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PURPOSE:

If the natural gas distribution system is disrupted it is important for staff to know how to operate without natural gas.

POLICY:

Open Door Community Health Centers uses natural gas in our Health Centers for the heat source in many of our HVAC and hot water system. When the natural gas distribution system is disrupted, through a pipe failure in the health center or the provider loses supply, the health center will take the following steps. It is important for staff to respond safely and appropriately.

PROCEDURE:

- Disruption of the natural gas distribution system may be indicated by:
 - Smell of natural gas in the health center building.
 - Hot water systems shut down.
 - Heating, ventilation, air conditioning (HVAC) shut down.
- If gas is smelled within the Health Center, immediately evacuate the facility of patients and staff:
 - Call 911 and report a gas smell, your location, and the location of the smell in the facility.
 - Shut off the gas with the wrench located at the outside shutoff valve.
 - Staff should gather with the patients in the designated evacuation location outside the facility.
 - A Receptionist should bring the daily schedule to make sure all patients have been evacuated.
 - Notify Corporate Services and the Operations Officer on call.
 - Do not return to the Health Center until told to do so by the local emergency services.
- If the disruption is outside the Health Center:
 - Notify Corporate Services and the Operations Officer on call.
 - Corporate Services will be responsible for coordinating repairs or contacting the local supplier to determine the estimated outage time.
 - Distribute alcohol based hand sanitizer for when hot water runs out.
 - Determine if the Health Center temperature is sufficient to continue seeing patients.
- When the disruption is resolved contact Corporate Services and have them restart any equipment dependent upon natural gas.

REFERENCES:

California Hospital Association, Emergency Preparedness Manual, 2016
Kaiser Permanente, Natural Gas Failure Plan, 2013

ASSOCIATED DOCUMENTS:

None

KEYWORD TAGS:

Gas, natural, heat, smell