

## Gas Leak

Gas leaks are a serious issue and should be handled immediately. Natural gas is odorless but a sulfur smell is added to it to help determine any leaks that may occur.

In the event that there is a gas leak, the following procedures should be followed:

1. Call 911!
2. Notify engineering and all MOD's
3. The hotel must be evacuated. Pull the fire - alarm and have all guests evacuate.
4. From this point forward, follow all fire – alarm procedures.
  - a. **Print down-time report in OPERA. Gather your Guest-In-House binder and also your crisis binder.**
  - b. **Call each guest room to inform guests of the alarm and that they must evacuate the hotel and to use the nearest stairwell. Please make sure to contact disabled guests and ensure that they are aware of the situation. Please send help up to these guests if they cannot use the stairs. Once you have called guest rooms and know that everyone has exited the building, you need to grab your paperwork and exit the hotel.**
  - c. Assist the fire department with directions and layout of your hotel. Notify emergency personnel of the location of the leak, if known.
  - d. Call the IHG Warm team to notify them of the issue that has occurred in the event the hotel is impacted from the gas leak. This can be found on the emergency contact page.

Re-occupation of the building is a decision that must be made by senior management in consultation with the fire department.