



Manual: Emergency Measures	Policy Number: EM-11
Section:	Policy Name: Natural Gas Policy Hazards And Responsibilities
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Effective Date: March 20, 2017	Revised: June 2, 2022

Finlandia Village Natural Gas Policy

PURPOSE:

This policy outlines the steps to manage a natural gas odour/leak in order to minimize the potential for injury to residents, staff and to the environment as well as for the preservation of property and limitation of damages.

Potential health impacts should be considered, such as inhalation hazards, prior to approaching the area. Determine if there is an immediate health threat to you or anyone in the area and act accordingly. Approach any area with the utmost of care! Mercaptan is added (rotten egg odour) to the gas, however this smell should not be relied on as a good indicator of the presence of gas as factory fatigue (loss of smell) occurs rapidly.

NOTE: The Palvelukoti building kitchens are equipped with gas stoves, gas stoves are a common heat source for cooking. Each unit is equipped with a Smart Alarm for smoke & fire, carbon monoxide and natural gas.

What to do if you smell gas.

If the alarm goes off you are to call 911 for emergency services.

1. DO NOT turn electrical switches on or off.
2. DO NOT use appliances, phones/cell phones inside the building.
3. DO NOT use potential ignition sources or open flame.
4. Shut off gas source.
5. Remove residents from danger.
6. If possible, open windows and doors to ventilate the building. (Do not spend additional time opening doors or windows if there is an imminent danger of explosion or fire that would jeopardize your safety.)
7. Evacuate the building via the shortest and safest exit route.
8. Do not use elevators; always use stairs.
9. Go to a safe area or to a pre-assigned exterior assembly area for your building.
10. Await emergency response personnel at safe location.
11. If you know or suspect that someone is missing or trapped, contact the emergency personnel outside the building. Use common sense and never take risks that may endanger you or others, do not return to the building unless advised to do so by emergency services.



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Do Not Ignore Gas Odors. If you smell gas in the area and the alarm has **not gone off** check to make sure the burners on the stove are turned off. If the stove is already off and you still smell gas, open the window and leave the unit immediately with the resident, call the maintenance emergency number and the natural gas response line at 1-877-969-0999 from a safe location. The gas company has trained staff to analyze your problem quickly. They will walk you through a series of questions so they can determine the severity of the problem. They can advise you on how you should respond.

If the source of the gas leak is not found – evacuate and call 911.

Exposure to natural gas symptoms

Prolonged or high-level exposure to natural gas causes flu-like symptoms including severe **headaches, tiredness or fatigue, dizziness, and nausea.** Victims of exposure might also appear confused, have difficulty remembering things, become irritable and have difficulties with physical coordination.

ADMINISTRATIVE/MANAGEMENT RESPONSIBILITIES

Hoivakoti: If the hazard affects the provision of care or the safety, security or well-being of one or more residents for a period of 6 hours, the Registered Nurse in charge is responsible for reporting the incident to MOHLTC (Director) within one business day of becoming aware of the incident; full report within 10 days of becoming ware of the incident.

On call manager should co-ordinate both internal and external responders in the event of a gas leak.

Manager on call is responsible for the completion and submission of an Incident Hazard Report.

Management must provide reports on any incidents with gas leaks including follow-up measures to the Emergency Measures Committee with 30 days.