

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-018

SUBJECT: Natural Gas Leak - Day Procedure

EFFECTIVE DATE: January 16, 1992

Policy:

It is the policy of Cottonwood, Inc. to provide a safe working environment for employees and consumers. If a gas leak would occur, or be suspected, an evacuation will be conducted in a swift, yet orderly manner.

Procedures:

1. When an employee smells the odor of natural gas, he/she will immediately notify the Site Emergency Director or member of management. The Site Emergency Director or member of management will assess the situation and call proper authorities to notify them of the emergency.
2. **DO NOT SOUND THE ALARM!! DO NOT TURN LIGHTS ON OR OFF AND DO NOT USE THE TELEPHONE OR A CELL PHONE BECAUSE OF THE RISK OF A SPARK CAUSING AN EXPLOSION!! DO NOT SMOKE OR START ANY VEHICLES AS THEY ARE ALSO EXPLOSION HAZARDS! DON'T OPEN OR CLOSE WINDOWS TO TRY AND GET RID OF THE GAS.**
3. Evacuation procedures will be implemented by Unit Emergency Coordinators using **VERBAL** commands. Unit Emergency Coordinators must make sure all areas are evacuated and give a head count report to their Site Emergency Coordinator or Site Emergency Director. Staff responsible for consumers must perform a head count and report to the Unit Emergency Coordinators. Do not go back into the building to search for missing persons. Instead, inform the first responders of the person's name and suspected whereabouts.
4. Staff and consumers will evacuate at least 500 feet from the buildings (preferably to the northeast corner of the property), maintaining accessibility for emergency response vehicles, until the all clear is given by the Site Emergency Director. If gas is detected outdoors but is not apparent inside, then an immediate call will be made by management staff to the utility company.
5. If it is impossible to re-enter the building the workers will be escorted to one of Cottonwood, Inc.'s other buildings or will be transported to its partner facility, River City Church.
6. Natural Gas evacuation drills must be conducted at least semi-annually at each Cottonwood, Inc. owned or leased service area by a staff person appointed by the department director. Administrative areas will also be drilled semi-annually. When evacuations are conducted, an Evacuation Drill Report Form must be completed and routed to the department director, Administrator of Services, and the CEO. The routed original will be returned to the Safety Committee co-Chairperson.

7. At the next monthly meetings drill results will be reviewed with the workers.