do NOT operate any electrical switches, appliances, phones, or pull fire alarms. Do NOT light matches or smoke.
- Ventilate:** If safe and practical to do so on the way out, leave doors and windows open.
- Call for Help:** Once at a safe distance from the facility, call emergency services and the gas utility company.

Designated Evacuation Assembly Point

4. Shut-off Valve Locations

Only designated, trained personnel should attempt to shut off utility-scale natural gas valves if safe to do so.

Main Gas Shut-off Valve Location:

Secondary/Zone Shut-off Valve Locations:

Location of Shut-off Tool/Wrench (if applicable):

5. Training and Maintenance Log

Activity (Training/Drill/Inspection)	Conducted By	Date	Next Scheduled Date

Important Safety Reminder: Natural gas leaks can lead to fires or explosions. Never attempt to locate a leak yourself. If you smell gas (rotten egg odor), hear a hissing sound near a gas line, or see dirt/water blowing in the air, treat it as an emergency.

6. Plan Approval & Sign-Off

Authorized Signature

Date