

Heating/cooling/ventilation systems are powered by natural gas, propane fuel and electricity. Building personnel perform routine maintenance checks to ensure equipment is operational and working properly. Although infrequent, the malfunctioning of a building's heating, cooling and ventilation systems may occur. Construction projects in or around a building may also result in the creation of unknown and suspicious fumes including sewer gas, equipment exhaust and vehicle exhaust. Although many odors are harmless, be aware that natural gas and other suspicious odors could be combustible and/or toxic. DAS employees are encouraged to take immediate action and report natural gas or suspicious odors to building security.

If you smell natural gas or a suspicious odor, take the following action:

1. Inform your supervisor and leave the immediate area.
2. Do not touch an electrical switch or use your phone.
3. From another location, notify building security at _____ – _____.
4. Do not try to locate the source yourself.
5. Do not open windows in an attempt to ventilate.
6. Confirmed natural gas leaks or other dangerous fumes will result in an evacuation. Building Security will make the call to evacuate should a threat exist.

Evacuation procedures:

1. Remain calm.
2. Cover your mouth and nose with layers of fabric that can filter the air but still allow breathing. Examples include two to three layers of cotton such as a t-shirt, handkerchief or towel. Otherwise, several layers of tissue or paper towels may help.
3. Take shallow breaths.
4. Evacuate the area.
5. If an evacuation is called, follow the directions of your Floor Warden.

Stay a safe distance from building:

Remain a safe distance from the building until building security and/or a service professional have assessed the situation and authorized it is safe to re-enter the building.