

1. Purpose

It is important to know how to recognize and report a natural gas emergency. Natural gas leaks are dangerous because the gas in its normal state is odorless and colorless. Mercaptan or a similar sulfur-based compound is added to the gas to give it a distinctive rotten-egg odor so that people can easily detect a gas leak.

2. Scope

This reporting procedure applies to students, faculty and staff working or living on the KSU campus.

3. Responsibilities

The Kennesaw or Marietta campus Police Emergency is the primary contact when a gas leak is detected.

4. Procedure

If you detect natural gas:

- Leave the area immediately
- Go to a location where you no longer detect the gas odor (inform anyone you see as you leave that there is a problem)
- Do not smoke or use any type of open flame devices
- Do not try to locate the leak
- Do not use an electrical device, including cellular phones, I-pods, etc.
- Do not turn light switches on or off
- Do not reenter the building or return to the area until it has been declared safe to do so by an investigating authority
- Report the incident from a safe distance

Procedure to report a suspected natural gas leak:

- Call the Kennesaw campus Police – ext. 6666 or 470-578-6666
Or the Marietta campus Police – ext.5555 or 678-915-5555
- Provide the following information
 - Your name
 - Your contact number
 - Location of the odor
 - Any other problem of which they should be aware (someone unconscious, hurt, etc.)
- During business hours (7:00 a.m. – 10:00 p.m. , Monday – Sunday)

- Kennesaw or Marietta campus Police will contact the appropriate department to investigate
- During after-hours (10:00 p.m. – 7:00 a.m., Monday – Sunday)
 - Kennesaw or Marietta campus Police will contact Cobb County Police (Fire and Ambulance) to investigate
- Stay in the safe area until authorities are on scene and no longer need any information from you