Gas Leak/Explosion

Mitigation

Purposes – A gas leak refers to the seeping of natural gas, frequently through a pipe, which can endanger the lives of those in the area. While the fumes may cause health problems, the larger problem is the potential for an explosion. NOTE: Natural gas does not have an odor so a chemical is added that smells like rotten eggs. This allows us to smell natural gas at levels well below explosive levels.

1. Departmental documents are/will be scanned to the server with account and contact numbers included.
2. Staff members are/will be trained to save all documents to the server.
3. All data on the server will be backed-up off-site each evening.
4. The offices have sprinkler and fire alarm systems.
5. Fire extinguishers are located throughout the buildings and inspected annually.
6. Fire drills and gas leak drills are the same. Fire drills and fire extinguisher trainings are conducted annually.
7. Escape route maps are in every room of MHS buildings and locations of fire extinguishers, exits, fire alarms, fire alarm pulls are marked on each escape route map.
8. Staff evacuation plans are in place and staff members have been trained.
9. Business-owners insurance is in place to cover damage to the facilities caused by an explosion, replacement of furniture and fixtures and also covers business interruption, if necessary. Liability insurance is in place as well.
10. A plan is in place that in the event there is a gas leak that results in an explosion, all outside officials will be directed to the Development/Marketing Department for purposes of communication.
11. The smell of gas has been detected in the back hall of Suite 319 several times (early mornings) since locating to this space. The Emergency Preparedness committee consulted with Atmos Gas this regarding “when to evacuate” based on the detection of natural gas odor. Atmos Gas investigated and determined that Garcia’s restaurant has a “standing” pilot light that is apparently going out some nights resulting in natural gas escaping into the back hall. Atmos has notified Garcia’s that this practice must be discontinued. If we report smelling gas once more to Atmos, Garcia’s will be shut down and/or required to install electronic pilot lights. Atmos advised us to evacuate anytime we smell gas regardless of how strong. We asked about purchasing and using a meter much like Atmos uses to detect natural gas levels. This would help us know whether the gas was at a dangerous level that would require evacuation. Atmos stated again that we must evacuate at the smell of any gas at all and that a meter is unnecessary. The Atmos Gas representatives we spoke with were “Blaine” at 566-3054 and Kenny Hay at 566-3074.

Preparedness Plan and Response

Upon discovering a possible gas leak:
1. Do not spend undue time assessing the situation.
2. Alert the Front Desk of the leak from any phone.
3. The Front Desk will announce “Gas Leak Alert in Suite _______” and will instruct everyone to exit the building. This should be repeated slowly and clearly several times.
4. Upon hearing the “Gas Leak Alert”, all employees in the affected office will calmly begin clearing areas designated below and directing patients/employees to the nearest exit. (Same evacuation plan as our Fire Evacuation Plan.
5. Do not turn on or off any light switches or other equipment that uses electricity.
6. Do not use a match or cigarette lighter for any reason.
7. Upon hearing the “Gas Alert”, the Front Desk Manager and COO will both call Atmos Gas’ Emergency Reporting Line at 1-866-322-8667 to report our emergency.
8. When speaking with the Atmos Emergency Line personnel advise them that Mercy has no natural gas but that Garcia’s does. Please inform Atmos that Garcia’s suite # is 316. This information will help emergency officials locate and resolve the leak more quickly.

9. Staff should evacuate the affected building using the evacuation directions shown in the FIRE PLAN.

10. After you have alerted the front desk, call Atmos’ Emergency Help Line at 1-866-322-8667 yourself. This will provide a back-up system to ensure that Atmos is called then proceed to your nearest exit.

11. No employees or patients will be allowed back into the affected building until Atmos Gas has cleared the building for safe re-entry. Do not return to look for missing persons or to retrieve belongings.

12. Staff will refer all emergency officials to Development and Marketing staff for emergency communication issues.

13. Staff will remain calm at all times.

14. Medical providers will triage injured staff/patients, if necessary.

**Recovery Plan**

If an explosion results from a gas leak, the following will be done:

- Contact our Business Owners Insurance.
- Contact landlord (Brixmor Properties) regarding any building damage and/or site clean-up needed.
- Contact utilities, if needed.
- MHS’ leadership will meet IMMEDIATELY to assess damage to building and/or property.
- MHS’ leadership will formulate operational plans...short term/long term.
- MHS’ leadership will coordinate any necessary “clean-up”.
- Crucial equipment needs will be assessed – phones, computers, lab instruments, etc.
- Server set-up will be accomplished immediately, if needed.
- Crucial operational needs will be assessed – basic office and medical supplies, basic utilities, payroll, accounts payables, etc.
- Williamson Medical Center, Brixmor Properties and HCA will be contacted for short-term/long-term use of space, if needed.
- HCA, Randa Solutions, The Solutions Team, etc. will be contacted for replacement of computer equipment necessary to restore operations, at least temporarily.
- Employees will be kept informed of processes and plans thru use of Mercy’s Emergency Call Tree.
- MHS’ leadership will determine the best way to notify patients, such as the Insurance Billing Specialist from home, emails, Relatient, the media, etc.
- Staff will refer all emergency officials to Development/Marketing staff for emergency communication issues.
- Property will be protected from looting.