

# Gas Leak

All school personnel, including cafeteria managers and custodians, shall immediately report any suspected gas leak to the principal.

**☐ Staff Actions**

- Notify principal
- Move students from immediate vicinity of danger

**☐ Principal, Team:**

- If the gas leak is internal, implement evacuation procedures
- Call 911, District Support Team, Central Office
- Notify gas company
- Determine whether to move to Alternate Building Location
- If extended stay outdoors in inclement weather, contact transportation to provide bus to transport students to partner school or shelter students on buses
- Do not re-enter building until being given the “all clear” to do so

**☐ Additional steps for our school/facility (if any):**

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