

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Day Enrichment Services

POLICY NO: 60-009

SUBJECT: Natural Gas Leak –Retirement Enrichment

EFFECTIVE DATE: March 1992

Policy:

It is the policy of Cottonwood, Inc. to provide a safe working environment for employees and consumers.

Procedures:

I. At main Cottonwood, Inc. site (2801 W. 31st Street)

If a gas leak occurs, or is suspected, the procedure outlined in policy 02-018 are followed.

II. At the off-site Retirement Enrichment Services Center.

If a gas leak is suspected at the Retirement Enrichment Services, the following procedure is required:

1. When an employee smells the strong odor of natural gas, he/she must immediately notify other staff present.
2. Do not sound the alarm, do not turn the lights on or off or use the phones because of the risk of a spark causing an explosion. Do not open or close windows.
3. Notify all present to evacuate immediately.
4. Everyone must evacuate to a distance of at least 500 feet from the facility.
5. Encourage all consumers to remain calm.
6. A staff person must call the Kansas Public Service and the Lawrence Fire Department to report the incident from an alternate phone not in the building with the suspected leak.
7. Conduct a count at designated meeting point to ensure that all persons are present. 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.

8. Do not re-enter the building until authorities determine that the area is safe.
9. In the event that officials determine the building to be unsafe, consumers are transported to the main facility at 2801 W. 31st Street or another designated Cottonwood, Inc. building. The Retirement Enrichment Coordinator, Day Enrichment Director, Administrator of Services, CEO and the landlord are all notified.
10. Natural gas evacuation drills must be conducted by staff on a quarterly basis, and recorded on an Evacuation Drill Report form. The Day Enrichment Director routes the original to the designated safety committee chairperson.
11. After each natural gas drill the responsible staff holds a brief meeting with consumers to discuss the importance of these drills, performance strengths, and possible areas of improvement in this procedure.